

CCEB Exam Application Information and Instructions

Apply Online: www.cceb.ca/how-to-apply/

Important Notes

- Please read important information such as dates, policies, and study guides posted at www.cceb.ca.
- A candidate must be currently attending or have graduated from a DC program that has either been accredited by a Council on Chiropractic Education International (CCEI) member agency or that has been approved by a Canadian provincial chiropractic regulatory board. A list of DC programs accepted for CCEB exams, based on regulator approval, can be found on this website under Resources, Accreditation/Approval, Approved DC Programs
- In Canada, licensure requirements are the responsibility of the provincial regulatory boards. Licensure requirements vary among the jurisdictions. Completion of CCEB exams does not guarantee licensure in any particular province. Candidates are encouraged to confirm the specific requirements within the jurisdiction in which they intend to practice. A list of the provincial regulatory boards with contact information is on the website under Resources, Provincial Regulatory Boards.

Application Requirements

Fees

- Exam fees are accepted in Canadian funds only,
- Credit card payment(s) may only be made online using PayPal. CCEB cannot accept payment of any kind over the phone or by email. Paypal payments must be accompanied by an online application.
- **Personal cheques are not accepted.** Fees may be paid by Certified Cheque, Bank Draft or Money Order.

Photos

- The photo must be a current passport style of the applicant taken within the last year.
- The photo will be kept on file for 12 months.
- The photo may be submitted with the online application **OR** scanned and emailed to exams@cceb.ca **OR** couriered/mailed to the CCEB office. If couriered/mailed, the photo must have the applicants name printed on the back.
- If more than one exam is being taken at a single exam sitting, only one photo is required.
- Applications will be considered deficient if the photo does not meet the following requirements:
 - A front view of the face and top of the shoulders squared to the camera (the image of the face and shoulders must be centered in the photo) The face must cover a minimum of 75% of the photo.
 - A plain white or light-coloured background so that the applicants' features are clearly distinguishable against the background. There should be enough contrast between the background and the traits or clothing.
 - Clear, sharp and in focus.

Transcripts/Eligibility Letter:

- For each exam, a Transcript or Eligibility Letter is required from the Applicant's DC Program confirming cumulative GPA, full Candidate name and expected date of graduation.
- **YOU must request your DC Program to send this document directly to CCEB to be received no later than the Cancellation Deadline.** Your DC Program may fax or email this document.
- When an original Final Transcript is received, it will apply to all future CCEB exams.
- If more than one exam is being taken at a single exam sitting, only one Transcript or Eligibility Letter is required.
- **Component C only:** The CCEB Certificate is contingent on graduation. Graduation must occur within 3 months of exam date or exam results will become invalid.

Disability Accommodations/Assistive Devices

- Any requests for disability accommodations or the use of assistive devices must be submitted with your application and received by the Application Deadline. See the [Accommodations and Assistive Devices](#) page on the CCEB website. CCEB reserves the right to designate the location and date/time of the exam. An Applicant may be assigned to an exam site other than his/her preferred site or on a date/time other than his/her preferred date/time.

Deficient Applications

- An application is considered deficient until all items have been received.
- By Application Deadline, the application, applicable fees and photo must be received.
- By Cancellation Deadline, the transcript or eligibility letter must be received.

Late Applications

- Applications remaining deficient after 4:00 pm Alberta time on the Application Deadline are considered for Late Application with an additional [fee](#).
- Late Applications are accepted until one week after Application Deadline, 4:00 pm Alberta time.

Cancellations

- Cancellations received before the Cancellation deadline will be assessed a \$150.00 administrative fee.
- Cancellations received after the deadline require evidence of extraordinary circumstances and will be reviewed on an individual basis.



**Canadian Chiropractic Examining Board
Conseil Canadien des Examens Chiropratiques**

Suite 230 – 1209 59 Avenue SE
Calgary, Alberta T2H 2P6
Fax (403) 230-3321 • exams@cceb.ca



CANADIAN CHIROPRACTIC EXAMINING BOARD

230, 1209-59th Avenue SE

Calgary, Alberta T2H 2P6

Email: exams@cceb.ca Fax: (403) 230-3321

CCEB Exam Application Form

**** Please refer to the [Upcoming Exam](#) schedule for available locations ****

Component A		Fee
		Certified Cheque, Money Order, or Bank Draft
OCTOBER	<input type="checkbox"/> Calgary <input type="checkbox"/> Toronto <input type="checkbox"/> Trois-Rivieres	\$815.00 Canadian Sites
	<input type="checkbox"/> London, UK	\$1125.00 International Sites
FEBRUARY	<input type="checkbox"/> Calgary <input type="checkbox"/> Toronto <input type="checkbox"/> Trois-Rivieres	\$815.00 Canadian Sites
	<input type="checkbox"/> Sydney or Auckland	\$1125.00 International Sites
JUNE	<input type="checkbox"/> Calgary <input type="checkbox"/> Montreal <input type="checkbox"/> Hamilton	\$815.00 Canadian Sites
LATE FEE	All Sittings	\$270.00 Canadian Sites
		\$270.00 Canadian Sites

Component B		Fee
		Certified Cheque, Money Order, or Bank Draft
OCTOBER	<input type="checkbox"/> Calgary <input type="checkbox"/> Toronto <input type="checkbox"/> Trois-Rivieres	\$815.00 Canadian Sites
	<input type="checkbox"/> London, UK	\$1125.00 International Sites
FEBRUARY	<input type="checkbox"/> Calgary <input type="checkbox"/> Toronto <input type="checkbox"/> Trois-Rivieres	\$815.00 Canadian Sites
	<input type="checkbox"/> Sydney or Auckland	\$1125.00 International Sites
JUNE	<input type="checkbox"/> Calgary <input type="checkbox"/> Montreal <input type="checkbox"/> Hamilton	\$815.00 Canadian Sites
LATE FEE	All Sittings	\$270.00 Canadian Sites
		\$270.00 Canadian Sites

Component C		Fee
		Certified Cheque, Money Order, or Bank Draft
OCTOBER	<input type="checkbox"/> Calgary	\$1620.00 Canadian Sites
FEBRUARY	<input type="checkbox"/> Calgary	\$1620.00 Canadian Sites



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JUNE	<input type="checkbox"/> Calgary <input type="checkbox"/> Montreal <input type="checkbox"/> Hamilton	\$1620.00 Canadian Sites
LATE FEE	All Sittings	\$535.00 Canadian Sites

CCEB reserves the right to designate the location and date/time of the examination. An applicant may be assigned to an exam site other than his/her preferred site or on a date/time other than his/her preferred date/time.

Personal Information

Legal Name Please provide your full legal name. Must match government-issued photo ID. Certificate will be issued in this name

First	Middle	Last
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Previous full name (if changed from previous CCEB communication or application)

Mailing Address

Certificate will be forwarded to this address

City _____ Province/State _____ Postal/Zip Code _____

Language English French

Email _____ Phone (_____) _____

 You must add exams@cceb.ca to your contact list to ensure emails are not flagged as spam

Information Password

Used as verification if you contact the office for information specific to your file.

DC Program

Expected Graduation Date (MM/YYYY)

- Yes, CCEB may contact me in the future for research purposes
- Yes, CCEB may contact my DC Program with my performance data

Accommodations and Assistive Devices

Do you require a **disability accommodation?** i.e. extra time, reduced distraction environment, other? If yes, please see the Accommodations Policy on the [Accommodations and Assistive Devices](#) page of the CCEB website and submit Appendix A with your mail-in application. Appendices B & C are to be received by Application Deadline.



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Do you require an **assistive device?** i.e. hearing aid, cast, medically required foods? If yes, please specify below and see the [Accommodations and Assistive Devices](#) page of the CCEB website. Supporting documentation must be received by Application Deadline.

Accommodations Requested: _____



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Exam Applicant Agreement

- I confirm that I have read the exam application instructions, [policies](#), [study guides and instructions](#), and understand, and agree to abide by the information contained therein.
- I agree to allow CCEB to communicate with DC Colleges, regulatory boards, malpractice carriers and others as may be required by law.
- I agree that my CCEB Certificate number will be forwarded to all regulators.
- I acknowledge that the information being provided to CCEB is true, correct, and complete in all regards and that CCEB may, on its own accord, or through me, require further validation of any statements contained in this application. Any application which contains a false statement may invalidate the application and result in the forfeiture of fees paid and may result in criminal and/or disciplinary action being instituted by CCEB and further may result in the revocation of any results, registration or licensing of the applicant.
- I acknowledge that any candidate suspected of improper conduct may be subject to criminal and/or disciplinary action by CCEB and may further result in criminal and/or disciplinary action being instituted by CCEB and may further result in revocation of any results, registration or licensing of the applicant.
- Anonymized data may be used for research and other CCEB purposes.
- In the event of an inability or failure by CCEB to provide an examination or examinations by reason of any fire, explosion, war, riot, strike, walk-out, labour controversy, flood, act of God or public enemy, any law, act or order of any court, board, government or other authority of competent jurisdiction, or any other direct or indirect cause (whether or not of the same character as the foregoing) beyond the reasonable control of the CCEB, then the CCEB shall not be liable to the applicant for any inability or failure to provide the examinations as may be scheduled from time to time.

The application is not complete until application, photo, payment and Transcript/Eligibility Letter are received in full at the CCEB office. Confirmation will be sent by CCEB within three business days of receipt of application or correspondence. If you do not receive this confirmation, please contact the CCEB at exams@cceb.ca.

Signature of Applicant

Name of Applicant (Printed)

Date