



College of Chiropodists of Ontario

REQUIREMENTS FOR REGISTRATION as a Chiropodist in the Province of Ontario



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REGISTRATION IN ONTARIO

Individuals wishing to practise as a chiropodist in Ontario must be registered with the College of Chiropodists in accordance with the *Chiropody Act, 1991* and its Regulations.

The following outlines the registration requirements in Ontario and summarizes the Registration, Examination and Fees Regulations under the *Chiropody Act, 1991*.

You may apply for registration in one of three classes:

1. General
2. Academic
3. Educational

A **General** certificate of registration permits the registrant, pursuant to any terms, conditions and limitations, to practice the full scope of practice as outlined under the Chiropody Act.

An **Academic** certificate of registration may be granted only to those applicants who have an appointment to the faculty of a chiropody program in Ontario approved by the Council of the College. Holders of an Academic certificate of registration may not accept or charge a fee for patient services.

An **Educational** certificate of registration may be granted only to an applicant enrolled in a chiropody program in Ontario approved by the Council of the College, or engaged in supervised practice in Ontario in order to meet the educational requirements imposed by the Registration Committee to qualify for a General certificate of registration. Holders of an Educational certificate of registration may not accept or charge a fee for patient services.

PODIATRY REGISTRANTS

As of July 1993, no new members will be registered in the podiatrist class. Any practitioner registering for the first time after July 31, 1993 will be registered as a chiropodist and must practise under the chiropody scope.

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GENERAL REQUIREMENTS FOR REGISTRATION

The general requirements for a Certificate of Registration of any class are:

1. Reasonable fluency in written and spoken English or French.
2. The applicant must not have been found guilty of any criminal offence, an offence under the *Narcotic Control Act*, (Canada), or the *Food and Drugs Act* (Canada), or any other offence relevant to suitability to practise chiropody.
3. The applicant must not have been found guilty of professional misconduct, incompetence or incapacity, in Ontario in relation to another health profession, or outside Ontario in relation to chiropody or another health profession.
4. The applicant must not be the subject of a current proceeding of professional misconduct, incompetence or incapacity, in Ontario in relation to another health profession, or outside Ontario in relation to chiropody or another health profession.

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a) GENERAL CERTIFICATE

The specific requirements for a General certificate of registration are:

1. Successful completion of a chiropody program approved by the Council of the College ([see Approved Programs section](#))
2. Successful completion of the registration examination set or approved by the Council of the College ([see Registration Examination section](#))
3. The applicant must have been engaged in clinical practice for a total of at least three months during the two years immediately preceding the application. **(This requirement is exemptible)**
(This does not apply to those who successfully completed an approved program within two years preceding the date of the application).



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4. If the Registration Committee feels that the program referred to in section 1. above is deficient in one or more aspects, the applicant must agree in writing to abide by any terms, conditions or limitations imposed by the Committee, until the applicant has met the educational requirements set by the Registration Committee.
5. Proof of Canadian citizenship or permanent residency in Canada or authorized under the Immigration and Refugee Protection Act (Canada) to practise the profession in Canada. (This requirement is exemptible)

In order to apply for registration in Ontario and applicant must be aware of the following:

(1) Documentation Required in Support of an Application

IMPORTANT:

The entire application process, with the exception of writing the Registration Exam, can be completed from outside Canada. If traveling from abroad, please make sure you have an official copy of all the documents needed for your application to the College of Chiropodists of Ontario before you leave your country of origin. Some applicants have difficulty obtaining their official documents once they have left their country which causes a delay in their application.

All candidates will be required to submit the following in support of their application in a form acceptable to the College. If applicants require the registration information in French, the College will provide it upon request:

1. Application form.
2. **\$200.00** non-refundable application fee, (approved post-secondary programs), **\$500.00** (non-approved post-secondary programs) payable to the College of Chiropodists of Ontario which must accompany the application form.



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3. Certificate of three month Clinical experience or internship form which is forwarded directly from the certifying institution or practitioner to the College. The form is in the application package.
4. If applicable, official evidence of registration with another licensing body which is sent directly to the College from the registration/licensing body. The licensing body must fill out the form in the application package.
5. Official transcript of successful completion of a chiropody/podiatry program. Transcripts must be sent directly from the educational institution to the College. A transcript must confirm that a degree/diploma has been granted.
6. Photocopy of the graduation diploma from the chiropody/podiatry program.
7. Official transcript of successful completion of other academic programs(s). Transcripts must be sent directly from the educational institution to the College.
8. Resume/curriculum vitae.
9. Photocopy of your birth certificate. Proof of Canadian citizenship or permanent residency in Canada or authorized under the Immigration and Refugee Protection Act (Canada) to practise the profession in Canada.

If you are unable to provide **any** of this documentation, please contact the Registrar at the College by email at fsmith@cocoo.on.ca. Upon request, alternatives to the required documentation may be accepted by the College if an applicant cannot obtain the required documentation for reasons beyond his or her control.

(2) Qualification Assessment Criteria

Currently, the following educational designations are the only ones recognized by the College:

1. Sc (Hons) Pod – Bachelor of Science (honours) Podiatry



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2. BSc Pod - Bachelor of Science Podiatry
3. D. Ch. - Diploma in Chiropody
4. D.Ch - Graduate Advanced Diploma of Health Sciences (Chiropody)
5. D.Pod.M. - Diploma in Podiatric Medicine [UK]
6. D.Pod.M. - Graduate Advanced Diploma/Podiatric Medicine (Michener)
7. D.P.M. – Doctor of Podiatric Medicine

An applicant must possess a diploma or degree from a program that is on the College's approved list of programs and is one of the educational designations listed above (see section 7). If an applicant's program does not appear on the list in Section 7, then the applicant must submit his or her academic information to the College for an evaluation that will be conducted by a third party. A report will be prepared for consideration by the College. The College will consider the academic evaluation report principally in connection with the criteria found in s. 4(1) 1 of the Registration Regulation which says: "The applicant must have successfully completed a post-secondary program approved by the Council whose curriculum includes courses in health sciences, chiropodial sciences, humanities and clinical education that, in the opinion of the Council, are relevant to the scope of practice of the profession."

All documents submitted by an applicant to the College must be in English or French or translated into English or French. The College will accept documents translated into English or French provided that the translation is an original, has been done by an organization or person acceptable to the College and bears the seal and contact information of the organization or person who has completed the translation. The applicant is responsible to pay any fees associated with translation of the documents.



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(3) Application Processing Times

The assessment of your application form does not begin until we have received all of the required documents and payment of your application fee. Delays to the application process can occur when required documents are not received by the College or if further information or clarification is required based on information provided in the application form.

The typical processing time for a general application (based on having obtained an accredited or approved diploma/degree in chiropody or a degree in podiatry and all documentation is complete) is approximately four to six days.

(4) Variables that may Slow Down the Normal Registration/Evaluation Process:

Any of the following circumstances would slow down the registration/evaluation process:

1. Incomplete applications. Please double check your application before sending it to the College to ensure that your application is completed in full;
2. Receiving any/all transcripts from the Applicant and not directly from the educational institution(s);
3. Receiving transcripts lacking information: e.g., no indication if a degree/diploma was conferred/typing errors
4. Lack of additional documents needed from applicant or educational institution(s); or
5. Receipt of additional documents in a language other than English or French.



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(5) Which Documents are returned to the Applicant?

The College does not usually return any original documents submitted for the purposes of registration. However, at your written request, the College will provide a copy of submitted documents, unless the Registrar believes that to do so may jeopardize the safety of any person. Your written request must be received by mail and include your original signature. Currently, all records are kept indefinitely. The College will only release a copy of your record to you personally unless you provide your written consent to release it to a third party.

(6) Good Character/Conduct that meets the College's Registration Requirements

Applicants must provide assurances that their past and present conduct would lead the College to believe, on reasonable grounds, that the applicant is mentally and physically competent to practise in Ontario with decency, integrity, honesty and in accordance with the law, has sufficient knowledge, skill and judgment to engage in practise and will display professional behaviour.

Applicants are required to demonstrate this good conduct and character by disclosing to the College all past offences, findings or professional misconduct, incompetence or incapacity. All applicants sign a declaration that all information provided is true, complete and current.

(7) Language Proficiency

An applicant is able to be referred to the College's Registration Committee and provide non-objective evidence from an employer, pastor or whoever they deem appropriate to support language proficiency. Alternatively, in order to prove fluency, an applicant is able to take a language proficiency examination provided by a third party provider.



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(8) Approved Programs

Approved Post-Secondary Programs List

Ontario – Canada

Educational Institution	Program Dates (if applicable)
George Brown College <i>Toronto, Ontario</i>	1982 - 1993
The Michener Institute of Applied Health Sciences <i>Toronto, Ontario</i>	

Quebec – Canada

Educational Institution	Program Dates (if applicable)
Université du Québec à Trois-Rivières <i>Trois-Rivières, Québec</i>	

Australia

Educational Institution	Program Dates (if applicable)
Queensland University of Technology <i>Brisbane, Queensland</i>	
La Trobe University <i>Melbourne, Victoria</i>	1995-1998, 2003-2005, 2008-2011



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South Africa

Educational Institution	Program Dates (if applicable)
The University of Johannesburg (formerly the Technikon Witwatersrand School of Health Technology) <i>Johannesburg, Gauteng, South Africa</i>	

United Kingdom

Educational Institution	Program Dates (if applicable)
Birmingham Metropolitan College (School of Podiatric Medicine) <i>Birmingham, West Midlands</i>	
Chelsea School of Chiropody (University of Westminster) <i>London</i>	Prior to 1998
New College Durham (School of Podiatric Medicine) <i>Durham</i>	
University of Huddersfield <i>Huddersfield</i>	
London Foot Hospital and School of Podiatric Medicine <i>London</i>	Prior to 2003
Northampton School of Podiatry <i>Northampton</i>	



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Plymouth School of Podiatry <i>Plymouth</i>	
The University of Salford <i>Lancashire</i>	
University of Brighton <i>Brighton</i>	
University of Southampton <i>Southampton</i>	
West Midlands School of Podiatry <i>West Midlands</i>	Prior to 2001

Scotland

Educational Institution	Program Dates (if applicable)
Glasgow Caledonian University <i>Glasgow, Lanarkshire</i>	
Queen Margaret University (formerly Queen Margaret University and College/ Edinburgh School of Podiatry) <i>Musselburgh</i>	

Wales

Educational Institution	Program Dates (if applicable)
Cardiff Metropolitan University (formerly University of Wales Institute) <i>Cardiff</i>	



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Ireland

Educational Institution	Program Dates (if applicable)
The Queens University of Belfast <i>Belfast</i>	

United States of America (DPM Programs)

Educational Institution	Program Dates (if applicable)
Barry University School of Podiatric Medicine <i>Miami, Florida</i>	
California School of Podiatric Medicine at Samuel Merritt University <i>Oakland, California</i>	
Des Moines University College of Podiatric Medicine and Surgery <i>Des Moines, Iowa</i>	
Kent State University College of Podiatric Medicine (formerly Ohio College of Podiatric Medicine) <i>Independence, Ohio</i>	
Midwestern University Arizona School of Podiatric Medicine <i>Glendale, Arizona</i>	
New York College of Podiatric Medicine <i>New York, New York</i>	



Dr. William M. Scholl College of Podiatric Medicine at the Rosalind Franklin University of Medicine and Science <i>North Chicago, Illinois</i>	
Temple University School of Podiatric Medicine <i>Philadelphia, Pennsylvania</i>	
Western University of Health Sciences College of Podiatric Medicine <i>Pomona, California</i>	

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(9) Registration Examination

Candidates will be required to sit a two part examination. A pass standing is required by the College to fulfill the registration requirements and become a member of the College. The College provides each applicant with the following documents in preparation for the examination:

- I. **The Registration Examination Information Booklet;** and
- II. **The Profile of Competencies Document**

These two documents help the candidate to prepare for the examination. The following is a description of the Registration Examination.

Part A: Written

The examination is composed of 200 questions. All of the examination is composed of multiple choice questions and matching questions. The



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questions are all linked and based on the Profile of Competencies document of the College of Chiropodists of Ontario.

The examination will be weighted as follows (note references to categories in Profile of Competencies document):

• Jurisprudence "Professional Ethics" (Categories 1,4,5)	15%
• Assessment (Category 2)	30%
• Implementation of Treatment (Category 3)	30%
• Pharmacotherapy (Category 7)	20%
• Disease Prevention & Health Promotion (Category 6)	5%

All candidates are required to complete Part A of the examination. **Each candidate must pass the jurisprudence component of Part A of the examination in order to register with the College.** Passing scores will be determined using the Angoff method. The College of Chiropodists uses the Angoff method to set passing scores on both the written examination and the OSCE. Angoff's method is considered to be the industry standard and is used by many licensing bodies and organizations to set a passing score on these types of examinations. The passing grade of a test cannot be decided arbitrarily – it must be justified with empirical data.

Angoff's method requires a panel of judges to review each item in an examination and render judgment as to whether the minimal competent borderline candidate would answer the item correctly. The minimum performance level for each judge is the number of items that the judge felt will be answered correctly by the minimally competent borderline candidate. The minimum performance levels are averaged across judges to get the final pass score.

Performance setting is intended to ensure that the same level of skills, knowledge and ability is required to pass different tests. It is a technique that levels the playing field thereby negating the effects of a more difficult examination.



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It is important to note that each question will be based on one competency from within the competency document. Therefore, it is vital that each candidate be completely understanding of ALL competencies within the Profile of Competencies document. This document is the SINGLE MOST IMPORTANT DOCUMENT to use in the preparation of the registration exam.

Part B: Objective Structured Clinical Evaluation (O.S.C.E.)

This evaluation will test clinical competencies, and will be composed of a number of stations at which the candidate will have a specified time to complete a task and/or answer questions.

For example:

- The candidate may be asked to take a patient's history and at the next station answer a series of related questions.
- The candidate may be asked to evaluate a cast and at the next station answer a series of related questions.
- At the same station the candidate may be asked to evaluate and answer questions related to a radiograph.

SUPPLEMENTAL EXAMINATION

In accordance with the College's Examination Regulation, a candidate who is unsuccessful on the examination may write a supplemental examination. If a candidate is unsuccessful on the supplemental examination, that person may be eligible to write the 2 components of the Registration Examination the following year.

(10) Appeals Process

Under the Regulated Health Professions Act, when the Registrar received a complete application, the Registrar at the College can either register an applicant or refer the applicant to the Registration Committee. Therefore, the first review of an application is conducted by the



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Registrar. If the Registrar intends to do any of the following, the application must be referred to the Registration Committee;

- i. Is of the opinion that the applicant does not meet one or more of the requirements in the Registration Regulation for issuance of a Certificate of Registration;
- ii. Is of the opinion that terms, conditions or limitations should be imposed on an applicant's certificate of registration;
- iii. Is of the opinion that terms, conditions or limitations should be imposed on an applicant's certificate of registration and the applicant does not consent to the imposition; or
- iv. Proposes to refuse the application.

An applicant is advised in writing that the Registrar is referring the application to the Registration Committee. The reason(s) why the Registrar is doing so is provided in the written notice. The applicant is provided 30 days or longer to make written submission to the Registration panel if they wish. The applicant is given a copy of all the materials that are provided to the panel members. A panel of the Registration Committee makes a decision or order that is provided to the applicant. If the applicant does not agree with the panel's decision, the applicant may have their application reviewed by the Health Professions Review and Appeal Board. The Board may hold a review of the application or a hearing. It is totally separate from the College.

(11) Appeals Process

The College of Chiropodists is committed to providing equal access to College services in a way that respects the dignity and independence of every person. If you need any accommodation in relation to your application for registration, please contact the College

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b) ACADEMIC CERTIFICATE

The specific requirements for an Academic certificate of registration are:

1. Successful completion of a chiropody program approved by the Council of the College.
2. The applicant must have an appointment to the faculty of an approved chiropody program as referred to in 1 above.
3. If the Registration Committee feels that the program referred to in section 1. above is deficient in one or more aspects, the applicant must agree in writing to abide by any terms, conditions or limitations imposed by the Committee, until the applicant has met the educational requirements set by the Registration Committee.

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c) EDUCATIONAL CERTIFICATE

The specific requirements for an Educational certificate of registration are:

The applicant is:

1. enrolled in Ontario in an approved chiropody program as referred to in section 1 above, or
2. practising under the supervision of member who holds a General or Academic certificate of registration in order to meet requirements imposed by the Registration Committee for qualification for a General certificate of registration.

NOTE: An Educational certificate of registration may only be reissued with the approval of the Registration Committee in accordance with their policy guidelines

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