



POLICY ID	BP-E-04	SUBJECT	EXAMINATION ELIGIBILITY POLICY
SECTION	EXAMS		
EFFECTIVE DATE	NOVEMBER 30, 2016	REVIEW CYCLE	EVERY 2 YEARS
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Policy

The Canadian Chiropractic Examining Board is a gatekeeper to professional practice in the profession of chiropractic in Canada. This Policy documents the process by which a candidate may apply or reapply to take the Canadian Chiropractic Examining Board (CCEB) examinations.

Purpose

This document sets out the guidelines and process by which Candidates become eligible to apply and/or reapply to take the CCEB examinations.

Definitions:

In this policy:

“*Accredited*” means a Chiropractic Program accredited by the Council on Chiropractic Education Canada (CCEC), or, accredited by an accrediting body that is recognized by the CCEC.

“*Approved*” means a Chiropractic Program which is set out in a Canadian Provincial Statute as an approved chiropractic school or approved in writing by a Canadian Provincial Chiropractic Regulatory Board.

“*Candidate*” means a student or graduated chiropractor who desires to write any or all of the CCEB Examinations

“*CCEB*” means the Canadian Chiropractic Examining Board.

“*CCEC*” means the Council on Chiropractic Education Canada

“*Rewrite*” means any repeat writing of an examination conducted by the Canadian Chiropractic Examining Board;

“*Experienced Practitioner*” means an individual who is a graduate of an accredited or approved Chiropractic Program and has been in active practice for over three years in a regulated jurisdiction immediately prior to seeking initial licensure in Canada.

Process

Eligibility

The CCEB examinations consist of three components: A, B and C. A Candidate must be currently attending or have graduated from an accredited or approved Chiropractic Program in order to apply to sit the CCEB examinations.

A Candidate is eligible for the Component A examination if they have graduated or are within ten months of graduating from an accredited or approved Chiropractic Program. A letter of eligibility with current GPA and date of graduation, or an official transcript, is required from the Chiropractic Program.

A Candidate is eligible for the Component B examination after having received a successful status on Component A and if they have graduated or are within six months of graduating from an accredited or approved Chiropractic Program or if they have been exempted from Component A as an Experienced Practitioner. A letter of eligibility with current GPA and date of graduation, or an official transcript, is required from the Chiropractic Program.

A Candidate is eligible for the Component C examination after having received a successful status on Component B or, Components B and C may be written during the same examination administration. The Candidate must have graduated, or is eligible to graduate, from an accredited or approved Chiropractic Program within three months of the scheduled examination date. A letter of eligibility with current GPA and date of graduation, or an official final transcript, is required from the Chiropractic Program.

Upon successful completion of the Component A, B and C examinations and upon receipt of an official final transcript confirming successful graduation from the Chiropractic Program, a CCEB Certificate of Competency will be issued.

Confirmation of successful graduation must be received, from the Chiropractic Program, within three months of the date of the examination after which time the examination results will be deemed null and void with no refund or credit given of fees paid for such examination.

In all cases, timelines related to the relationship between examination date and graduation date will extend to the last day of the final month of the stated graduation timeline requirement; that is to say, the last day of the month in which three months, six months, and ten months fall after the examination date.

Recertification

A Candidate is eligible for the Recertification process, which is comprised of the Component B and Component C examinations, if they have previously received a CCEB Certificate upon

completion of earlier versions of the CCEB examinations. Upon successful completion of the Recertification process, a renewed CCEB Certificate of Competency will be issued.

Upon written request from a provincial licensing board, special circumstances and requests will be considered on a case by case basis.

Rewrites

A Candidate meeting all of the above required criteria for each component of the examinations will have a maximum of four opportunities to achieve a successful status on each component of the examinations.

Should the Candidate be unsuccessful the CCEB will provide the Candidate with a performance breakdown by subject matter after each unsuccessful attempt.

Time Restrictions

A Candidate must achieve a successful status on the Component C Examination no more than three years after achieving a successful status on Component B. Failing to do so, would require the Candidate to successfully retake Component B examination in addition to taking the Component C examination.

Scope

This Policy applies to all CCEB examination Candidates.

Responsibility

Approval (Policy): Changes to this policy must be approved by the CCEB Board of Governors.