

---

Nova Scotia College of Chiropractors

---

Fair Registration Practices Act (FRPA)  
Review Report  
August 11, 2023

---

Province of Nova Scotia

---

## EXECUTIVE SUMMARY

The *Nova Scotia College of Chiropractors* (NSCC) is specifically named in the *Fair Registration Practices Act* (FRPA or “the Act”) as a “regulating body” that is subject to the Act. Section 6 of the Act summarizes the “Duty” of each “regulating body”, including NSCC, as follows:

*Duty of regulating body*

**6** *A regulating body has a duty to carry out registration practices that are transparent, objective, impartial and procedurally fair.*

The Review Officer, appointed under Section 13 of the Act and under the authority provided for under Sections 14 and 16 of the Act, facilitated a FRPA Review, which was initiated on March 7, 2023, and resulted in this final report. The purpose of this FRPA Review at the outset was:

- 1) To determine the current compliance status with the FRPA; and
- 2) If areas of non-compliance are identified, to facilitate a path back to compliance through the requirement to develop an Action plan containing specific actions and completion dates as well as the requirement of progress reports on that Action plan until compliance is achieved.

The current compliance status was determined based on NSCC’s responses to 10 review questions, as well as corroborating information on NSCC’s website ([www.chiropractors.ns.ca](http://www.chiropractors.ns.ca)). Upon review of this information, no compliance issues were identified and therefore no Action Plan was required. The review questions, NSCC’s responses, and the assessment of those responses based on compliance criteria are detailed in this report.

As required under Subsections 16(8) of the Act, another review will be conducted on NSCC’s registration practices within 5 years of the date of this report.

The collaboration and cooperation of the *Nova Scotia College of Chiropractors* throughout this review process is gratefully acknowledged.

Sincerely,



Frank Reinhardt  
Review Officer, Fair Registration Practices Act (FRPA)

# TABLE OF CONTENTS

EXECUTIVE SUMMARY .....	ii
TABLE OF CONTENTS .....	iii
1. INTRODUCTION .....	4
1.1. THE FAIR REGISTRATION PRACTICES ACT .....	4
1.2. OVERVIEW OF THE REGULATING BODY .....	4
2. QUANTITATIVE DATA - 2021 .....	6
3. FRPA REVIEW QUESTIONS, RESPONSES, AND COMPLIANCE ASSESSMENTS.....	7
3.1: INFORMATION AND REGISTRATION PROCEDURES .....	7
3.2: ASSESSMENT CRITERIA AND COMMUNICATION OF DECISION PROCESSES .....	17
3.3: INTERNAL REVIEW/APPEAL PROCESS.....	20
4. ACKNOWLEDGEMENTS:.....	23

# 1. INTRODUCTION

## 1.1. THE FAIR REGISTRATION PRACTICES ACT

The [Fair Registration Practices Act](#) (FRPA or Act) applies to 47 [regulatory bodies](#) in Nova Scotia, covering 84 occupations, including 20 compulsory trades. A regulatory body (regulatory authority or regulator) sets the standards and regulates how people practice as members of an occupation or trade. Everyone who practices within a regulated occupation or trade must register with the regulatory body.

The FRPA mandates that regulating bodies carry out registration practices that are transparent, objective, impartial and procedurally fair. Section 16(2) of the FRPA states: “Every regulating body shall review its registration practices in accordance with this Section and shall file a report on the results of the review with the Review Officer for the reporting period.” This review process is to occur as per the Act and if items are deemed to be noncompliant with the FRPA, an Action Plan is required to be completed by the regulating body. The intent of the Action Plan is to identify how the items of noncompliance are progressing to ensure compliance, fairness, and transparency, as required by the Act.

## 1.2. OVERVIEW OF THE REGULATING BODY

<b>Name of Regulating Body:</b>	Nova Scotia College of Chiropractors
<b>Review Questions Due:</b>	2023-06-28
<b>Date Submitted:</b>	2023-06-28

### [About the NSCC - NSCC \(chiropractors.ns.ca\)](#)

The Nova Scotia College of Chiropractors (NSCC) is the self-regulating body for the province’s Chiropractic profession. The system of professional self-regulation is a great responsibility and privilege granted by provincial law and entrusted to the Nova Scotia College of Chiropractors to administer in the interest of the public.

As per the [Chiropractic ACT](#), All chiropractors in Nova Scotia must be members of the NSCC in order to practice Chiropractic in the province.

### **DEFINITION OF CHIROPRACTIC (Chiropractic Act, 1999):**

“Chiropractic” means professional services usually performed by or under the supervision of a chiropractor and includes diagnosis, examination, and treatment of persons principally by hand and without the use of drugs or surgery of the spinal column, pelvis, extremities and associated tissues, and such services as approved by the regulations.

The NSCC Board governs, controls, and administers the regulatory and administrative affairs of the College. It also serves to provide direction for the profession in matters of public interest. The role of the Board, as well as its authority and powers, is set out in the Chiropractic Act. [Click Here to view the Chiropractic Act](#)

The Board is comprised of eight elected chiropractors and two public members appointed by the Nova Scotia Government.

### **The Board functions include:**

- Policy and Standards Development
- Credentials Verification
- Registration
- Practitioner Assessment
- Complaints and Investigation
- Hearings and Discipline
- Continuing Education Standards
- Advertising Approval

Licenses may be granted as Full, New Grad, Temporary, and Inactive/non practicing.

<https://chiropractors.ns.ca/site/joining-the-college/Fees%20and%20Membership%20dues?nav=sidebar>

## 2. QUANTITATIVE DATA - 2022

Quantitative data is collected from regulating bodies each year by way of a data survey. The following is some of the information provided by the *Nova Scotia College of Chiropractors* through the 2023 survey, covering the 2022 year, in fulfillment of the quantitative reporting requirements under Section 15 of the FRPA:

**Total Registered Members\*:** **192**

\* As of December 31, 2022

Applications							
	Received in 2022	Decisions Rendered in 2022 <sup>1</sup>				Success Rate	In Progress at end of 2022 <sup>1</sup>
		Total	Successful	Unsuccessful	Withdrawn <sup>2</sup>		
New	12	12	11	1	0	92%	0
Interprovincial <sup>3</sup>	3	3	3	0	0	100%	0
International <sup>4</sup>	2	2	2	0	0	100%	0
<b>Total</b>	<b>17</b>	<b>17</b>	<b>16</b>	<b>1</b>	<b>0</b>	<b>94%</b>	<b>0</b>

1. Regardless of when the applications were received (not necessarily equal to the number received in 2022).

2. Includes those withdrawn, set as "inactive" or closed.

3. The 3 Interprovincial applicants were from Ontario, British Columbia and the Yukon.

4. Both international applicants were from Australia.

**Internal Reviews Conducted in 2022\*:** **0**

\* "Internal Reviews" are reviews of registration decisions conducted by the Regulating Body at the request of unsuccessful applicants (appeals).

**Average Application Processing Time\*:** **14 Days**

\* From the time an application is "complete" to the time a registration decision is communicated to the applicant.

\* The same average processing times are reported for each of the three applicant types (New, Interprovincial and International).

\* No third party assessors were involved.

### 3. FRPA REVIEW QUESTIONS, RESPONSES AND COMPLIANCE ASSESSMENTS

As per Section 16 of the Act, the registration practices of a regulating body must be reviewed, and a public report produced. The FRPA Program works with regulatory bodies to assess the registration practices against the compliance criteria. The *Nova Scotia College of Chiropractors* responses to the FRPA Review questions are detailed below, along with the review findings determined by the Review Officer in accordance with the Act.

#### 3.1: INFORMATION AND REGISTRATION PROCEDURES

This section assesses how and what information is provided to applicants during the registration process. The registration process includes the actions required to be taken by individual applicants, and any documentation required to be submitted, which will be used to assess an application for registration.

##### QUESTION 1 - REGISTRATION PROCESS, REQUIREMENTS AND COMMUNICATIONS

The following question is broken into three parts (A, B and C), one for each of the three application types, as follows:

**A: “New Applicants”**

- Those who are only including Canadian credentials in their application to apply for registration (licensure) and are not currently registered (licenced) to practice anywhere in Canada.

**B: “International Applicants”**

- Those who are including international credentials in their application to apply for registration (licensure) and are not currently registered (licenced) to practice anywhere in Canada.

**C: “Interprovincial Applicants”**

- Those who are currently registered (licenced) to practice elsewhere in Canada (outside of Nova Scotia).

The response to Part A should be fully detailed, while the responses to Parts B and C only detail any differences from Part A.

**QUESTION 1A (REGISTRATION OF “NEW APPLICANTS”)**

Using the table below, explain, in detail, the registration process and requirements for “New Applicants” (see definition above) and how this information, including “*the length of time that the registration process ...usually takes;*”, is communicated to these applicants and those who only “*intend to apply*” (e.g., by making the information publicly available). Please answer separately for each license/registration type (eg. full, partial, restricted, student etc.).

**Note:** Subsections A through F below are identical and are only provided to allow for the possibility that multiple license/registration types are issued. If there is only one license type, use only Subsection ‘A’. For efficiency, after fully reporting on the first licence type in Subsection ‘A’, for any subsequent licence types, it is acceptable to report on only the differences. (e.g., for the qualifications of the licence type reported in Subsection ‘B’, it would be acceptable to report “*Same as Subsection ‘A’ except...*”.

<b>RESPONDENT ANSWER</b>	<b>A. LICENSE TYPE</b>	Full License- New Graduate from Canadian chiropractic University <a href="https://chiropractors.ns.ca/site/joining-the-college/information?nav=sidebar">https://chiropractors.ns.ca/site/joining-the-college/information?nav=sidebar</a> <a href="https://chiropractors.ns.ca/site/Joining-the-college/new-member-registration-new-graduate-canada?nav=sidebar">https://chiropractors.ns.ca/site/Joining-the-college/new-member-registration-new-graduate-canada?nav=sidebar</a>
	<b>QUALIFICATIONS (LIST ALL)</b>	A candidate must have graduated from a Canadian chiropractic program that Is accredited by the Council on Chiropractic Education Canada. <a href="https://chirofed.ca/accreditation/">https://chirofed.ca/accreditation/</a> <ul style="list-style-type: none"> <li>Successful completion of all portions of CCEB (Canadian Chiropractic Examining Board) examinations</li> <li>Current First Aid Certification – minimum Emergency FA/ CPR C/AED</li> <li>Must be a minimum of 21 years of age</li> <li>Completion of Criminal Records Background Check</li> <li>Successful completion of NSCC Jurisprudence/Ethics Exam</li> </ul>
	<b>DOCUMENTATION (LIST ALL)</b>	<ul style="list-style-type: none"> <li>Final Transcripts from Chiropractic Educational Institution</li> <li>Final results of CCEB examinations</li> <li>Current First Aid Certification card</li> <li>Copy of government issued photo ID with proof of age</li> <li>1 passport style photo</li> <li>Completed and notarized NSCC Application form</li> <li>Proof of ability to work in Canada (for non-Canadian citizens)</li> <li>Criminal records background check report</li> </ul>
	<b>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</b>	<ol style="list-style-type: none"> <li>1. Applicant emails NSCC Administration with intention to apply for Licensing in Nova Scotia</li> <li>2. Applicant submits online application form. <a href="https://chiropractors.ns.ca">New Member Application Subscription Personal Info - NSCC (chiropractors.ns.ca)</a></li> <li>3. Applicant uploads required documents to application: Government photo ID with proof of age, Current First Aid certification, passport photo, proof of ability to work in Canada (non CDN citizens only). Applicant pays application fee of \$150.00.</li> </ol>



	<ol style="list-style-type: none"> <li>4. Formal transcripts from accredited Chiropractic program must sent to NSCC directly from the educational institution.</li> <li>5. CCEB results are received and verified by NSCC Administration (CCEB circulate to all Canadian Chiropractic Licensing Boards automatically).</li> <li>6. Applicant submits Criminal Records Background check on <a href="#">CSI Background Screening Service   French English 2023-v1 - CSI Background Screening (csiscreening.com)</a></li> <li>7. Applicant prints online application form and has notarized. Forwards notarized application to NSCC office.</li> <li>8. Once all required documentation has been received and accepted by NSCC – applicant pays for Jurisprudence /Ethics exam \$150.00. Upon payment, Link to study material is emailed to applicant with link to online JE Exam test.</li> <li>9. Applicant has 10 days to complete JE/ethics Exam</li> <li>10. Once applicant completes JE exam, NSCC marks Application as “completed”.</li> </ol>
<p><b>COMMUNICATION OF INFORMATION (DESCRIBE &amp; ADD ANY RELEVANT LINKS)</b></p>	<ul style="list-style-type: none"> <li>• Decision timeline: Formal written letter of approval or decline decision is provided to applicant within 5 business days of completed JE exam.</li> <li>• If successful - Once licensing Fees have been paid by applicant – email containing Official NSCC License number is sent to applicant proof of Pending liability insurance.</li> <li>• License Permit is released to applicant once proof of liability insurance has been received by NSCC.</li> </ul>
<p><b>B. LICENSE TYPE</b></p>	<p>Temporary License – Locum Chiropractor</p> <p><b>Chiropractors currently licensed in another jurisdiction may apply to NSCC for a Temporary License to cover a Locum leave of absence.</b> <a href="https://chiropractors.ns.ca/document/6194/Temporary_Registration_Locum%20Chiropractor%20%20May%202023.pdf">https://chiropractors.ns.ca/document/6194/Temporary_Registration_Locum%20Chiropractor%20%20May%202023.pdf</a></p>
<p><b>QUALIFICATIONS (LIST ALL)</b></p>	<ul style="list-style-type: none"> <li>• Chiropractor has been licensed in a different Canadian regulated jurisdiction and is in good standing.</li> <li>• Letter (s) of good standing must be received from every jurisdiction a license has been held. No persons shall be approved for temporary registration whose name has been removed from the register of a Board-approved chiropractic professional association or college by reason of the person’s conduct or a disciplinary proceeding arising out of the person’s conduct.</li> <li>• Proof of 5 million liability insurance (which includes Acupuncture if performed)</li> <li>• The locum Chiropractor must be working in the clinic of a Chiropractor who is licensed and in good standing with the Board of the NSCC</li> <li>• A locum may not be granted a temporary license for more than 12 weeks in a 12-month period. Locum services longer than 12 weeks will require that the locum Chiropractor apply for full licensure with the Board of the NSCC.</li> <li>• Acupuncture may be used as an adjunctive therapy and not as a stand-alone treatment.</li> <li>• To be granted a temporary license in Nova Scotia, you must be authorized to work in Canada by one of the following provisions. Canadian Citizen, Permanent Resident, Engage in the practice of chiropractic under the Immigration and Refugee Protection Act, 2001. If other, applicant must provide detailed explanation.</li> </ul>

<p><b>DOCUMENTATION (LIST ALL)</b></p>	<ul style="list-style-type: none"> <li>• Completed application for Temporary Licensing – Locum Chiropractor</li> <li>• 1 passport style photo</li> <li>• Government issued photo ID</li> <li>• Current First Aid certificate (Emergency FA/CPR C /AED)</li> <li>• Letter(s) of good standing from each CND jurisdiction where a license has been held.</li> <li>• Proof of liability insurance coverage (including acupuncture if performed).</li> <li>• Proof of eligibility to work in Canada (non-Canadian Citizens)</li> </ul>
<p><b>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</b></p>	<p>Applicant submits completed application with required supporting documents to NSCC (by mail or email). Letters of Good standing must be sent to NSCC directly from each respective licensing boards in which the applicant has been licensed.</p>
<p><b>COMMUNICATION OF INFORMATION (DESCRIBE &amp; ADD ANY RELEVANT LINKS)</b></p>	<p>Within 5 days of NSCC receiving all required documentation - Applicant will be issued a formal letter containing licensing decision. Payment of required fee is collected from applicant.</p>
<p><b>C. LICENSE TYPE</b></p>	<p><b>Temporary Registration – To attend Special Event (conditional license)</b> Application for Temporary Registration for Chiropractors who will be providing chiropractic services to a group/team or at a special event while in Nova Scotia <a href="https://chiropractors.ns.ca/document/6193/Temporary_Registration_Special_Event%20Feb%20Updated%20Feb%202013.2023.pdf">https://chiropractors.ns.ca/document/6193/Temporary_Registration_Special_Event%20Feb%20Updated%20Feb%202013.2023.pdf</a></p>
<p><b>QUALIFICATIONS (LIST ALL)</b></p>	<ul style="list-style-type: none"> <li>• Applicant must be licensed in another regulated jurisdiction.</li> <li>• Letter (s) of good standing must be received from every jurisdiction a license has been held. No persons shall be approved for temporary registration whose name has been removed from the register of a Board-approved chiropractic professional association or college by reason of the person’s conduct or a disciplinary proceeding arising out of the person’s conduct.</li> <li>• Proof of 5 million liability insurance (which includes Acupuncture if performed)</li> <li>• For applicants outside of Canada, proof of graduation from a CCEC approved chiropractic program is required.</li> </ul>
<p><b>DOCUMENTATION (LIST ALL)</b></p>	<ul style="list-style-type: none"> <li>• Completed application for Temporary Licensing –Special Event Conditional License</li> <li>• 1 passport style photo</li> <li>• Government issued photo ID</li> <li>• Letter(s) of good standing from each CND jurisdiction where a license has been held.</li> <li>• Proof of liability insurance coverage (including acupuncture if performed).</li> <li>• Proof of graduation from CCEC accredited chiropractic program for applicants outside of Canada</li> </ul>

	<b>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</b>	Applicant submits completed application with required supporting documents to NSCC (by mail or email). Letters of Good standing must be sent to NSCC directly from each respective licensing boards in which the applicant has been licensed
	<b>COMMUNICATION OF INFORMATION (DESCRIBE &amp; ADD ANY RELEVANT LINKS)</b>	Within 5 days of NSCC receiving all required documentation - Applicant will be issued a formal letter containing licensing decision. Payment of required fee is collected from applicant.
	<b>D. LICENSE TYPE</b>	Inactive – Non-Practicing
	<b>QUALIFICATIONS (LIST ALL)</b>	Experienced licensed Chiropractors within Nova Scotia may apply for an Inactive/Non practicing membership for leave of absences which a exceed 1-year period. <a href="https://chiropractors.ns.ca/site/joining-the-college/Fees%20and%20Membership%20dues?nav=sidebar">https://chiropractors.ns.ca/site/joining-the-college/Fees%20and%20Membership%20dues?nav=sidebar</a>
	<b>DOCUMENTATION (LIST ALL)</b>	This is an internal NSCC process for existing licensed members. An internal form will be provided to applicant upon request to change status from Active/Full license to Inactive).
	<b>REGISTRATION PROCESS AND HOW REQUIREMENTS ARE MET BY APPLICANT (STEP-BY-STEP)</b>	Member must contact NSCC administration with request to change license status to inactive. If leave of absence is a medical/disability leave – NSCC may request additional medical documentation.
	<b>COMMUNICATION OF INFORMATION (DESCRIBE &amp; ADD ANY RELEVANT LINKS)</b>	Upon approval – member will be issued written confirmation of license status change within 5 business days.

**QUESTION 1B (REGISTRATION OF INTERNATIONAL APPLICANTS)**

Does the registration process and requirements for “international applicants” (see definition above) differ from that of “New Applicants” (as described above under Question 1A)?

If so, please describe these differences, including any allowances, exemptions and/or accommodations available to these applicants and how these differences are communicated to them.

**RESPONDENT ANSWER**

- Yes
- No

If yes, describe the differences (include any relevant web links, if any):

<https://chiropractors.ns.ca/site/joining-the-college/new-member-registration-international?nav=sidebar>

	<ul style="list-style-type: none"> <li>• <b><i>Proof of completion from a chiropractic program that meets at least one of the following criteria:</i></b> <ul style="list-style-type: none"> <li>○ Is accredited by an educational accrediting body that is a member in good standing of the Councils on Chiropractic Education International. <a href="https://www.cceintl.org/accrediting-bodies">https://www.cceintl.org/accrediting-bodies</a></li> <li>○ Is accredited by the Council on Chiropractic Education <a href="https://www.cce-usa.org/dcp-information.html/">https://www.cce-usa.org/dcp-information.html/</a>.</li> <li>○ Is approved in writing by a Canadian chiropractic regulatory body.</li> </ul> </li> </ul> <p>For Experienced Chiropractors - Letters of Good standing from each jurisdiction a license has been held. Pertaining to CCEB examining board results - A Practitioner who has met the definition of “Experienced Practitioner” may be exempt from writing Written Component A, but they must write Written Component B and Clinical Component C, as determined in writing by the Canadian chiropractic regulatory body <a href="https://cceb.ca/eligibility/">https://cceb.ca/eligibility/</a>. <b>Applicants must request the exemption in writing directly from their provincial licensing Boards.</b></p> <p>All International applicants must complete an International Criminal Records Background check.  <a href="https://chiropractors.ns.ca/site/joining-the-college/new-member-registration-international?nav=sidebar">https://chiropractors.ns.ca/site/joining-the-college/new-member-registration-international?nav=sidebar</a></p>
--	--

**QUESTION 1C (REGISTRATION OF INTERPROVINCIAL APPLICANTS)**

Does the registration process and requirements for “interprovincial applicants” (see definition above) differ from that of “New Applicants” (as described above under Question 1A)? For example, are the process and requirements somehow “streamlined” to comply with the [Canadian Free Trade Agreement](#) (Chapter Seven - Labour Mobility, pages 83-88), as required under Nova Scotia’s [Canadian Free Trade Agreement Implementation Act](#)?

If so, please describe these differences, including any allowances, exemptions and/or accommodations available to these applicants and how these differences are communicated to them.

<b>RESPONDENT ANSWER</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <p>If yes, describe the differences (include any relevant web links, if any):</p> <ul style="list-style-type: none"> <li>• Proof of Chiropractic Degree and CCEB exam results are not required for experienced practicing chiropractors within Canada. A letter of good standing must be sent to NSCC from the regulatory body of all Canadian jurisdiction in which a chiropractic license has been held.</li> <li>• No Administration (application) fee or JE exam fee is paid by Applicant as per PACA regulations.</li> <li>• <a href="https://chiropractors.ns.ca/site/joining-the-college/new-member-registration-Registered-in-another-canadian-Jurisdiction?nav=sidebar">https://chiropractors.ns.ca/site/joining-the-college/new-member-registration-Registered-in-another-canadian-Jurisdiction?nav=sidebar</a></li> </ul>
--------------------------	--

**QUESTION 1 (Parts A, B AND C) REVIEW FINDINGS (To be completed by the FRPA Review Officer):**

REVIEW FINDINGS	Compliance Criteria (pursuant to Sections 3, 7(b) and (c), 9(a), 16(3)(a), (b) and (g) of the FRPA): Requirement that the regulating body:	Compliant? (YES/NO)
(To be completed by the FRPA Review Officer)	<ul style="list-style-type: none"> <li>provides information about its registration practices in a clear and understandable form, including descriptions of any differences for applicants with international qualifications and for those who are licenced in other Canadian jurisdictions;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>Provides “information [to applicants and potential applicants] about the length of time that the registration process ...usually takes”;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>explains the qualifications required for registration;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>identifies documentation of qualifications that must accompany an application;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>explains the registration process and how requirements for registration are to be met;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>explains how information is communicated; and</li> </ul>	YES
	<ul style="list-style-type: none"> <li>provides information in a publicly accessible manner.</li> </ul>	YES

**Comments, to be completed by the FRPA Review Officer:**

Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, was determined from the information provided above and from information found on NSCC’s website ([www.chiropractors.ns.ca](http://www.chiropractors.ns.ca)) on August 4, 2023.

**QUESTION 2 (REGISTRATION PROCESS FEES)**

Do you charge a fee for the registration process? If so, describe the fee and explain how this information is communicated to applicants. Include a link to information published in the public domain. If there is a third-party process with associated fees, please explain. Provide a link to any published information.

RESPONDENT ANSWER	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: 1 time application fee of \$150.00 and a Jurisprudence Exam fee of \$150.00 is required by New Graduates from Canadian Chiropractic Institutions and all International Applicants. No application fee or exam fee collected from applicants who are licensed in another Canadian Jurisdiction as per PACA regulations. <a href="https://chiropractors.ns.ca/site/joining-the-college/Fees%20and%20Membership%20dues?nav=sidebar">https://chiropractors.ns.ca/site/joining-the-college/Fees%20and%20Membership%20dues?nav=sidebar</a>
-------------------	--

REVIEW FINDINGS	Compliance Criteria (pursuant to Sections 7(f) and 16(3)(d) of the FRPA): Requirement that the regulating body:	Compliant? (YES/NO)
(To be completed by the FRPA Review Officer)	<ul style="list-style-type: none"> <li>provides information setting out any fees for registration in a clear and understandable form;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>provides information about fees in a publicly accessible manner.</li> </ul>	YES

**Comments, to be completed by the FRPA Review Officer:**

Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, was determined from the information provided above and from information found on NSCC’s website ([www.chiropractors.ns.ca](http://www.chiropractors.ns.ca)) on August 4, 2023.

**QUESTION 3 (ALLOWANCE FOR ALTERNATIVE DOCUMENTATION)**

Are there any situations, where the standard required documentation cannot be reasonably obtained by an applicant, that alternative documentation may be acceptable to the regulating body? (Yes/No)

If yes, please detail what alternative documentation may be accepted in what situations and in place of what standard documentation. How is this information communicated to applicants? If available, please provide a link to where this information is published in the public domain.

<b>RESPONDENT ANSWER</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: If an applicant does not have a First Aid certification card – a letter from the trainer/company issuing the certification may be submitted. The letter must contain the level of First Aid certification held, the issue date and the expiry date. <a href="https://chiropractors.ns.ca/site/joining-the-college/information?nav=sidebar">https://chiropractors.ns.ca/site/joining-the-college/information?nav=sidebar</a>	
<b>REVIEW FINDINGS</b> (To be completed by the FRPA Review Officer)	<b>Compliance Criteria</b> (pursuant to Sections 7, 9 and 16(3)(c) of the FRPA): Requirement that the regulating body:	<b>Compliant?</b> <b>(YES/NO/ N/A)</b>
	<ul style="list-style-type: none"><li>provides clear and understandable information with respect to acceptable alternative documentation; and</li><li>advises applicants on what alternative information may be supplied when they cannot reasonably obtain the standard documentation;</li></ul>	YES YES

**Comments, to be completed by the FRPA Review Officer:**

Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, was determined from the information provided above and from information found on NSCC’s website ([www.chiropractors.ns.ca](http://www.chiropractors.ns.ca)) on August 4, 2023.

**QUESTION 4 (SUPPORT PROVIDED TO APPLICANTS DURING THE REGISTRATION PROCESS)**

Do you provide any support to applicants during the registration process? If so, describe the type of support provided. (Examples: contact information, explanation of registration requirements, translation services, etc.). How is information about supports communicated to applicants? Provide a link(s) to information published in the public domain.

<b>RESPONDENT ANSWER</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <b>If yes, describe:</b> Applicants may contact NSCC Administration with any questions at any time via phone or email. NSCC contact information is located on the bottom of every page of the <a href="http://www.chiropractors.ns.ca">www.chiropractors.ns.ca</a> website. Applicants will be advised via email of any application deficiencies during the registration/application process along with next steps.
--------------------------	---

<b>REVIEW FINDINGS</b> (To be completed by the FRPA Review Officer)	<b>Compliance Criteria</b> (pursuant to Sections 7(e) and 16(3)(k) of the FRPA): Requirement that the regulating body:	<b>Compliant? (YES/NO)</b>
	• provides support to the applicant during the registration process;	YES
	• describes the type of support provided to the applicant during the registration process; and	YES
	• provides information about the type of support provided to applicants during the registration process in a publicly accessible manner.	YES

**Comments, to be completed by the FRPA Review Officer:**  
 Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, was determined from the information provided above and from information found on NSCC’s website ([www.chiropractors.ns.ca](http://www.chiropractors.ns.ca)) on August 4, 2023.

**QUESTION 5 (ACCOMMODATION POLICIES FOR APPLICANTS WITH A PHYSICAL OR MENTAL DISABILITY)**

Do you have existing accommodation policies for applicants with a physical or mental disability? (Yes/No)

**If yes,** describe these existing policies, including:  
 - how an applicant would request an accommodation;  
 - how requests are considered; and  
 - how these policies are communicated to “...*individuals ...applying or intending to apply for registration...*” as required under Section 7(e). If this is done by posting to the website, please include the link.

<b>RESPONDENT ANSWER</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
--------------------------	--

	<p><b>If yes, describe:</b>  <b>ACCOMODATIONS FOR CANDIDATES WITH PHYSICAL OR MENTAL DISABILITIES:</b>          If an applicant has qualified for reasonable testing accommodation for persons with disabilities through the Canadian Chiropractic Examining Board (CCEB), we ask they inform the NSCC Office early in the registration process if they require a special accommodation. NSCC will review the request and is committed to work with each candidate on an individual basis.</p> <ul style="list-style-type: none"> <li>• Requests for accommodations are to be made to the Registrar [IN WRITING]. A request for an accommodation must include:             <ul style="list-style-type: none"> <li>○ the nature of the disability,</li> <li>○ the type of accommodation being requested, and</li> <li>○ where available, a description of what accommodations the applicant has received in the past.</li> </ul> </li> </ul> <p>Depending on the nature of the disability and the type of accommodation being requested, the Registrar may request that the applicant provide additional evidence to support their request.</p> <p><a href="https://chiropractors.ns.ca/site/joining-the-college/information?nav=sidebar">https://chiropractors.ns.ca/site/joining-the-college/information?nav=sidebar</a></p>	
<p><b>REVIEW FINDINGS</b>          (To be completed by the FRPA Review Officer)</p>	<p><b>Compliance Criteria</b> (pursuant to Sections 7(e), and 16(3)(h) of the FRPA):          Requirement that the regulating body:</p>	<p><b>Compliant? (YES/NO)</b></p>
	<ul style="list-style-type: none"> <li>• describes existing accommodation policies, if any, for applicants with a physical or mental disability, including             <ul style="list-style-type: none"> <li>- how an applicant would request an accommodation; and</li> <li>- how requests are considered.</li> </ul> </li> </ul>	<p>YES</p>
	<p><b>Comments, to be completed by the FRPA Review Officer:</b>          Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, was determined from the information provided above and from information found on NSCC’s website (<a href="http://www.chiropractors.ns.ca">www.chiropractors.ns.ca</a>) on August 4, 2023.</p>	



### QUESTION 6 (ACCESS TO REGISTRATION RECORDS)

Do you have a documented process by which an applicant can request access to their registration records? If so, describe how an applicant can make this request, any exclusions to information that can be provided, and any fees that may apply. Include a link(s) to any published information, if available.

<b>RESPONDENT ANSWER</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  <b>If yes, describe:</b> <b>Access to Records Requests</b> <a href="https://chiropractors.ns.ca/site/joining-the-college/information?nav=sidebar">https://chiropractors.ns.ca/site/joining-the-college/information?nav=sidebar</a>  NSCC will provide an applicant with access to records held by the NSCC that are related to the applicant’s application for licensing. <ul style="list-style-type: none"> <li>• Requests for access to an applicant’s records must be made to the Registrar in writing.</li> <li>• Written requests may be made to the Registrar by email <a href="mailto:admin@chiropractors.ns.ca">admin@chiropractors.ns.ca</a></li> <li>• Requests for access to an applicant’s records must be made by the applicant him/herself.</li> <li>• Applicants who have submitted after June 1, 2023 may obtain a copy of their application by logging into their membership profile on <a href="http://www.chiropractors.ns.ca">www.chiropractors.ns.ca</a></li> </ul>	
<b>REVIEW FINDINGS</b> (To be completed by the FRPA Review Officer)	<b>Compliance Criteria</b> (pursuant to Sections 12(1) through (5) and 16(3)(j) of the FRPA): Requirement that the regulating body:	<b>Compliant? (YES/NO)</b>
	<ul style="list-style-type: none"> <li>• has an established process by which an applicant can make a request in writing for access to their registration records; and</li> </ul>	YES
	<ul style="list-style-type: none"> <li>• describes how an applicant can make a request, any exclusions to information that can be provided, and any fees that may apply.</li> </ul>	YES
<b>Comments, to be completed by the FRPA Review Officer:</b> Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, was determined from the information provided above and from information found on NSCC’s website ( <a href="http://www.chiropractors.ns.ca">www.chiropractors.ns.ca</a> ) on August 4, 2023.		

## 3.2: ASSESSMENT CRITERIA AND COMMUNICATION OF DECISION PROCESSES

This section assesses how the regulating body evaluates applications and how this process, including registration decisions, are communicated to applicants.

### QUESTION 7 (ASSESSMENT CRITERIA)

Explain, in detail, the criteria used by the regulating body to assess if an applicant has met requirements to be registered/licensed. (Examples: competencies, pass marks, experience standards, etc.) Also, explain how this information is communicated to applicants. Provide a link(s) to information published in the public domain.

If there is a third-party assessor involved in the process, describe their role in the space provided.

**RESPONDENT ANSWER**

Explain the criteria used for assessment and how the information is communicated:

- National standard of educational accreditation and CCEB examining board results are used. <https://chirofed.ca/accreditation/> <https://cceb.ca/eligibility/>
- Is accredited by the Council on Chiropractic Education Canada. <https://chirofed.ca/accreditation/>
- Is accredited by an educational accrediting body that is a member in good standing of the Councils on Chiropractic Education International. <https://www.cceintl.org/accrediting-bodies>
- Is accredited by the Council on Chiropractic Education <https://www.cce-usa.org/dcp-information.html/>.
- Is approved in writing by a Canadian chiropractic regulatory body.

All applicants must have graduated from an accredited chiropractic program domestically or international. All practicing chiropractors in Canada must have passed national CCEB examinations. Educational transcripts and CCEB exam results are provided by the educational institutions and CCEB to NSCC. The national standard must be met before an application to NSCC will be accepted. <https://chiropractors.ns.ca/site/joining-the-college/information?nav=sidebar>

All applicants must pass the NSCC Jurisprudence/Ethics Exam to be licensed in Nova Scotia with a minimum score of 80%. Exam results and licensing decisions are shared with all applicants in writing upon the completed JE exam within business 5 days. <https://chiropractors.ns.ca/site/joining-the-college/exam?nav=sidebar>

Is a third party involved in the assessment process?

Yes  
 No

If yes, name the third-party(s) and describe their role:

<b>REVIEW FINDINGS</b> (To be completed by the FRPA Review Officer)	<b>Compliance Criteria</b> (pursuant to Sections 7(d), 16(3)(b) and (i) of the FRPA): Requirement that the regulating body:	<b>Compliant?</b> <b>(YES/NO)</b>
	<ul style="list-style-type: none"> <li>• describes all criteria used to assess whether the requirements for registration have been met;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>• explains how information is communicated;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>• provides information in a publicly accessible manner; and</li> </ul>	YES
	<ul style="list-style-type: none"> <li>• describes the role of third-party assessors (if applicable).</li> </ul>	N/A

**Comments, to be completed by the FRPA Review Officer:**  
 Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, was determined from the information provided above and from information found on NSCC’s website ([www.chiropractors.ns.ca](http://www.chiropractors.ns.ca)) on August 4, 2023.

**QUESTION 8 (COMMUNICATING REGISTRATION DECISIONS)**

Explain how you communicate registration decisions to applicants who are: a) successful; and b) not granted registration. Include what information is provided with each type of decision.

<p><b>RESPONDENT ANSWER</b></p>	<p><b>Explain the registration decision communication process:</b></p> <p>a) Successful applicants: Within 5 days of the completed application and JE exam, Written confirmation of successful licensure is provided to applicant via email. A follow up Zoom meeting will be scheduled with applicant to review JE exam results and answer any additional questions. Applicant will be provided with licensing fee which are payable to NSCC. Once fees are paid, applicant will be provided a NSCC license number which is held pending receipt of proof of liability insurance. Once proof of liability insurance has been received, NSCC will courier license permit to successful applicant.</p> <p>b) Applicants not granted registration: Within 5 days of a completed application and JE exam, Written confirmation of a license not granted will provided to applicant via email. Letter contains licensing decision and specific criteria which was not met (including any action required by the applicant). The letter will contain the applicants right to appeal the decision along with a copy of the Internal Review Regulation. <a href="https://chiropractors.ns.ca/site/joining-the-college/information?nav=sidebar">https://chiropractors.ns.ca/site/joining-the-college/information?nav=sidebar</a></p> <p>c) If the applicant failed to pass the NSCC Jurisprudence exam, arrangements will be made for the applicant to rewrite the exam at a later date. A follow up zoom meeting will be scheduled with the applicant to review JE exam results and respond to additional questions pertaining to the decision.</p>	
<p><b>REVIEW FINDINGS</b> (To be completed by the FRPA Review Officer)</p>	<p><b>Compliance Criteria</b> (pursuant to Sections 8(b), (c), (d), 10(1) of the FRPA): Requirement that the regulating body:</p> <ul style="list-style-type: none"> <li>• where registration is granted, provides written confirmation within a reasonable time to applicants;</li> <li>• where registration is not granted: <ul style="list-style-type: none"> <li>○ provides written decisions that include reasons to applicants within a reasonable time respecting registration decisions;</li> <li>○ provides, where practical, information respecting measures or programs that may be available to assist unsuccessful applicants in obtaining registration at a later date; and</li> <li>○ informs the applicant of the internal review process and of the procedures and time frames for the internal review.</li> </ul> </li> </ul>	<p><b>Compliant? (YES/NO)</b></p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>
<p><b>Comments, to be completed by the FRPA Review Officer:</b> Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, was determined from the information provided above and from information found on NSCC’s website (<a href="http://www.chiropractors.ns.ca">www.chiropractors.ns.ca</a>) on August 4, 2023.</p>		

### 3.3: INTERNAL REVIEW/APPEAL PROCESS

Section 10 of the Act requires that regulating bodies provide unsuccessful applicants with a clear process to appeal a registration decision. Section 11 requires that those involved with reviewing registration decisions receive training on conducting such reviews. This section assesses compliance with these requirements.

#### QUESTION 9 (INTERNAL REVIEW PROCESS)

Do you have a documented internal review process for applicants who disagree with the registration decision?

If yes, describe the process including:

- time frames throughout the process; and
- opportunities available to the applicant to provide new information and make submissions with respect to their internal review; and
- how internal review decisions are communicated to applicants and what information is included with the decision; and
- a statement that no one who acted as a decision-maker in respect of a registration decision can act as a decision-maker in an internal review of that decision; and
- if available, provide a link to this information published in the public domain.

**Internal review:** a rehearing, reconsideration, review or appeal or other process provided by a regulating body in respect of the merits of a registration decision, regardless of the terminology used to describe the process.

RESPONDENT  
ANSWER

- Yes  
 No

**If yes, explain:**

<https://chiropractors.ns.ca/site/joining-the-college/information?nav=sidebar>

**Appeals Process of the Nova Scotia College of Chiropractors:**

- If the Application Requirements are incomplete or unsatisfactory to the Registrar, the matter may be referred to the Credentials Committee by the Registrar. [Chiropractic Act; 21(1)]
- The Credentials Committee, in consultation with the Registrar, will consider the eligibility of the application. They may make inquiries or request further information at this time. [Chiropractic Act; 21(2)]
- If the applicant wishes to appeal a declined application, they may submit a written request to refer their application to the Credentials Committee. They may also request an opportunity to appear in front of the Credentials Committee. This request will be granted within 30 days and the applicant may appear with legal counsel. [Chiropractic Act; 18(3)].

	<ul style="list-style-type: none"> <li>The applicant must submit the written request with an original signature for internal review to appeal a registration decision via registered mail, courier, or personal delivery to the NSCC office location. The applicant’s request for internal review should outline the basis for the review. The Internal Review Hearing will take place within 60 days of the receipt of application records by the Committee.]  <a href="https://chiropractors.ns.ca/document/7162/NSCC%20Regulation%20on%20Internal%20Review%20and%20Appeal%20of%20Registration%202023.pdf">https://chiropractors.ns.ca/document/7162/NSCC%20Regulation%20on%20Internal%20Review%20and%20Appeal%20of%20Registration%202023.pdf</a></li> </ul> <p><b>If no, explain why not:</b></p>	
<b>REVIEW FINDINGS</b> (To be completed by the FRPA Review Officer)	<b>Compliance Criteria</b> (pursuant to Sections 7(a) and 10, 16(3)(m) and (n) of the FRPA): Requirement that the regulating body:	<b>Compliant? (YES/NO)</b>
	<ul style="list-style-type: none"> <li>has a documented internal review process;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>describes time frames associated with the internal review process;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>describes opportunities the applicant has to provide new information and make submissions with respect to their internal review;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>describes how internal review decisions are communicated to applicants and what information is included with the decision;</li> </ul>	YES
	<ul style="list-style-type: none"> <li>ensures that no one who acted as a decision-maker in respect of a registration decision can act as a decision-maker in an internal review; and</li> <li>provides information on the internal review process in a publicly accessible manner.</li> </ul>	YES
<p><b>Comments, to be completed by the FRPA Review Officer:</b>          Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, was determined from the information provided above and from information found on NSCC’s website (<a href="http://www.chiropractors.ns.ca">www.chiropractors.ns.ca</a>) on August 4, 2023.</p>		

**QUESTION 10 (INTERNAL REVIEW TRAINING)**

Have the decision-makers for the internal review received training on conducting on an internal review? If so, describe the training.

<p><b>RESPONDENT ANSWER</b></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>If yes, please describe:</b> All NSCC Board and Public members have attended Board Governance training on December 2, 2022. Training also included Conflict of Interest, Code of Ethics, Privacy/Confidentiality, and Decision Making. They are familiar with and have access to the Chiropractic ACT, All NSCC regulations and bylaws. This is completed annually as part of NSCC New Board Member Orientation training.</p> <p>Prior to any Internal Review Hearing, all committee members are subject to refresher training.</p>	
<p><b>REVIEW FINDINGS</b> (To be completed by the FRPA Review Officer)</p>	<p><b>Compliance Criteria</b> (pursuant to Sections 11 and 16(3)(p) of the FRPA): Requirement that the regulating body:</p> <ul style="list-style-type: none"> <li>ensures that internal review decision-makers have received training on conducting an internal review; and</li> <li>describes the training.</li> </ul>	<p><b>Compliant? (YES/NO)</b></p> <p>YES</p> <p>YES</p>
<p><b>Comments, to be completed by the FRPA Review Officer:</b> Compliance with all of the above noted compliance criteria and associated FRPA Sections (cited above), as they pertain to the above FRPA review questions, was determined from the information provided above and from information found on NSCC’s website (<a href="http://www.chiropractors.ns.ca">www.chiropractors.ns.ca</a>) on August 4, 2023.</p>		

## 4. ACKNOWLEDGEMENTS:

The *Nova Scotia College of Chiropractors* hereby declares that the information contained in this report is a true and accurate representation of its current registration practices.

### SIGNATURE OF THE AUTHORIZED MEMBER OF THE REGULATING BODY:

2023-08-21

X LISA MISENER

Signed by: S-1-12-1-3460766999-1291514866-2270151854-2024314376/21e85381-867c-45a1-935d-971590bab8b

**Name (print):** \_\_\_\_\_

**DATE:** Click or tap to enter a date.