

# Physiotherapy Competency Examination

## Exam Registration Guide 2014



Canadian Alliance of Physiotherapy Regulators  
**Alliance canadienne des organismes de réglementation de la physiothérapie**

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## 1. Exam Dates

Exam Dates in 2014	
Written Component (Qualifying Exam)	Clinical Component (Physiotherapy National Exam)
Sunday, February 9, 2014	Saturday, June 7, 2014
Saturday, April 12, 2014	Sunday, November 16, 2014
Sunday, May 11, 2014	
Saturday, July 12, 2014	
Sunday, September 14, 2014	
Saturday, December 6, 2014	

### Eligibility for the Clinical Component

Exam Components	
Candidates who successfully complete the <b>Written Component</b> in	Are eligible to take the <b>Clinical Component for the first time</b> in
February or April 2014	June or November 2014
May, July or September 2014	November 2014
December 2014	June or November 2015

**Note:** You must complete the Clinical Component within two years of successfully completing the Written Component.

This handbook contains the registration and application **policies** governing the Physiotherapy<sup>1</sup> Competency Examination (PCE). The Canadian Alliance of Physiotherapy Regulators (The Alliance) reserves the right to change these policies and procedures **without prior notice**.

For additional PCE information, refer to the latest version of the **PCE Exam Policy 2014** available at [www.alliancept.org](http://www.alliancept.org)

### Canadian Alliance of Physiotherapy Regulators

1243 Islington Avenue, Suite 501, Toronto, Ontario, Canada M8X 1Y9

Telephone: (416) 234-8800

Website: [www.alliancept.org](http://www.alliancept.org)

<sup>1</sup> Physiotherapy, physiotherapist, physical therapy, physical therapist, physiothérapeute, physiothérapie, PT and pht are official marks used with permission. In this document, *physical therapy* means the same thing as *physiotherapy*, and *physical therapist* means the same thing as *physiotherapist*.



## Application Requirements and Deadlines

Applicants must submit a signed and fully completed application form for each exam component along with payment by the stated application deadlines to:

### Exam Program - Applications

#### Canadian Alliance of Physiotherapy Regulators

Suite 501, 1243 Islington Avenue, Toronto, Ontario M8X 1Y9.

#### Important

- Applications for written and clinical exam components may be submitted at the same time. **Whenever possible, The Alliance encourages you to send both your Written and Clinical Component applications to our office at the same time.**
- You are responsible for ensuring the application form is complete.
- The Alliance does not accept photocopied, faxed or emailed applications.
- The “Declaration of Identity” must be sent with the first application if the Alliance does not already have it on file.

Important Dates for the Physiotherapy Competency Examination in 2014		
Component	Exam Date	Application Deadline *
Written Component	Sunday February 9, 2014	December 2, 2013
	Saturday April 12, 2014	February 3, 2014
	Sunday May 11, 2014	March 3, 2014
	Saturday July 12, 2014	May 5, 2014
	Sunday September 14, 2014	July 7, 2014
	Saturday December 6, 2014	October 1, 2014
Clinical Component	Saturday June 7, 2014	March 3, 2014
	Sunday November 16, 2014	August 1, 2014

#### Note:

- **All applications must be received in The Alliance office by the application deadline\*.**
- **Applications received after the application deadline\* WILL NOT be accepted.**



## 2. Exam Fees

Payment must be in Canadian funds for the full amount and must be submitted with the application. Payment can be by certified cheque, money order or credit card.

### **Cash and personal cheques are not accepted.**

All payments must be made payable to “Canadian Alliance of Physiotherapy Regulators.”

### **Fees**

<b>Component</b>	<b>Exam Fee</b>
Written Component (Qualifying Exam)	\$845.00
Clinical Component (Physiotherapy National Exam)	\$1,425.00
<b>Total</b>	<b>\$2,270.00</b>

### **Payment by Credit Card:**

You can pay your fees by credit card. Please visit [www.alliancept.org](http://www.alliancept.org), for information on paying by credit card. Complete the credit card section of the application form to authorize credit card payment.



### 3. Service Fees

<b>Non-Refundable Service Fees</b>			
<b>Service</b>	<b>Component</b>	<b>Date</b>	<b>Fee</b>
<b>Site Change Fee</b> (to change <u>where</u> you write the exam)	Written Component	Before deadline	\$100.00 <i>(if change is possible)</i>
		After deadline	\$150.00 <i>(if change is possible)</i>
	Clinical Component	Before deadline	\$100.00 <i>(if change is possible)</i>
		After deadline	\$150.00 <i>(if change is possible)</i>
<b>Date Change Fee</b> (to change <u>when</u> you write the exam)	Written Component	Before deadline	\$100.00 <i>(if change is possible)</i>
		After deadline	\$150.00 <i>(if change is possible)</i>
	Clinical Component	Before deadline	\$100.00 <i>(if change is possible)</i>
		After deadline*	This is considered a Withdrawal*
<b>*Withdrawal Fee (see Refund Policy)</b>			Minimum \$300.00
<b>Re-scoring</b>			\$100.00
<b>File Review</b>			\$125.00
<b>Administrative Reconsideration</b>			\$300.00
<b>Appeal</b>			\$300.00
<b>Duplicate Results</b>			\$25.00
<b>Duplicate Certificate</b>			\$25.00
<b>Duplicate Receipt</b>			\$25.00
<b>Invalid / Rejected Credit Card</b>			\$75.00

#### **Change of Exam Date and/or Exam Site:**

Candidates wishing to change the date and/or the site of their exam must complete a Change of Exam Site/Date form and submit with relevant fee.

Requests for exam site changes will be accepted only if space is available at the new site after all candidates who selected it as their first choice have been accommodated. Site change fees will be reimbursed or returned if the site change request cannot be accommodated.



### **Applicants from Outside Canada:**

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.

### **Invalid or Rejected Credit Cards**

If your credit card is rejected or is not valid, we will consider your registration incomplete. We will send you an email to explain your payment options. You will not be eligible to write the exam unless we receive payment within 15 business days of the date on the notice we send to you.

### **IMPORTANT:**

#### **Official Receipts**

Official receipts for fees will be mailed to candidates with their exam results.



## 4. Exam Sites

**Note - The Alliance may not administer exams at all sites.**

**Written Component: Up to 4 hours in duration. Plan your attendance accordingly.**

Indicate your 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, site preferences from the list below;

Vancouver, BC	London, ON	Montreal, QC	St. John's, NL
Edmonton, AB	Hamilton, ON	Fredericton, NB	Whitehorse, YK
Saskatoon, SK	Toronto, ON	Charlottetown, PEI	
Winnipeg, MB	Ottawa, ON	Halifax, NS	

**Clinical Component: Up to 6 hours in duration. Plan your attendance accordingly.**

Indicate your 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> etc. site preferences from the list below

Vancouver, BC	Saskatoon, SK (autumn only)	Toronto, ON	Ottawa, ON
Edmonton, AB	Winnipeg, MB (autumn only)	Hamilton, ON	Halifax, NS

Candidates registering for the clinical component in **French** must choose the Ottawa site.

## 5. Site Assignment

Exam site choices are assigned based on the date that applications are received. Clinical component site confirmations will be posted on [www.alliancept.org](http://www.alliancept.org)

Candidates are responsible for finding their own way to the correct site. We cannot guarantee that we will assign you to one of your preferred exam sites.

**Candidates are strongly advised not to arrange travel and accommodation plans until site assignment has been confirmed. The Alliance is not responsible for any travel/accommodations arrangements made by candidates.**





## 6. Choice of Language

You can take the Physiotherapy Competency Examination in English or French. You must choose one option.

### Written Component (Qualifying Exam)

You can take the Written Component in either English or French at any site. You will receive the Written Component exam paper in the language you choose on your application. A copy of the exam paper in the other language will be available for reference during the exam. You can refer to this copy during the exam if you need to, but you cannot take it to your desk.

### Clinical Component (Physiotherapy National Exam)

You can take the Clinical Component in either English or French (Ottawa only). The examiners and standardized clients will speak to you in the language you select on your application form. We will give you written questions in both languages.

If you want to use French for any portion of the Clinical Component, you must take the Clinical Component at the Ottawa site. No other site offers the Clinical Component in French.

You must complete all clinical encounters in the language you choose on your application. For written questions, however, you can answer in either language **at the Ottawa site only**.

### Change of Language

If you want to change the language in which you take either component of the exam, you must notify The Alliance in writing at least 60 calendar days before the exam date.

### Special Needs Requests:

Please refer to the **PCE Exam Policies 2014** for information related to Special Needs accommodations. These requests must be submitted with the exam application and *Special Needs Accommodation Request Form* available at [www.alliancept.org](http://www.alliancept.org)



## 7. Registration Procedures

### Confirmation of Registration

For the Written Exam – You will receive confirmation of registration via email from the Alliance which will also indicate tentative site assignment. The email will also include your Personal Identification Number (PIN).

For the Clinical Exam – You will receive confirmation of registration via email from the Alliance. Site assignments will be posted on the web site. You will need your PIN to view your site assignment.

**You must keep your PIN secure and confidential. You will need your PIN to view your clinical component site assignments and exams results online.**

### Registration Package

One month before the exam, we will send you a registration package which includes an Entry Certificate with instructions and information about your confirmed site. If you have not received a registration package two weeks before the exam, please contact [csa@alliancept.org](mailto:csa@alliancept.org).

### Exam Day Procedure

On exam day, report to the registration desk by the reporting time designated, present your Entry Certificate and sign in.

Refer to **PCE Exam Policy 2014** for exam security and rules of conduct.

**Change of Information** - If you change your name or contact information (address, telephone number or email), send us notification in writing as soon as possible. For name changes, please provide copies of supporting official documentation.

If you change your appearance or your name, you must send a new Declaration of Identity form.

Please make all requests for change of personal information by email to [csa@alliancept.org](mailto:csa@alliancept.org).



## 8. Verification Request Form (VRF)

Some provincial and territorial regulators will give you a temporary, restricted or supervised licence to practise physiotherapy if you send them verification that you have registered for the exam. If you want us to verify to a regulator that you have registered for the exam, please complete the Verification Request Form. You can download the Verification Request Form from our website, [www.alliancept.org](http://www.alliancept.org).

We can send verification as soon as payment has been processed.

## 9. Refund Policy

### Withdrawal

**To withdraw from the exam, please notify us in writing. We do not accept a verbal withdrawal.**

- There is a \$300.00 administrative fee for withdrawals.
- If you withdraw **before** the application deadline of your original exam date, we will deduct the \$300.00 administrative fee and refund the balance.
- If you withdraw **within 20 business days after** the exam application deadline of your original exam date, we will deduct the \$300.00 administrative fee plus 50% of the remaining balance.
- If you withdraw **after 20 business days** of the exam application deadline of your original exam date, you will forfeit the full exam fee.

### Illness or Other Extraordinary Circumstances before or on Examination Day

In order for candidates to optimize exam performance, candidates are **strongly encouraged not to attempt an examination** and to make an appropriate withdrawal if, prior to the examination, they are ill or have extraordinary circumstances, including bereavement, that may affect their performance in the examination.

If you are unable to attend an examination sitting due to a matter that arises suddenly on the day of the examination, you must immediately notify the Alliance by email to [exam@alliancept.org](mailto:exam@alliancept.org)

If you cannot take the exam because of extenuating circumstances, the Alliance must receive this notification with supporting documentation in writing **within 7 calendar days** after the date of the exam. If you notify us by this deadline, we will review your situation and consider refunding part of your exam fee. Refunds of the examination fee will be considered on a case by case basis.

If absent from the examination due to illness, you must provide an original Alliance Candidate Medical Certificate (see [www.alliancept.org](http://www.alliancept.org)), verifying that you were examined at the time of the illness. The date of the certificate must be appropriate for or match the examination date (i.e., certificates dated more than two days after the examination date will not be accepted).



If absent from the examination due to bereavement, you must provide a copy of the death certificate, verifying that the bereavement was at the same time as the examination.

### **Unsuccessful Result in the Written Component (Qualifying Exam)**

If you pre-register for the Clinical Component (Physiotherapy National Exam) but do not successfully complete the Written Component (Qualifying Exam), you can request to receive a full refund of the Clinical Component exam fee.

Alternatively, you may have the option to transfer the Clinical Component exam fee. You should look inside your results package for more information.

**Please keep this handbook until you receive your exam results.**

