



Canadian  
Alliance of  
Physiotherapy  
Regulators

Alliance canadienne  
des organismes de  
réglementation de  
la physiothérapie

# **Educational Credentials and Qualifications Assessment for Physiotherapists Educated outside of Canada**

## **Information for Applicants**

**Version 100201**

### **Canadian Alliance of Physiotherapy Regulators**

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## How to Become a Licensed or Registered Physiotherapist<sup>1</sup> in Canada

Each province and territory in Canada (except Northwest Territories and Nunavut) has a physiotherapy regulator that licenses or registers physiotherapists to practise in its province or territory.<sup>2</sup> The provincial or territorial regulator decides who can become licensed or registered. To become a licensed or registered physiotherapist in Canada, you must meet all the licensing or registration requirements of the province or territory in which you want to practise.

### Requirements of Regulators

First you must decide which province or territory you want to work in. Next, find out what requirements you will need to fulfill to work there by contacting the regulatory college in that province or territory. You can find a list of all provincial and territorial regulatory authorities in Appendix A. (In Canada, the provincial regulatory organizations are usually called “colleges,” but they are not the same as educational institutions.)

You may need to complete a jurisprudence exam and provide evidence of good character in the jurisdictions in which you have already worked. (A jurisprudence exam tests your knowledge of rules that apply to physiotherapy practice.) You may need to take the Physiotherapy Competency Exam (PCE).

Canada is a bilingual<sup>3</sup> country, but not all provinces and territories are bilingual. Therefore, some provincial and territorial regulators will not let you become licensed or registered if you are not fluent in the official language of that province or territory. When you find out the requirements of the regulator in the province or territory in which you want to practise, make sure you find out which language they require you to be fluent in to become licensed or registered. The regulator may require you to complete a language proficiency test other than the test you needed for your assessment.

If you are interested in becoming registered in the province of Quebec, contact l’Ordre professionnel de la physiothérapie du Québec (see Appendix A for contact information).

If you are interested in practising in Northwest Territories or Nunavut, contact the territorial health department or your proposed employer.

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

<sup>2</sup> Northwest Territories and Nunavut accept licences from the provinces and Yukon.

<sup>3</sup> The two languages are English and French

## Educational Credentials and Qualifications Assessment

The Canadian Alliance of Physiotherapy Regulators (The Alliance) assesses the educational credentials and qualifications of physiotherapists educated outside Canada on behalf of the provincial regulators (except Quebec) and the regulator in Yukon territory. Sometimes we refer to this process as “credentialing.”

The assessment determines whether your physiotherapy education is similar to that of a Canadian-educated physiotherapist. To be considered for the assessment

- your physiotherapy education must be at university level;
- you must have obtained a credential in physiotherapy, such as a bachelor’s degree, an entry-level master’s degree or a diploma that we consider equivalent to a university-level education;
- your physiotherapy program must be at *entry level*, which means that it must have prepared you to practise as a physiotherapist;
- your physiotherapy education must include a minimum of 1025 hours of supervised clinical education. This is sometimes called supervised clinical practice or clinical internship;
- your education must include university level coursework and credits in:
  - biological or life or physical sciences (foundational knowledge);
  - social sciences or humanities;
  - applied sciences (foundational knowledge);
  - physiotherapy clinical sciences (foundational knowledge);
  - evaluation or research; and
  - professional practice (foundational knowledge).
- you must be eligible to practise as a physiotherapist in the country in which you received your physiotherapy education.

## Context of Physiotherapy Practice in Canada

When we assess your educational credentials and qualifications, we also assess your knowledge of physiotherapy practice in Canada.

One of the most important features of education in a health profession is learning about the environment or context in which the profession is practised. As of January 1, 2005, all applicants educated outside of Canada must complete course work relating to physiotherapy practice in the Canadian Health Care Context as part of their credentialing process.

You can complete a course in Canadian Health Care Context either in Canada or outside of Canada, or you can provide evidence that you have had a supervised Canadian clinical placement as part of your physiotherapy education. Many courses are available. Some of the Canadian universities offer online courses or classroom-based courses in this area. The Alliance has also developed a self-study module on Context of Physiotherapy Practice in Canada.

Regulators in Canada do not require that you have work experience. However, if you have already worked or are currently working in Canada as a physiotherapy assistant, a physiotherapy aide or a physiotherapy support worker, and you have worked under the supervision of a registered physiotherapist for at least three months full time, we will consider your work experience. The work must have been paid employment, not volunteer work. We will contact your supervisor and ask him or her to complete a questionnaire. We will review the questionnaire and determine if you still need to take a course to meet this requirement.

You do not need to complete a course to meet this requirement when you apply for credentialing. Because we do not know what courses or clinical placements you have completed before you apply, we will review your application and your transcripts first. We will then send you information about this requirement and your options for fulfilling it.

## Language Proficiency

To become licensed or registered, you must also be fluent in either English or French. If any part of your physiotherapy education (including your interaction with colleagues, supervisors, patients and staff) was in a language other than English or French, you must provide The Alliance with proof that you are fluent in either English or French. See Language Proficiency on page 11 and 12 for the language tests we will accept.

Your regulator may require you to take a language proficiency test that is different from the test you take for your credentialing assessment. Contact your provincial or territorial regulator (see Appendix A) to find out what language you must be fluent in to practise there and what tests it will accept.

## Assessment Results – Outcomes of the Credentialing Process

The possible outcomes of the credentialing assessment include determination of:

- Substantial equivalence – applicants are eligible for the Physiotherapy Competency Examination (PCE). 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.
- Minor gaps in academic credentials – applicants are eligible for Prior Learning Assessment and Recognition (PLAR) – they have 2 years to fulfill requirements.
- Major gaps in academic credentials and qualifications – applicants are referred to Canadian Physiotherapy programs. The major gaps are:
  - applicant’s physiotherapy education is not at university level; or
  - applicant’s physiotherapy education is not at entry level; or
  - applicant’s education is not in physiotherapy; or
  - applicant is not eligible to practise as a physiotherapist in the country in which the applicant received his/her physiotherapy education; or
  - applicant has content and/or credit gaps in more than four (4) coursework areas or in more than two (2) foundational knowledge areas. Coursework and foundational knowledge areas are listed under “Educational Credentials and Qualifications Assessment” section on page 4. Supervised clinical education is also considered foundational knowledge.

## Physiotherapy Competency Examination

Most provincial and territorial regulators require applicants who were educated outside of Canada, as well as Canadian graduates from most provinces, to take the Physiotherapy Competency Examination (PCE). The Alliance administers the PCE. If we decide that your education and qualifications are substantially equivalent<sup>4</sup> to those of a Canadian-educated physiotherapist, you will be eligible to take the PCE.

The Physiotherapy Competency Examination (PCE) has two parts: the Written Component and the Clinical Component. The Written Component is a multiple-choice written exam that tests your understanding of the principles and processes of physiotherapy practice. The Clinical Component is an objective structured clinical exam (OSCE) that tests your ability to safely and effectively apply the principles and processes of physiotherapy practice.

For more information about the exam, go to our website, [www.alliancept.org/exams\\_resources.shtml](http://www.alliancept.org/exams_resources.shtml), and download the current *Candidate Handbook*. Alternatively, contact our office and ask us to mail you a copy. Our contact information is on the cover page of this booklet.

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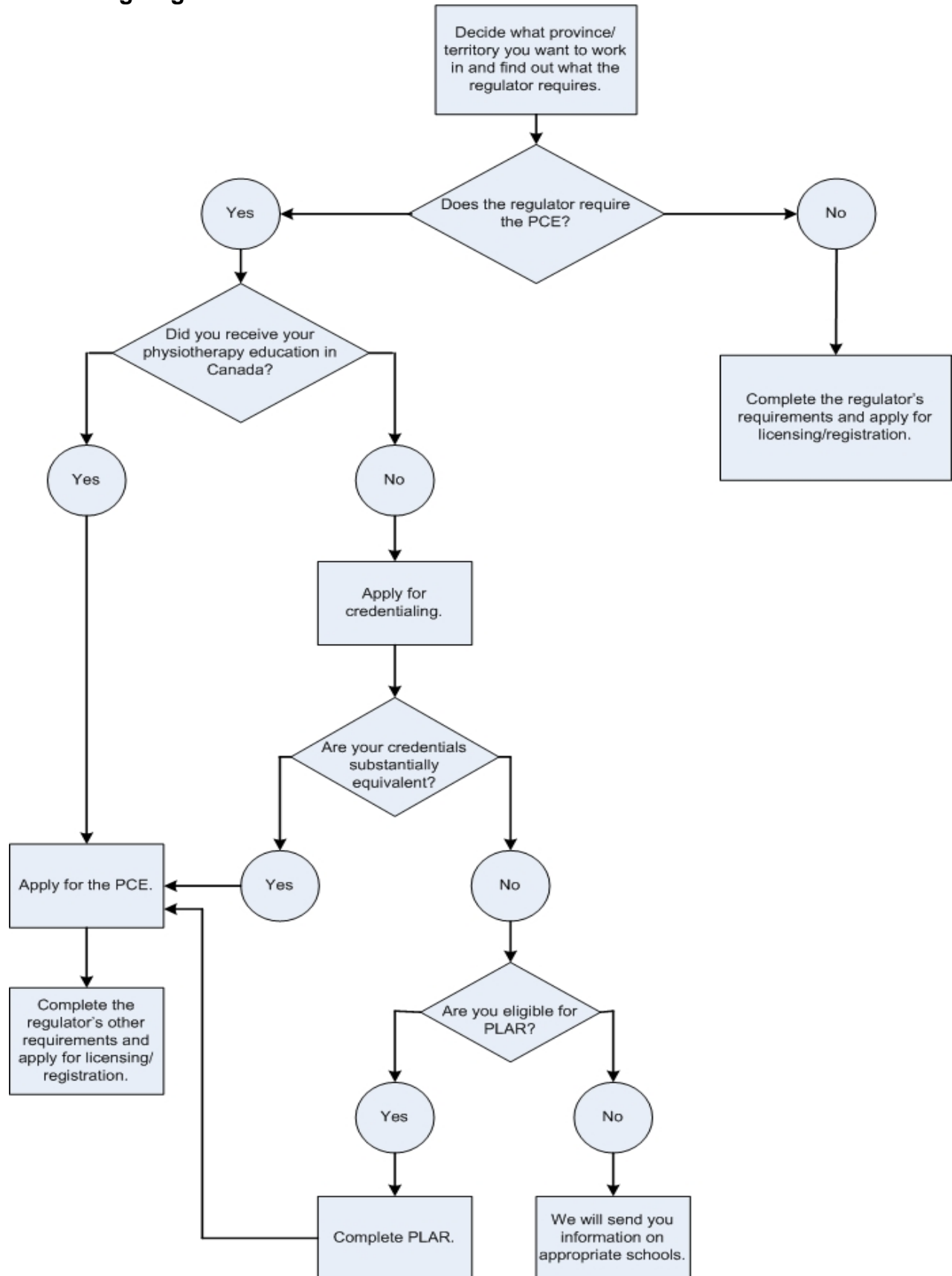
<sup>4</sup> “Substantially equivalent” means that there is reasonable confidence that your education and qualifications are highly similar, although they might not be exactly the same and that you possess competencies being evaluated.

## **Licensing or Registration by Your Provincial or Territorial Regulator**

Once you have passed both parts of the PCE and have fulfilled all of the requirements of the regulator in the province or territory in which you want to practise, you can apply to that regulator to become a fully licensed or registered physiotherapist.

Some provinces may allow you to apply for a licence or registration before you have completed the PCE. This is called an “interim” or “provisional” licence or registration. For more information about the different types of licences and registration certificates, contact your provincial or territorial regulator (see Appendix A).

## The Licensing/Registration Process



## Educational Credentials and Qualifications Assessment

### What Documents Do You Need to Submit?

In order to process your application, we need the documents listed below. The documents must be in English or French. If you do not submit the documents properly, you will delay the processing of your application. You must send some of the documents to us, and your school must send the others to us.

**Please read this information carefully.**

### Documents You Must Send to Us

1. Completed and signed **application**.
2. **Fee: \$780.00 Canadian dollars**. The fee is payable to “Canadian Alliance of Physiotherapy Regulators” by money order, cashier’s cheque, international bank draft or credit card. If for any reason our bank returns your payment to us, we will charge you an additional \$75.00. (For example, the bank may return your payment if your chequing account does not have enough money in it or your credit card is declined.) We must receive all fees before we will process your application.
3. **Identity documents:** You must send us a copy of your identity document(s) that has the following information:
  - your appearance (photograph)
  - your full legal name
  - your date of birth
  - your signature

See the “Identification Documentation” for detailed information about the identity document(s) you have to send to us. If the identity document(s) is in a language other than English or French, you must also send a certified translated copy<sup>5</sup>. You must attach the translation to the document that is in the original language. For information on notarized documents, see page 13.

4. **Proof of legal name change:** If you have legally changed your name, you must send us a notarized copy of the legal document showing your name change (for example, a marriage certificate). If you have not changed your name, you do not need to send this. If the document is in a language other than English or French, you must also send a certified translated copy. You must attach the translation to the document that is in the original language.
5. **Two identical passport-sized photographs.** Please see the Identification Documentation for information on the format of the photographs.
6. A notarized copy of your **membership card or letter of eligibility** to practise as a physiotherapist from either:
  - a. the physiotherapy regulatory agency in the country in which you received your physiotherapy education; **or**
  - b. if there is no physiotherapy regulatory agency in that country, the physiotherapy association or the ministry or department of health in the country in which you received your physiotherapy education.

<sup>5</sup> Refer to the Glossary on Page 31.

7. Notarized or original copies of your **diplomas, degrees and certificates** from
  - a. secondary education (high school);
  - b. university-level physiotherapy education; and
  - c. any other university-level education (if applicable).
8. If you wrote a **final thesis or major research paper**, a notarized and certified translated copy of the cover page, table of contents, abstract and bibliography or reference list.
9. A current **résumé** (optional)
10. If you want another person to represent you (send and receive information about your application on your behalf), you must send us an **authorization letter**. You must sign the letter and have it notarized in the country in which you live. We will give information, correspondence and results to you or to your representative. We have enclosed an authorization letter in this package. You can also access the letter on our website, [www.alliancept.org](http://www.alliancept.org), by selecting “Resources & Forms” from the “Credentialing” menu and looking for “Authorization Letter.” An authorization letter must include:
  - a. your name, signature and date of birth;
  - b. the name of the person you are designating as your representative; and
  - c. the address and phone number of your representative.
11. A copy of your **Application Checklist** (see page 26 and 27).

Many applicants send extra documents such as employment reference letters, personal references and continuing professional development information. We **do not require** this information for your assessment. Do not send it to us unless we ask you to do so.

## Documents Your School Must Send to Us

### 1. Physiotherapy Education

The Document Request Form (see page 19) lists all the documents your school must send to us. It also includes instructions for your school on how to complete it. Send this form to your physiotherapy school. The form states that your school must send the documents and the completed form to our office. **We will not accept the form or the documents listed on the form if we receive them from anyone other than your physiotherapy school.** We will keep your school documents for up to **two years** while we wait for your assessment application. If you do not send in your application within two years, we will destroy all the documents we have received from your school.

**We may already have copies of your program’s syllabus or course descriptions and outlines that we can use to assess your educational credentials.** Please contact our Client Services Coordinator before you send the Document Request Form to your school to find out if we need your syllabus. You can contact the Client Services Coordinator by email at [csc@alliancept.org](mailto:csc@alliancept.org) or by phone at (416) 234-8800 extension 30. When you send the Document Request Form, tell your school if they need to send a syllabus.

## 2. Other Education

If you completed other university level courses in another institution before or after your physiotherapy program, you must send a request to that institution and ask that they send us the official transcripts. We will not accept the official transcripts from anyone other than the issuing institution. If you received a degree or a diploma as a result of this education, you must also mail to us the original or notarized copy of your degree or diploma.

### Documents Other Institutions Must Send to Us

If any part of your physiotherapy education (including your interaction with colleagues, supervisors, patients and staff) was in a language other than English or French, you must have **proof of language proficiency in English or French**. The issuing institution must send your original language proficiency score sheet to our office.

Contact the language test centre to find out how you can order official language test score sheets. We will not accept the language test score sheet from anyone other than the issuing institution.

### Language Proficiency

The Alliance will accept one of the following language tests as proof of fluency:

1. Written evidence of a total score of at least 585 on the Paper-Based Test of English as a Foreign Language (TOEFL), or 239 on the Computer-Based TOEFL, or 80 on the Internet-Based TOEFL.
  - a. If you take the Paper-Based TOEFL, you must have a minimum score of 50 on each of the three components, **plus** a minimum score of 45 on the Test of Spoken English (TSE).
  - b. If you take the Computer-Based TOEFL, you must have a minimum score of 16 on the Listening section, 18 on the Structure/Writing section and 17 on the Reading section, **plus** a minimum score of 45 on the TSE.
  - c. If you take the Internet-Based TOEFL (iBT), you must have a minimum score of 20 on the Listening section, 19 on the Writing section, 20 on the Reading section and 19 on the Speaking section.

TOEFL Component	Minimum Scores		
	Paper-Based Test	Computer-Based Test	Internet-Based Test iBT
Listening	50	16	20
Structure/Writing	50	18	19
Reading	50	17	20
Test of Spoken English (TSE)	45	45	
Speaking Test (iBT)			19
Total score	585	239	80

**OR**

2. A total score on the Michigan English Language Assessment Battery (MELAB) of at least 85, plus an oral interview rating of at least 3.

OR

3. An average score on the CanTEST (standardized English proficiency test administered by University of Ottawa in Canada) of at least 4, with no component lower than 4, plus an oral interview rating of at least 4.5.

OR

4. An overall score of at least 7 on the Academic International English Language Testing System (IELTS). Your test must include all components: Listening, Reading, Writing and Speaking.

OR

5. A total score of 800 on the Listening and Reading components and a score of at least 160 on the Writing Test and at least 160 on the Speaking Test of the Test of English for International Communication (TOEIC).

OR

6. An average score on the TESTcan (standardized French proficiency test administered by University of Ottawa in Canada) of at least 4, with no component lower than 4, plus an oral interview rating of at least 4.5.

OR

7. Written evidence of successful completion of a French language proficiency test given by an agency recognized by The Alliance. Contact our office for information on the tests we will accept. Our contact information is on the cover page.

We can begin your assessment before we receive proof of language proficiency in English or French. However, if we finish your assessment and your result is successful, we will not send your result letter to you until we receive proof of language proficiency. You will not be able to register for the Physiotherapy Competency Examination until we receive proof of language proficiency in English or French.

## Translation of Documents

If the **documents you send to us** are in a language other than English or French, you must have a certified translator translate them word for word into English or French.

A certified translator provides specialized translations of original documents and is an expert in terminology that is specific to a profession, such as medical terminology. A certified translator is authorized to officially sign and stamp translations as certified. In some countries, a certified translator may be called an “official” translator.

A certified translator must see your original documents. If you do not want to send your original documents to the translator, you can do the following:

1. Take your original documents to a notary public.
2. Ask the notary public to make copies of your documents and notarize the copies.
3. Send these notarized documents to a certified translator.
4. Ask the translator to translate the documents word for word. The certified translator must attach the notarized documents to the certified translations.
5. Send the translated documents as you received them from the certified translator to us.

If your **school documents** are in a language other than English or French, an official translator at the school must translate them word for word into English or French. Your school must send the documents in their original language to us, with the official translations in English or French attached.

If your school does not have an official translator and we receive documents from your school in a language other than English or French, we will send them to you to be translated. You must have these documents translated word for word by a certified translator. The certified translator must send the original documents and the translations to us, not to you.

## Notarized Documents

If the documents you are submitting are not original, you must have them notarized by a notary public. A notary public is a person who is authorized by the province or country in which you live to administer oaths (swear to the truth of a statement). They also certify that copied documents are true copies of the originals. The person who certifies your documents must have the legal authority to do so. (Police officers and pharmacists cannot certify documents that you submit to The Alliance.)

To have your documents notarized, you will need to show the original of each document to the notary public. The notary public must photocopy each document and must certify each copy separately. The statement they write on a notarized document should include their name, signature, contact address, phone number, and their official stamp or seal. We must be able to contact them with the information they provide. The signature as well as the seal or stamp of a notary public is needed to confirm the oath of truth of the person notarizing the document. We will only accept copied documents if they are notarized.

## How to Send Your Application and Documents

You and your school must send your application and documents by mail or courier service or deliver them in person. We do not accept faxed or emailed applications or documents.

If you want to know that we have received your application and documents, send them by registered mail, by Canada Post Express Post, or through a courier service that gives you confirmation. You can also complete the confirmation form (Form A) enclosed in this package and send it with your application. We will return the form to you within two (2) business days of receiving it from you.

## Acknowledgement of Application

Once we have received your application and documents, our Client Services Coordinator will contact you to let you know we have received them. (If you live in North America, the Client Services Coordinator will phone you. If you live outside of North America, he or she will send you an email.) The Client Services Coordinator will give you information and help throughout your application and assessment process. If you have any questions during the application process about documents you have submitted or any other documents that we might need, contact the Client Service Coordinator by email at [csc@alliancept.org](mailto:csc@alliancept.org) or by phone at (416) 234-8800 extension 30.

## Letter of Introduction

Once we have recorded your documents in our database, we will give them to a Credentialing Officer. The Credentialing Officer will send you a letter of introduction along with a list of any other documents we need for your assessment. The Credentialing Officer will manage your file throughout the assessment process. If you have questions about the result of your assessment, contact your Credentialing Officer.

## Refunds

An application is valid for one year after the date we receive it. If we do not start the assessment process because you have not sent us the required documents or we have not received documents from other institutions during this time, we will close your file. We will keep all the contents of your file and will not send you any documents. We will not give you a refund. If you want to activate your file again, you must send us a new application and pay the necessary fees. We may also need more documentation.

If you pay us more than you need to, we will refund the excess amount. All other fees are non-refundable. However, you may send us a written request for a partial refund if you have to withdraw or cancel your application due to extenuating or unusual circumstances.

If you or someone on your behalf submits forged, fraudulent, altered or irregular documents or physiotherapy educational documents issued by a “diploma mill” institution,<sup>6</sup> we will not assess your file and we will not refund your fees. All documents received become the property of The Alliance. We will notify the recipients listed on your application and all recognized evaluation services. In such cases, we reserve the right to notify the Canadian physiotherapy regulators. We also reserve the right to notify the institutions and boards that supposedly issued your documents.

## Privacy Policy

The Alliance is committed to collecting, using and disclosing the personal information of credentialing applicants responsibly and only to the extent necessary to provide effective services. We are also committed to letting you know what we do with your personal information. For details, please see our Privacy Policy, which you can download at [www.alliancept.org](http://www.alliancept.org) by selecting “Privacy Policy” from the “The Alliance” menu.

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<sup>6</sup> A “diploma mill” institution is an institution of higher education that operates without the supervision of a state or professional agency, and grants diplomas that are either fraudulent or, because of the lack of proper standards, worthless.

## Verification That You Have Completed All Degree Requirements

If you recently completed your educational requirements, we realize you may want to apply for an assessment before you graduate.

We will start the educational assessment process if your degree or diploma (and proof of language proficiency in English or French) are the **only** official documents we have not received. This means that you must have successfully completed **all** the requirements of your physiotherapy degree.

Your school must send us written confirmation that you have successfully completed all of the requirements of the degree, and they must indicate the date that you are scheduled to graduate.

Although we will start the assessment process before we receive your diploma or degree, we will not send you the results of your assessment until we receive an official copy of your physiotherapy diploma or degree.

If you have successfully completed all of the requirements of the degree and are waiting for your graduation ceremony, you may send the Verification of Completion of all Requirements for Degree form to your school with the Document Request Form and ask your school to complete and send it to our office.

Your school does not need to use the Verification of Completion of all Requirements for Degree form. We will also accept an official letter from your school confirming the information listed on that form.

You can download the form from our website, [www.alliancept.org](http://www.alliancept.org). Select “Resources & Forms” from the “Credentialing” menu and look for “Verification of Completion of all Requirements for Degree Form.”

## Verification Request Form

Some provincial and territorial regulators may give you a temporary, restricted or supervised licence to practise physiotherapy. They will do so if they receive verification that you have completed the credentialing process, been granted provisional eligibility to take the exam, or registered for the exam. If you want us to verify to a regulator that you have completed the credentialing process or that we have granted you provisional eligibility to take the exam, please complete the Verification Request Form and send it to us by mail or by fax. You can download the Verification Request Form from our website, [www.alliancept.org](http://www.alliancept.org). Select “Resources & Forms” from the “Credentialing” menu and look for “Verification Request Form.” We will send the verification within ten (10) business days of receiving the form.



**IMPORTANT NOTES:** (See Appendix B for larger type size.)

1. **We will not start your assessment until we have received all required materials.**<sup>7</sup> If your application is not complete, your assessment will be delayed. We usually 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 credential standards.) We usually complete assessments that do not have a precedent case in 20 to 22 weeks. Your assessment will take longer if the assessor needs to do more research or if we need more information. **We do not guarantee that we will complete your assessment within 12 to 14 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.**
2. 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 will return originals of certificates and mark sheets with the result letters by regular mail unless otherwise instructed.
3. 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 authorized credentialing agencies and physiotherapist assessors help us review credentials.
4. 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

1. certifies that the supplied information is true and accurate to the best of his or her knowledge.
2. realizes that this assessment is not binding on any institution or organization, and releases The Alliance and its agents (for example, IQAS, WES, other credentialing agencies, physiotherapy content assessors) from any liability for damages incurred due to the use of an assessment report.
3. releases The Alliance and its agents from any liability for damages resulting from the use of an assessment report. The Applicant agrees to reimburse The Alliance and its agents for any and all costs, including legal expenses, that it may incur as a result of any claim that he or she (or anyone having any interest in his or her earnings or services) may make based upon the assessment determination.
4. will be eligible to apply to the Physiotherapy Competency Exam (PCE) if his or her 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 and its agents determine that ANY document(s) submitted with respect to an application is fraudulent, altered or irregular or the physiotherapy education documents were issued by a “diploma mill” institution, the assessment will be terminated and the fee will not be refunded.
6. releases The Alliance and its agents 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 personal, professional or financial nature. This includes such impacts as loss of income, loss of salary 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. By applying for the Educational Credentials and Qualifications Assessment, the Applicant agrees that he or she shall take no action or other proceeding against The Alliance or any of its officers, employees or agents for an act done in good faith or for any neglect or default related to the Educational Credentials and Qualifications Assessment.
9. 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. The Applicant agrees to let The Alliance disclose his or her personal information to educational credential assessment services so they can assess the Applicant’s educational credentials.
10. authorizes the disclosure of non-identifying data for research purposes.
11. authorizes the disclosure of the status of his or her credentialing application and assessment results to Canadian physiotherapy regulatory agencies.
12. 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 credentials and qualifications

**We will not process this application unless we receive the original completed and signed application and fees. If your application is not fully completed, signed or sent with all applicable fees, we will return your application, fees and any documents we have received to you by regular mail.**

**RETURN TO: Canadian Alliance of Physiotherapy Regulators  
1243 Islington Avenue, Suite 501, Toronto, ON M8X 1Y9, CANADA**

<sup>7</sup> We can begin your assessment before we receive proof of language proficiency in English or French or your physiotherapy degree. However, if we finish your assessment and your result is successful, we will not send your result letter to you until we receive proof of language proficiency and/or your physiotherapy degree (see page 15 for more information).

## Form A — Verification of Document Receipt

This verifies that the Canadian Alliance of Physiotherapy Regulators has received a package with documentation

from \_\_\_\_\_ on \_\_\_\_\_

*We cannot verify the contents of the package at this time. The Credentialing Officer assigned to your file will provide this information to you with your Letter of Introduction.*

**APPLICANT: COMPLETE THIS SECTION ONLY**



**Name:** \_\_\_\_\_

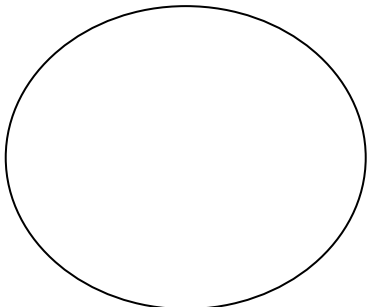
**Address:** \_\_\_\_\_

\_\_\_\_\_



## Document Request Form

(The physiotherapy institution must complete this section. Please use more paper if necessary.)

<b>THIS FORM WAS COMPLETED BY:</b> <input type="checkbox"/> REGISTRAR <input type="checkbox"/> PROGRAM DIRECTOR <input type="checkbox"/> PROGRAM DEAN	
<b>Name:</b> _____ (please print)	
<b>Date:</b> _____	
<b>Signature:</b> _____	
<b>School Seal/Stamp</b>	

Name of student: _____	Date of birth: ____/____/____ day/month/year	O Male O Female
Name of physiotherapy (PT) institution: _____		
Address of PT institution: _____		
Telephone #: _____	Fax #: _____	
Email address: _____		
Name of degree, diploma or certificate awarded (in native language): _____		
Minimum academic entrance requirement for the program: _____		
Student's mode of entry/entrance data/entrance qualifications (if different from above): _____		
Admission date: _____ Completion date (including clinical practice): _____		
Length of physiotherapy program: O # of Years ____ O # of Semesters ____ O # of Credits ____ (do not include clinical practice/internship)		
Number of credits transferred from previous education: _____		
Length of physiotherapy program the student completed at your institution: O # of Years ____ O # of Semesters ____ O # of Credits ____ (do not include clinical practice/internship)		
How many weeks in 1 semester? ____ How many theoretical hours in 1 credit? ____		
How many practical hours in 1 credit? ____		
Type of physiotherapy program: O Modular O Problem-based O Other _____		
Was this an entry-level program in physiotherapy? O Yes O No		
With what government body is the PT program/institution accredited? _____ O Ministry/Department of Education O Other ministry/department (specify): _____		
Date student fulfilled all educational and clinical requirements for the PT program: _____		
Date PT degree/diploma/certificate was conferred: _____		
Upon graduation, what higher-level university education (in the country of education) would this student be eligible to apply for? _____		

NEXT PAGE PLEASE

1. Was Independent/Autonomous Practice included in the curriculum?  YES  NO

If yes, write the name(s) and/or number(s) of the related course(s) as they are listed on the student's transcript and the content areas covered in the course(s):

---

How does your program define Independent/Autonomous Practice?

---

2. Are physiotherapy students taught how to make a physiotherapy diagnosis?  YES  NO
3. Is a registered physiotherapist allowed to diagnose a patient's condition?  YES  NO
4. Can a registered physiotherapist develop a treatment plan independent of a physician's prescription/direction?  YES  NO
5. Can patients go to a physiotherapist without a physician's referral?  YES  NO
6. Can a registered physiotherapist discharge a patient from physiotherapy care?  YES  NO
7. Was Scientific Inquiry/Research included in the curriculum?  YES  NO

If yes, write the name(s) and/or number(s) of the related course(s) as they are listed on the student's transcript and the content areas covered in the course(s):

---

8. Did the student complete a  1. research paper  2. thesis  3. project  4. joint project  5. translation of paper/reference?

9. If you checked off **1, 2, 3 or 4** in question 8, write the exact title of the student's paper/project (in English or French):
- 

10. Was Professional Conduct/Ethics included in the curriculum?  YES  NO

If yes, write the name(s) and/or number(s) of the related course(s) as they are listed on the student's transcript and the content areas covered in the course(s):

---

How does your program define Professional Conduct/Ethics?

---

11. Was Evidence-Based Practice included in the curriculum?  YES  NO

If yes, write the name(s) and/or number(s) of the related course(s) as they are listed on the student's transcript and the content areas covered in the course(s):

---

How does your program define Evidence-Based Practice?

---

12. Was Inter-Professional Practice included in the curriculum?  YES  NO

If yes, write the name(s) and/or number(s) of the related course(s) as they are listed on the student's transcript and the content areas covered in the course(s):

---

How does your program define Inter-Professional Practice?

---

NEXT PAGE PLEASE

13. Was Integrated Practice/Case-Based Integration included in the curriculum? O YES O NO

If yes, write the name(s) and/or number(s) of the related course(s) as they are listed on the student's transcript and the content areas covered in the course(s):

How does your program define Integrated Practice/Case-Based Integration?

14. Was Principles of Physiotherapy Management/Administration included in the curriculum? O YES O NO

If yes, write the name(s) and/or number(s) of the related course(s) as they are listed on the student's transcript and the content areas covered in the course(s):

How does your program define Physiotherapy Management/Administration?

15. Total hours of supervised clinical practice in physiotherapy: \_\_\_\_\_

16. The breakdown of hours of supervised clinical practice in physiotherapy is as follows:

Musculoskeletal: \_\_\_\_\_ hours    Neurological: \_\_\_\_\_ hours    Cardiorespiratory: \_\_\_\_\_ hours    Other: \_\_\_\_\_ hours

17. Language of instruction: \_\_\_\_\_

*Please complete the following section. We may ask you to provide additional information and supporting documents regarding any of the areas listed below*

Percentage (%) of lectures in English (or French) \_\_\_\_\_%

Percentage (%) of textbooks in English (or French) \_\_\_\_\_%

Percentage (%) of supervised clinical practice – **interaction with colleagues/supervisors/staff** – in English (or French) \_\_\_\_\_%

Percentage (%) of supervised clinical practice – **interaction with patients** – in English (or French) \_\_\_\_\_%

Send this form, along with the documents containing the information listed under “Documents To Be Sent with the Completed Document Request Form,” to The Alliance (**not** the student) at

**CANADIAN ALLIANCE OF PHYSIOTHERAPY REGULATORS**  
**1243 Islington Avenue, Suite 501**  
**Toronto, ON M8X 1Y9**  
**CANADA**  
**Telephone: (416) 234-8800**

**DO NOT FAX OR EMAIL THIS FORM.**

**We will only accept the original copy of this form mailed with the student's official transcripts.**

## Identification Documentation

### Identity Document(s)

**We need one (or more) official document(s) that have the following:**

- your appearance (photograph)
- your full legal name
- your date of birth
- your signature

**If all the information we need is on one document, you do not need to submit more than one document.**

You may submit original documents, although we do not recommend this. Some applicants may want to bring original documents to our office and we will make copies at that time. Most applicants send us a copy of their identity documents.

You must make sure that your identity document:

- is official (i.e., issued by the government / agency authorized by the government to issue official documents),
- is valid (it is not expired), and
- can be verified with the source.

**Here is a list of documents you can submit to support your identity:**

**a. Birth Certificate**

You must attach a certified translation if your Birth Certificate is in a language other than English or French.

**b. Passport**

We do not need all the pages in your passport. We only need the pages with the required information.

**c. Canadian Citizenship Card**

**d. Health Card from a Canadian province or territory**

**e. Driving Permit (Driver's License) from a Canadian province or territory**

If some of the information we require is on the back of the card, you must send us a copy of both sides.

**f. Canadian Immigration Record of Landing**

**g. Canadian Permanent Resident Card**

**h. Refugee Protection Claimant Document**

**If you do not have an official document...**

If you do not have an official document, **you, personally**, must sign a **statutory declaration** that is certified by a notary public. A statutory declaration form is in the credentialing package. This declaration must state:

- that the name shown on your application is your full legal name
- your date of birth
- the reason why you don't have an official document.

**If you have changed your name...**

If you have changed your name, you must send one of the following documents certified as a true copy of the original by a notary public with a certified translation attached if the document is in a language other than English or French:

- Marriage Certificate
- Legal change of name document if you have legally changed your name.

This is only necessary if any of your required documents are in a different name from the name on your application.

**Photographs - hardcopy requirements**

You must provide two (2) colour photographs. These two photographs must be identical.

The photographs must be:

- a. Current - taken within the past six months,
- b. Colour,
- c. Passport-quality - full-face and very clear, and
- d. Original (not taken from an existing photo).

You must attach ONE photograph firmly to the Declaration of Identity Form (from the credentialing package), in the designated space, and officially certified by a notary public. The seal of the notary public, and the stamp or signature of the certifying official must appear partly on the photograph and partly on the Application Form.

On the back of the second photograph, you must print your name, print the date the photograph was taken and sign.

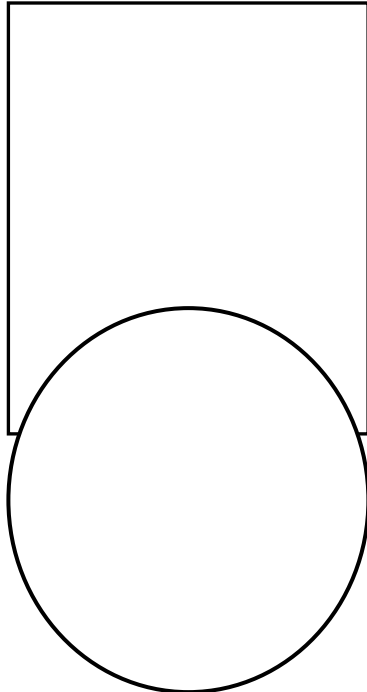
**NOTE**

The Declaration of Identity Form will be valid for 5 years and will be shared with the Exam department when you become eligible for the Physiotherapy Competency Examination (PCE).

## DECLARATION OF IDENTITY

I, \_\_\_\_\_, declare that I am the person named on this document and the photograph attached to this document is my photograph.

Stamp or seal of the certifying official must cover a portion of the attached photograph.



### Section 1 – Applicant

By signing the Section 1 of the Declaration of Identity document you certify that the photograph attached herein is your photograph which was taken within the past six months.

Full Legal Name of Applicant (Print): \_\_\_\_\_

Date of Birth of Applicant: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day / Month / Year

Signature of Applicant: \_\_\_\_\_

### Section 2 - Certifying Official (Notary Public)

I certify that I have checked the identity document(s) and I have verified the identity and the legal name of this person and that this person has signed before me on:

Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

At: \_\_\_\_\_

Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**A Notary Public must officially certify this document.**

**APPLICANT FULL NAME:** \_\_\_\_\_

## Application Checklist

Print your full name (first, middle and last names) above. Complete both sides of this checklist and make a photocopy of it. Keep the original for your own files, and send the photocopy to us with your application.

**Have you included the following documents with your application** ?

1. Completed application form (signed and dated)	<input type="radio"/> Yes <input type="radio"/> No
2. Money order/certified cheque, bank draft or credit card number for appropriate fee, payable to Canadian Alliance of Physiotherapy Regulators  <i>You must send your fee with the completed application form. Personal cheques are not acceptable. If you send us a personal cheque, we will return it to you.</i>	<input type="radio"/> Yes <input type="radio"/> No
3. Identity Document(s)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Will follow within ____ days
4. Notarized copy of proof of legal name change (if applicable) (for example marriage certificate)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Will follow within ____ days <input type="radio"/> Not applicable. I have not changed my name
5. Two (2) identical passport-size photographs, one photograph attached to the notarized Declaration of Identity form and one signed and dated by you.	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Will follow within ____ days
6. Notarized copy/original of your membership card or letter of eligibility from the physiotherapy regulatory agency or association in your country of physiotherapy education	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Will follow within ____ days
7. Notarized or original copies of your diplomas, degrees and certificates from	
a. secondary education (high school)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Will follow within ____ days
b. university-level physiotherapy education	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Will follow within ____ days
c. any other university-level education (if applicable)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not applicable <input type="radio"/> Will follow within ____ days
8. Notarized and certified translated copy of final thesis or major research paper (only the cover page, table of contents, abstract and bibliography or reference list)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Will follow within ____ days
9. A current résumé (optional)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> I don't have a résumé / CV <input type="radio"/> Will follow within ____ days
10. Notarized letter authorizing a representative to act on your behalf (optional)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> I don't have a representative <input type="radio"/> Will follow within ____ days
11. Form A (Verification of Document Receipt)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Did not complete the form

**The issuing institutions must mail the following documents to our office. Have you arranged for them to mail these documents to our office?**

1. Document Request Form (from physiotherapy institution)	<input type="radio"/> Yes <input type="radio"/> No
<p>2. Transcripts/mark sheets/grade lists/records from any university you have attended</p> <p><b>If you graduated from a physiotherapy program in India, the authorized university must mail attested mark sheets or statements of marks, NOT the college.</b></p> <p><b>If you graduated from a physiotherapy program in Pakistan, the Higher Education Commission must mail attested mark sheets NOT the college or the university.</b></p>	<input type="radio"/> Yes <input type="radio"/> No
<p>3. Corresponding syllabus/course descriptions from your physiotherapy education institution</p> <p><b>Contact the Client Services Coordinator to find out if we have a syllabus for your years of study.</b></p>	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> The Client Services Coordinator confirmed that The Alliance has a syllabus for my years of study.
4. Corresponding credits/hours for all the courses completed during your program of physiotherapy study (from physiotherapy school) and other university program(s), if applicable	<input type="radio"/> Yes <input type="radio"/> No
5. Original language proficiency score sheet in English or French OR evidence of language proficiency in English or French (from issuing institution)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> I will be taking an approved test at a later date. The institution will send the score sheet after I have taken the test.

## Appendix A: Provincial and Territorial Physiotherapy Regulators

<p><b>College of Physical Therapists of British Columbia</b>  1765 West 8th Ave, Suite 302  Vancouver, BC V6J 5C6  Tel: (604) 730-9193 Fax: (604) 730-9273  Email: <a href="mailto:registration@cptbc.org">registration@cptbc.org</a>  Website: <a href="http://www.cptbc.org">www.cptbc.org</a></p>	<p><b>College of Physical Therapists of Alberta</b>  300, 10357 – 109 Street NW  Edmonton, AB T5J 1N3  Tel: (780) 438-0338 Fax: (780) 436-1908  Email: <a href="mailto:cpta@cpta.ab.ca">cpta@cpta.ab.ca</a>  Website: <a href="http://www.cpta.ab.ca">www.cpta.ab.ca</a></p>
<p><b>Saskatchewan College of Physical Therapists</b>  102-320 21st Street West  Saskatoon, SK S7M 4E6  Tel: (306) 931-6661 Fax: (306) 931-7333  Email: <a href="mailto:ed@scpt.org">ed@scpt.org</a>  Website: <a href="http://www.scpt.org">www.scpt.org</a></p>	<p><b>College of Physiotherapists of Manitoba</b>  675 Pembina Hwy, Suite 211  Winnipeg, MB R3M 2L6  Tel: (204) 287-8502 Fax: (204) 474-2506  Email: <a href="mailto:info@manitobaphysio.com">info@manitobaphysio.com</a>  Website: <a href="http://www.manitobaphysio.com">www.manitobaphysio.com</a></p>
<p><b>College of Physiotherapists of Ontario</b>  375 University Ave, Suite 901  Toronto, ON M5G 2J5  Tel: (416) 591-3828 Fax: (416) 591-3834  Email: <a href="mailto:info@collegept.org">info@collegept.org</a>  Website: <a href="http://www.collegept.org">www.collegept.org</a></p>	<p><b>Ordre professionnel de la physiothérapie du Québec</b>  7151 rue Jean-Talon Est, bureau 1000  Anjou, QC H1M 3N8  Tel: (514) 351-2770 Fax: (514) 351-2658  Email: <a href="mailto:physio@oppq.qc.ca">physio@oppq.qc.ca</a>  Website: <a href="http://www.oppq.qc.ca">www.oppq.qc.ca</a></p>
<p><b>Newfoundland &amp; Labrador College of Physiotherapists</b>  P.O. Box 21351  St. John's, NL A1A 5G6  Tel: (709) 753-6527 Fax: (709) 753-6527  Email: <a href="mailto:collegept@nf.aibn.com">collegept@nf.aibn.com</a></p>	<p><b>College of Physiotherapists of New Brunswick  Collège des physiothérapeutes du Nouveau-Brunswick</b>  82 rue Germain St., bureau/suite 2C  Saint John, NB E2L 2E7  Tel: (506) 642-9760 Fax: (506) 642-9770  Email: <a href="mailto:physionb@nb.aibn.com">physionb@nb.aibn.com</a>  Website: <a href="http://www.cptnb.ca">www.cptnb.ca</a></p>
<p><b>Nova Scotia College of Physiotherapists</b>  197 West Old Post Road  Smith Cove, NS B0S 1S0Halifax, NS B3L 4W8  Tel: (902) 454-0158 Fax: (902) 484-6381  Email: <a href="mailto:registrar@nsphysio.com">registrar@nsphysio.com</a>  Website: <a href="http://www.nsphysio.com">www.nsphysio.com</a></p>	<p><b>Prince Edward Island College of Physiotherapists</b>  P.O. Box 20078  Charlottetown, PE C1A 9E3  Tel: (902) 894-2063 Fax: (902) 894-2490  Website: <a href="http://www.peicpt.com">www.peicpt.com</a></p>
<p><b>Yukon Consumer Services</b>  Consumer Services C-5  P.O. Box 2703  Whitehorse, YK Y1A 2C6  Tel: (867) 667-5830 Fax: (867) 667-3609  Email: <a href="mailto:Ruth.Koenig@gov.yk.ca">Ruth.Koenig@gov.yk.ca</a></p>	

## Appendix B: Important Notes and Consent/Waiver

### Important Notes:

1. **We will not start your assessment until we have received all required materials.<sup>8</sup> If your application is not complete, your assessment will be delayed.** We usually 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 credential standards.) We usually complete assessments that do not have a precedent case in 20 to 22 weeks. Your assessment will take longer if the assessor needs to do more research or if we need more information. **We do not guarantee that we will complete your assessment within 12 to 14 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.**
2. Official documents we receive directly 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 will return originals of certificates with the result letters by regular mail unless otherwise instructed.
3. 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 authorized credentialing agencies and physiotherapist assessors help us review credentials.
4. 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

1. certifies that the supplied information is true and accurate to the best of his or her knowledge.
2. realizes that this assessment is not binding on any institution or organization, and releases The Alliance and its agents (for example, IQAS, WES, other credentialing agencies, physiotherapy content assessors) from any liability for damages incurred due to the use of an assessment report.
3. releases The Alliance and its agents from any liability for damages resulting from the use of an assessment report. The Applicant agrees to reimburse The Alliance and its agents for any and all costs, including legal expenses, that it may incur as a result of any claim that he or she (or anyone having any interest in his or her earnings or services) may make based upon the assessment determination.

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<sup>8</sup> We can begin your assessment before we receive proof of language proficiency in English or French or your physiotherapy degree. However, if we finish your assessment and your result is successful, we will not send your result letter to you until we receive proof of language proficiency and/or your physiotherapy degree.

4. will be eligible to apply to the Physiotherapy Competency Exam (PCE), if his or her 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 and its agents determine that ANY document(s) submitted with respect to an application is fraudulent, altered or irregular or the physiotherapy education documents were issued by a “diploma mill” institution, the assessment will be terminated and the fee will not be refunded.
6. releases The Alliance and its agents 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 personal, professional or financial nature. This includes such impacts as loss of income, loss of salary 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. By applying for the Educational Credentials and Qualifications Assessment, the Applicant agrees that he or she shall take no action or other proceeding against The Alliance or any of its officers, employees or agents for an act done in good faith or for any neglect or default related to the Educational Credentials and Qualifications Assessment.
9. 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. The Applicant agrees to let The Alliance disclose his or her personal information to educational credential assessment services so they can assess the Applicant’s educational credentials.
10. authorizes the disclosure of non-identifying data for research purposes.
11. authorizes the disclosure of the status of his or her credentialing application and assessment results to Canadian physiotherapy regulatory agencies.
12. certifies that he or she has read and fully understands the above, and agrees with the terms outlined.

## Appendix C: Glossary

### **Certified translated copy**

A copy of a document that was in a language other than English or French, but that has been translated word for word to English or French by a certified or official translator. The translator must translate from the original document or from a notarized copy of the original document, and then must officially sign or stamp the translated copy.

### **Credentialing**

Another word for the process of assessing the educational credentials and qualifications of physiotherapists educated outside Canada, also known as the Educational Credentials and Qualifications Assessment. If you were educated outside of Canada and you want to become licensed or registered in most provinces and territories in Canada, you must have your educational credentials and qualifications assessed by The Alliance. (We sometimes refer to this as “going through the credentialing process.”)

### **Diploma mill institution**

An educational institution that operates without the supervision of a state or professional agency. It awards diplomas that are either fraudulent or, because the school does not meet proper standards, worthless.

### **Foundational knowledge**

Foundational knowledge is knowledge necessary for safe and effective clinical judgment and decision-making. In the physiotherapy profession, a lot of the foundational learning that is critical for practice takes place in the professional educational program and through coursework followed by supervised clinical practice.

### **Notarized copy**

A copy that has been made of an official document and that a notary public has certified. The notary public must see the original document, must make a photocopy from the original document and then must sign and stamp the copy and provide their name, address and phone number.

### **Notary public**

A notary public is a person who is authorized by the province or country in which you live to administer oaths (swear to the truth of a statement). They also certify that copied documents are true copies of the originals. The person who certifies your documents must have the legal authority to do so. (Police officers and pharmacists cannot certify documents that you submit to The Alliance.)

## **Objective structured clinical exam (OSCE)**

An exam that tests your ability to safely and effectively apply the principles and processes of physiotherapy practice. In an OSCE, you go through several stations that are set up to be like situations you will encounter in your career. Each station has a standardized patient with a clinical problem. You are tested on how you communicate with and treat the patient as well as what you know. An examiner marks you based on a standardized list of questions and criteria.

## **Prior Learning Assessment and Recognition (PLAR)**

PLAR is generally defined as a process that identifies, verifies, and recognizes learning (knowledge and skills) that cannot be fully recognized through the traditional mechanisms of credential assessment, credit transfer, articulation, or accreditation. The Alliance uses PLAR in addition to and following the academic credential assessment of an applicant's education.

## **Regulator**

An organization in a province or territory that licenses or registers physiotherapists to practise in that province or territory. In Canada, most provincial regulatory organizations are called “colleges,” but they are not the same as educational institutions.

## **Substantially equivalent**

Something is similar to something, although it might not be exactly the same. Substantially equivalent means that there is reasonable confidence that the education and qualifications are highly similar and that individuals possess the competencies being evaluated. For example, if your educational credentials and qualifications are substantially equivalent to those of a Canadian-educated physiotherapist, your education was similar and has prepared you as well as the education of Canadian educated physiotherapists, even though you did not take exactly the same courses as they did.

## **Canadian Alliance of Physiotherapy Regulators**

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

Telephone: (416) 234-8800 Fax: (416) 234-8820

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

### **Our Staff can help...**

Do you have questions or need advice? We are available to answer questions on a wide range of topics related to our Credentialing program. We also provide assistance in interpreting our credentialing policies and standards.

#### **Erin Gollaher, Receptionist – Extension 21 – [email@alliancept.org](mailto:email@alliancept.org)**

*Contact Erin if you want general information about our credentialing services or if you want to know if we have received your documents or if you want to know if we have returned your original documents*

#### **Shana Ionica, Client Services Coordinator – Extension 30 – [csc@alliancept.org](mailto:csc@alliancept.org)**

*Contact Shana if you have specific questions about the credentialing process, about our policies, or the documents you need to send, or if you want to know what you can do if you cannot send some documents, or if you need help with completing your application*

#### **Barb Gawlik, Credentialing Officer – Extension 26 – [credentialling@alliancept.org](mailto:credentialling@alliancept.org)**

*Contact Barb if you have questions about your assessment results, or if you do not agree with the assessment results, or if you want to know what additional documents or information you can send or for information on our PLAR program or change of information, if your last name starts with A to K*

#### **Becky Chamula, Credentialing Officer – Extension 25 – [credentialling@alliancept.org](mailto:credentialling@alliancept.org)**

*Contact Becky if you have questions about your assessment results, or if you do not agree with the assessment results, or if you want to know what additional documents or information you can send or for information on our PLAR program or change of information, if your last name starts with L to Z*

#### **Tabasom Eftekari, Director of Credentialing – Extension 32 – [teftekari@alliancept.org](mailto:teftekari@alliancept.org)**

*Contact Tabasom for credentialing decisions, to provide feedback on credentialing program or to make a complaint*