



POLICY ID	BP-E-04	SUBJECT	EXAMINATION ELIGIBILITY
SECTION	EXAMS		
EFFECTIVE DATE	OCTOBER 2023	REVIEW CYCLE	EVERY 2 YEARS
DATE AMENDED		NEXT REVIEW	

Policy

This policy describes the eligibility requirements and process by which a candidate applies or reappplies to take the Canadian Chiropractic Examining Board (CCEB) examinations. The CCEB is responsible for the development, delivery, and administration of the national chiropractic examinations for entry to practice in Canada.

Purpose

The Examination Eligibility Policy sets out the guidelines and process by which Candidates are eligible to apply and/or reapply to take CCEB examinations.

Definitions:

In this policy:

“Accredited” means a Chiropractic Program accredited by the Council on Chiropractic Education Canada (CCEC); or, accredited by another accrediting body that is a member of the Council on Chiropractic Education International (CCEI); or, accredited by the United States Council on Chiropractic Education (CCE).

“Approved” means a Chiropractic Program which is set out in a Canadian Statute as an approved chiropractic school or approved in writing by a Canadian chiropractic regulatory body.

“Candidate” means a student or a graduate of an accredited or approved Chiropractic Education Program, or an experienced practitioner, or a recertification practitioner, who is required by their Canadian chiropractic regulatory body to take any or all of the CCEB Examinations.

“CCEB” means the Canadian Chiropractic Examining Board.

“CCEB Certificate” means a certificate awarded, by the CCEB, after the successful completion of requisite CCEB examinations along with receipt of all required additional supporting information including proof of graduation.

“Recertification Practitioner” means a candidate who has successfully passed a prior version of the CCEB exams and received a certificate, but who at some time thereafter has been directed by a Canadian regulatory body to retake the exams in whole or in part.

“Regulated Jurisdiction” generally means a jurisdiction in which the profession has a governing or regulatory body, sanctioned by law, to govern or regulate the profession. Regulated and unregulated jurisdiction status may differ across Canadian chiropractic regulatory bodies.

“Eligible Attempt” means any writing of an examination conducted by the Canadian Chiropractic Examining Board (CCEB).

Process

Eligibility Requirements

While the CCEB is guided by the eligibility requirements that have been determined by the members: Canadian chiropractic regulatory bodies, candidates are responsible for verifying their licensure/registration eligibility directly with the regulatory body in the province or territory in which they intend to practice.

Education Program

A candidate must be currently attending or have graduated from a chiropractic education program that is:

- Accredited by the Council on Chiropractic Education Canada (CCEC); or
- accredited by another accrediting body that is a member of the Council on Chiropractic Education International (CCEI); or,
- accredited by the United States Council on Chiropractic Education (CCE); or
- Approved, in writing, by a Canadian chiropractic regulatory body.

Examinations

The CCEB examinations consist of two examinations: the Written Examination and the Clinical Examination.

Written Examination

- May be taken no earlier than 6 months* before graduation from an accredited or approved chiropractic program.
- Requires either a written letter confirming current GPA and anticipated date of graduation, or a final transcript of program completion from the accredited or approved chiropractic program.

Clinical Examination

- May be taken no earlier than 3 months* before graduation from an accredited or approved chiropractic program.
- Successful completion of the Written Examination is required prior to taking the Clinical Examination.
- Requires either a written letter confirming current GPA and anticipated date of graduation, or a final transcript of program completion from the accredited or approved chiropractic program.

Number of eligible attempts

A candidate has a **maximum of four attempts** for each examination: four attempts for the Written Examination and four attempts for the Clinical Examination.

Upon failure of the fourth attempt to pass any of the examination components, a candidate will no longer be eligible to attempt further examinations.

Timeframe to complete required examinations

Candidates have four years to successfully complete all their required examinations beginning from the date of the first attempt of the Written Examination. For example, if the candidate writes their Written Examination on a day in October, then the candidate has until the end of October four years later to complete all required examinations.

Recertification Practitioner

Testing for recertification purposes requires a letter from the Canadian chiropractic regulatory body indicating the exams to be completed.

Proof of graduation

CCEB certificates are only issued upon successful completion of all examinations and once official proof of graduation and a final transcript have been received. Confirmation of successful graduation must be received by the CCEB directly from the Chiropractic Program within three (3) months of the date of successful completion of the Clinical Examination, after which time the Clinical Examination results will be deemed null and void, with no refund or credit given of fees paid, or attempt, for such examination.

***Note: Maximum time period between date of examination and graduation**

Examples of maximum time periods: (for explanatory purposes only and do not confirm standard or expected examination dates).

***Written Examination: Maximum 6 months from exam writing to graduation** (i.e., February 10 exam writing requires graduation by the last day of August)

***Clinical Examination: Maximum 3 months from exam writing to graduation** (i.e., February 10 exam writing requires graduation by the last day of May)

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.