

# College of Chiropractors of British Columbia

## Application for Registration Information Form

**All required documentation must be received before your application will be processed.**

**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) on the basis of graduation from a recognized chiropractic education program\* and successful completion of the examinations conducted by the Canadian Chiropractic Examining Board (“CCEB”), see sections **1** and **8-12** below;
  - (ii) on the basis that you are authorized to practice chiropractic in another Canadian jurisdiction, see sections **2** and **8-12** below; or
  - (iii) on the basis that, while you have not graduated from a recognized chiropractic education program\* or successfully completed the CCEB examinations, your knowledge, skills and abilities are substantially equivalent to those standards of academic or technical achievement, see sections **3, 4** and **8-12** below;
- (b) a **student registrant**, see sections **5** and **8-12** below;
- (c) a **non-practicing registrant**, see sections **6** and **8-12** below; or
- (d) a **temporary registrant**, see sections **7** and **8-12** below.

### **1. Applying for registration as a FULL REGISTRANT on the basis of having graduated from a recognized chiropractic education program\* and successfully completing the CCEB examinations.**

To apply for registration as a full registrant on this basis, you must provide the registrar with:

- (a) a completed and signed Application for Registration, a copy of which is attached to this Application for Registration Information Form;
- (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 program\*;
- (c) a notarized copy, or other evidence satisfactory to the registration committee, of your CCEB examination results;
- (d) a certified cheque or money order for the \$320 application fee;
- (e) a completed, signed and notarized Statutory Declaration, a copy of which is attached to this Application Information Form;

---

\* 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.

- (f) a certified cheque or money order for the \$150 CCBC jurisprudence examination fee (see paragraph 7 below);
- (g) a signed criminal record check authorization form (available at 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](http://www.pssg.gov.bc.ca/criminal-records-review/forms/docs/consent.pdf) );
- (h) a certified passport size photograph taken within 1 year prior to the date of the application;
- (i) a notarized copy, or other evidence satisfactory to the registration committee, of Canadian citizenship or your right to work in Canada; and
- (j) proof of professional liability insurance as required in section 84 of the Bylaws.\*\*

**2. Applying for registration as a FULL REGISTRANT on the basis of being authorized to practice chiropractic in another Canadian jurisdiction.**

To apply for registration as a full registrant on this basis, you must provide the registrar with:

- (a) a completed and signed Application for Registration, a copy of which is attached to this Application for Registration Information Form;
- (b) a letter or certificate of your good standing from each body responsible for the regulation of chiropractic or another health profession in a Canadian jurisdiction where you are, or have been, authorized to practice chiropractic or another health profession;
- (c) a certified cheque or money order for the \$320 application fee;
- (d) a completed, signed and notarized Statutory Declaration, a copy of which is attached to this Application Information Form;
- (e) a certified cheque or money order for the \$150 CCBC jurisprudence examination fee (see section 7 below);
- (f) a signed criminal record check authorization form (available at 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](http://www.pssg.gov.bc.ca/criminal-records-review/forms/docs/consent.pdf) );
- (g) a certified passport size photograph taken within 1 year prior to the date of the application;
- (h) a notarized copy, or other evidence satisfactory to the registration committee, of Canadian citizenship or your right to work in Canada; and

---

\*\* 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-practicing 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*.

(i) proof of professional liability insurance as required in section 84 of the Bylaws.\*\*

### 3. Applying for registration as a FULL REGISTRANT on the basis of substantial equivalence.

To apply for registration as a full registrant on this basis, you must provide the registrar with:

- (a) a completed and signed Application for Registration, a copy of which is attached to this Application for Registration Information Form;
- (b) certified copies of all documentation you have evidencing your chiropractic education, training and experience and which may be relevant to the registration committee's consideration of whether your knowledge, skills and abilities are substantially equivalent to the standards or academic or technical achievement, competence and qualification demonstrated by graduation from a recognized chiropractic education program\* and successful completion of the CCEB examinations;
- (c) a certified cheque or money order for the \$320 application fee;
- (d) a completed, signed and notarized Statutory Declaration, a copy of which is attached to this Application Information Form;
- (e) a certified cheque or money order for the \$150 CCBC jurisprudence examination fee (see section 7 below);
- (f) a signed criminal record check authorization form (available at 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](http://www.pssg.gov.bc.ca/criminal-records-review/forms/docs/consent.pdf) );
- (g) a certified passport size photograph taken within 1 year prior to the date of the application;
- (h) a notarized copy, or other evidence satisfactory to the registration committee, of Canadian citizenship or your right to work in Canada; and
- (i) proof of professional liability insurance as required in section 84 of the Bylaws.\*\*

### 4. Obtaining registration as a LIMITED REGISTRANT

If the registration committee decides that your knowledge, skills and abilities are not substantially equivalent to the standards or academic or technical achievement, competence and qualification demonstrated by graduation from a recognized chiropractic education program\* and successful completion of the CCEB examinations (under section 3(b)), 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 any 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 registration as a STUDENT REGISTRANT**

To apply for registration as a student registrant, you must provide the registrar with:

- (a) a completed and signed Application for Registration, a copy of which is attached to this Application for Registration Information Form;
- (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 previous to making your application, as a student in a recognized chiropractic education program\*;
- (c) a certified cheque or money order for the \$25 application fee;
- (d) a completed, signed and notarized Statutory Declaration, a copy of which is attached to this Application Information Form;
- (e) a certified cheque or money order for the \$150 CCBC jurisprudence examination fee (see paragraph 7 below);
- (f) a signed criminal record check authorization form (available at 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](http://www.pssg.gov.bc.ca/criminal-records-review/forms/docs/consent.pdf));
- (g) a certified passport size photograph taken within 1 year prior to the date of the application;
- (h) a notarized copy, or other evidence satisfactory to the registration committee, of Canadian citizenship or your right to work in Canada; and
- (i) proof of professional liability insurance as required in section 84 of the Bylaws.\*\*

## **6. Applying for registration as a NON-PRACTICING REGISTRANT**

To apply for registration as a non-practicing registrant, you must provide the registrar with:

- (a) a completed and signed Application for Registration, a copy of which is attached to this Application for Registration Information Form;
- (b) a certified cheque or money order for the \$320 application fee;
- (c) a completed, signed and notarized Statutory Declaration that you will not provide chiropractic services in British Columbia while registered under this section, a copy of which is attached to this Application Information Form; and
- (d) proof of professional liability insurance as required in section 84 of the Bylaws.\*\*

## **7. Applying for registration as a TEMPORARY REGISTRANT**

To apply for registration as a temporary registrant, you must provide the registrar with:

- (a) a completed and signed Application for Registration, a copy of which is attached to this Application for Registration Information Form;
- (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 Board<sup>\*\*\*</sup>;

- (c) a certified cheque or money order for the \$25 application fee;
- (d) a completed, signed and notarized Statutory Declaration, a copy of which is attached to this Application Information Form;
- (e) a certified cheque or money order for the \$150 CCBC jurisprudence examination fee (see paragraph 7 below);
- (f) a signed criminal record check authorization form (available at 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](http://www.pssg.gov.bc.ca/criminal-records-review/forms/docs/consent.pdf) );
- (g) a certified passport size photograph taken within 1 year prior to the date of the application;
- (h) a notarized copy, or other evidence satisfactory to the registration committee, of Canadian citizenship or your right to work in Canada; and
- (i) proof of professional liability insurance as required in section 84 of the Bylaws.<sup>\*\*</sup>

## 8. CCBC Jurisprudence Examination:

To receive a copy of the CCBC jurisprudence examination package, you must send a completed Application for Registration, and all of the information and documentation required for registration (as described in sections 1-3 and 5-7 above), to the following address:

College of Chiropractors of British Columbia  
 Attention: Registrar  
 #125 3751 Shell Road  
 Richmond, BC  
 V6X 2W2  
[www.bcchiro.com](http://www.bcchiro.com)

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 the Application for Registration.

**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.**

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 six months of receiving the notice of failure by contacting the Registrar to make the necessary arrangements. There is a \$75.00 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.

---

<sup>\*\*\*</sup> Please contact the Registrar for the list of recognized jurisdictions.

## 9. Completion of Registration:

Once your Application for Registration 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) 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 Application for Registration is approved by the College, 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 College will not retain any documentation associated with an expired application.

## 10. 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 \$550
- (c) for non-practising registration \$37
- (d) for temporary registration \$25
- (e) for student registration \$25

## 11. 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.

## 12. Appeal of refusal to register

You may appeal to the British Columbia Supreme Court if the registration committee refuses your application for registration, or only grants it for a limited time, or subject to limits and conditions on your practice of chiropractic. You must commence that appeal within 30 days of the day on which you receive notice of the refusal from the registration committee.