



CAPR
Canadian Alliance
of Physiotherapy
Regulators

ACORP
Alliance canadienne des
organismes de réglementation
de la physiothérapie

Physiotherapy Competency Examination

Exam Registration Guide

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This guide contains the registration and application procedures governing the Physiotherapy¹ 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.alliancept.org

¹ 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, Deadlines and Fees

2022 Written Component (WC) Administration Schedule	
All administrations will be available through remote proctoring. In-centre testing will be available dependent upon local public health directives in place at the time of the exam.	
Exam Date	Application Deadline
Saturday, March 12, 2022*	Monday, January 10, 2022
Monday, May 9, 2022*	Monday, March 7, 2022
Saturday, July 9, 2022*	Monday, May 9, 2022
Monday, Sept 12, 2022*	Monday, July 11, 2022
Monday, Nov 14, 2022*	Monday, September 12, 2022

2022 Clinical Component (CC) Administration Schedule	
Exam Dates	Eligible Candidates (original exam)
TBD	TBD
TBD	TBD
TBD	TBD
TBD	TBD
TBD	TBD

* 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 1.
- 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.
- IF your photo on file is over 5 years old, OR your official name has changed OR you have not submitted a photo to the CAPR, 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 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.”

Exam Component	2021 Exam Fee	2022 Exam Fee
Written Component (Qualifying Exam)	\$1,002.00	\$1,022.00
Clinical Component (Physiotherapy National Exam)	\$1,813.00	\$1,813.00
Total	\$2,815.00	\$2,835.00

1.3 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 for information on paying by credit card. Complete the credit card section of the application form to authorize credit card payment.

1.4 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.

1.5 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.

1.6 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.

1.7 Official Receipts

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

2. Rescheduling and Withdrawing

2.1 Written Component

2.1.1 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).

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
Pay To:	Prometric	Prometric	CAPR
Reschedule (Date or Site):	\$100.00	\$150.00	\$500.00

2.1.2 Rescheduling Your Exam to the Next Calendar Year

Please submit the following original forms to the CAPR office:

- Written Component –Rescheduling Form
- Official Written Component 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
Pay To:	CAPR	CAPR	CAPR
Reschedule (Date or Site):	\$100.00	\$150.00	\$500.00

2.1.3 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.

- 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.
- Withdrawals 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: A “No Show” does not count as an exam attempt.
- A partial* refund will be issued to you within 10 to 15 business days of you withdrawing.
- We do not accept verbal withdrawals.
- See section 2.3 *Processing Refunds* 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

2.2 Clinical Component

Requests to reschedule a Clinical Component exam date, or to withdraw from the exam, are completed through CAPR. The associated rules, time periods, and fees are outlined below.

- Rescheduling applies to confirmed exam dates only; therefore, you can only request a rescheduling after you have completed the survey for your relevant testing window and have been emailed a confirmed exam date.

NOTE: due to the variables associated with each exam date (equal distribution of Canadian-educated and internationally-educated candidates in each window, time zone considerations, capacity, etc.), the exam date/window options available will be communicated once a request for rescheduling has been made.

- Requests to reschedule an exam date or withdraw from the exam must be received by 4:30 p.m. (Eastern Time) on the last business day before your exam day. Requests received after this time will result in the forfeiture of the entire exam fee, as per the table below in section 2.2.1.

NOTE: Withdrawals 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: A “No Show” does not count as an exam attempt.

- Requests to reschedule an exam date or withdraw from the exam must be completed according to the steps outlined below; CAPR will not accept verbal requests or email requests sent to other email addresses.

2.2.1 How to Reschedule a Clinical Component Exam Date

Step 1: Email CCreschedule@alliancept.org outlining that you want to reschedule your confirmed exam date. Include the [Credit Card Authorization Form](#), completed for the appropriate administrative fee based on the date of your request (see chart below).

Step 2: You will receive an email from CAPR informing you of the exam date/window options available to you.

Step 3: Reply to this email, outlining your chosen option.

Step 4: You will receive an email confirmation of your new exam date/window.

2.2.2 How to Withdraw from the Clinical Component

Step 1: Email CCreschedule@alliancept.org outlining that you want to withdraw from the exam.

Step 2: Based on the date of your request, the appropriate fee will be deducted from your exam fee (see chart below).

Step 3: The balance will be refunded to you.

Rescheduling/Withdrawal Fees for Clinical Component		
More than 7 days prior to scheduled exam date	7 days or fewer prior to scheduled exam date	After 4:30p.m. (Eastern Time) on the last business day prior to scheduled exam date
\$180	\$500	Full exam fee forfeited

2.3 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.

3. 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

3.1 About Duplicate Results/Certificate/Official Receipt

You will need to order duplicate results, certificate or an official receipt for the following reasons:

- The contents of your original results package have become lost or damaged;
- You did not update CAPR with your new mailing address in a timely manner and your results have already been issued to an incorrect address.

To request duplicate materials:

1. Complete a Credit Card Authorization Form, indicating the appropriate service fee (see additional service fee chart, above). at the bottom of the form what the payment is for (e.g., duplicate results for [exam date]).
2. If your address has changed, complete a Change of Information Form.
3. Email form(s) to csc_exams@alliancept.org.

4. Exam Sites

4.1 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

4.2 Clinical Component

CAPR has made changes to the PCE Clinical Component that will allow us to deliver a safe and valid exam throughout 2021 and to create enough capacity to accommodate both the 2020 and 2021 cohorts of candidates. To read the most recent updates about the 2021 version of the Clinical Component, please [click here](#).

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.

TEMPORARILY
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5. Site Assignment

5.1 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.

5.2 Clinical Component Site Assignment

Exam sites are assigned based on the date applications are received. Clinical Component site confirmations will be posted on www.nhantriviet.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.

6. Choice of Language

6.1 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.

6.2 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**.

6.3 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.

7. 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.

8. Registration Procedures

8.1 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

8.2 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.

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

9. Exam Day Procedures

9.1 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.

9.2 Clinical Component

CAPR has made changes to the PCE Clinical Component that will allow us to deliver a safe and valid exam throughout 2021 and to create enough capacity to accommodate both the 2020 and 2021 cohorts of candidates. To read the most recent updates about the 2021 version of the Clinical Component, please [click here](#).

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

10. 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.

11. 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

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

12. 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.

13. 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.

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.

14. 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.