

College of Chiropractors of British Columbia

How do I apply for registration?

Please read the following paragraph carefully. It identifies the sections of this form that are relevant to your registration application.

If you are applying for registration in the College of Chiropractors of British Columbia (the "CCBC") as:

(a) a **full registrant**

- (i) **based on the standard criteria:** you have graduated from a recognized chiropractic education program¹ and successfully completed the examinations specified by the Registration Committee² – see *sections 1 and 7 to 11*;
- (ii) **based on registration in another province:** you are authorized to practice chiropractic in another Canadian jurisdiction – see *sections 2 and 7 to 11*; or
- (iii) **based on substantial equivalence:** while you have not graduated from a recognized chiropractic education program¹ or successfully completed the specified examinations², your knowledge, skills and abilities are substantially equivalent to those standards of academic or technical achievement, competence and qualification – see *sections 3, 4 and 7 to 11*;

(b) a **student registrant** – see *sections 5 and 7 to 11*;

(c) a **temporary registrant** – see *sections 6 and 7 to 11*.

NOTE: All required fees, information and documentation must be received before your application will be processed.

1. Applying for FULL REGISTRATION based on the standard criteria

To apply for registration as a FULL REGISTRANT on this basis, you must provide the Registrar with:

- (a) a completed and signed Form 2 "Application for Registration", a copy of which is attached to this form or is available on the CCBC website, www.bcchio.com;
- (b) a notarized copy, or other evidence satisfactory to the Registration Committee, of a degree or diploma in your name issued by a recognized chiropractic education program¹;

¹ The recognized chiropractic education programs are listed in Schedule "B" of the Bylaws. A copy of Schedule "B" is attached for your ease of reference.

² The examinations currently specified by the Registration Committee for satisfaction of this requirement are the Canadian Chiropractic Examining Board examinations, Components A, B and C.

- (c) evidence satisfactory to the Registration Committee of your results for the specified examinations² written less than 3 years prior to the date of your application for registration;
- (d) a completed, signed and notarized Form 3 “Statutory Declaration”, a copy of which is attached to this form or is available on the CCBC website, www.bcchio.com;
- (e) payment of the \$320 application fee;
- (f) payment of the \$150 CCBC jurisprudence examination fee (see section 8 below);
- (g) a signed criminal record check authorization form (available on the website of the British Columbia Ministry of Public Safety and the Solicitor General: www.pssg.gov.bc.ca/criminal-records-review/forms/docs/consent.pdf);
- (h) if you are practicing or have practiced chiropractic or another health profession in any other jurisdiction (Canadian or foreign), an authorization for a criminal record check in that jurisdiction;
- (i) if you are or have been authorized to practice chiropractic or another health profession in any other jurisdiction (Canadian or foreign), a letter or certificate, in a form satisfactory to the Registration Committee and dated within 60 days prior to the date of your application, from each body responsible for the regulation of the profession(s) specifying particulars of any cancellation, suspension, limitation or conditions on your entitlement to practice, or any investigation, review or proceeding which could lead to cancellation, suspension, limitation or conditions on your entitlement to practice;
- (j) a certified passport size photograph of you taken within 1 year prior to the date of your application;
- (k) a notarized copy, or other evidence satisfactory to the Registration Committee, of your Canadian citizenship or your right to work in Canada; and
- (l) proof of professional liability insurance as required in section 84 of the Bylaws.³

³ Section 84 of the Bylaws provides as follows:

- 84. (1) All full, limited, student and temporary registrants, and all employees of registrants or health profession corporations to whom aspects of practice involving patient assessment or treatment are delegated under Part 9, must obtain and at all times maintain professional liability insurance coverage in an amount of at least \$2,000,000 per claim in a form that is satisfactory to the college.
- (2) For a period of 5 years following the grant of non-practising registration under section 47(1), a non-practising registrant must maintain insurance coverage in the amount and form specified in subsection (1) against liability arising from the practice of chiropractic while he or she was a full, limited or temporary registrant or a member of the college under the *Chiropractors Act*.

2. Applying for FULL REGISTRATION based on registration in another province

To apply for registration as FULL REGISTRANT on this basis, you must provide the Registrar with:

- (a) a completed and signed Form 2 “Application for Registration”, a copy of which is attached to this form or is available on the CCBC website, www.bcchio.com;
- (b) evidence satisfactory to the Registration Committee that you are currently authorized to practice chiropractic in another Canadian jurisdiction;
- (c) a completed, signed and notarized Form 3 “Statutory Declaration”, a copy of which is attached to this form or is available on the CCBC website, www.bcchio.com;
- (d) payment of the \$320 application fee;
- (e) payment of the \$150 CCBC jurisprudence examination fee (see section 8 below);
- (f) a signed criminal record check authorization form (available on the website of the British Columbia Ministry of Public Safety and the Solicitor General: www.pssg.gov.bc.ca/criminal-records-review/forms/docs/consent.pdf);
- (g) an authorization for a criminal record check in the jurisdiction where you are currently practicing, as well as, any other jurisdiction (Canadian or foreign) where you have practiced chiropractic or another health profession;
- (h) a letter or certificate, in a form satisfactory to the Registration Committee and dated within 60 days prior to the date of your application, from
 - a. the body responsible for the regulation of chiropractic in the jurisdiction where you are presently practicing, as well as,
 - b. the body (or bodies) responsible for the practice of chiropractic or another health profession in any other jurisdiction (Canadian or foreign) where you are practicing or have practiced the profession(s),
 specifying particulars of any cancellation, suspension, limitation or conditions on your entitlement to practice, or any investigation, review or proceeding which could lead to cancellation, suspension, limitation or conditions on your entitlement to practice;
- (i) a certified passport size photograph of you taken within 1 year prior to the date of your application;
- (j) a notarized copy, or other evidence satisfactory to the Registration Committee, of your Canadian citizenship or your right to work in Canada; and
- (k) proof of professional liability insurance as required in section 84 of the Bylaws.³

3. Applying for FULL REGISTRATION based on substantial equivalence

To apply for registration as a FULL REGISTRANT on this basis, you must provide the Registrar with:

- (a) a completed and signed Form 2 “Application for Registration”, a copy of which is attached to this form or is available on the CCBC website, www.bcchio.com;

- (b) copies of all documentation you have evidencing your chiropractic education, training and experience for the Registration Committee to consider in determining whether your knowledge, skills and abilities are substantially equivalent to the standards of academic or technical achievement, competence or other qualifications established by graduating from a recognized chiropractic education program¹ and successfully completing the specified examinations²;
- (c) a completed, signed and notarized Form 3 “Statutory Declaration”, a copy of which is attached to this form or is available on the CCBC website, www.bcchio.com;
- (d) payment of the \$320 application fee;
- (e) payment of the \$150 CCBC jurisprudence examination fee (see section 8 below);
- (f) a signed criminal record check authorization form (available on the website of the British Columbia Ministry of Public Safety and the Solicitor General: www.pssg.gov.bc.ca/criminal-records-review/forms/docs/consent.pdf);
- (g) if you are practicing or have practiced chiropractic or another health profession in any other jurisdiction (Canadian or foreign), an authorization for a criminal record check in that jurisdiction;
- (h) if you are or have been authorized to practice chiropractic or another health profession in any other jurisdiction (Canadian or foreign), a letter or certificate, in a form satisfactory to the Registration Committee and dated within 60 days prior to the date of your application, from each body responsible for the regulation of the profession(s) specifying particulars of any cancellation, suspension, limitation or conditions on your entitlement to practice, or any investigation, review or proceeding which could lead to cancellation, suspension, limitation or conditions on your entitlement to practice;
- (i) a certified passport size photograph of you taken within 1 year prior to the date of your application;
- (j) a notarized copy, or other evidence satisfactory to the Registration Committee, of your Canadian citizenship or your right to work in Canada; and
- (k) proof of professional liability insurance as required in section 84 of the Bylaws.³

4. Obtaining LIMITED REGISTRATION

If the Registration Committee decides that you do not qualify for FULL REGISTRATION based on the standard criteria, registration in another province or substantial equivalence, it may nevertheless, grant you LIMITED REGISTRATION for a period of up to one year if it decides that you are capable of practicing as a LIMITED REGISTRANT without undue risk to public health and safety.

A LIMITED REGISTRANT may only provide chiropractic services under the general supervision of a FULL REGISTRANT, and must not delegate any aspect of practice involving patient assessments or treatment.

FULL REGISTRATION may be granted to a LIMITED REGISTRANT who completes the graduation and examination requirements found in sections **1(b)** and **(c)** or who attains substantial equivalence in accordance with section **3(b)**.

5. Applying for STUDENT REGISTRATION

To apply for registration as a STUDENT REGISTRANT, you must provide the Registrar with:

- (a) a completed and signed Form 2 “Application for Registration”, a copy of which is attached to this form or is available on the CCBC website, www.bcchio.com;
- (b) a notarized statement, or other evidence satisfactory to the Registration Committee, setting out your name, date of birth and showing that you are enrolled, or were enrolled during the 6 months prior to making your application, as a student in a recognized chiropractic education program¹;
- (c) a completed, signed and notarized Form 3, “Statutory Declaration”, a copy of which is attached to this form or is available on the CCBC website, www.bcchio.com;
- (d) payment of the \$25 application fee;
- (e) payment of the \$150 CCBC jurisprudence examination fee (see section 8 below);
- (f) a signed criminal record check authorization form (available on the website of the British Columbia Ministry of Public Safety and the Solicitor General: www.pssg.gov.bc.ca/criminal-records-review/forms/docs/consent.pdf);
- (g) if you are practicing or have practiced chiropractic or another health profession in any other jurisdiction (Canadian or foreign), an authorization for a criminal record check in that jurisdiction;
- (h) if you are or have been authorized to practice chiropractic or another health profession in any other jurisdiction (Canadian or foreign), a letter or certificate, in a form satisfactory to the Registration Committee and dated within 60 days prior to the date of your application, from each body responsible for the regulation of the profession(s) specifying particulars of any cancellation, suspension, limitation or conditions on your entitlement to practice, or any investigation, review or proceeding which could lead to cancellation, suspension, limitation or conditions on your entitlement to practice;
- (i) a certified passport size photograph of you taken within 1 year prior to the date of your application;
- (j) a notarized copy, or other evidence satisfactory to the Registration Committee, of Canadian citizenship or your right to work in Canada; and
- (k) proof of professional liability insurance as required in section 84 of the Bylaws.³

6. Applying for TEMPORARY REGISTRATION

To apply for registration as a TEMPORARY REGISTRANT, you must provide the Registrar with:

- (a) a completed and signed Form 2 “Application for Registration”, a copy of which is attached to form or is available on the CCBC website, www.bcchio.com;
- (b) a notarized statement, or other evidence satisfactory to the Registration Committee, that you are member in good standing of a body responsible for the regulation of chiropractic, and are authorized to practice chiropractic, in a Canadian or foreign jurisdiction recognized by the CCBC Board⁴;
- (c) a completed, signed and notarized Form 3 “Statutory Declaration”, a copy of which is attached to this form or is available on the CCBC website, www.bcchio.com;
- (d) payment of the \$25 application fee;
- (e) payment of the \$150 CCBC jurisprudence examination fee (see section 8 below);
- (f) a signed criminal record check authorization form (available on the website of the British Columbia Ministry of Public Safety and the Solicitor General: www.pssg.gov.bc.ca/criminal-records-review/forms/docs/consent.pdf);
- (g) an authorization for a criminal record check in the jurisdiction where you are currently practicing chiropractic, together with the applicable fee for obtaining that criminal record check;
- (h) a certified passport size photograph of you taken within 1 year prior to the date of your application;
- (i) a notarized copy, or other evidence satisfactory to the Registration Committee, of your Canadian citizenship or your right to work in Canada; and
- (j) proof of professional liability insurance as required in section 84 of the Bylaws.³

7. CCBC Jurisprudence Examination:

To receive a copy of the CCBC jurisprudence examination package, you must send a completed Form 2 “Application for Registration”, and all of the information and documentation required for registration (as described in sections 1 to 3 and 5 and 6 above), to the following address:

College of Chiropractors of British Columbia
 Attention: Registrar
 #125 3751 Shell Road
 Richmond, BC
 V6X 2W2

Once your completed application has been reviewed and approved by the Registration Committee, an examination package will be forwarded to you at the address you provide in your Form 2.

You must return your completed jurisprudence examination to the above address within ten (10) days of the date on which you received it. No exceptions will be made.

⁴ Please contact the Registrar for the list of recognized jurisdictions.

A passing grade for the CCBC jurisprudence examination is 95%. If you do not achieve a passing grade, you may choose to rewrite the jurisprudence examination. You may do so at any time within the six months allowed for completion of registration (see section 9 below). There is a \$75 fee to rewrite the examination. You are entitled to a maximum of two rewrites. **If you fail the jurisprudence examination three times, you will not be permitted to write it again.**

8. Completion of Registration:

Once your Form 2 “Application for Registration” and all the other required documentation and information has been received and approved by the Registration Committee, **you have 6 months to complete your registration with the CCBC.** To complete your registration you must:

- (a) successfully complete the CCBC jurisprudence exam in accordance with the conditions set out in section 8 above; and
- (b) pay the registration fee that applies to your category of registration and seniority (see section 10 below).

Your application will be closed, if 6 months after the date on which your Form 2 and other required materials have been approved by the Registration Committee, you have not taken these steps to complete your registration.

If your application is closed, none of the fees that you have paid further to your application will be returned. Should you still wish to register after your application has been closed, you will need to reapply. The CCBC will not retain any documentation associated with a closed application.

9. Registration fees

Initial registration fees are:

- (a) for full registration:
 - (i) first-year registrants \$475
 - (ii) second-year registrants \$575
 - (iii) third-year registrants \$675
 - (iv) all other full registrants \$1550
- (b) for limited registration \$475
- (c) for non-practising registration \$75
- (d) for temporary registration
 - (i) sports related \$75
 - (ii) all others \$150
- (e) for student registration \$25

10. Withdrawal of registration application:

If at any time you wish to withdraw your Application for Registration, you must advise the Registrar in writing. None of the fees that you have paid further to your application will be refunded.

11. Appeal and Review of refusal to register

Appeal to the Supreme Court

You may appeal to the British Columbia Supreme Court only if the Registration Committee

- refuses your application for registration, or
- grants your registration, but
 - for a limited time, or
 - subject to limits and conditions on your practice of chiropractic

for one of the following reasons:

- (a) your entitlement to practice a health profession has been cancelled or suspended in British Columbia or another jurisdiction,
- (b) you are currently subject to an investigation, review or other proceeding in British Columbia or another jurisdiction that could result in your entitlement to practice a health profession being cancelled or suspended,
- (c) you voluntarily relinquished your entitlement to practice a health profession in British Columbia or another jurisdiction with the effect of preventing the commencement or completion of an investigation, review or other proceeding that could have resulted in your entitlement to practice a health profession being cancelled or suspended,
- (d) you have been convicted of an indictable offence; or
- (e) you have failed to authorize a criminal record check, or as a result of a check the Deputy Registrar under the *Criminal Records Review Act* has determined that you present a risk of physical or sexual abuse to children.

You must commence that appeal within 30 days of the day on which you receive notice from the Registration Committee that your registration has been refused or only granted with limits or conditions.

Review by the Health Professions Review Board

If for any other reason your application for registration is refused or granted subject to limits or conditions on the practice of chiropractic, you may apply to the Health Professions Review Board for a review of that decision.

You must apply to the Review Board for a review within 30 days of the day on which you receive notice from the Registration Committee that your registration has been refused or only granted with limits or conditions.

Information about the Review Board's process is available online at www.hprb.gov.bc.ca, or by contacting the Review Board by mail at PO Box 9429 Stn Prov Govt, Victoria BC V8W 9V1, or by telephone at (250) 953-4956, or toll free (within B.C.) at 1-888-953-4886.