



POLICY ID	BP-E-04	SUBJECT	EXAMINATION ELIGIBILITY
SECTION	EXAMS		
EFFECTIVE DATE	NOVEMBER 30, 2016	REVIEW CYCLE	EVERY 2 YEARS
DATE AMENDED	FEBRUARY 2023	NEXT REVIEW	PRIOR TO NEW EXAM ROLLOUT

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.

“Experienced Practitioner” means a candidate seeking Canadian licensure who is a graduate from an accredited or approved education program; has been licensed to practice and has practiced in a regulated or recognized jurisdiction outside of Canada for three or more years in the immediate preceding years; and has received written approval from a Canadian provincial chiropractic regulatory body to write the examinations as an experienced practitioner.

“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 three exam components: Written Component A, Written Component B, and Clinical Component C.

Written Component A

- May be taken no earlier than 10 months* before graduation from an accredited or approved chiropractic program.
- Candidates must complete Written Component A before taking Written Component B or Clinical Component C.
- 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.

Written Component B

- May be taken no earlier than 6 months* before graduation from an accredited or approved chiropractic program.
- Successful completion of Written Component A is required prior to taking Written Component B.
- 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 Component C

- May be taken no earlier than 3 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.

Note: Subject to meeting the individual qualifications requirements above, Components B and C can be taken in any order.

Number of eligible attempts

A candidate has a **maximum of four attempts** for each examination: four attempts for Written Component A, four attempts for Written Component B, and four attempts for Clinical Component C.

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

Timeframe to complete required examinations

Candidates have four years to successfully complete all of their required examination components beginning from the date of the first attempt of the first required examination component. For example, if the candidate writes their first required examination component on a

day in May, then the candidate has until the end of May four years later to complete all required examination components.

Experienced Practitioner

A Practitioner who has met the definition of “Experienced Practitioner” may be exempt from writing Written Component A, but they must write Written Component B and Clinical Component C, as determined in writing by the Canadian chiropractic regulatory body.

Recertification Practitioner

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

Proof of graduation

CCEB certificates are only issued upon successful completion of all examination components 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 Component C 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.

***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 Component A: Maximum 10 months from exam writing to graduation** (i.e.,

February 10 exam writing requires graduation by the last day of December)

***Written Component B: Maximum 6 months from exam writing to graduation** (i.e., February

10 exam writing requires graduation by the last day of August)

***Clinical Component C: 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.