



**CAPR**  
Canadian Alliance  
of Physiotherapy  
Regulators

**ACORP**  
Alliance canadienne des  
organismes de réglementation  
de la physiothérapie

# **Physiotherapy Competency Examination**

Exam Registration Guide

Updated September 21, 2020



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

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

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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, physical therapy means the same thing as physiotherapy, and physical therapist means the same thing as physiotherapist.

## 1. Exam Dates

2020/2021 Exam Dates*	
Written Component (Qualifying Exam)	Clinical Component (Physiotherapy National Exam)
Exam 1: August 29, 2020	Exam A: November 15, 2020
Exam 2: September 26, 2020	
Exam 3: October 17, 2020	Exam B: March 21, 2021
Exam 4: November 16, 2020	
March 13, 2021	Exam C: June 5, 2021
May 10, 2021	
July 10, 2021	Exam D: November 14, 2021
September 11, 2021	
November 11, 2021	

\* All dates are subject to change in response to applicable public health directives related to COVID-19.

### 1.1 Application Requirements

Candidates 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:

- All applications must be received in the CAPR office by the application deadline indicated in the table on Page 3.
- Applications received after the application deadline\* **WILL NOT** be accepted.
- Applications for written and clinical exam components may be submitted at the same time. **Whenever possible, CAPR encourages you to send both your Written and Clinical Component applications to our office at the same time.**
- You are responsible for making sure that the application form is completed correctly.
  - Errors in the completion of the official application may result in a returned application.

- CAPR does not accept photocopied, faxed or emailed applications.
- You must include one passport sized/quality photograph [signed and dated on the back] taken within 6 months of applying for the PCE. Please do not directly attach the photo to the application form. The Declaration of Identity Form is no longer required.
- It is extremely important that the name on your valid piece of government issued photo identification matches the name you provide on your official application.
  - Staff at the exam site will verify the name provided to them by CAPR against the identification provided by you. If the names do not match, the site reserves the right to deny you entry into the exam. This would result in you losing your entire exam fee.
- You may not register for more than one administration of each component at a time.
- You must wait for your results to be released prior to re-applying for the same component.
- You are encouraged to mail your application(s) via a trackable mailing service, for example, Registered Mail or Courier. This will allow you to track your personal package.

## 1.2 Application Deadlines

Important Dates for the Physiotherapy Competency Examination		
2020/2021		
Component	Exam Date	Application Deadline*
<b>Written Component (WC)</b>	Exam 1: August 29, 2020	CLOSED
	Exam 2: September 26, 2020	CLOSED
	Exam 3: October 17, 2020	CLOSED
	Exam 4: November 16, 2020	CLOSED
	March 13, 2021	Monday, January 11, 2021
	May 10, 2021	Monday, March 8, 2021
	July 10, 2021	Monday, May 10, 2021
	September 11, 2021	Monday, July 12, 2021
	November 15, 2021	Monday, October 13, 2021
<b>Clinical Component (CC)</b>	Exam A: November 15, 2020	CLOSED
	Exam B: March 21, 2021	TBD*
	Exam C: June 5, 2021	Friday, March 5, 2021
	Exam D: November 14, 2021	Friday, August 13, 2021

\* To be determined.

## 2. Exam Fees and Payment Information

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.

**DEBIT CREDIT CARDS, CASH, AND PERSONAL CHEQUES ARE NOT ACCEPTED.**

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

### 2.1 Fees

Component	2020 Exam Fee	2021 Exam Fee
Written Component (Qualifying Exam)	\$1,002.00	\$1,002.00
Clinical Component (Physiotherapy National Exam)	\$1,813.00	\$1,813.00
<b>Total</b>	<b>\$2,815.00</b>	<b>\$2,815.00</b>

### 2.2 Payment by Credit Card

You can pay your fees by credit card. CAPR accepts the following major credit cards only - VISA and MasterCard. 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.

### 2.3 Use of Bank Drafts

While we do accept bank drafts as a method of payment, it is important to remember that we will only accept bank drafts that are negotiable without charge in Canada. If your bank draft cannot be drawn on a Canadian bank, we will not be able to accept your application. To avoid delays, please ensure your payment meets CAPR’s requirements, and that any bank drafts submitted can be drawn from a Canadian bank. The bank must issue drafts with Magnetic Ink Character Recognition Code.

## 2.4 Payment from Outside of Canada

If you choose to pay by credit card (debit credit cards are not accepted) and are applying from outside of Canada, CAPR strongly recommends 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 will result in you being charged an additional \$75.00 fee for rejected payments.

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

International candidates who send their documents with a bank draft, the draft needs to be drawn on a Canadian Bank and must be security encrypted; otherwise the draft will be sent for manual collections which will take around 25 business days or more and will incur bank charges.

## 2.5 Invalid or Rejected Credit Cards

If your credit card is invalid or rejected, we will consider your registration incomplete. We will send you an email to explain your payment options. As many credit card companies do not communicate the reason for rejecting transactions to us, this will result in you being charged an additional \$75.00 fee for rejected payments.

You will not be eligible to register for the exam unless we receive payment by the date outlined on the notice we send to you.

## 2.6 Official Receipts

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

### 3. Rescheduling of Exam Date and/or Change of Exam Site

#### 3.1 Written Component

##### Rescheduling due to COVID-19

To change your exam registration to a different date, complete CAPR's [Written Component—Rescheduling Form](#) and email it to the Client Service Coordinator-Examinations ([csc\\_exams@alliancept.org](mailto:csc_exams@alliancept.org)). All candidates registered with CAPR will be contacted regarding exam scheduling with Prometric well ahead of their exam date.

##### 3.1.1 Rescheduling Your Exam within the Same Calendar Year

1. Complete the Written Component – Rescheduling Form, scan and email it to the Client Service Coordinator-Examinations ([csc\\_exams@alliancept.org](mailto:csc_exams@alliancept.org)). **IMPORTANT:** It is your responsibility to ensure that you are eligible to reschedule the exam date. There will be a service fee every time you reschedule your exam date, therefore it is important to understand your eligibility. Requirements that may affect your eligibility are:
  - a. Internationally Educated Candidates (IEPTs), the date on your final credentialing letter to determine if you are eligible to reschedule.
  - b. If you are currently scheduled for a written component date that qualifies you for a specific clinical component date, you will have to reschedule your clinical component date accordingly.
2. Click here to reschedule your desired exam date and/or site and pay the appropriate rescheduling fee directly through Prometric.
3. The rescheduling of your exam date or site is now complete.

##### IMPORTANT:

- You will NOT be eligible to reschedule your exam date until you have scheduled your original exam date through Prometric.
- Rescheduling two days or less needs to be completed directly through CAPR first. Prometric will not accommodate this request directly.
- Once you have submitted the form via email to CAPR, proceed directly to step two. There is no requirement to be approved before you reschedule on the Prometric website unless you have concerns about your eligibility.
- The date your original application was received determines the exam dates that you are eligible to reschedule into.



### Fees for Rescheduling the Written Component

	22 or more days prior to the exam date	3 to 21 days prior to the exam date	Less than 3 days prior to the exam date
<b>Pay To:</b>	Prometric	Prometric	CAPR
<b>Reschedule (Date or Site):</b>	\$100.00	\$150.00	\$500.00

### 3.1.2 Rescheduling Your Exam to the Next Calendar Year

Please submit the following original forms to the CAPR office:

- Written Component –Rescheduling Form
- Applicable application form for the relevant calendar year (do not complete the payment section).
- Credit Card Authorization Form for the outstanding balance of exam fees due to the fee increase and the re-scheduling fee will be required.

Note: You may combine both service fees into one payment on the credit card authorization form.

When CAPR approves the rescheduling of your exam into the next calendar year, you will receive an updated confirmation of registration via email. This email will include your Personal Identification Number (PIN) and a link to the Prometric site where you will reschedule your exam through Prometric.

### Fees for Rescheduling the Written Component to the Next Calendar Year

	22 or more days prior to the exam date	3 to 21 days prior to the exam date	Less than 3 days prior to the exam date
<b>Pay To:</b>	CAPR	CAPR	CAPR
<b>Reschedule (Date or Site):</b>	\$100.00	\$150.00	\$500.00

### 3.1.3 How to Withdraw from the Written Component

To withdraw from the written component please notify the CAPR by emailing the Client Service Coordinator (CSC) at [csc\\_exams@alliancept.org](mailto:csc_exams@alliancept.org).

- The withdraw request MUST be submitted to the CSC no later than 4:30pm EST on the last business day prior to the exam date to be eligible for a partial refund.
- Withdraws received after 4:30pm EST will be considered a “No Show” on exam day and you will forfeit the entire exam fee.
- Note: it will not count as one of your exam attempts.
- A partial\* refund will be issued to you within 10 to 15 business days of you withdrawing.
- We do not accept a verbal withdraws.
- See Processing Refunds\*\* on page 10 for further information.

Withdrawal Fees for Written Component*		
PLEASE NOTE: Withdrawal fees will be deducted from your original exam payment.		
*based on exam you are currently registered in	Before Application Deadline	After Application Deadline
Withdrawal	\$300.00	\$500.00

### 3.2 Clinical Component

#### 3.2.1 How to withdraw from the Clinical Component

To withdraw from the written component please notify the CAPR by emailing the Client Service Coordinator (CSC) at [csc\\_exams@alliancept.org](mailto:csc_exams@alliancept.org).

- The withdrawal request MUST be submitted to the CSC no later than 4:30 p.m. EST on the last business day prior to the exam date to be eligible for a partial refund.
- Withdraws received after 4:30 p.m. EST will be considered a “No Show” on exam day and you will forfeit the entire exam fee.
- Note: it will not count as one of your exam attempts.
  - A partial\* refund will be issued to you within 10 to 15 business days of you withdrawing.
  - We do not accept a verbal withdraws.
  - See Processing Refunds\*\* on page 10 for further information.

Transfers or withdrawals from the Clinical Component are completed through CAPR. The associated time periods and fees are outlined below.

Withdrawal Fees for Clinical Component			
Clinical Component	Before Application Deadline	After application deadline/before 20 business days prior to the exam you are currently registered in	Within the 20 business days of the exam you are registered in
Site Change* (if change is possible)	\$100	Site change not possible	Site change not possible
Date Change (if change is possible)	\$100	\$500	\$500
Withdrawal Fees	\$300	\$500	\$500

### 3.2.2 Processing Refunds

Refunds are generally made to the candidate's credit card on file. If the credit card refund does not go through for any reasons (e.g., the credit card has expired, the card is cancelled, initial payment was processed more than six months ago, the name has changed, etc.) the refund is made to the candidate by cheque, mailed to the Canadian address on file. For international candidates the refund can be made only by Bank draft, there will be fees involved and can vary from bank to bank. The refund will be less the bank charges/ mailing cost.

## 4. Additional Service Fees (non-refundable)

Additional Services	
Re-scoring	\$100.00
File Review	\$125.00
Administrative Reconsideration	\$300.00
Appeal	\$300.00
Duplicate Results	\$25.00
Duplicate Certificate	\$25.00
Duplicate Receipt	\$25.00
Invalid / Rejected Credit Card	\$75.00

## 5. Exam Sites

### 5.1 Written Component

Candidates may choose their preferred site from the list below. **Please note: CAPR may not be able to offer all sites for all exam administrations.**

Written Component Sites	
Province	Site Choices
Alberta	Calgary; Edmonton
British Columbia	Vancouver; Victoria
Manitoba	Winnipeg
New Brunswick	Fredericton
Newfoundland & Labrador	St. John's
Nova Scotia	Halifax
Ontario	Hamilton; Kingston; London; Mississauga; North York; Ottawa; Sudbury; Thunder Bay; Timmins; Toronto; Whitby; Windsor
Prince Edward Island	Charlottetown
Québec	Montréal
Saskatchewan	Regina; Saskatoon

## 5.2 Clinical Component

Candidates must indicate your site preferences on your application, referencing the list below. Please rank sites from 1 to 9. Candidates who wish to register for the clinical component in French must choose the Ottawa site. **Please note: CAPR may not be able to offer all sites for all exam administrations.**

2020/2021 Sites*
Vancouver, BC
Edmonton, AB
Saskatoon, SK
Winnipeg, MB
London, ON
Hamilton, ON
Toronto, ON
Ottawa, ON
Halifax, NS

\* Please note that not all sites are available for each exam administration.

## 6. Site Assignment

### 6.1 Written Component Site Assignment

Candidates will select their preferred test delivery method on the [Prometric website](#). Visit the site and choose whether to:

1. Schedule your Exam at a Prometric Testing Centre; or,
2. Schedule Your Remotely Proctored Exam.

Once you have completed the scheduling process through Prometric, you will receive further instructions regarding your exam.

## 6.2 Clinical Component Site Assignment

Exam sites are assigned based on the date applications are received. Clinical Component site confirmations will be posted on [www.alliancept.org](http://www.alliancept.org). CAPR reserves the right to run additional sites without notice based on registration numbers. Candidates are responsible for finding their own way to the correct site. We cannot guarantee that you will be assigned to one of your preferred exam sites.

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

## **7. Choice of Language**

### **7.1 Written Component (Qualifying Exam)**

The Written Component is a computer-based exam. This format allows candidates to switch between the English and French language versions of the exam at any time, at any site.

### **7.2 Clinical Component (Physiotherapy National Exam)**

Candidates may take the Clinical Component in either English or French. The examiners and standardized clients will speak to you in the language you select on your application form. We will give you the 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**.

### **7.3 Change of Language**

If you want to change the language in which you take the Clinical Component of the exam, you must notify CAPR in writing at least 60 calendar days before the exam date.

## 8. Alternative Accommodations

Please refer to the **PCE Exam Policies** for information related to Alternative Accommodations. All requests must be submitted using the Alternative Accommodation Request Form by the stated deadlines. Visit <https://www.alliancept.org/taking-the-exam/information-and-accommodations/alternative-accommodations/> for more information.

## 9. Registration Procedures

### 9.1 Confirmation of Registration: Written Component

You will receive confirmation of registration via email from CAPR. This email will include your Personal Identification Number (PIN) and a link to where you can schedule your exam (choose your test centre) through Prometric.

Once you have scheduled your exam through Prometric, you will receive a confirmation email with the following information:

- Exam date and time
- What identification you must bring to the test centre
  - Canadian or foreign passport
  - Canadian driver's licence
  - Canadian permanent resident card
- When to arrive at the test centre
- Driving directions to your chosen test centre

### 9.2 Confirmation of Registration: Clinical Component

You will receive confirmation of registration via email from CAPR. This email will also include your Personal Identification Number (PIN). Site assignments will be posted on the CAPR website.

Approximately four weeks prior to the exam, CAPR will email you a booking confirmation containing registration information, required identification and important logistical details related to your confirmed site assignment. If you have not received the booking confirmation two weeks before the exam, please contact [csc\\_exams@alliancept.org](mailto:csc_exams@alliancept.org).

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



## 10. Exam Day Procedures

### 10.1 Written Component

The Written Component is up to 4.5 hours in duration. Plan your attendance accordingly.

On exam day, report to the registration desk. You must bring one of the three forms of accepted identification; without it, you will not be granted access to the exam. Refer to Section 9 for the list of acceptable forms of identification.

Test centre staff will verify that you are a Written Component candidate by matching the information on your ID to the information provided by CAPR. Once verified, you will sign in, go through the security screening process, and then be escorted into the exam room to begin your exam. If you leave the exam room for any reason (for example, to go to the washroom), you must go through the security screening process again before being readmitted to the exam room.

**IMPORTANT:** Candidates arriving without valid government-issued ID (listed above) will not be granted access to the exam and, as such, will forfeit their exam fee.

**IMPORTANT:** Candidates arriving more than 30 minutes late will not be granted access to the exam and will forfeit their exam fee.

### 10.2 Clinical Component

The Clinical Component is up to 6 hours in duration. Plan your attendance accordingly.

On exam day, report to the registration desk by the designated reporting time. You must bring the following identification; without it, you will not be granted access to your exam:

- A printed copy of your booking confirmation email.
- One of the following three valid government-issued photo ID with signature—driver's licence, passport or permanent resident card.

You must also bring the following required items:

- Lab coat without a logo
- Stethoscope

Do not bring the following non-permissible items:

- Food or drink
- Electronic devices – tablets, eReaders, cell phones
- Digital or analog watch
- Books and study materials

## **11. Change of Information**

If you change your name or contact information (address, telephone number or email), please complete and email the change of information form. Should you change your name and/or appearance, please provide us with a completed change of information form, copies of supporting official documentation, and a new passport sized/quality photograph.

Please complete and email the change of information form to [csc\\_exams@alliancecept.org](mailto:csc_exams@alliancecept.org).

## **12. 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.alliancecept.org](http://www.alliancecept.org)

CAPR will process and email your verification to you within 10 business days of receiving your emailed registration notice.

## **13. Illness or Other Extraordinary Circumstances before Examination Day**

This policy is applicable to both the Written and Clinical Component.

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. The above noted withdrawal fee shall be applied.

## **14. Absence Due to Illness or Other Extraordinary Circumstances on Examination Day**

If you do not attend the exam on exam day without arranging a withdrawal in advance, this is considered a “no show” and you will forfeit your entire exam fee. However, considerations for partial refunds will be made for severe illness or extraordinary circumstances.

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

In addition, to be considered for a partial refund, CAPR must receive your supporting documentation in writing **within 7 calendar days** after the date of the exam. If you meet these deadlines, we will review your situation and consider treating your case as a withdrawal. Decisions will be made on a case-by-case basis.

If absent from the examination due to illness, you must provide an original CAPR Candidate Medical Certificate (available [here](#)), 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 November Clinical Exam or three days after the June Clinical Exam 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.

## **15. 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 from CAPR.

Alternatively, you may have the option to transfer the Clinical Component exam fee. A memo outlining your Clinical Component exam fee options will be included within your Written Component results package.

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