

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

Please email or mail a passport-style photo of yourself, taken within the 12 months. If mailed, the photo must have the printed name of the Applicant on the back. Your photo will be rejected if it does not meet the following requirements:

- Photo must be a clear, close-up, full front view of your face.
- Photo must be taken against a well-lit, plain white or light-coloured background so that the Applicant's features are clearly distinguishable against the background. There should be enough contrast between the background and the traits or clothing.
- Photo must be received by 4:00 PM Alberta Time on Application Deadline

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 Application 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, transcript or eligibility letter and photo must be received.

Cancellations

- Cancellations received before the Application 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

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"/> Hamilton <input type="checkbox"/> Montreal <input type="checkbox"/> Calgary	\$850.00
FEBRUARY	<input type="checkbox"/> Hamilton <input type="checkbox"/> Calgary	\$850.00
MAY	<input type="checkbox"/> Montreal	\$850.00

Component B		Fee
		Certified Cheque, Money Order, or Bank Draft
OCTOBER	<input type="checkbox"/> Hamilton <input type="checkbox"/> Montreal <input type="checkbox"/> Calgary	\$850.00
FEBRUARY	<input type="checkbox"/> Hamilton <input type="checkbox"/> Calgary	\$850.00
MAY	<input type="checkbox"/> Montreal	\$850.00



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Component C		Fee
		Certified Cheque, Money Order, or Bank Draft
OCTOBER	<input type="checkbox"/> Hamilton	\$1875.00
FEBRUARY	<input type="checkbox"/> Hamilton	\$1875.00
MAY	<input type="checkbox"/> Hamilton <input type="checkbox"/> Montreal	\$1875.00

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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**


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)



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- 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.

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