
NOVA SCOTIA
COLLEGE OF
CHIROPRACTORS
(NSCC)

Fair Registration
Practices Act (FRPA)
Review
May 2019

Province of Nova Scotia

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Executive Summary

The Nova Scotia College of Chiropractor's (NSCC) Action Plan was developed in response to the recommendations resulting from the Fair Registration Practices Act (FRPA) review process. These actions will support fairer assessment of all applicants and registration practices that are consistent with the FRPA.

The NSCC is an active participant in collaborating on regulatory issues on both the national and regional level through its work with the Federation of Canadian Chiropractic and the Nova Scotia Regulated Health Professions Network respectively. This collaboration demonstrates the NSCC's commitment to engaging in continuous improvement of their regulatory practices. This commitment to improvement was also evident through the NSCC's participation in the FRPA Review Process. The NSCC expressed interest in developing more formal processes to help facilitate fair registration. This is a great step that is fully consistent with the objectives of the FRPA, and we are looking forward to seeing how the NSCC continues to work towards improving the procedural fairness, transparency, impartiality and objectivity of their registration practices.

In this context, I expect the NSCC to implement the following key recommendations that arose during the FRPA review process:

- Enhance the registration information available on the NSCC site to include the following:
 - Specific registration requirements;
 - Detailed information about required documentation;
 - A step-by-step registration process for all streams of applicants; and
 - A complete registration fee schedule.
- Develop policies outlining the following aspects of registration:
 - Accepting alternatives if required documents cannot be obtained for reasons beyond the applicant's control;
 - Streamlining the process for applicants registered in another Canadian jurisdiction to comply with the CFTA;
 - Accommodating individuals with physical or mental disabilities; and
 - Allowing applicants to appeal registration decisions.
- Develop a template rejection letter which includes the following:
 - Reasons for the decision;
 - Programs and services that the applicant can participate in to facilitate successful registration in the future; and
 - Information on the registration decision appeals process.

I truly appreciate the NSCC's cooperation and openness during the registration and review process and thank the staff for their participation.

Sincerely,



Diane Gordon

Manager, Labour Mobility and Recognition of Prior learning, for the FRPA Review Officer

Introduction

The purpose of the Fair Registration Practices Act (FRPA) Review is to share the Review Officer's understanding of the Nova Scotia College of Chiropractors (NSCC) practices regarding the fair consideration of individuals applying for registration.¹ During the FRPA Review Process, a regulatory body's registration practices are measured against both the specific and general duties outlined in the *Fair Registration Practices Code*—all of which encompass the overarching principles of transparency, objectivity, impartiality and procedural fairness.²

The analysis is based on the FRPA Review Officer's work with the NSCC to date. The *Nova Scotia College of Chiropractors 2018 Review* captures the results of the FRPA Review Process and includes an inventory of exemplary licensing practices and an Action Plan that holds the NSCC accountable for continuous improvement within two years of the review.

Through the 2018 FRPA Review, the FRPA Review Officer aims to build on the work of the NSCC to date and identify opportunities to further improve and evolve registration practices.

¹ For more information on the FRPA Review Process, see the *Guide to Fair Registration Practices Act*:

http://novascotia.ca/iae/RplLabourMobility/documents/FRPA_GuidetoReviewProcess_WEB.pdf

² The *Fair Registration Practices Code* is delineated in Sections 6-12 of the Fair Registration Practices Act. *Government of Nova Scotia. Ch. 38 of the Acts of 2008*, as amended by 2014, c. 14.

Context of the Profession in Nova Scotia

Occupational Profile

Chiropractic is an evidence-informed, non-invasive, hands-on health care discipline that focuses on the musculoskeletal system. It includes diagnosis, examination and treatment of the spinal column, pelvis, nervous system, extremities and associated tissues principally by hand and without the use of drugs or surgery.

Chiropractors use a combination of treatments, depending on the specific needs of the individual patient. After taking a history, performing an examination and establishing a diagnosis, a chiropractor can develop and carry out a comprehensive treatment/management plan, recommend therapeutic exercise and other non-invasive therapies, and provide nutritional, dietary and lifestyle counselling.

One of the most common therapies a chiropractor uses is spinal manipulative therapy (SMT), which can comprise a variety of adjustment techniques. Specific training in SMT allows chiropractors to provide highly-skilled and precise adjustments to the vertebrae of the spine, correcting joint motion to restore proper movement and improve function.

Research has shown that chiropractic care is an effective treatment for many neuromusculoskeletal conditions. When a multi-disciplinary approach is advisable, a chiropractor will coordinate care with other health care professionals. Where other conditions exist, chiropractic care may complement or support other medical or other treatment.

Chiropractors are professionals who are university trained and must pass a national certification examination before being eligible to practice the profession. In the province of Nova Scotia a chiropractor must be registered with the Nova Scotia College of Chiropractors in order to be able to practice.

Organizational Description

The Nova Scotia College of Chiropractors (NSCC) is the self-governing body established by the *Chiropractic Act* to regulate the practice of chiropractic in Nova Scotia. The College's mandate is to ensure the public receives safe, effective, and ethical chiropractic services. This mandate is achieved by registering only those chiropractors that meet education and currency requirements, setting standards for practice and ethical conduct, monitoring and supporting registrants' continuing competence, and fairly investigating concerns raised about a registrants' practice.

Active Membership Requirements

To become an initial active registrant with NSCC, all applicants must meet the registration requirements of the NSCC as outlined below. To maintain ongoing registration with the NSCC, all chiropractors must complete an annual renewal, demonstrating that they are compliant with the NSCC bi-annual continuing education program, and that they meet the currency and good conduct requirements.

Registration Requirements

To be registered as a chiropractor in the Province of Nova Scotia, applicants must be 21 years of age or older on the date of registration, be legally entitled to work in Canada, and:

1. Provide two recent suitable passport style colour photographs of themselves

2. Provide a typed essay outlining why they are a suitable candidate to practice Chiropractic in the Province of Nova Scotia, plus any additional relevant information that they deem suitable in support of their application
3. Must be a graduate of a chiropractic educational institution recognized by the Council of Chiropractic Education Canada (CCEC)
4. Successfully complete the knowledge examination (CKE) administered by the Canadian Chiropractic Examining Board (CCEB) within three years prior to the date of application
5. Successfully demonstrate clinical competency by passing the Clinical Skills Examination (CSE) of the CCEB within 12 months prior to the date of application
6. Provide a CV/Resume
7. Provide three reference letters, two of which must be from licensed chiropractors, and the third reference letter from an individual other than a chiropractor
8. Provide a completed criminal records background check through CSI Inc
9. Submit a completed and notarized admissions form, including all applicable fees
10. Successfully pass the Jurisprudence and Ethics Examination of the NSCC

Applications for registration are reviewed and approved by the Registrar.

CFTA Transfers

Chiropractors registered in another Canadian jurisdiction must:

1. Successfully pass the Jurisprudence and Ethics Examination of the NSCC
2. Provide evidence of completion of a minimum of 24 hours of NSCC approved continuing education activities within the past 24 months
3. Provide evidence of successful peer assessment in their current jurisdiction within the past 12 months, or, in jurisdictions that do not perform peer assessments, then the applicant must agree to complete a peer assessment within 12 months of being registered in Nova Scotia
4. Provide a letter of good standing from their current jurisdiction
5. Provide two recent suitable passport style colour photographs of themselves
6. Provide a typed essay outlining why they are a suitable candidate to practice Chiropractic in the Province of Nova Scotia, plus any additional relevant information that they deem suitable in support of their application
7. Must be a graduate of a chiropractic educational institution recognized by the Council of Chiropractic Education Canada (CCEC)
8. Must have successfully completed the knowledge examination administered by the Canadian Chiropractic Examining Board (CCEB)
9. Must have successfully demonstrated clinical competency by passing the Clinical Skills Examination (CSE) of the CCEB
10. Provide a CV/Resume
11. Provide three reference letters, two of which must be from licensed Chiropractors, and the third reference letter from somebody other than a Chiropractor
12. Provide a completed criminal records background check through CSI Inc
13. Submit a completed and notarized admissions form, including all applicable fees

International Applicants

International applicants must complete the same admission requirements as a new member to the profession in Nova Scotia. All documents submitted must be in English, or if in any language other than English, the applicant must provide a translated version.

The CCEC recognizes multiple chiropractic educational institutions outside of Canada. Through the CCEC relationship with the Council of Chiropractic Education United States of America (CCE(US)), and the Council of Chiropractic Education International (CCEI), the credentials for graduates from many chiropractic schools around the world are automatically recognized in Canada.

The CCEB offers the CKE in various locations to facilitate the opportunity for candidates to write the knowledge component. Currently there are multiple CKE examination locations in Canada, as well as in Sydney Australia and Auckland New Zealand. Due to the format and structure of the practical clinical examination, this portion of the testing is only offered in Canada in Calgary, Hamilton, and Montreal. International applicants must travel to one of those three locations in order to complete the CSE.

Organizational Structure and Staffing

The Nova Scotia College of Chiropractors is governed by a Board of Directors consisting of eight elected chiropractors, and two members of the public appointed by the provincial government. The Board is responsible for public protection, regulation of the profession, and interpretation and implementation of applicable legislation. The Board delegates activities and responsibilities to various committees, as well as to the Registrar. In addition, the board has established an administrative section in the form of the Council, which is responsible for public education and promotion of the profession.

The role of the Board, as well as its authority and powers, is outlined in the *Chiropractic Act*.

The NSCC is staffed by an association management firm consisting of ten employees. The firm provides an assigned Executive Director and Client Service Manager, as well as just-in-time daily registrar support, accounting, database administration, and reception activities. The office is open business hours, year round, with the exception of statutory holidays.

The NSCC maintains committees for detailed work on various functions, including a disciplinary and hearings committee, an advertising approval committee, a credentials committee, a peer review committee, and a regulation and policy development committee. All committees are made up of licensed chiropractors. In addition to chiropractors as members, the disciplinary and hearings committees also have public members in attendance at all of their meetings. Staff support is provided to committees on an as needed and as required basis.

Types of Licenses/Certificates Issued

NSCC issues full licenses to practice chiropractic in the Province of Nova Scotia. NSCC issues permits for chiropractors to practice their profession as a corporation. NSCC issues temporary licenses for locum practitioners from another Canadian jurisdiction intending to work in Nova Scotia for up to 12 weeks at a time.

Overview of Registration Process

Registration Information

Information about registration is available from the NSCC website www.chiropractors.ns.ca under the “prospective membership” tab. All registration requirements, including a checklist, can be found on the website. In addition, the website provides contact information (including the name, telephone number and email address) of the registration officer, as well as the street address of the office location.

In addition to the website, the NSCC office is staffed Monday-Friday from 9:00 a.m. to 5:00 p.m. year round, except for statutory holidays. The NSCC office deliberately does not use voicemail during opening hours – if an applicant calls when the office is open, their call will be answered. If a call is received after hours then voicemail is available and the call will be returned the next business day.

Applicants may also contact the NSCC office by email, or by visiting the office in person. The office is located in an accessible location with nearby access to frequent public transit.

Registration Process

1. All applicants must have completed the application requirements as noted above.
2. The candidate will receive a provisional offer letter of registration indicating that the applicant is eligible for registration in Nova Scotia as a chiropractor
3. The applicant must then provide the NSCC with a written letter of request to register with the NSCC, indicating the date on which the applicant wishes the registration to commence, accompanied by a payment of \$150 as a one-time registration fee
4. The applicant will be contacted to effect payment of annual dues to the NSCC, which will be pro-rated in the first year based on the date of registration selected
5. Upon payment of annual dues, registration will be confirmed and a certificate of registration (licensure) will be issued

Cost of Registration (including payment methods)

Applicants may pay application fees by cheque or credit card.

Applicants may pay registration fees by cheque or credit card.

Jurisprudence Examination	\$150 (plus an additional \$300 if conducted outside of the regularly scheduled sitting)
Application Fee to NSCC	\$150
Registration Fees (first year)	\$2,615

2017 Registration Data

The following is a copy of the information provided to the FRPA Review Office through the Annual Assessment Questionnaire.

#	Question	Response
1	Total number of individuals with practicing licenses/certifications. Do not report on any licenses or certificates you issue to a business, school or group.	158
2	Number of registrations for the reporting year, from applicants who received their qualifications as indicated below:	
	• Received qualifications (training/work experience for trades) in NS, new applicant.	0
	• Received qualifications in Canada, new applicant - n/a for trades - issue a Certification of Qualification.	7
	• Received qualifications (training/work experience for trades) internationally, new applicant.	0
	• AIT/CFTA Transfers, applicants already registered in another Canadian jurisdiction.	1
	• Total number of applicants.	8
3	Types of practicing licenses/certificates you issue and total number of individuals for each type identified for the reporting year.	
	• License/certificate name: First Year	11
	• License/certificate name: Second Year	5
	• License/certificate name: Third Year	3
	• License/certificate name: Fourth Year	8
	• License/certificate name: Full Member	93
	• License/certificate name: Full Member (over 30 years)	6
	• License/certificate name: Part Time	28
	• License/certificate name: Maternity	1
	• License/certificate name: Out of Province	1
	• License/certificate name: Non- Practicing	2
4	Number of completed applications submitted by applicants who received their qualifications as indicated below.	
	• Received qualifications (training/work experience for trades) in NS, new applicant:	
	○ Accepted:	0
	○ Rejected:	0
	○ Still in process:	0
	○ Withdrawn:	0
	○ File inactive or closed:	0
	• Received qualifications in Canada, new applicant:	
	○ Accepted:	7
	○ Rejected:	0

	<ul style="list-style-type: none"> <input type="radio"/> <i>Still in process:</i> <input type="radio"/> <i>Withdrawn:</i> <input type="radio"/> <i>File inactive or closed:</i> <ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) internationally, new applicant: <ul style="list-style-type: none"> <input type="radio"/> <i>Accepted:</i> <input type="radio"/> <i>Rejected:</i> <input type="radio"/> <i>Still in process:</i> <input type="radio"/> <i>Withdrawn:</i> <input type="radio"/> <i>File inactive or closed:</i> <ul style="list-style-type: none"> • AIT/CFTA transfers, applicants already registered in another Canadian jurisdiction: <ul style="list-style-type: none"> <input type="radio"/> <i>Accepted:</i> <input type="radio"/> <i>Rejected:</i> <input type="radio"/> <i>Still in process:</i> <input type="radio"/> <i>Withdrawn:</i> <input type="radio"/> <i>File inactive or closed:</i> 	0 0 0 0 0 0 0 0 0 0 1 1 0 0 0 0 0 0
5	For those new Canadian applicants (not NS), list the provinces in Canada (and associated numbers) where the level of education to qualify the applicant for licensure (training or work experience for trades) was obtained.	
	• Province/Territory: Ontario	8
6	For new international applicants, list the source countries (and associated numbers) where the applicant received the level of education to qualify them for licensure (training or work experience for trades).	
	• Country	0
7	Average length of time (in days) between receipt of a completed application and response to the applicant, for those who received their qualifications as indicated below. Response to the applicant to include whether they meet the requirements, partially meet and need to fill gaps, or there is no match and other pathways might be a consideration.	
	<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) in NS, new applicant: • Received qualifications in Canada, new applicant: • Received qualifications (training/work experience for trades) internationally, new applicant: • AIT/CFTA transfers, applicants already registered in another Canadian jurisdiction: 	0 3 0 3
8	Average registration process time (or application approval) for those who received their qualifications as indicated below.	
	<ul style="list-style-type: none"> • Received qualifications (training/work experience for trades) in NS, new applicant: • Received qualifications in Canada, new applicant - n/a for trades - issue a Certification of Qualification • Received qualifications (training/work experience for trades) internationally, new applicant 	0 14 0

	<ul style="list-style-type: none"> AIT/CFTA transfers, applicants already registered in another Canadian jurisdiction 	14
9	Total costs (to the applicant) associated with registration (certification) for applicants who received their qualifications as indicated below. Separate costs that the regulatory body themselves imposes on the applicant from other necessary costs incurred related to registration.	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) in NS, new applicant: 	N/A
	<ul style="list-style-type: none"> Received qualifications in Canada, new applicant: 	Regulatory body costs:2765 Other:3400
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) internationally, new applicant 	Regulatory body costs: 2765 Other: 3400
	<ul style="list-style-type: none"> AIT/CFTA transfers, applicants already registered in another Canadian jurisdiction: 	Regulatory body costs:2765 Other:0
10	Number of appeals, internal reviews or challenges related to a registration decision from applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) in NS, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications in Canada, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) internationally, new applicant 	0
	<ul style="list-style-type: none"> AIT/CFTA transfers, applicants already registered in another Canadian jurisdiction: 	0
	<ul style="list-style-type: none"> Total number of appeals, internal reviews or challenges related to a registration decision: 	0
11	Length of time the appeals or internal review process took for applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) in NS, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications in Canada, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) internationally, new applicant: 	0
	<ul style="list-style-type: none"> AIT/CFTA transfers, applicants already registered in another Canadian jurisdiction: 	0
12	What does registration with your organization authorize?	Licensure to practice chiropractic in Nova Scotia

Best Practices

As part of its continuous improvement strategy, the FRPA Review Office identifies the commendable practices of regulated professions in Nova Scotia.

A Best Practice is defined as program, activity or strategy that meets one or more of the following criteria:

- improves transparency, objectivity, impartiality and/or fairness of registration practices;
- produces successful outcomes for regulators and/or applicants; and
- is shown to be effective through qualitative and/or quantitative data.

The Nova Scotia College of Chiropractors is committed to ensuring that applicants have access to registration practices that are transparent, objective, impartial and procedurally fair. During the FRPA Review Process, the progressive steps that the NSCC has taken to improve registration practices were brought to light, including:

Name of the Best Practice:	Membership in the Nova Scotia Regulated Health Professions Network (NSRHPN) Membership in The Federation of Canadian Chiropractic (FCC)	
Best Practice Category:	<input type="checkbox"/> Acceptable alternatives for meeting registration requirements <input type="checkbox"/> Recognition of prior learning / work experience <input type="checkbox"/> Cultural competency, equity, diversity and inclusion <input checked="" type="checkbox"/> Collaboration at regional, national level <input type="checkbox"/> Making or communicating registration decisions <input type="checkbox"/> Impartial, objective and consistent assessment <input type="checkbox"/> Preparation and pre-arrival supports <input type="checkbox"/> Assessment criteria and methods	<input checked="" type="checkbox"/> Training for decision-makers <input checked="" type="checkbox"/> Governance <input type="checkbox"/> Access <input type="checkbox"/> Outreach <input type="checkbox"/> Workforce integration <input checked="" type="checkbox"/> Exams <input type="checkbox"/> Appeals
Description:	<p>Through membership in the NSRHPN, the NSCC has access to and shares best practices across regulated health professions in the province. This permits the NSCC to voluntarily collaborate on information sharing, complaints administration, modifications of scopes of practice, and review of registration appeals.</p> <p>Through membership in The FCC, the NSCC has access to and shares best practices with eight other provincial chiropractic regulators. The Registrar of NSCC is co-chair of the national regulatory council of chiropractors.</p>	
Value to Applicants:	Participation in these forums provides long term education and experience to the staff and registrar of the NSCC, so that applicants have confidence that they will be treated fairly throughout the registration process.	

Value for Regulator:	Participation in these forums permits staff and the registrar of the NSCC to learn about, share, and adopt best practices in registration, in order to improve the registration process for applicants.
Link to further information:	http://www.nsrhp.ca/what-we-do/ http://www.chirofed.ca/english/

Fair-access Analysis

Overall, the Nova Scotia College of Chiropractors' registration practices comply with *the Fair Registration Practices Code* as outlined in Sections 6 to 12 of the Act (*FRPA*).

Per Section 16 of the Act, the registration practices of a regulating body must be reviewed, and a public report produced. The FRPA Office works with the regulatory bodies to assess their registration practices against the Fair-access Guidelines listed below and develop an Action Plan to help each organization comply with the Act and improve their registration practices.

The NSCC's responses to the FRPA Review Survey are detailed below, along with the Review Findings determined by the Review Officer in accordance with the Act.

FRPA Review Questionnaire and Assessment

	Question	Respondent Answer	Compliance Guideline	Review Finding	FRPA Reference
1a	How (what methods) do you use to provide information to potential applicants on your registration practices? (i.e. internet, individual counselling, hard copies)?	<p><i>Internet email Telephone</i></p> <p><i>The website of the Nova Scotia College of Chiropractic contains details on how to register in the profession, https://www.chiropractors.ns.ca/index.php/prospective-members3/becoming-a-member/registration-requirements</i></p> <p><i>On the website, the requirements are listed, as well as the email and telephone number of the registration officer, Alex MacDonald. The registration officer can be reached by either</i></p>	<p>Level 1 Paper forms and information made available to applicants via regular post, Telephone</p> <p>Level 2 E-mail forms and information, telephone.</p> <p>Forms and information can be downloaded from website to</p>	Level 2	16(3)(g)

		<i>of those methods (email or telephone) from 9:00 AM to 5:00 PM Monday to Friday, except for statutory holidays.</i>	be emailed / faxed / mailed in after completion Level 3 Automated on-line form on website and information is easily accessible on a website Process in place for applicants to track application status	
1b	Can applicant begin the process outside of Canada?	Yes <i>Our website is available 24/7 for applicants from outside of Canada to gather information, print off forms, submit forms and documentation. In addition, our office is staffed Monday-Friday from 9:00 AM to 5:00 PM AT if a caller wishes to have any of their questions answered in person. Our telephone number is readily available on our website. Overseas applicants can also email their questions. The contact us link is clearly located on the home page, and details are here: https://www.chiropractors.ns.ca/index.php/contact-us-sp-521441178</i>	Level 1 No Level 2 Yes	Level 2
2	Please provide a link to your website.	https://www.chiropractors.ns.ca/	Level 1 No website Level 2 Website is not up to date	Level 2
2a	I believe that information on our website is: clear and understandable, written in plain language?	<input type="radio"/> 1 (<i>Strongly Agree</i>) <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 (<i>Strongly Disagree</i>) <i>In January 2019 the website was updated with exam information specifying that the next exams are in March and August 2019.</i>	Website is not in plain language Website does not have links for international applicants	16(3)(g)

	<p><u>https://www.chiropractors.ns.ca/index.php/prospective-members3/examinations/upcoming-examinations</u></p> <p><i>In August 2018 the registration page was updated with a correct link to ISANS on this page in the section "immigrating to Nova Scotia"</i></p> <p><u>https://www.chiropractors.ns.ca/index.php/prospective-members3/becoming-a-member/registration-requirements</u></p> <p><i>In June 2018, our Scope of Practice was updated -</i></p> <p><u>http://www.chiropractors.ns.ca/images/stories/NSCC%20Members/2018-06-25%20NSCC%20Scope%20of%20Practice.pdf</u></p> <p><i>As well, new Social Media Guidelines were posted in June 2018-</i></p> <p><u>http://www.chiropractors.ns.ca/images/stories/NSCC%20Members/Social%20Media%20Guidelines.pdf</u></p>	<p>Website does not contain all forms and/or guidelines</p> <p>Level 3</p> <p>Website content is reviewed for accuracy and updated annually</p> <p>Website is in plain language</p> <p>Website is easy to navigate (e.g. international applicants)</p> <p>Website contains all forms and/or guidelines</p> <p>Information on pathway to licensure</p>	
2b	On what basis do you make changes to your website?	<i>Feedback from Applicants</i> <i>Policy Change</i> <i>News Postings</i>	
2c	When was the section of the website pertaining to registration last updated?	<i>Within the last 9 months</i>	
3a	Are your requirements (e.g. education, work experience, examination and fees) for registration specified by legislation, regulation and/or policy?	<i>Legislation</i> <i>Regulation</i>	<p>Level 1</p> <p>Policy describing the registration process does not exist or is not documented</p> <p>Documents only available upon specific request</p> <p>Level 2</p> <p>7(a), 7(c), 7(f), 16(3)(a), 16(3)(d)</p>

3b	Specify the appropriate section(s)	<i>Legislation: the requirement for examination and completion of program of education. Section 19. (1) (a) and (b) refer. Policy: requirements for specific examination, fees, and program of education.</i>	Level 2 Policy exists to describe certain aspect of registration process		
3c	Is this information made available to applicants	<i>Yes The entire board regulations policy document is available to all on the website. Section 12 is specific to fees. Sections 14, 15 and 16 specifically address the educational and examination requirements. This document has been uploaded.</i>	Level 3 Policy exist to describe all aspects of the registration practices Available to the applicant		
4	Are you waiting for legislation to be passed?	<i>No The Chiropractic Act has already been passed by the legislature.</i>	N/A	N/A	
5a	Is the criteria for meeting the requirements of registration documented?	<i>Yes The application process is fully documented with a checklist on the website, here https://www.chiropractors.ns.ca/index.php/prospective-members3/becoming-a-member/registration-requirements It is also described on the admissions form, which is available on the website.</i>	Level 1 Criteria is made available to applicants verbally but no supplemental documentation Level 2 Criteria is documented and made available to applicants	Level 2	7(d), 16(3)(b)
5b	Do you provide applicants with the description of the criteria used to assess whether the requirements have been met (i.e. the number of years of schooling needed to be considered equivalent to a degree)?	<i>No, we do not currently provide criteria for all standards of assessment. For example, there is no standard of assessment for the essay or for the letters of reference. Changes to these policies form part of our action plan for 2019.</i>	Limited information about the standard you will be assessed against Level 3 Criteria is documented and made available to applicants		

			Criteria clearly outlines all assessment methods to be used and what competencies are being assessed by each method Applicants know the required standards that they will be assessed to		
6	If you require translation of specific documents how is the applicant informed?	<i>Email Telephone</i> <i>We have never encountered a situation where foreign documents needed translation. If we were presented with that situation we would advise the candidate that they would need to provide us documents, translated to English, at their expense, translated by an authorized translator.</i>	Level 1 No indication of translation requirements Available to applicants upon request Level 2 Translation requirements indicated but not specific Available to applicants Level 3 Translation requirements documented with specific instruction Available to applicants	Level 1	7(a)
7	Do you have a streamlined registration process for those applicants already registered in	No <i>All applicants, regardless of jurisdiction, must follow the same application process. That process includes a notarized application form,</i>	Level 1 Yes – process not documented Level 2	Level 1	3

	another Canadian jurisdiction (as per Chapter 7 Canadian Free Trade Agreement)?	<p><i>required documents confirming their Chiropractic Education, completion of the CCEB Boards, Criminal Record Check, etc. This is required to ensure the NSCC has done its due diligence in ensuring the credentials of its candidates.</i></p> <p><i>With that said, it is always recommended that an applicant maintains continuous licensure during the application process as it will greatly simplify the application. A break in continuous licensure may result in consultation with the Credentials Committee.</i></p>	Yes – process documented Level 3 Yes – process documented and made public on website Any additional requirements approved by government are explained on website		
8	Does your organization make accommodation for applicants with physical or mental disability?	Yes <i>We make accommodations on a case by case basis. On the first page of the application form, candidates are requested to identify any accommodations required. If such accommodations were approved by the CCEB, the NSCC will approve the same accommodations as well during the Jurisprudence and Ethics examination. We did this during the August 1, 2017 sitting of the exam - a candidate, due to back pain, required frequent breaks from their chair and was provided additional time to write the exam.</i>	Level 1 Yes – process not documented Level 2 Yes – process documented Level 3 Yes – process documented and available to applicant	Level 2	16(3)(h)
9a	Is any of your assessment process conducted by a third party (i.e. national bodies, credential assessment agencies, etc.)?	Yes	Level 1 Regulatory body assumes that the certifying organization meets FRPA standards	Level 2	16(3)(i)
9b	If so, please specify the name of the organization and describe their role.	<i>The Canadian Chiropractic Examining Board (CCEB) conducts clinical competency exams for individuals seeking licensure to practice chiropractic in Canada. www.cceb.ca</i>	Level 2 Regulatory body has received documentation indicating that the certifying		
9c	Please indicate the types of activities that they assist with.	<i>Examinations</i>			

9d	Can you describe how they adhere to the General Duties of the Regulatory Body as outlined in the Act, including transparency, objectivity, impartiality and procedural fairness?	<i>MOU Service Level Agreement</i>	organization meets FRPA standards Level 3 Regulatory body has influence with the certifying organization (e.g. membership) or has an agreement with the certifying organization		
9e	Are you informed of all decisions made by third parties on applicants?	Yes			
9f	Does the third party have an internal review process for unsuccessful applicants?	Yes http://www.cceb.ca/docs/Exams-1-Appeals-Policy-Nov-2016.pdf			
10a	What types of supports do you provide to applicants during the registration process?	<i>Internet Telephone Print material</i>	Level 1 None Level 2 Multiple types of supports exist but not well documented	Level 3	7(e), 16(3)(k)
10b	Have you had applicants who need support mechanisms that you can't provide or are not available?	No <i>The application process provides the same accommodations at the CCEB - their policy is outlined here:</i> http://www.cceb.ca/accommodations-and-assistive-devices/	 Level 3 Multiple types of support exist, well defined and accessible		
11	Where practical, do you provide unsuccessful applicants with information on programs and services they can participate in to facilitate successful registration in the future?	Yes. <i>The Registrar individually reviews all registrations and if any documentation was missing or incorrect the registrant would be advised on what to correct in order to have an accepted submission. In the case of the Jurisprudence and Ethics examination (JP Exam) the results of the JP Exam are reviewed with every registrant, whether they successfully passed the examination or not.</i> <i>The Registrar reviews all incorrectly answered</i>	Level 1 Only upon request Level 2 Yes – not documented Level 3 Yes – documented and available to applicant	Level 2	8(d)

		<i>questions to ensure that the registrant has the correct information in that category. If a registrant were to not pass the Jurisprudence Examination, the Registrar would coach them on their incorrect answers and reasons for not passing the test, and the registrant would be offered the opportunity to re-write the test.</i>	Applicants are told what their competencies gaps are that need to be addressed		
12	Do you have a reasonable timeframe to respond to inquiries from applicants?	<i>Currently the response timeframe is not documented in policy. However, in the past 10 years we have maintained an informal office policy of replying to all inquiries within three business days.</i>	Level 1 No policy Level 2 Policy in Place Level 3 Policy in place and accessible	Level 1	7(b), 8(a), 8(b), 8(c)
13a	Do you provide written decisions, responses and reasons for acceptance or rejection of an application?	Yes	Level 1 Upon request, limited documentation and no standard timeline Level 2 Some documentation	Level 1	8(b), 8(c), 10
13b	Do you have a formal policy for this process?	No	Level 3 Well-documented process with clearly established timelines		
13c	Do you have a standard timeline	No	Level 1 Yes – upon request, limited documentation Level 2 Yes – limited documentation Level 3	Level 1	

	submissions respecting such reviews?)		Yes – well documented process		
13d	Based on the previous questions, describe ways your organization could improve the timeliness of your decisions and/or how you could communicate the results.	<i>We will create a formal process for this. We currently employ an informal process. Our timelines are very good. In the past 10+ years, no applicants have been rejected.</i>			
14a	Do you provide information on what documentation of qualifications must accompany an application?	Yes	Level 1 Documents indicated and communicated verbally Level 2 List of required documents indicated on website Process to verify document authenticity	Level 2	9(a), 16(3)(a), 16(3)(b), 16(3)(e)
14b	Do you include a process for verification of documentation authenticity?	<i>The application form must be notarized. Original transcripts of CCEB examination results are sent directly to the Registrar from the CCEB, protecting the integrity of the information. Confirmation of education must come in the form of an official transcript of marks that are to be sent directly to the Registrar from the educational institution.</i>	 Level 3 N/A		
15	Do you provide information on the steps in the registration process including supporting documentation required at the various steps?	Yes <i>Applicants are provided a step by step checklist on page 2 of the application form itself, clearly outlining all documentation that is required. If any of their documentation is missing upon review of their application, then they are emailed to advise which documents are missing to complete their application.</i>	Level 1 General information Not broken into steps Level 2 Step by step process indicate where applicant needs to supply information Level 3	Level 1	7(c), 16(3)(a), 16(3)(b)

			Step by step process indicate where applicant needs to supply information Pathway to licensure		
16	Do you accept alternative information if required documents cannot be obtained for reasons beyond the applicant's control (i.e. a sworn statement in lieu of full documentation)?	Yes <i>If such a scenario was required, it would be referred by the Registrar to the credentialing committee for review. To date we have not been faced with this scenario.</i>	Level 1 Yes – on a case by case basis Level 2 Yes – examples documented Process not clearly laid out or documented Level 3 Yes – process clearly documented	Level 1	9(b), 16(3)(c)
p17	What difficulties or obstacles are faced by applicants who received their qualifications in a country other than Canada?	<i>Access to qualifying exam</i> <i>Applicants would have to sit the CCEB exam and the Nova Scotia Jurisprudence and Ethics exam, in order to be eligible for registration. The CCEB exam is offered in various locations in Canada, but currently only in three locations internationally - London UK, Sydney Aus, and, Auckland NZ. International exam locations are only offered when an appropriate number of candidates are registered. The Nova Scotia Jurisprudence and Ethics exam is offered in Nova Scotia and if requirements are met, an Offsite Proctor can be identified.</i>	N/A	N/A	6, 9(b), 16(3)(c)
18a	Do you have a process for which requests for access documentation related to	No	Level 1 Not documented Level 2 Documented	Level 1	12, 16(3)(j)

	registrations are considered?		Level 3 Documented and made available to applicants		
18b	Is this made available to applicants?	No			
18c	What information may you exclude?	<i>We would exclude the content of any reference letters.</i>			
18d	Do you charge a fee?	No			
19	Does your Act include an authority to conduct an internal review of the registration decision?	Yes <i>The Registrar, if not satisfied with the documentation provided, may refer the matter to the credentialing committee. The referral to the committee may also be made if the applicant requests it. In the case of the applicant requesting it, they must appear before the credentialing committee within 30 days and may do so with a lawyer present. Section 21 of the Act refers.</i>	Level 1 N/A Level 2 N/A Level 3 Yes	Level 3	7(a)
20	Do you have a regulation or by-law that defines the internal review process?	Yes, the Chiropractic Act, Section 20	Level 1 N/A Level 2 N/A Level 3 Yes	Level 3	7(a), 10
21	When are unsuccessful candidates informed of their right to internal review of the registration decision?	<i>Included with a registration decision</i> <i>We have not had to do this within the past 10 years. If we were to determine that a candidate was unsuccessful, we would inform them why, and we would inform them in the letter what the internal review process was.</i>	Level 1 No specific timeline Level 2 Specific timeline Not documented Level 3 Specific timeline Documented and communicated	Level 1	7(a), 10(1)
22a	Do you have an internal review process and	No	Level 1 Yes	Level 1	7(a), 10(1)

	procedures document (policy document)?		Not documented Level 2 Yes Documented Level 3 Yes Documented and available to applicant		
22b	Does this include time frames for the internal review?	Yes <i>The internal review process occurs at the next regularly scheduled meeting of the board. Section 20 of the Act refers. In the case of the credentialing committee, the meeting must occur within 30 days. Section 21 of the Act refers</i>			
23a	With regards to the internal review process you make available to applicants that are not granted registration: summarize the process of the internal review.	<i>A meeting of the board is convened to consider the application for review. No member of the board that made the original decision may sit on the review. The review committee receives submissions from both the Registrar and the applicant, and then has the following choices: a. direct the Registrar to issue a license, b. direct the Registrar to issue a license with limitations as determined by the board, c. adjourn further consideration of the application, pending further training or examinations by the applicant as the Board may designate, or d. direct the Registrar to refuse the application.</i>	Level 1 Not documented Level 2 Documented Level 3 Documented and made available to applicant	Level 1	7(a), 10, 16(3)(m)
23b	Describe the opportunities made available to an applicant to make submissions respecting such review.	<i>The applicant is eligible to make submissions, in person, with or without the assistance/presence of legal counsel, at meetings of the Board and the credentialing committee when considering their case.</i>			
23c	Specify the format for the internal review submission	Oral Written			
23d	What is the timeline for submitted supporting evidence?	Weeks <i>At the next meeting of the Board</i>			
23e	Do you believe this is enough time to receive supporting evidence from outside Canada?	Yes			

24a	Are the results of the internal review made available to applicants in writing with reasons?	Yes	Level 1 Yes Level 2 Yes Level 3	Level 1	
24b	In what timeframe are the results of the internal review made available to applicants?	1-2 months	Specific timeline Level 3 Yes Specific timeline and communicated	7(a), 10(3)	
24c	Are these timelines communicated?	Yes			
25	Have individuals who make internal review decisions received appropriate training?	Yes <i>The credentialing committee is made up of the Past Chair, the Past Registrar, and a Public Member of the Board. All three members of the committee have extensive experience of service and in the case of the Past Registrar, specific skills related to registration for the profession.</i>	N/A	N/A	7(a), 11, 16(3)(p)
26	Do you have a prohibition that states that 'no one who acted as a decision-maker in respect of a registration decision acted as a decision-maker in an internal review?	Yes <i>Section 20 of the Act specifically refers to this, in Section 20(5) "No member of the Board who considered the application pursuant to subsection (2) shall participate in the Board's consideration of the application"</i>	Level 1 N/A Level 2 N/A Level 3 Yes	Level 3	7(a), 10(5), 16(3)(n)
27	Do you have any international agreements (i.e. reciprocal recognition) endorsed by your regulatory body or national organization?	Yes <i>There are a number of national organizations related to the profession. The Federation of Canadian Chiropractic is responsible for providing a forum for provincial regulators, as well as administering the Council on Chiropractic Education Canada (CCEC). The CCEC and FCC in turn maintain relationships with the Council on Chiropractic Education International (CCEI) and the Council on Chiropractic Education - US (CCE-US). These organizations individually accredit</i>	N/A	N/A	7

		<i>Chiropractic Schools around the world in order to encourage the acceptance of Chiropractic academic qualifications across regulatory boundaries.</i>			
28	Has your organization experienced any unintended consequences—defined as an unintended negative impact on labour market, economic, social or other condition—arising as a result of the implementation of Chapter 7 of the Agreement on Internal Trade / Canadian Free Trade Agreement?	No	N/A	N/A	3
29	Does your legislation and/or regulations include labour mobility provisions (i.e. the ability to accept applicants already certified in another Canadian jurisdiction regardless of the requirements in the previous jurisdiction?)	No	N/A	N/A	Chapter 7, CFTA
30	Do you review the requirements of the other provincial regulatory bodies regularly?	Yes <i>Our registrar is a member of the Regulatory Council of The Federation of Canadian Chiropractic (FCC). By virtue of her appointment, she is also a Board member of the FCC. The purpose of FCC is to support communication and alignment of all regulatory boards across the country, as well as to accredit all Canadian Chiropractic</i>	N/A	N/A	3, Chapter 7, CFTA

		<i>institutions. The Regulatory Council meets at least twice a year. A synopsis of what the FCC does is attached.</i>		
31a	Has your organization made any changes to the occupational standards in your legislation, regulations and/or by-laws (i.e. entry to practice standards, continuing education requirements, codes of ethics) within the last two years?	No	N/A	N/A
31b	If yes, did you work with the Labour Mobility Coordinator or a Provincial Government representative to complete an AIT/CFTA notification (i.e. notification form sent prior to approval that informs other Canadian jurisdictions of the proposed change)?	No <i>The last changes to Board regulations were implemented January 6, 2016.</i>		

FRPA Action Plan

In accordance with the *Fair Registration Practices Code*, the FRPA Action Plan outlines the measures that the NSCC has agreed to work towards before the commencement of its next FRPA Review.

#	Action	Questionnaire Reference	FRPA Reference	Plan for Completion
1	Update the online application system to include an automated online form and develop a system for applicants to track application status	1a	16(3)	NSCC intends to adopt an on-line applicant and member administration system, including a newly designed website, by Q4 2019. The website will use <i>in1touch</i> branded association management software
2	Enhance the registration information available on the NSCC website, including delineated sections that address the following <ul style="list-style-type: none">• Specific registration requirements, including a list of recognized institutions,• Required documentation, including document translation requirements• Timelines for each stage of the application process• A complete registration fee schedule• A step-by-step registration process, including a visual pathway to licensure for:• New members• Inter-provincial and territorial transfers• Internationally trained applicants	2, 3, 5, 6, 7, 14, 15	16(3)(g), 7(a)	NSCC will create an entirely new website design, integrating these features and attributes, by Q4 2019
3	Develop a formal policy on accepting alternatives if required documents cannot be obtained for reasons beyond the applicant's control and publish on website.	16	9(b), 16(3)(c)	To be developed and published by Q4 2019
4	Update the NSCC website to describe what steps of the registration process	1b	16(3)(g)	To be developed and published by Q4 2019

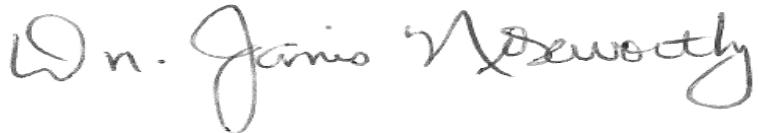
	for internationally-educated applicants can be completed pre-arrival			
5	Update the information available about documentation requirements, including outlining the standards and criteria of assessment for the following registration requirements: <ul style="list-style-type: none"> • Jurisprudence exam • Peer assessment • Essay submission • Reference letters 	5	7(d), 16(3)(b)	To be developed and published by Q4 2019.
6	Develop a streamlined registration policy for applicants registered in another Canadian jurisdiction in accordance with Chapter 7 of Canada Free Trade Agreement and post on website.	7	3 CFTA Chapter 7	To be developed and published by Q3 2019 as part of the rewrite of the NSCC website
7	Develop and publish a policy for accommodation of individuals with physical or mental disabilities.	8	16(3)(h)	To be developed and published by Q4 2019 as part of the rewrite of the NSCC website
8	Develop a policy on response to inquiries from applicants including timeframes.	12	7(b), 8(a), 8(b), 8(c)	To be developed and published by Q4 2019 as part of the rewrite of the NSCC website
9	Develop a policy on providing decisions to applicants, including standard timelines, and publish on website.	13	8(b), 8(c), 10	To be developed and published by Q4 2019 as part of the rewrite of the NSCC website
10	Develop a template rejection letter including the following information: <ul style="list-style-type: none"> • Reasons for rejection • Programs and services that they can participate in to facilitate successful registration in the future • Information on the internal review process including the opportunity for the applicant to make submissions 	11, 21	8(d)	To be developed by Q3 2019
11	Develop a policy pertaining to requests for access to documentation relating to registration and make it available to applicants.	18	12, 16(3)(j)	To be developed by Q3 2019

12	Work with the third-party assessors responsible for credential assessment and issuance of examinations to ensure compliance with the FRPA (i.e. through an MOU)	9	6	To be developed by Q3 2019
13	Develop a formal appeals policy that includes the following: <ul style="list-style-type: none"> • When the applicant will be informed of their right to an internal review, • The manner and timeframe for an applicant to submit additional evidence and/or submissions, • The timeframe for the internal review decision-maker in an internal review in respect of that registration decision, • The establishment of internal review decision-makers, if the Credentials Committee was involved in the original decision, and • A statement prohibiting the original decision-maker from acting as a decision-maker in an internal review in respect of that registration decision. 	21-26	7(a), 10, 16(3)(m), 16(3)(p), 16(3)(n)	To be developed by Q3 2019
12	Update website page on the Appeals Process to reflect the correct sections of legislation and the above policy on internal review.	21-26	7(a), 10, 16(3)(m), 16(3)(p), 16(3)(n)	To be developed and published by Q4 2019 as part of the rewrite of the NSCC website
13	Work with the Department of Health and Wellness to amend legislation and regulations to ensure compliance with FRPA and the CFTA. The following sections need to be amended: <ul style="list-style-type: none"> • Section 4(2) of the Regulations – Applicants who are currently certified in good standing in another Canadian jurisdiction must be certified in Nova Scotia without any material additional training, experience, or assessments under CFTA 	7	3 Chapter 7, CFTA	To be developed by end Q4 2019

	<p>Chapter 7, Article 705(1). The requirements for continuing education and peer assessment are in contravention of the CFTA.</p> <ul style="list-style-type: none"> ● Section 4(3) of the Regulations – The CFTA Chapter 7 does not allow conditional licenses. If an applicant is certified in good standing in another jurisdiction, they should be granted an equivalent certificate in Nova Scotia. ● Section 6 of the Regulations – if an applicant is currently in good standing in another jurisdiction under the Chapter 7 of the CFTA, they should not be refused registration based on a previous decision. 		
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Disclaimer

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



Registrar

May 30, 2019

Date

Appendix

- ✓ Blank Application Form
- ✓ Proctor Policy
- ✓ Third Party Questionnaire
- ✓ Details of the Canadian Chiropractic Examination Board in lieu of an MOU with 3rd party assessor
- ✓ Website Checklist
- ✓ NSCC Board Regulations
- ✓ Canadian Chiropractic Examination Board Annual Report 2017-18



Board of the Nova Scotia College of Chiropractors

REGISTRATION FOR JURISPRUDENCE & ETHICS EXAM

TO ALL CANDIDATES:

This registration package includes information, a checklist of required materials, and an application form to register for the Jurisprudence & Ethics Exam (JP Exam) of the Nova Scotia College of Chiropractors (NSCC).

The NSCC holds two regular sittings of the JP Exam (March & August) for a fee of \$150. An additional \$300 fee will apply for any examination administered outside of the scheduled regular sittings.

Deadline for Submissions: A candidate's file must be complete fourteen (14) days prior to any scheduled exam date. All documents required must be received to designate the file as complete.

Mail application materials to: Donna Noddin, Admission Officer, NSCC
 502-5657 Spring Garden Road, Box 142
 Halifax, NS B3J 3R4

For further information: 902-407-4255 / inquiries@chiropractors.ns.ca

Canadian Chiropractic Examining Board Exams: NSCC Board Regulations state:

(1) All applicants for registration are required to successfully complete examinations of the Canadian Chiropractic Examining Board (CCEB).

(2) All applicants are required to obtain a certificate of competency from the CCEB by successfully completing Examinations A, B, and Clinical Skills. Examinations A & B must be successfully completed within three (3) years of the application. The Clinical Skills examination must be successfully completed within twelve (12) months of the application.

CANDIDATES WITH DISABILITIES:

If an applicant has qualified for reasonable testing accommodation for persons with disabilities through the Canadian Chiropractic Examining Board (CCEB), they are asked to inform the NSCC Office early in the registration process if they will be requesting special accommodation for the NSCC's Jurisprudence and Ethics Exam.

A NOTE OF CAUTION:

Candidates should not presume to be granted registration. The Board discourages all candidates from establishing a position of financial responsibility before they receive full registration to practice chiropractic in the province of Nova Scotia.

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."

"To protect the public through enforcement of the legislation and standards of chiropractic in Nova Scotia."



Board of the Nova Scotia College of Chiropractors

CHECKLIST OF APPLICATION REQUIREMENTS FOR THE NOVA SCOTIA JURISPRUDENCE & ETHICS EXAM:

“To protect the public through enforcement of the legislation and standards of chiropractic in Nova Scotia.”.



Board of the Nova Scotia College of Chiropractors

APPLICATION FOR REGISTRATION

Please print legibly. Application will be returned if incomplete or illegible. This application is valid only if witnessed as indicated.

NAME: _____
(First) _____ (Middle) _____ (Last) _____

ADDRESS: _____

Mailing address for results to be forwarded (if different than above):

Phone: _____ Alternate number: _____

Birth date: _____ Place of birth: _____

Social Insurance/security number: _____

Are you a Canadian citizen? _____ If not, what citizenship? _____

Are you legally entitled to work in Canada? _____

EDUCATION (List chiropractic college, and all other degrees, diplomas or certificates)

<u>College/University</u>	<u>Years Attended</u>	<u>Degree</u>	<u>Graduation Date</u>

“To protect the public through enforcement of the legislation and standards
of chiropractic in Nova Scotia.”.



Board of the Nova Scotia College of Chiropractors

Are you or have you ever been in active chiropractic practice? Yes or No

If yes, provide details:

<u>Jurisdiction</u>	<u>Dates</u>	<u>Locations</u>	<u>Registration/ License Number</u>

List all chiropractic organizations to which you currently belong: _____

Please list all chiropractic techniques used: _____

Have you ever been refused licensure/registration as a chiropractor in another jurisdiction? Yes or No

Have you ever had your license/registration to practice chiropractic suspended or revoked? Yes or No

Are there any professional liability suits or prosecutions pending or currently proceeding against you? Yes or No

Have there been any disciplinary findings against you in the past? Yes or No

Are there any complaints or disciplinary proceedings in progress against you?
Yes or No

Please note: If you answer yes to any of the above, please provide details on a separate sheet.



Board of the Nova Scotia College of Chiropractors

REFERENCES

Please list the names, addresses and telephone numbers of the three individuals who will be providing you letters of reference. At least two of these references are to be chiropractors and all letters of reference must be sent directly to the Admission Officer, not forwarded by the candidate.

1. _____

2. _____

3. _____

I, _____ HEREBY MAKE APPLICATION FOR REGISTRATION AND WISH TO SIT FOR ANY EXAMINATION REQUIRED BY THE NOVA SCOTIA COLLEGE OF CHIROPRACTORS. I SOLEMNLY DECLARE THAT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION GIVEN ON THIS APPLICATION IS TRUE AND COMPLETE. I UNDERSTAND THAT FALSE INFORMATION WILL INVALIDATE MY APPLICATION AND THAT ALL DOCUMENTS RECEIVED BECOME THE PROPERTY OF THE NOVA SCOTIA COLLEGE OF CHIROPRACTORS.

Signature of Applicant: _____ Date: _____

Declared before me at _____ in the county of _____
in the Province of _____, on this _____
day of _____ in the year _____ A.D.

Name of authorized witness: _____

THIS DOCUMENT **MUST** BE SEALED BY A NOTARY PUBLIC IF THE APPLICATION IS BEING SWORN OUTSIDE OF THE PROVINCE OF NOVA SCOTIA.

THIS DOCUMENT **MUST** BE SEALED BY A NOTARY PUBLIC OR STAMPED BY A COMMISSIONER OF OATHS OR JUSTICE OF THE PEACE IF APPLICATION IS BEING MADE FROM NOVA SCOTIA.



REGISTRATION FOR LICENSURE

FINAL STEPS:

1. Candidate will receive a verbal offer of registration from the NSCC indicating that he/she is eligible for registration to practice chiropractic in the Province of Nova Scotia.
2. Payment of a one-time registration fee of \$150.00 to the Nova Scotia College of Chiropractors must be received.
3. The Admission Officer will then provide information on the payment of applicable dues to the Nova Scotia College of Chiropractors. First-year dues will be prorated based on the date of registration requested.
4. All registered members must maintain professional liability insurance with a minimum coverage of five million dollars (\$5,000,000) per year and five million dollars (\$5,000,000) per incident.

REG 3 – Offsite Examination Proctor Policy

A Jurisprudence examination may be provided off-site with the presence of an approved proctor. The Board of the Nova Scotia College of Chiropractors must approve the proctor in advance of the examination. Proctors who meet these criteria will be considered:

- (i) proctors must be current or formerly involved in a chiropractic regulatory board within Canada;
- (ii) unless otherwise known to the Board of the Nova Scotia College of Chiropractors, proctors must supply evidence of current good standing in his/her province of practice, unless retired whereas s/he must demonstrate good standing at the time of his or her retirement;
- (iii) proctors must be willing to complete any required forms prior to and post-examination.

(Adopted 1999)

Proctor Report Form

Board of the Nova Scotia College of Chiropractors

Proctor Report

Candidate name: _____

Examination location: _____

Examination date: _____

Photo ID/Drivers' license number: _____

Issuing province/state/country: _____

Proctor name: _____

Present Regulatory Board Member? Yes ____ No ____

Past Regulatory Board Member? Yes ____ No ____

Regulatory Board or Examining organization: _____

This is to verify that I have witnessed the examination of Dr. _____
as outlined above. I attest that the examination was completed in full by this individual
under my supervision.

Signature of Proctor

Questions for Third Party Organizations

Per Section 16(3)(i) of the FRPA, Nova Scotia regulatory bodies are required to provide information on the role of third-party assessors in the registration process.

The FRPA Review Officer expects that if a Nova Scotia regulatory body relies on a third party to assess qualifications, it will take reasonable measures to ensure that the third party makes the assessment in a way that is transparent, objective, impartial and procedurally fair.

The following information is provided by the Canadian Chiropractic Examination Board (CCEB)

QUESTIONS

Please provide links to policy and other relevant documentation where possible.

1. Describe the information provided to applicants regarding your assessment practices.
 - a. How is this information communicated (e.g. website, downloadable documents, etc.)?
CCEB website, located at the following links:
<http://www.cceb.ca/docs/Exam-Content-CCEB.pdf>
<http://www.cceb.ca/study-guides-instructions/>
 - b. What steps have you taken to ensure the information is organized, easy to find and written in plain language?
Information is reviewed regularly and provided in both official languages online and in a downloadable format <http://www.cceb.ca>

2. How often do you review registration information on your website for clarity, accuracy and completeness?

Information is reviewed regularly and exam administration information is updated after each exam session is completed- the website then provides information about the upcoming three test administration dates - (a year cycle)

<http://www.cceb.ca/how-to-apply/>
<http://www.cceb.ca/upcoming-exams/>

3. What fees are involved in the assessment process and how is this information provided to applicants?

Information on fees is clearly indicated to applicants on the website. Fee increase notifications are provided in advance – typically one exam administration prior to coming into force.

<http://www.cceb.ca/fees/>

4. Are the criteria used for assessing applicants documented and publicly accessible?
 - a. If so, by what means?

See links in question 1, also see <http://www.cceb.ca/exam-process/> and, <http://www.cceb.ca/performance-reports/> which includes samples of performance reports provided to candidates who are unsuccessful.

5. Are the criteria clearly linked to the requirements/standards for entering the profession/trade?

The CCEB uses an exam blueprint based on a national job analysis, as is best practice. Some information on this is



available here: <http://www.cceb.ca/docs/Exam-Content-CCEB.pdf>

The CCEB is currently in the midst of a blueprint revision, again as is best practice, and will be conducting a new job analysis in the 2019.

6. Do you provide information to applicants regarding the method(s) by which they will be assessed (e.g. written and practical examinations, structured interviews)?
 - a. How is this information provided? Please provide relevant links and documentation.

See above links in questions 1 and 4. Generally the www.cceb.ca website has a comprehensive outline of all elements associated with the examination.

7. Does your organization require that assessors consistently apply qualifications assessment criteria, policies and procedures to all applicants?
 - a. Do assessors:
 - i. follow documented guidelines about how to conduct the assessment?
 - ii. use the same tools to reach assessment decisions for each applicant?

Examiners (OSCE administration) are trained on assessment practice and are provided with evaluation criteria that specifically outlines expectation for candidates in each station. All results are reviewed by the CCEB psychometrician Dr. Anthony Marini PhD, of Martek Consulting. All examiners are provided with the same resources, training and assessment/scoring criteria and score forms.

8. How do you determine the validity of the assessment methods that you use?
 - a. Does your website publish pass scores?

The CCEB engages Martek Consulting on an annual basis to be involved in all matters related to assessment, including item writing, cut score setting and score analysis and reporting.

Unsuccessful candidates receive candidate performance reports (see link in question 4). Holistic results are reported to the CCEB members in the Annual Report (copy included in email) and to the various colleges, provided that candidate privacy can be protected (ie/ there are sufficient candidates being assessed to provide anonymity). Scores are not published on the website.

9. Do you screen applicants in advance of a formal assessment process? If so, describe the pre-screening process.
 - a. Do you track the number of applicants that are excluded through the pre-screening process?

- b. Do you monitor the barriers applicants encounter during pre-screening which may prevent them from advancing to the application process? If so, what barriers do you identify?

There is no pre-screening. The CCEB uses eligibility criteria as outlined here:
<http://www.cceb.ca/eligibility/>

10. What is your process for verification of documentation authenticity?

The chiropractic colleges provide transcripts directly to the CCEB, we do not accept transcripts from candidates directly. Candidates must provide government issued photo identification to be admitted to the exam.

11. Do you have a policy for accepting alternative information when original documentation cannot be obtained by an applicant for reasons beyond their control?

Not applicable

12. Do you have a policy on the language/translation requirements for documents provided by, or on behalf of, the applicant?

- a. If so, please attach or provide a link to the policy.

Not applicable

13. Do you provide written decisions on an application for assessment, including reasons for rejection of an application?

- a. Please provide a sample/redacted decision letter.

N/A – although there is an appeal process outlined here: <http://www.cceb.ca/policies/>
Decisions are provided in writing to candidates who appeal.

14. Is information provided about what applicants can do to close any gaps in their qualifications?

- a. If yes, please provide an example (e.g. sample/redacted decision letter).

Not applicable.

15. Do you have formal policies in place for:

- a. Accommodating individuals with physical or mental disabilities,
- b. Specifying the timeframe for responding to applicants and making an assessment decision,
- c. Ensuring that a decision-maker on an internal review / appeal was not involved in making the original decision, and
- d. Providing access to records relating to the assessment of an applicant to the applicant upon request?

Are these policies accessible to applicants? If your answer is yes to any of the above in question 15, please attach or provide links to all relevant documentation.

Yes, all of these policies are accessible to applicants on the CCEB website <http://www.cceb.ca/policies/>



16. Describe your internal review/appeal process.

- a. Are applicants given the opportunity to make submissions in the internal review / appeal process?
- b. Is there a timeframe for requesting an internal review / appeal and for submitting additional evidence?
- c. What is the timeframe for a decision to be made on an internal review / appeal?
- d. How are applicants informed of the internal review process (including applicable timeframes)?

<http://www.cceb.ca/docs/Exams-1-Appeals-Policy-Nov-2016.pdf>

17. Do you provide training to individuals making assessments, decisions and/or conducting appeals?

Yes, there is extensive training for volunteers at the examination assessment level. When hearings are called briefing/training is provided to ensure that committee is prepared to conduct a fair and valid hearing applying the principles of administrative justice.

18. Does your organization endorse any international, Mutual Recognition Agreements?

- a. If so, please list the agreements.

Not applicable

19. What difficulties or obstacles are faced by applicants who received their qualifications in a country other than Canada?

Not applicable

Details regarding the use of the Canadian Chiropractic Examination Board (CCEB) test results as part of the application process for a chiropractor in Nova Scotia.

May 2019

There is no formal MOU between NSCC and CCEB for the provision of examination services for applicants for licensure within the Province of Nova Scotia. The requirement for completion of the CCEB examinations is instead outlined in the Chiropractic Act, the Chiropractic Regulations, and the NSCC Board Regulations.

Extracts from the applicable Act and Regulations are summarized below:

Excerpt from The Chiropractic Act of Nova Scotia

Entries to be made in Register

19 (1) The Board shall direct the Registrar to enter in the Register the name, address and qualifications of any person who (a) has successfully completed the certification exam if prescribed by the regulations;

Excerpt from Chiropractic Regulations

Application for registration

- 4 (1) All applicants for registration must provide the following to the Board in accordance with any deadlines determined in the Board Regulations:
- (a) a completed application on a form prescribed in the Board Regulations;
 - (b) evidence to the satisfaction of the Board that the applicant is legally entitled to work in Canada;
 - (c) sufficient evidence of completion of a Board-approved chiropractic educational program;
 - (d) evidence of successful completion of written and practical examinations prescribed in the Board Regulations;

Excerpt from NSCC Board Regulations:

9. Agents (Pursuant to 6(2)(f) of the Act)

Effective date: September 12, 2009 Replacing: May 12, 2007

(9.1) The Board may appoint such agents and engage such employees as it shall deem necessary from time to time and such persons shall have such authority and shall perform such duties as shall be prescribed by the Board at the time of the appointment or thereafter.

(9.2) The Canadian Chiropractic Examining Board (CCEB) has been employed as an Agent for the NSCC to examine all applicants for membership to the NSCC.

Web Design Best Practices Checklist for Nova Scotia Regulatory Bodies

Use these best practice examples to learn how your organization can enhance what it is doing to provide fair, equitable and accessible pathways to licensure and meet its obligations under the Fair Registration Practices Act (FRPA).

Decide on a plan of action. Once you have assessed your website in accordance with these guidelines, decide what best practices your organization will adopt to improve the accessibility of your website for internationally trained applicants.

VISUAL DESIGN AND ACCESSIBILITY	
Site is responsive to all 'smart' devices:	<input type="checkbox"/>
<ul style="list-style-type: none"> • e.g.: desktop, tablet or smart phone. 	<input type="checkbox"/>
Content displays on popular/current versions of Chrome, Firefox, Internet Explorer, Safari, etc.	<input type="checkbox"/>
Keywords are used in menu items.	<input type="checkbox"/>
Main menus have fewer than 5 items.	<input type="checkbox"/>
Images provide additional clarity to content:	
<ul style="list-style-type: none"> • e.g.: icons for simplicity and clarity: <ul style="list-style-type: none"> ○ static visuals (to avoid visual chaos and distractions). ○ hover effects are often used to provide visual clues to users about links and key content. The movement should only happen in response to a user action (e.g. a click, or moving the mouse over an element on the page). 	<input type="checkbox"/>
Information provided is succinct:	
<ul style="list-style-type: none"> • content should start as a summary and provide links to more in-depth information. • users should always have a clear expectation of what they will get when they click on a link. 	<input type="checkbox"/>
Headings are appropriately styled to give a visual guide to their importance:	
<ul style="list-style-type: none"> • H1 headings = largest • H2 headings = smaller • H3 headings = smaller still 	<input type="checkbox"/>
Limited, industry-specific colours have been used.	<input type="checkbox"/>
Text colour has sufficient contrast with background colour.	<input type="checkbox"/>
Font, font sizes and font colours are consistently used.	<input type="checkbox"/>

Nothing makes sound (unless you click on a short video).	<input type="checkbox"/>
Captions are provided to audio or video files.	<input type="checkbox"/>
FUNCTIONALITY	
All internal hyperlinks work.	<input type="checkbox"/>
All external hyperlinks work.	<input type="checkbox"/>
All forms function as expected.	<input type="checkbox"/>
No JavaScript errors are generated.	<input type="checkbox"/>
CONTENT AND NAVIGATION	
A specific drop-down menu or heading is available for internationally educated individuals.	<input type="checkbox"/>
'Information Architecture' principles—e.g. with the goal of organizing structure and labelling content in an effective way— have been applied: <ul style="list-style-type: none"> • every click gives the visitor confidence that they are moving towards the correct information. • users can get the information they're looking for in minimal clicks. • content is organized with a pathway or link to pathway as a visual aid for applicant • well-researched personas are used when considering content, layout, navigation—e.g.: female; single; mother of 2; fulltime employment at Superstore; internationally educated; looking for employment in field of study; does not have time to weed through website jargon. 	<input type="checkbox"/>
Pathway to licensure is clearly articulated: <ul style="list-style-type: none"> • visual, step-by-step pathway to licensure is provided. • information is provided on documentation required at each stage of the registration process. • information on assessment criteria and methods to be used is documented. • required standards (against which applicants will be assessed) are published online. • information on internal review/appeals process is provided. • information on how applicants can track application status is provided. • information on language proficiency requirements. • information on document translation and specific instruction is provided. • information on how applicants can access information is provided—preferably in the format of an automated, on-line form. 	<input type="checkbox"/>
Cost of application/licensure is clearly articulated, preferably in a table format.	<input type="checkbox"/>
Bulleted lists are used where possible.	<input type="checkbox"/>

Wording is clear and consistent.	<input type="checkbox"/>
Plain language principles have been applied: <ul style="list-style-type: none"> for reference, see the Perfectly Plain: A quick-reference handbook for people who create websites, write emails, and design forms on the FRPA website. 	<input type="checkbox"/>
Evaluation mechanisms are in place: <ul style="list-style-type: none"> e.g. visitors can provide feedback via email or an online, fillable form. input from international applicants has been sought on website design, usability, aesthetics, etc. 	<input type="checkbox"/>
LINKS FOR INTERNATIONAL APPLICANTS	
Fair Registration Practices (FRPA) Review Office: https://novascotia.ca/iae/RplLabourMobility/FRP.asp	<input type="checkbox"/>
Labour Mobility: https://novascotia.ca/iae/RplLabourMobility/LM.asp	<input type="checkbox"/>
International Qualification Recognition (IQR) : https://novascotia.ca/iae/RplLabourMobility/IQR.asp	<input type="checkbox"/>
Nova Scotia Office of Immigration (NSOI): https://novascotiaimmigration.com/	<input type="checkbox"/>
Forum of Labour Market Ministers (FLMM) Labour Mobility website: Forum of Labour Market Ministers	<input type="checkbox"/>
Immigrant Services Association of Nova Scotia (ISANS): http://www.isans.ca/	<input type="checkbox"/>
Nova Scotia Start Program www.novascotiastart.ca	<input type="checkbox"/>
Additional, profession-specific links for internationally educated individuals:	<input type="checkbox"/>



Nova Scotia College of Chiropractors

NSCC Board Regulations

(Pursuant to 6(2) of the Act)

<i>Approved by the Board of the NSCC</i>	<i>Effective May 12, 2007</i>	<i>Revised January 15, 2015 January 9, 2016</i>	<i>Pages 19</i>
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Nova Scotia College of Chiropractors

Board Regulations

(Pursuant to 6(2) of the Act)

Management

1. Management of the College

(Pursuant to 6(2)(a) of Act)

Effective date: May 12, 2007

Replacing:

(1.1) The fiscal year end of the College shall be December 31 of each year.

(1.2) The finances of the College are managed by the Board of the College. Both the Board and the Council shall maintain financial records and reports in accordance with generally accepted accounting principles. The Board and Council shall each make a written report at least annually to the College members regarding their financial operations.

(1.3) An auditor shall be appointed annually by the College. The auditor shall prepare a written report for the members of the College regarding the financial statements of each of the Board and the Council. In each such report, he/she shall state whether, in his/her opinion, the financial statements present fairly the financial position of the Board / Council and the results of its operations for the year. The auditor's reports shall be presented at the annual general meeting.

2. Keeping of the registers

(Pursuant to 6(2)(a) of the Act)

Effective date: May 12, 2007

Replacing:

(2.1) All registers are to be maintained at the NSCC office under the direction of the Registrar.

Meetings

3. Meetings of the College

(Pursuant to 6(2)(b) of the Act)

Effective date: May 12, 2007

Replacing:

- (3.1)** In addition to the routine meetings of the College, additional meetings of the College may be called by the Chair of the Board as required.

4. Quorum requirements

(Pursuant to 6(2)(b) of the Act)

Effective date: May 12, 2007

Replacing:

- (4.1)** Board quorum: Any four board members will constitute quorum of the Board.

- (4.2)** A minimum of one public member of the Board is required to be present at all Board meetings where Regulations, Policies, Guidelines, or Standards of Practice are created or amended.

- (4.3)** College quorum: At least twenty five percent (25%) of the active membership must be in attendance at any meeting to conduct College business. This group must have in its presence the Chair or Vice-Chair of the Board or in their absence an appointed Chair, and the Secretary of the Board or in his/her absence an appointed Recording Secretary.

5. Conduct of meetings

(Pursuant to 6(2)(b) of the Act)

Effective date: May 12, 2007

Replacing:

- (5.1)** Robert's Rules of Order shall govern the proceedings of all meetings of the Board and College.

- (5.2)** Guests and observers must be invited at the discretion of the Board in advance of the Board meeting and must not take place in discussion unless they have an item on the agenda to discuss. Should the meeting need to go in-camera for discussion, guests and observers must leave the room and will be notified when they may return.

6. Meetings of the Board

(Pursuant to 6(2)(c) of the Act)

Effective date: May 12, 2007

Replacing:

- (6.1)** Meetings of the Board may be called by the Chair or the Registrar as needed.

Committees

7. Appointment of Committees

(Pursuant to 6(2)(d)(e) of the Act)

Effective date: May 12, 2007

Replacing:

(7.1) Board Committee Chairs and Committee Members shall be appointed by the Board Chair in any such number or time as required.

(7.2) Board committees shall be provided with any such powers that the Board Chair deems necessary to complete their task.

(7.3) Joint Board and Council Committees may be developed by both the Council President and the Board Chair in composition as considered necessary.

(7.4) Joint Board and Council committees shall be provided with any such powers that the Board Chair and Council President deem necessary to complete their task.

(7.5) The Board may remove any Board committee chairperson or committee member at any Board meeting. Committee Chairs may also be removed by his/her absence from the province for more than six consecutive weeks.

(7.6) Ad Hoc Committees shall, for any and all other committees of the Board, be appointed for a specific task or purpose which may or may not be on-going.

(a) An Ad Hoc Committee shall operate in a like manner as a standing committee except an ad hoc committee may have one (1) or two (2) members appointed thereto.

(b) An Ad Hoc Committee cannot be recommended to become a standing committee until such time as the ad hoc committee has been in existence for at least one (1) full year and reported to two (2) annual meetings of the College.

Powers and Duties of the Registrar and the Officers, Agents and Employees of the College

8. Officers

(Pursuant to 6(2)(f) of the Act)

Effective date: May 3, 2008

Replacing: May 12, 2007

(8.1) The duties of all officers shall be set out in the Chiropractic Act or pursuant Chiropractic Regulations or as determined by the Board.

(8.2) The signing officers of the Board shall be the Executive Director, Treasurer, Chair and Registrar. The proper institutions shall be notified of the names and given samples of the signatures of the signing officers when a change in name occurs. All banking documents or transactions, including electronic transfer of funds, shall require the signature and/or authorization of a minimum of two signing officers of the Board.

(8.3) All Members of the Board, as well as any employees or agents the Board appoints, will be required to sign a Board approved confidentiality agreement.

(8.4) The Board Secretary is responsible to ensure that all minutes, reports, and subsequent recommendations regarding Policy and Regulation revisions, are being completed and filed as appropriate records of Board activity.

9. Agents

(Pursuant to 6(2)(f) of the Act)

Effective date: September 12, 2009

Replacing: May 12, 2007

(9.1) The Board may appoint such agents and engage such employees as it shall deem necessary from time to time and such persons shall have such authority and shall perform such duties as shall be prescribed by the Board at the time of the appointment or thereafter.

(9.2) The Canadian Chiropractic Examining Board (CCEB) has been employed as an Agent for the NSCC to examine all applicants for membership to the NSCC.

(9.3) The CCEB will provide to the Board of the NSCC, in advance of the Clinical Skills Exam, a list of potential examiners and verification that examiners testing candidates wishing registration in Nova Scotia conform to these criteria. The Board will review the list and respond to any unsuitable candidate within seven-to-ten (7-10) days of receipt.

(9.4) Members eligible to serve as Clinical Skills Examiners of the CCEB must:

(a) be members in good standing with all licensing/regulatory bodies in Canada in which they hold registration.

(b) have been members in good standing in a Canadian jurisdiction for a minimum of three (3) years.

(c) not be members of the Board of the Nova Scotia College of Chiropractors.

(9.5) The Jurisprudence and Ethics examination may be provided off-site with the presence of an approved proctor. The Board of the Nova Scotia College of Chiropractors must assign the proctor in advance of the examination. Proctors who meet the following criteria may be considered:

(a) proctors must be currently or formerly involved in a chiropractic regulatory board within Canada;

(b) unless otherwise known to the Board of the Nova Scotia College of Chiropractors, proctors must supply evidence of current good standing in his/her own province of practice, unless retired whereas s/he must demonstrate good standing at the time of his or her retirement;

(c) proctors must be willing to complete any required forms prior to and post examination;

(d) proctors are to be selected and approved by the Board of the Nova Scotia College of Chiropractors;

(e) fees will not be paid to an exam proctor.

10. Registrar

(Pursuant to 6(2)(f) of the Act)

Effective date: May 12, 2007

Replacing:

(10.1) The Registrar must show a willingness to serve in this capacity for the duration of his/her term of office.

Membership Classes

11. Membership Classes

(Pursuant to 6(2)(g) of the Act, and Section 7 of Chiropractic Regulations)

Effective date: December 3, 2012

Replacing: April 30, 2011

(11.1) Full Active Registration:

- (a) First Year is defined as a member of the NSCC who is beginning registration for the first full year since graduation from his/her chiropractic program. A full year is defined as nine or more months in a calendar year.
- (b) Senior is defined as a member of the NSCC registering more than 30 years, or the equivalent, since graduation from his/her chiropractic program.

(11.2) Part-time active registration: A member of the NSCC who meets the following criteria as determined following a Peer Assessment:

- (a) less than fifty (50) patients per week.

(11.3) Conditional registration: A member of the NSCC who holds conditional registration as per the Chiropractic Act, pursuant Chiropractic Regulations and NSCC Board requirements. These may include but is not limited to: Temporary Registration/ Special Event Conditional License, and provisions under the Agreement on Internal Trade and Clinical Supervision Preceptorship.

(11.4) Out-of-province registration: A member of the NSCC who wishes to maintain registered status while in active practice in another jurisdiction.

(11.5) Non-practicing registration:

- (a) Pregnancy/Maternity/Paternity and Disability leave

- (b) Members who are not engaged in the practice of chiropractic including members who have exceeded the time limit for pregnancy/maternity/paternity and disability leave. Non-practicing members are deemed to be non-voting members. Members must provide proof of non-practicing status.

- (c) Honorary member: One selected by the College in recognition of his/her contribution to the chiropractic profession. No dues shall apply and no regular or voting privileges are conferred.

(11.6) Retired registration: A member retired from active chiropractic practice, but honored with an ongoing membership in the NSCC. No dues shall apply and no regular or voting privileges are conferred.

(11.7) Peer assessments may be utilized for issues of member reclassification, at the request of a member, or upon the request of the Investigative or Discipline Committees of the Board of the NSCC.

(11.8) Please ensure that you have proper CCPA coverage for the hours you practice.

Fees and Expenses

12. Fees

(Pursuant to 6(2)(g) of the Act)

Effective date: January 15, 2015

Replacing: April 30, 2011

(12.1) All membership fees must be paid to the Board of the College by December 1st of the preceding fiscal year of the College. If dues are paid after December 1st, there will be a fifty dollar (\$50) administrative fee for each additional week the dues are late. If the dues are not paid by December 31st, according to the Chiropractic Regulations, Section 9(2) the member's license will be suspended.

(12.2) Membership fees are established annually at the Annual General Meeting of the College. Membership dues for members registering after January 1 will be pro-rated based on the date joined.

(12.3) Additional assessments of fees may, from time to time, be requested by the Board and must be approved by a regular, special or annual meeting of the College. Such additional assessments are due and payable within thirty (30) days unless determined otherwise by the College, and shall be deemed membership fees.

(12.4) Regularly scheduled sittings of the Jurisprudence Examination shall be made available for a fee of one hundred and fifty dollars (\$150). All application materials must be received at the NSCC office at least fourteen (14) days prior to the examination.

(12.5) Special sittings of the Jurisprudence Examination shall entail an additional fee of three hundred dollars (\$300).

(12.6) In the event that a new Certificate of Registration must be issued due to a name change, the process will require submission of the previous certificate, proof of legal name change, and a fifty dollar (\$50) administrative fee.

(12.7) An administrative fee of twenty five dollars (\$25) will be charged for NSF cheques payable to the NSCC.

(12.8) Any person or group wishing to circulate information of a non-College matter to the members of the College for advertising for solicitation purposes may do so by contacting the College office. The office, in consultation with the Chair, will evaluate the nature of the request. If a decision is made to circulate the information, the base fee will be \$500 plus an administrative charge per hour of \$45 relating to the staff time required to comply with the request. If postage or courier charges are incurred, these charges will be billed in addition to the base fee and staff time labour charge.

(12.9) Any person or group wishing to advertise products or services to the members at an NSCC meeting must complete the Booth Display form and submit it to the meeting organizer. The fee for approved advertisers is \$250.

13. Board Expenses

(Pursuant to 6(2)(h) of the Act)

Effective date: May 12, 2007

Replacing:

(13.1) All Board related travel will be reimbursed at the discretion of the Board of the NSCC as per the Travel and Expense Policy.

Applications for Registration

14. Recognition of Schools and examinations

(Pursuant to 6(2)(i) of the Act)

Effective date: May 12, 2007

Replacing:

(14.1) The Board recognizes the Canadian Federation of Chiropractic Regulatory and Educational Accrediting Boards (CFCREAB) and the Council on Chiropractic Education International (CCEI) accredited chiropractic programs

(14.2) The Board recognizes the CCEB Clinical Assessment Exam and Examinations A and B as valid tests of chiropractic competency as prerequisites to registration and licensing.

15. Educational qualifications of applicants

(Pursuant to 6(2)(j) of the Act)

Effective date: May 12, 2007

Replacing:

(15.1) All applicants are required to successfully graduate from a CCE or CFCREAB (or equivalent) Accredited Chiropractic Program.

16. Examinations for registration

(Pursuant to 6(2)(m) of the Act)

Effective date: September 12, 2009

Replacing: May 12, 2007

(16.1) All applicants for registration are required to successfully complete examinations of the Canadian Chiropractic Examining Board (CCEB).

(16.2) All applicants are required to obtain a certificate of competency from the CCEB by successfully completing Examinations A, B, and Clinical Skills. Examinations A & B must be successfully completed within three (3) years of the application. The Clinical Skills examination must be successfully completed within twelve (12) months of the application.

(16.3) All applicants are required to successfully complete the Nova Scotia Jurisprudence and Ethics Examination under the direction of the Registrar. A Jurisprudence Examination will be held at a regular schedule of twice yearly, administered by the NSCC Board, in conjunction with the spring and fall meetings of the College. Special sittings of the

Jurisprudence Examination may be permitted with appropriate proctor arrangements for an additional fee.

17. Residential and Liability Requirements

(Pursuant to 6(2)(n) of the Act)

Effective date: September 12, 2009

Replacing: May 12, 2007

(17.1) All applicants must provide notarized proof of ability to work in Canada (copy of birth certificate, valid Canadian passport, or immigration papers).

(17.2) Professional Liability Insurance:

(a) The Board of the Nova Scotia College of Chiropractors requires all registered members to maintain professional liability insurance with a minimum coverage of five million dollars (\$5,000,000.00) per year and five million dollars (\$5,000,000.00) per incident.

(b) Proof of such insurance is to be forwarded by the registered member yearly upon renewal. The member must also forward any change in status with respect to professional liability insurance to the Board immediately.

Documentation

18. College Seal

(Pursuant to 6(2)(k) of the Act)

Effective date: May 12, 2007

Replacing:

(18.1) The Seal of the College is to be maintained at the Office of the Registrar.

19. College Reports

(Pursuant to 6(2)(l) of the Act)

Effective date: May 12, 2007

Replacing:

(19.1) All Board Committee, Representative and Officer Reports shall be submitted, in writing, to the Board Secretary at least ten (10) days prior to the annual meeting, or at the time of any other official business meeting. These reports must be kept on file and must become part of the minutes of the meeting.

(19.2) All committee reports shall be in writing as much as possible, and any committee recommendations to be approved by the Board, Council or College shall be in writing.

20. College Documents

(Pursuant to 6(2)(l) of the Act)

Effective date: September 12, 2009

Replacing: January 12, 2008

(20.1) All letters in good standing will be issued and signed with the approval of the Registrar.

(20.2) All active chiropractic licenses will be issued and signed by the Registrar.

(a) A members NSCC Certificate of Registration must be publicly displayed in his/her office(s) at all times.

(b) If a member has changed his/her name, a new Certificate of Registration must be issued.

(20.3) All offers of registration will be issued and signed with the approval of the Registrar.

(20.4) All incorporation permits will be issued and signed by the Registrar.

(20.5) The Defined Register will be maintained at the office of the Registrar.

(20.6) The Member records will be maintained under the supervision of the Registrar.

21. College Forms

(Pursuant to 6(2)(o) of the Act)

Effective date: May 12, 2007

Replacing:

(21.1) All College forms are retained at the NSCC Office:

- (a)** NSCC Board Confidentiality Agreement
- (b)** NSCC Board Elections Nominations Form
- (c)** NSCC College Special Meeting Form
- (d)** NSCC Application Form
- (e)** NSCC Jurisprudence and Ethics Examination Proctor Form
- (f)** NSCC Initial Registration Form
- (g)** NSCC Registration Renewal Form
- (h)** NSCC Out of Province Application Form
- (i)** NSCC Out of Province Renewal Form
- (j)** NSCC Out of Province License Restoration Form
- (k)** NSCC Special Event Conditional License/Temporary Registration Application Form
- (l)** NSCC Pregnancy/Maternity/Paternity Disability Leave Form
- (m)** NSCC Full Non Practicing Application Form
- (n)** NSCC Full Non Practicing Annual Renewal Form
- (o)** Full Non Practicing License Reinstatement Form
- (p)** Incorporation Application Form

(q) Incorporation Annual Renewal Form

(r) Booth Display Application Form

22. Making, Amending and Revoking of Regulations

(Pursuant to 6(2)(p) of the Act)

Effective date: May 3, 2008

Replacing: May 12, 2007

(22.1) These regulations are to be reviewed and amended by the Board as required.

(22.2) Any amendments to or revocation of these regulations shall be deemed effective immediately upon approval and distribution by the Board.

(22.3) Adoption, amendments, and revocations of Board Policy, Regulations, Guidelines and Standards of Practice require a majority vote of the Board, and must be compliant with Board Regulation 4(2).

23. The Register

(Pursuant to 6(2)(q) of the Act)

Effective date: January 9, 2010

Replacing: September 12, 2009

(23.1) The NSCC Register shall include, but not be limited to the following information:

(a) Name

(b) Home address

(c) Home phone number

(d) Work/Clinic/Satellite addresses

(e) Work/Clinic/Satellite phone & fax numbers

(f) Email address

(g) University attended & program attained (if applicable)

(h) Chiropractic program attended

(i) Year of chiropractic graduation

- (j) Year of NSCC admission
- (k) Membership status each year
- (l) Discipline record
- (m) Peer assessment record
- (n) Techniques practiced
- (o) Chiropractic specialty (if applicable)
- (p) Languages spoken
- (q) Practice URL's

24. Code of Ethics

(Pursuant to 6(2)(r) of the Act)

Effective date: May 12, 2007

Replacing:

(24.1) The most current NSCC Code of Ethics was approved by the College at the NSCC College Meeting on April 9, 2005.

25. Scope of Practice

(Pursuant to 2(c)(ii) of the Act)

Effective date: March 3, 2012

Replacing:

(25.1) The most current NSCC Scope of practice was approved by the Board of the NSCC on March 3rd, 2012.

Elections

26. Board Elections

(Pursuant to 6(2)(s) of the Act)

Effective date: May 12, 2007

Replacing:

(26.1) Nominations shall be initiated through a Nominating Committee at least thirty (30) days prior to the annual meeting.

(26.2) Nominations for Board elections may be put forward by the Nominating Committee, by a signed nominations form, or from the floor on the day of the elections. All nominations shall be signed by two members of the College and shall be accompanied by a statement of willingness to serve in the said capacity, signed by the nominee.

(26.3) Nomination forms will be available from any member of the Nominating Committee and the NSCC office.

(26.4) The Chair of the Board shall also call three times for nominations from the floor at the annual meeting and, if no further nominations are forthcoming, then a motion for nominations to cease shall be called.

(26.5) A secret ballot election shall be held if there is more than one nominee per position. Ballots shall be counted by two individuals not named in the election or the nomination process. The member elected will be elected to his or her position on the Board at the next Board meeting.

27. Term of Past Chair

(Pursuant to 7(3)(e) of the Act)

Effective date: September 8, 2012

Replacing:

(27.1) Upon completion of the term of Chair, the Chair shall assume the role of Past Chair.

(27.2) The Past Chair shall remain in office until the Chair's term comes to an end and that individual is able to assume the role of Past Chair.

(27.3) In the event that the retiring Chair is unable to assume the role of Past Chair, the nominating committee shall approach the most recent Past Chair of the Board and request that individual to assume the role of current Past Chair.



CCEB

CANADIAN CHIROPRACTIC EXAMINING BOARD
CONSEIL CANADIEN DES EXAMENS CHIROPRAQTUES

ANNUAL REPORT RAPPORT ANNUEL

2017/2018

ACCURACY
EXACTITUDE

DEFENSIBILITY
DÉFENDABILITÉ

FAIRNESS
JUSTICE

INTEGRITY
INTÉGRITÉ





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403-230-3321

www.cceb.ca

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www.photoswithfinesse.com

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2017/2018 BOARD OF GOVERNORS

2017/2018 CONSEIL DES GOUVERNEURS

Dr. Moe Baloo, Board Chair / Président du Conseil des Gouverneurs

Dr. Elli Morton, Vice Chair / Vice-Présidente du Conseil des Gouverneurs

Ms. Brenda Hendrickson, Past Chair, Public Member / Présidente antérieure, Membre public

Mr. Trevor Paramchuk, Treasurer, Public Member / Trésorier, Membre public

Dr. Paul Nolet

Dr. David Millar

Dr. Lisa L. Dickson

Dr. Jason Guben

Ms. Gemma Beierback, CEO / Directrice Générale

Top, left to right:

Dr. Elli Morton, Dr. Moe Baloo,
Dr. Paul Nolet, Ms. Brenda Hendrickson,
Dr. Jason Guben

Bottom, left to right:

Ms. Gemma Beierback, Dr. David Millar,
Mr. Trevor Paramchuk, Dr. Lisa Dickson



MESSAGE FROM THE CEO

The staff team at the CCEB has had a busy, productive and successful exam year. We had our largest number of exam writers in all exam components this year including administering the June Component C (OSCE) to nearly 300 candidates in two centres, requiring the coordination and oversight of hundreds of candidates, staff and volunteers. As always, the team is focused on our mission: to ensure fair and defensible evaluation of candidates using psychometrically valid and reliable examinations as part of the licensing requirements of Canadian chiropractic regulatory authorities. In furtherance of this role we have contracted Dr. Anthony Marini, who is our examination psychometrician. Having Anthony on the team has permitted us to focus on advancing and enhancing our practices and processes to ensure that we are continuously improving and optimally prepared for the future of high stakes examinations.

The team is also dedicated to operational enhancements with a particular focus on ensuring our ability to support our francophone members, volunteers and candidates to the fullest. You will notice this commitment in your interactions with our office, and notably in this annual report. We have also endeavoured to enhance our annual reporting to members, with a broader look at the work the CCEB does and how we do it. A big part of 'how we do it' is leveraging a large and committed volunteer base; chiropractors from across Canada who give of their time, training and talents.

**We had our largest
number of exam
writers in all exam
components this
year"**

The Board of Governors is pleased to present the new 2018-2021 strategic plan. A graphic representation of the plan is included in this report. We want to strive to continuously improve and ensure we are providing the calibre of service and quality of examinations that you rely on us to deliver. Part of this readiness is our commitment to supporting the movement toward competency-based education in chiropractic. We are proactively ensuring we are able to respond as required.

We are open to your feedback and thoughts, so please don't hesitate to contact me directly at gbeierback@cceb.ca.

Kind regards,



Gemma

MESSAGE DE LA DIRECTRICE GÉNÉRALE

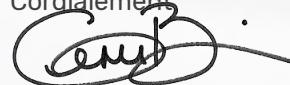
Le personnel de l'équipe du CCEB a eu une année d'examens chargée, productive et réussie. Nous avons eu notre plus grand nombre de candidats pour toutes les composantes d'examens cette année, y compris l'administration de l'examen de juin pour la composante C (ECOS) pour presque 300 candidats dans deux centres. Ceci exige la coordination et la supervision des centaines de candidats, membres du personnel et bénévoles. L'équipe se concentre depuis toujours sur notre mission : assurer l'évaluation équitable et défendable des candidats, en utilisant des examens psychométriques fiables et valides, dans le cadre des exigences de permis de pratique des autorités réglementaires canadiennes chiropratiques. Dans le cadre de ce rôle, nous avons embauché Dr. Anthony Marini à titre de psychométricien. L'intégration d'Anthony à l'équipe nous a permis de nous focaliser sur l'avancement et l'amélioration de nos pratiques et nos processus afin d'assurer

que nous nous améliorons continuellement et que nous sommes préparés de façon optimale pour l'avenir des examens à enjeux élevés.

L'équipe se consacre également aux perfectionnements opérationnels en veillant particulièrement à assurer notre capacité de soutenir pleinement nos membres, bénévoles et candidats francophones. Vous remarquerez cet engagement lors de vos interactions avec notre bureau et notamment dans ce rapport annuel. Nous nous sommes également efforcés d'améliorer nos rapports annuels aux membres, en examinant plus en détail le travail du CCEB et nos procédures. Une grande partie de notre modus operandi consiste à tirer profit d'une base de bénévoles importante et engagée; des chiropractiens sur l'ensemble du Canada qui donnent de leur temps, formation et talents.

Le conseil d'administration est heureux de présenter le nouveau plan stratégique de 2018-2021 dont une représentation graphique est incluse dans ce rapport. Nous nous efforçons de nous améliorer continuellement et d'assurer que nous fournissons le niveau de service et la qualité des examens que vous nous confiez. Notre engagement à soutenir le mouvement vers une formation basée sur les compétences dans la chiropratique fait partie de cette préparation et nous veillons de manière proactive à répondre aux besoins.

Vos commentaires et réflexions sont les bienvenus. N'hésitez pas à me contacter directement à gbeierback@cceb.com.

Cordialement,


Gemma

MESSAGE FROM THE CHAIR

Dear Members,

Welcome to this inaugural Annual Report from the CCEB. It has been a busy year at the organization, both for the Board of the Directors and for our staff at the head office. As many of you know, Pat Frank retired in January after 11 years as CEO. We wish to take this opportunity to thank Pat once again for her many years of dedicated leadership towards strengthening and advancing the standard of national chiropractic examinations in Canada.

We wish to sincerely thank our volunteers for the critical role they play and for their valuable time and service to the profession."

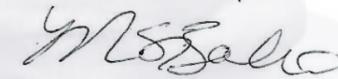
In March, we hired a new CEO, Gemma Beierback, who has hit the ground running. Over the past seven months, Gemma, the CCEB staff, and our volunteers, have worked diligently and effectively to ensure that the security, reliability, and validity of our examinations has remained at the same high quality our members have come to expect. Our new CEO has also added bench strength to the organization with the hiring of a psychometrician, a chief financial officer, and a fully bilingual assistant and translator. To this end, we wish to thank Gemma and the staff at the head office for their excellent work.

We also recognize that the 'backbone' of the CCEB are its volunteers. To date, we have 821 chiropractic doctors from across Canada who volunteer in a vari-

ety of roles. Their combined efforts have resulted in 4,076 volunteer hours or almost 60 volunteer days for the 2017/18 period. Without this level of professional commitment and dedication, the CCEB would not be able to carry out its mission and mandate.

Lastly, and on behalf of the Board of Directors, we wish to sincerely thank our volunteers for the critical role they play and for their valuable time and service to the profession.

Respectfully submitted,



Moe Baloo, BSc, DC, MHA
Board Chair

MESSAGE DU PRÉSIDENT DU CONSEIL DES GOUVERNEURS

Chers membres,

Bienvenue à ce rapport annuel inaugural du CCEB. L'année a été chargée pour l'organisation, tant pour le conseil d'administration que pour notre personnel au bureau principal. Comme bon nombre d'entre vous le savent, Pat Frank a pris sa retraite ce janvier après onze ans comme Directrice générale. Nous souhaitons profiter de cette occasion pour remercier Pat encore une fois pour ses nombreuses années de leadership dévoué au renforcement et à l'avancement de la norme des examens nationaux de chiropratique au Canada.

Nous tenons à remercier sincèrement nos bénévoles pour le rôle essentiel qu'ils jouent, ainsi que pour leur temps précieux et leur service à la profession."

En mars, nous avons embauché une nouvelle Directrice générale, Gemma Beierback, qui s'est mise immédiatement au travail. Au cours des sept derniers mois, Gemma, les employés du CCEB et nos bénévoles ont travaillé avec diligence et efficacité pour veiller à ce que la sécurité, la fiabilité et la validité de nos examens restent au même niveau de qualité attendu par nos membres. Notre nouvelle Directrice générale a également renforcé la structure de l'organisation en recrutant un psychométricien, un directeur financier et une assistante et traductrice entièrement bilingue. À cette fin, nous souhaitons remercier Gemma et le personnel du bureau principal pour leur excellent travail.

Nous reconnaissions également que la « colonne vertébrale » du CCEB se compose de ses bénévoles. À ce jour, 821

docteurs en chiropratique de partout au Canada font du bénévolat dans divers rôles. Leurs efforts combinés ont abouti à 4 076 heures de bénévolat, soit près de 60 jours de bénévolat pour la période de 2017-2018. Sans ce niveau d'engagement et de dévouement professionnels, le CCEB ne serait pas en mesure de s'acquitter de sa mission et de son mandat.

Enfin, et au nom du conseil d'administration, nous tenons à remercier sincèrement nos bénévoles pour le rôle essentiel qu'ils jouent, ainsi que pour leur temps précieux et leur service à la profession.

Le tout respectueusement soumis.



Dr. Moe Baloo
Président du Conseil d'administration

WHO WE ARE AND WHAT WE DO

MISSION

**To ensure fair and defensible evaluation of candidates,
using psychometrically valid and reliable examinations,
as part of the licensing requirements of Canadian
chiropractic regulatory authorities.**

The Canadian Chiropractic Examining Board (CCEB) serves our members, the provincial regulators, by assessing the competency of chiropractors for entry to practice in Canada. This is the gateway that ensures public protection and professional integrity. The CCEB administers three examinations, three times per year, component A, B and C.

Component A & B examinations are multiple choice and consist of approximately 220 items, written in two sections with three hours to complete each

section. Component C is an OSCE, an Objective Structured Clinical Examination. It tests the candidate's clinical skill in a scenario-based clinic setting. There are 10 stations and multiple patient presentations. SP's, Standardized Patients, act to portray the role of the patient and experienced chiropractors are trained as examiners.

The examination composition is based on an exam blueprint which was the result of a national job analysis which provided evidence of the knowledge, skills,

and aptitudes required in daily practice along with the frequency and criticality of patient presentations seen in practice across Canada. The exam blueprint identifies the content, presentation and weighting within the examinations. The exam items are continuously reviewed and validated by our psychometrician and practicing chiropractors from across Canada, to ensure their continued validity and relevance.

QUI SOMMES-NOUS ET QUE FAISONS-NOUS?

MISSION

**Assurer l'évaluation équitable et défensable des candidats,
en utilisant des examens psychométriques fiables et valides,
dans le cadre des exigences de permis de pratique des
autorités réglementaires canadiennes chiropratiques.**

Le Conseil canadien des examens chiropratiques sert nos membres, les autorités réglementaires provinciales, en évaluant la compétence des chiropraticiens en matière d'admission à la pratique au Canada. Cette porte d'entrée assure à la fois la protection du public et l'intégrité professionnelle. Le CCEB administre trois examens trois fois par an : les composantes A, B et C.

Les examens de la composante A et B sont à choix multiples et comprennent environ 220 items, rédigés en deux

sections. Les candidats ont trois heures pour compléter chaque section. La composante C est un examen clinique objectif structuré (ECOS) qui évalue les compétences cliniques du candidat dans un environnement clinique basé sur des scénarios. Il y a 10 stations et différentes présentations de cas cliniques. Des PS, les patients standardisés, jouent le rôle de patients et des chiropraticiens expérimentés reçoivent une formation d'examineur.

La composition de l'examen est basée sur

un plan d'évaluation venant d'une analyse d'emploi nationale qui a démontré les connaissances, compétences et aptitudes requises dans la pratique quotidienne ainsi que la fréquence et la criticité des présentations de patients observées en pratique au Canada. Le plan d'examen identifie le contenu, la présentation et la pondération des examens. Les items d'examen sont continuellement révisés et validés par nos psychométriciens et chiropraticiens en pratique sur tout le territoire du Canada afin d'assurer qu'ils demeurent valides et pertinents.

CANDIDATES CANDIDATS

2017/2018

Candidates by component and location of examination

Distribution des candidats selon leur composante et lieu d'examen	Ontario	Québec	Alberta	International
Component A / Composante A	280	109	99	10
Component B / Composante B	204	195	51	2
Component C / Composante C	172	211	47	n/a

CCEB certificates Issued / Certificats CCEB délivrés

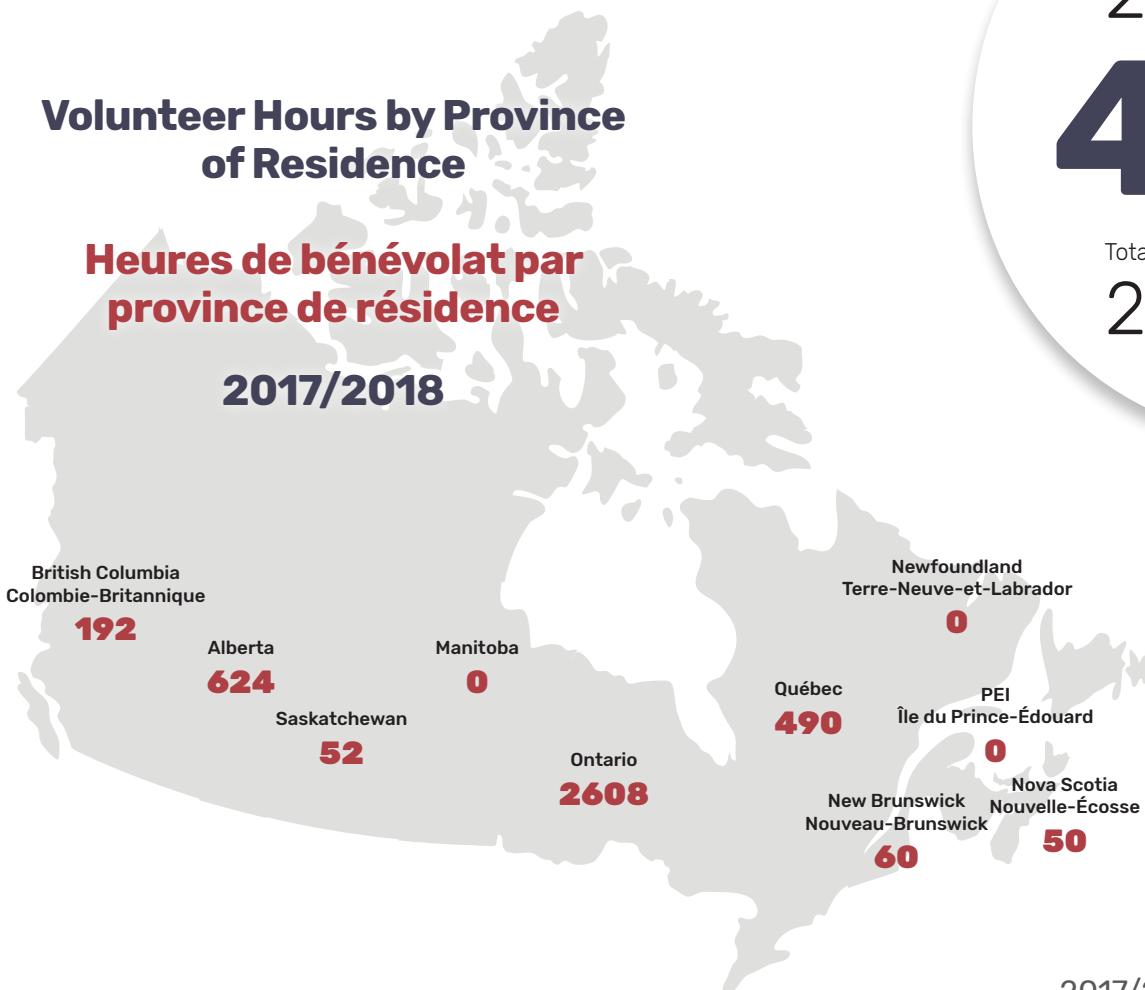
Year / Année	# of certs. issued / certs. délivrés
2014-2015	361
2015-2016	357
2016-2017	361
2017-2018	352

VOLUNTEERS BÉNÉVOLES

Volunteer Hours by Province of Residence

Heures de bénévolat par province de résidence

2017/2018



Total volunteer hours in

2017/2018

4076

Total des heures de bénévolat en

2017/2018

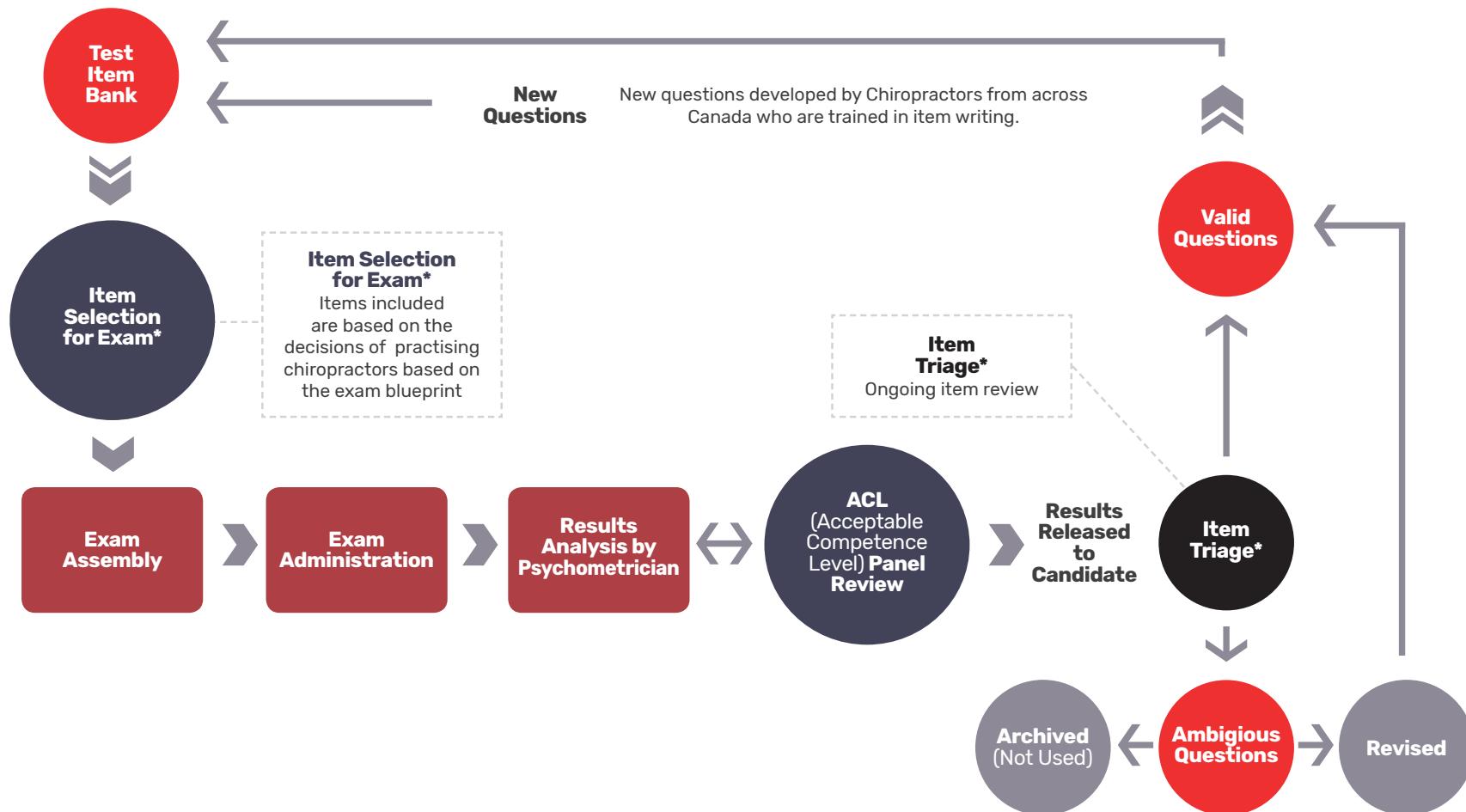
Total active volunteers
in the CCEB database **from all**
provinces and the Yukon

821

Nombre total de bénévoles actifs
dans la base de données du CCEB
personnes de toutes les
provinces et le Yukon

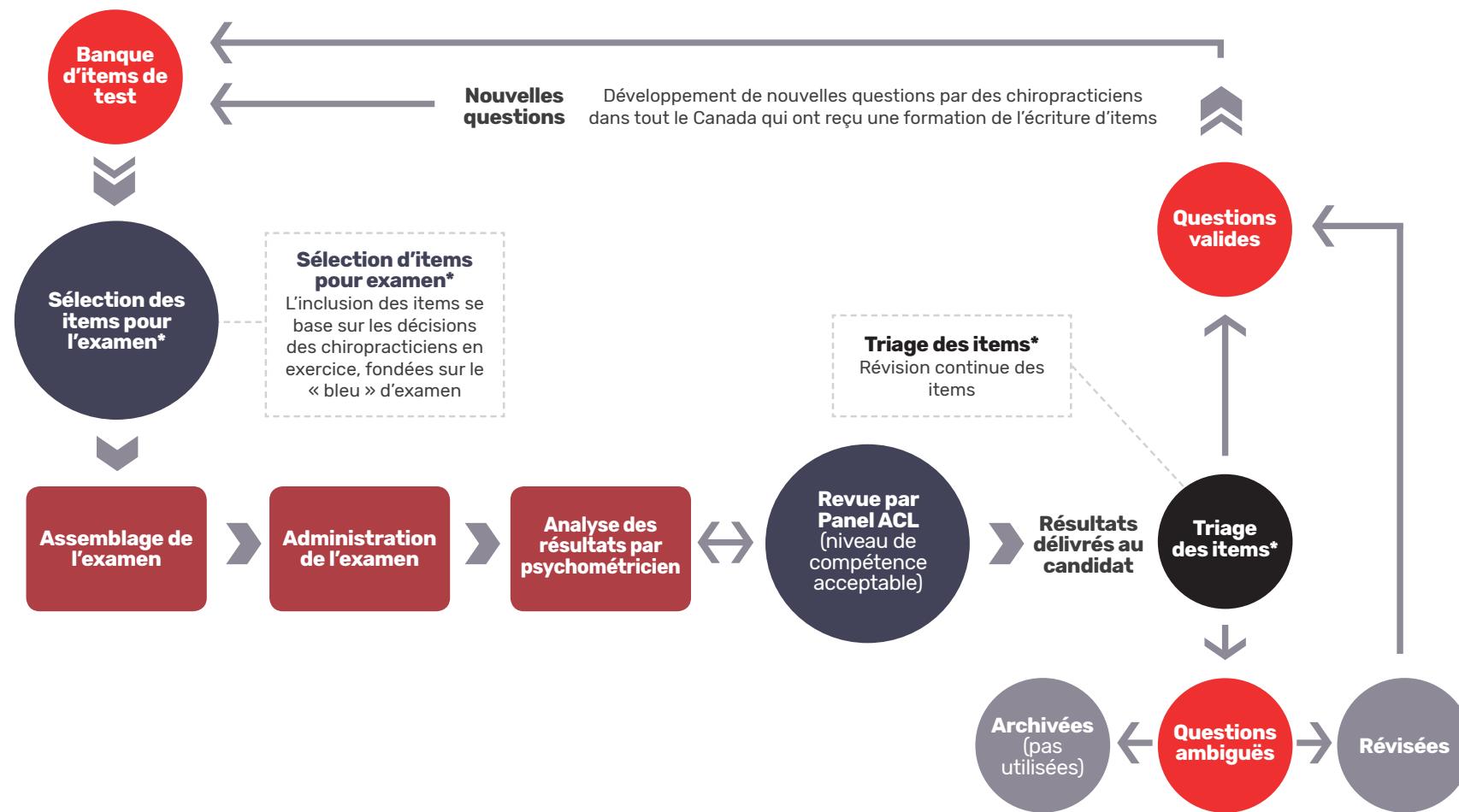
EXAM DEVELOPMENT

CHOOSING AND USING TEST ITEMS



DÉVELOPPEMENT DES EXAMENS

LA SÉLECTION ET UTILISATION DES ITEMS DE TEST



THANK YOU VOLUNTEERS

FROM THE GOVERNORS & STAFF AT CCEB



MERCI AUX BÉNÉVOLES

DES GOUVERNEURS ET EMPLOYÉS DU CCEB

TESTIMONIAL

When I graduated nearly 40 years ago, I couldn't have imagined that I would see the positive changes in the profession that have become a reality. A goal that I have always had, is to leave the profession in a better place than where I found it so many years ago. I can't think of a better way of impacting the outcome than to volunteer with the CCEB. I highly recommend it. The profession will be benefitted greatly by your help."

- Dr. Richard Stover



TÉMOIGNAGE D'APPRÉCIATION

Lorsque j'ai obtenu mon diplôme il y a 40 ans, je n'aurais pas pu imaginer que je verrais les changements positifs dans la profession qui sont devenus réels. Un de mes objectifs a toujours été de quitter la profession à un endroit qui est meilleur que celui où je l'ai trouvé il y a tant d'années. Je ne peux pas penser à un moyen de mieux impacter ce résultat que de faire du bénévolat avec le CCEB. Je le recommande vivement. La profession bénéficiera grandement de votre aide."

- Dr. Richard Stover

STRATEGIC PLAN

VISION:

Driven by excellence, quality, and the highest ethical standards, the Canadian Chiropractic Examining Board will lead the development and delivery of national standardized chiropractic examinations.

OPERATIONAL EXCELLENCE

- Maintain and develop strong operational and governance policies and procedures
- Drive financially responsible practices
- Ensure business continuity & risk mitigation

EXAMINATION LEADERSHIP

- Future-focused and continuous enhancement of CCEB examination
- Preserve examination security, validity and psychometric soundness



ACCURACY



DEFENSIBILITY



FAIRNESS



INTEGRITY

STAKEHOLDER CONNECTION

- Build and maintain strong relationship with all chiropractic stakeholders
- Enhance the volunteer experience

PLAN STRATÉGIQUE

EXCELLENCE OPÉRATIONNELLE

- Maintenir et développer de fortes politiques et procédures opérationnelles et de gouvernance
- Propulser des pratiques financièrement responsables
- Assurer la continuité des opérations et l'atténuation des risques

LEADERSHIP EN MATIÈRE DES EXAMENS

- Axé sur le futur et l'amélioration continue des examens CCEB
- Préserver la sécurité, validité et solidité psychométrique des examens



EXACTITUDE



DÉFENDABILITÉ



JUSTICE



INTÉGRITÉ

CONNEXION AVEC LES PARTIES PRENANTES

- Construire et maintenir de fortes relations avec toutes les parties prenantes chiropratiques
- Améliorer l'expérience des bénévoles

VISION:

Poussé par l'excellence, la qualité et les éthiques les plus élevées, le Conseil canadien des examens chiropratiques dirigera le développement et la prestation des examens chiropratiques nationaux standardisés.



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