

## Frequently asked questions for new volunteers

### 1. How do I become a volunteer?

To become a volunteer, you will need to go to our website [www.cceb.ca](http://www.cceb.ca) and proceed to the volunteering dropdown, click on Becoming a Volunteer, and go to the link that says Volunteer Application Form. Please complete the application form and email it into [volunteers@cceb.ca](mailto:volunteers@cceb.ca) and we will add you to our volunteer database. You need to have been a practicing chiropractor in Canada for a least one year since being licensed.

### 2. I just passed my CCEB board exams. How do I become a volunteer?

We require that you be licensed for one (1) year before becoming a volunteer. Once that period has passed, you can submit your volunteer application by going to our website (add link to website here) and proceeding to the Volunteering dropdown. Click on Becoming a Volunteer; once there, you will see a Volunteer Application Form link. Please complete the volunteer application form and return the completed and signed form to [volunteers@cceb.ca](mailto:volunteers@cceb.ca).

### 3. Once I complete the paperwork and have sent it into you, then what happens?

Once the CCEB receives the volunteer application, the application is reviewed and processed. If you qualify to volunteer with the CCEB, then we create a profile in our database, and you are sent three forms that must be completed, signed, and returned to [volunteers@cceb.ca](mailto:volunteers@cceb.ca). Once the completed forms are processed by CCEB, you are added to our list of interested volunteers for our exams. The ones that will be recorded are the exams that you have checked off on your volunteer application form.

### 4. How do I get on the lists to participate in the exams?

There is a self-selection section on the volunteer application (annual update) forms. The Volunteer Co-ordinator creates a list of the volunteers that are interested in participating in the upcoming exam year, and which exams they would like to participate in.

### 5. How many exams do you have per year?

We presently have three exams per year: February in Hamilton, Ontario; May in Hamilton (English tracks) and Montreal (French tracks); and October in Hamilton, Ontario. This information, with the dates of the coming year's exams, can be found on our website (add link to website here) under Upcoming Exams.

### 6. Are there other volunteer opportunities?

We have many committees that the volunteers can participate in. If you are interested in participating in the committees, there are boxes on the volunteer application and the annual volunteer update form that you can check off to show your interest. The Volunteer Co-ordinator creates a yearly list from the information you complete on the volunteer application form or

volunteer annual update form. When it is time for us to choose volunteers for the committees, we go to the lists which have been created by the Volunteer Co-ordinator.

7. What goes on at the exams?

We have a mandatory training meeting the night before the exam. A dinner is served at this meeting. All stations for the exam are reviewed and discussed so that everyone understands their responsibilities. On the day of the exam, we have dry runs in the morning prior to the start of the exam in case there are any additional questions from the training meeting the night before. Then the exam day starts.

Description of exam day:

Please note that all times are approximate and are subject to adjustment on exam day.

The exam day starts at 7:00 a.m. with breakfast.

Shortly before 8:00 a.m., you will go to the designated area for the dry run and briefing (approximately 40 minutes). Once the dry run is complete, you proceed to your stations and wait for the start of the exam.

The exam starts at approximately 9 a.m. and runs until 12 noon.

Once the proctor room has reviewed and cleared all scoring materials, you will be released by the track staff for lunch. Leave all exam materials in the station room.

You will be given a time prior to the start of the afternoon exam for a 10-minute briefing and then proceed to your stations to start the exam.

The afternoon exam starts at approximately 1:00 p.m. and runs until 4:00 p.m.

Once the exam is complete, you will wait in your station. Once the proctor room has reviewed and cleared all scoring materials, you will be released from your track for the day. Do not leave your station until you are released by track staff. Leave all exam materials in the station room.

Once you are released from your station, you will proceed to the sign out area and then you are free to go home.

8. What positions are available for the exam and how do they work?

We have two positions for the volunteers. One is Examiner and other is SCTP (Standardized Chiropractic Treatment Patient). When you start as a volunteer, we have the new volunteers participate as SCTP's for a few exams, so that you get to know how the exams and stations work. Then you will be rotated into an examiner position.

9. What is the name of the hotel for the exam?

When the recruiting starts for each exam, you are sent a letter with all the information about what hotel and where the exam is. There is also a letter one week prior to the exam with reminders for all volunteers about all information for the exam including the hotel information.

10. Do we book our own rooms?

No, you do not book your own rooms. The Volunteer Co-ordinator books all the hotels and sends a rooming list to the hotel with all the volunteer's information on it.

11. Do I get a confirmation number for the hotel?

No, you do not need a confirmation number.

The Volunteer Co-ordinator sends the hotel a rooming list with all the names of the volunteers for the upcoming exam. All you need to do once you arrive at the hotel is give them your name and the hotel will check you in. You must let the front desk know if you have a car with you. You will have to give your personal credit card in case you have any incidentals. The CCEB pays the hotel and parking.

12. What if I need two beds in my room, need a late checkout or extend my stay at the exam hotel?

Yes, this is possible. All you need to do is let the Volunteer Co-ordinator know, and they will take care of these items for you. You are responsible for any costs related to extended stays.

13. Do we pay our own expenses for the exams?

No. The CCEB will pay the airfare (if applicable), hotel, parking, cabs, meals (that are not provided by the CCEB) and any other expenses that have been approved in our General Expense Policy, of which you will receive a copy.

14. What meals are provided over the exam weekend? We provide a meal for the training meeting the night before the exam as well as breakfast and lunch on the exam days.

15. How do we submit expenses that we incurred?

You will be sent an expense form and the General Expense Policy with the final email prior to the exam. You must complete the expense form and sign it. You will need to provide a copy of a void cheque as we pay only by direct deposit. You will have to submit itemized receipts for all expenses. If any of the itemized receipts are missing, then these expenses will be denied and removed for the final payment to the volunteer.

16. How do I get to the hotel from the airport?

You will take a cab and expense it. The only exception to this is if you have been told there is a shuttle being provided. If a shuttle is coming to get you, you will be notified in an email. If a shuttle has been provided, we will not cover your cab fares to or from the airport as per the General Expense Policy.

17. Is there a shuttle?

There are usually shuttles from the exam site to the airport at the end of the exam. We will notify you of all this information in the short speech at the beginning of the volunteer training meeting the night before the exam.

18. How do we book our flights?

An email is sent to the volunteers asking if they require a flight. In that email, all the contact information on our travel agent is provided so that volunteers can contact them if a flight is required.

19. How many CE hours do I get for exam or committee meetings?

Please contact your registrar to confirm CCEB CE hour awards. The CCEB does submit confirmation of the volunteer's participation to registrars.

The CE hours are submitted by the Volunteer Co-ordinator the week right after an exam or any of our committee meetings. Not all provincial registrars accept the CE hours.

20. Do we email you, directly or [volunteers@cceb.ca](mailto:volunteers@cceb.ca)?

You can do either as the Volunteer Co-ordinator receives all the email from [volunteers@cceb.ca](mailto:volunteers@cceb.ca). This email address is monitored by the Volunteer Co-ordinator.