



POLICY ID	BP-E-09	SUBJECT	PREFERRED NAME AND PRONOUNS POLICY
SECTION	EXAMS		
EFFECTIVE DATE	JULY 2023	REVIEW CYCLE	EVERY 5 YEARS
DATE AMENDED		NEXT REVIEW	FALL 2028

Policy

The CCEB understands that a candidate may prefer to use a name other than the name on their valid government-issued identification while completing their CCEB examinations. Additionally, a candidate may wish to express clarity with respect to their pronouns.

Purpose

To provide dignity, clarity and transparency for candidates seeking to use a name other than the name on their valid government-issued identification and to ensure candidates are referred to by their pronouns.

Definitions:

In this policy:

- a. “CCEB” means the Canadian Chiropractic Examining Board;
- b. “Candidate” means a student or graduated chiropractor who desires to write any or all of the CCEB Examinations;
- c. “CEO” means the Chief Executive Officer of the CCEB;
- d. “Preferred Name” means a name identified by the candidate as their preferred name but which is not on their valid government-issued identification.
- e. “Pronouns” means the pronouns that align with the candidate identity and are self determined and can include but not limited to she/he/they.

Process

The CCEB relies on valid government-issued identification to validate and confirm candidate identity for the purpose of examination security and reporting to regulatory authorities. As such, the requirement to produce such identification cannot be altered.

### Change to preferred name and pronouns:

- Candidates must notify the CCEB in writing of their preferred name if it is not the name on their government-issued identification.
- Where a candidate wishes to identify specific pronouns, they must notify the CCEB in writing of their preferred pronouns.
  - In both cases, this information will be added to the candidate file and such information will be added to the registration forms to support this effort.
  - Candidates will still be required to show their valid government-issued identification and the name on that identification will be on the registration documents. However, every effort will be made to use their preferred name and their pronouns in correspondence both written and verbal.

### Certificates:

- In the event a legal name change has not occurred, the CCEB certificate must be issued in the name on the valid government-issued identification. However, the preferred name may be added to the certificate:

Example:

Katherine (Kyle) Amideer

- Upon receipt of a copy of the valid government document showing the legal name change/ valid government-issued identification showing the preferred name after the change, the CCEB shall issue a replacement certificate, at no charge, to the candidate.

### **Scope:**

This policy applies to all CCEB examination candidates.

### **Responsibility:**

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