



# Form A – Educational Credential and Qualifications Assessment Application Form

For Office Use Only	
File #:	PIN:

Please check one (✓):

1	Initial Application <input type="checkbox"/>	2	Male <input type="checkbox"/>	3	Date of Birth	/	/	
	Repeat Application <input type="checkbox"/>		Female <input type="checkbox"/>			day	month	year

4 FULL LEGAL NAME

Last Name(s)/ Surname(s):

<input type="text"/>
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First Name(s) / Given Name(s):

<input type="text"/>
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Middle Name(s):

<input type="text"/>
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Former Last Name (if any of your documents is in a name other than the name above)

<input type="text"/>
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5 **ADDRESS (We will mail ALL correspondence, including your results, to this address.)**

Street (number and name):	Suite/Apartment Number:
<input type="text"/>	<input type="text"/>

City:	Country:
<input type="text"/>	<input type="text"/>

Province:	Canadian Postal Code:	Other Country Postal Code/Zip Code:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Home Telephone: (including country + city code)	Fax:
<input type="text"/>	<input type="text"/>

Email Address:

6 Please list the university you attended and the degree you obtained for your entry-to-practice physiotherapy education. Enclose notarized copies of your degree certificate. We do not accept originals.

Name of Institute	City, Country	Dates From To	Month and Year of Graduation	Name of Diploma/Degree/Certificate	Name of Diploma/Degree/Certificate (in native language)

7 **FEE: \$960.00 in Canadian funds, payable to “Canadian Alliance of Physiotherapy Regulators” (Fees may change without notice)**

Note: This fee is not refundable. You must send the fee with this application form.

You may pay:

- by certified cheque, postal/bank money order, bank draft negotiable without charge in Canada (no personal cheques)
- by credit card (Visa or MasterCard)

Complete below for Payment by Credit Card. Please print clearly. Include other fees from Section 8, if applicable.

8 **OTHER SERVICES: (Indicate choices with (✓) and include fees\* with application.)**

Duplicate Final Successful Results letter \$25.00	<input type="text"/>
Courier (choose one): Domestic \$30.00 International \$100.00	
Total other fees enclosed:	<input type="text"/>

9 Provinces/Territories in which you expect to apply for registration: Indicate your first, second, etc. choices by writing 1, 2 etc. beside them. YT \_\_\_ BC \_\_\_ AB \_\_\_ SK \_\_\_ MB \_\_\_ ON \_\_\_ QC \_\_\_ NL \_\_\_ NB \_\_\_ NS \_\_\_ PE \_\_\_



I authorize the Canadian Alliance of Physiotherapy Regulators to charge the following amount to my credit card:

Card Type (check one): Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Amount Paid: \_\_\_\_\_ . \_\_\_\_\_ in Canadian funds

Card Number: \_\_\_\_\_

Expiration Date (month/year): \_\_\_\_\_ CVC2 Code (3-digit number on the back of your card): \_\_\_\_\_

Name (print name from card): \_\_\_\_\_

Cardholder Signature : \_\_\_\_\_

If you choose to pay by credit card and are applying from outside of Canada, we strongly recommend that you contact your credit card company to notify them of the pending charge. Companies are becoming more rigorous about their anti-fraud measures and some will reject a transaction from a foreign company if they are not aware of it ahead of time. As many credit card companies do not communicate the reason for rejecting transactions to us, this can result in you being charged the additional \$75.00 fee for rejected payments.

Please note that we are not able to guarantee a specific payment processing date or a payment processing date range. If your credit card company requires that information in order to authorize the transaction, we recommend that you choose one of the other acceptable methods of payment for your application.

**IMPORTANT NOTES:**

- We will not start your assessment until we have received all required materials.<sup>1</sup> If your application is not complete, your assessment will be delayed.** Our goal is to complete assessments within 12 to 14 weeks of receiving all documentation if we have a precedent case. (A precedent case is a previously completed credential review of an applicant from the same physiotherapy program as you, in the same year, with a similar course of study, using the same credentialing standards.) Our goal is to complete assessments that do not have a precedent case in 20 to 22 weeks. Your assessment will take longer if the assessment agency needs to do more research or if we need more information. **We do not guarantee that we will complete your assessment within 12 to 22 weeks. We will not “fast track” applications for any reason. You should avoid taking action (such as moving or applying for a job) in anticipation of a positive result or a result by a certain time.**
- Official documents we receive from the issuing institutions and notarized photocopies we receive from applicants and representatives become the property of The Alliance and will NOT be returned or released.
- We verify that persons who are qualified in the field of international educational credential assessment will assess credentials, but we cannot guarantee that the recipient of an assessment will agree with the results. International Qualifications Assessment Service (IQAS), World Education Service (WES), other credential assessment bodies approved by The Alliance and external physiotherapist assessors retained by The Alliance help us review credentials.
- Assessment reports may differ depending upon the period in which they were completed and the documents submitted. This results from new and updated information being made available to us on a continual basis and from revisions to our credentialing standards. We base our decisions on the most recent information available.

**CONSENT / WAIVER:**

By applying for credentialing and signing below, the Applicant

- certifies that the supplied information is true and accurate to the best of his or her knowledge.
- realizes that this assessment is not binding on any institution or organization, and releases The Alliance and its directors, officers, employees, member physiotherapy regulators and agents (including for example, International Qualifications Assessment Service (IQAS), World Education Service (WES), or other credential assessors or assessment bodies such as those listed on the Canadian Information Centre for International Credentials (CICIC) website (the “Credential Assessment Bodies”)) from any actions, claims, demands or liability for damages incurred due to the use of an assessment report.
- agrees to indemnify The Alliance and its directors, officers, employees, member physiotherapy regulators and agents including Credential Assessment Bodies for any and all costs, including legal expenses, that they may incur as a result of any claim or demand that he or she (or anyone having any interest in his or her earnings or services) may make based upon the assessment determination.

<sup>1</sup> We can begin your assessment before we receive proof of language proficiency in English or French or your physiotherapy degree (only if you have not received your degree due to the timing of convocation at the time you apply for credentialing). However, we cannot complete your assessment nor provide you with results until we receive proof of language proficiency and/or your physiotherapy degree (see Policies for more information).



4. agrees that he or she will be eligible to apply to write the Physiotherapy Competency Exam (PCE) if his or her assessment result is successful. The first attempt of the Written Component of the PCE must happen before eligibility expires, which is two years from the date of the successful result letter.
5. acknowledges that, if The Alliance or its agents determine, in their discretion, that ANY document or test result submitted with respect to an application is fraudulent, altered, irregular or involved cheating, or the physiotherapy education documents were issued by a “degree mill” or a “diploma mill” organization, the assessment will be terminated, the fee will not be refunded and The Alliance will notify its agents, Credential Assessment Bodies, educational institutions, and Canadian physiotherapy regulators.
6. releases The Alliance, its directors, officers, employees, member physiotherapy regulators and agents including Credential Assessment Bodies from ANY liability for the loss of or damage to documents submitted with respect to an application for an assessment.
7. agrees that the fees, once paid, are not refundable, except in the case of overpayment.
8. agrees that while The Alliance takes reasonable steps to ensure the accuracy and completeness of information, resources and reports, The Alliance is not responsible for damages in the event of errors or omissions. The Alliance is not responsible for impacts of a personal, professional or financial nature. This includes such impacts as loss of income, loss of salary , other damages and/or expenses incurred by an employer, a contractor or an applicant. Each applicant who applies for the Educational Credentials and Qualifications Assessment must read and understand the limits of liability. Further, applicants must advise those interested parties (such as employers) about the limits of liability.
9. by applying for the Educational Credentials and Qualifications Assessment, the Applicant agrees that he or she shall take no action or other proceedings against The Alliance or any of its directors, officers, employees, member physiotherapy regulators or agents including Credential Assessment Bodies for anything done or omitted to be done in good faith or for any neglect or default related to the Educational Credentials and Qualifications Assessment or the outcome of it, and the Applicant further agrees to indemnify The Alliance and its directors, officers, employees, member physiotherapy regulators and agents including Credential Assessment Bodies for any and all costs, including legal expenses, that they may incur as a result of any such action or proceedings.
10. consents to the collection, use and disclosure of his or her personal information in accordance with The Alliance Privacy Policy. The Applicant agrees that the information he or she has provided may be verified by The Alliance, and that in the course of such verification The Alliance may need to disclose to third parties the information provided by the Applicant. The Applicant consents to such disclosure by The Alliance. The Applicant also consents to the disclosure of personal information by third parties to The Alliance that may be necessary for The Alliance to process the Applicant’s application and to verify the information provided.
11. agrees to let The Alliance disclose his or her personal information to Credential Assessment Bodies so they can assess the Applicant’s educational credentials.
12. authorizes the disclosure of non-identifying data for research purposes.
13. authorizes the disclosure of the status of his or her credentialing application and Educational Credential and Qualifications Assessment results to any and all Canadian physiotherapy regulatory agencies.
14. authorizes the disclosure of any information regarding the Applicant’s professional conduct, fitness to practice or any other issues of a regulatory nature received by The Alliance during the assessment process to any and all Canadian physiotherapy regulatory agencies.
15. authorizes the disclosure of his or her personal information and Educational Credential and Qualifications Assessment results to Canadian bridging programs approved by The Alliance. This may include information regarding physiotherapy education, the status of the credentialing assessment, verification of English language proficiency, PCE exam status, or PCE exam results.
16. certifies that he or she has read and fully understands the above, and agrees with the terms outlined.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_  
*certifying agreement to the limits and conditions of assessment of educational credential and qualifications*

We will not process this application unless we receive the completed and signed application and fees, along with all necessary documentation that is required directly from the applicant. If your application is not signed or not sent with all applicable fees or does not have all the required documentation noted on the Application Checklist (Form B), we will return your application, fees and any documents we have received from you by regular mail.

**SEND YOUR COMPLETED APPLICATION (FORM A), APPLICATION CHECKLIST (FORM B), FEES AND SUPPORTING DOCUMENTATION TO: 1243 Islington Avenue, Suite 501, Toronto, ON M8X 1Y9, CANADA**