



College of
Chiropodists
of Ontario

DECLARING CLINICAL PRACTICE HOURS

Guideline for Registrants of the College of Chiropodists of Ontario

**Approved by Council: January 27, 2023
Reviewed and Updated: May 29, 2025**

Background

Sections 4(1)(3) and 8(1)(1) of Ontario Regulation 830/93 under the *Chiroprody Act, 1991*, S.O. 1991 c. 20 (“Chiroprody Act”) state that to obtain and maintain a General certificate of registration, an applicant or registrant “must have engaged in clinical practice for a total of at least three months during the two years immediately preceding” the date of application or renewal (“Currency of Practice”).

Purpose

To set out criteria for registrants and applicants to accurately complete their registration and annual renewal declaration regarding chiroprody currency of practice requirements.

This includes:

1. How is Currency of Practice calculated;
2. What is clinical practice for the purpose of Currency of Practice; and
3. What happens if a registrant does not have currency of practice at annual renewal.

How is currency of practice calculated?

Registrants and applicants to the College must have 360 practice hours within the scope of practice of the profession in the two years immediately preceding the date of application or renewal. For example:

- A Registrant working **full-time** will have accumulated 1,380 hours in the past year (based on 30 hours of hands-on patient care within the scope of practice per week over 46 weeks in the year).
- A Registrant working **part-time** will have accumulated 690 hours in the past year (based on 15 hours of hands-on patient care within the scope of practice per week over 46 weeks in the year).
- A Registrant working **casually or less than part-time** will have accumulated 276 hours in the past year (based on six hours of hands-on patient care within the scope of practice per week over 46 weeks in the year).

Note: The calculations are based on an average of six weeks of holiday/time away from practice per year.

What is clinical practice?

The purpose of the requirement to maintain at least 360 hours of practice is to ensure that registrants practise chiroprody safely, ethically and competently.

Applicants and registrants of the College must consider the following criteria when determining whether certain activities contribute to meeting the College's minimum 360 hours in two years

currency requirement.

1. Practice hours must include direct, hands-on, clinical care of patients within the scope of practice of the profession and includes charting the care provided contemporaneously. Non-clinical hours, for example professional development or continuing education courses, are not considered for the purpose of calculating and declaring practice hours.
2. Similarly, non-clinical practice, research, working in a lab or academic placements are not considered for the purpose of calculating or declaring practice hours.
3. Section 4 of the *Chiropody Act* defines the scope of practice of Chiropody as the assessment of the foot and the treatment and prevention of diseases, disorders or dysfunctions of the foot by therapeutic, orthotic or palliative means.
4. Authorized acts are defined in the *Chiropody Act* in sections 5(1) and (2) and are considered practising chiropody. For example:
 - a. Cutting into subcutaneous tissues of the foot.
 - b. Administering, by injection into feet, a substance designated in the regulations.
 - c. Prescribing drugs designated in the regulations.
 - d. Administering, by inhalation, a substance designated in the regulations.
5. Podiatrists are entitled to engage in additional authorized acts in the course of engaging in the practice of chiropody:
 - a. Communicating a diagnosis identifying a disease or disorder of the foot as the cause of a person's symptoms.
 - b. Cutting into subcutaneous tissues of the foot and bony tissues of the forefoot.
 - c. Administering, by injection into feet, a substance designated in the regulations.
 - d. Prescribing drugs designated in the regulations.
6. Registrants and applicants should exercise reasonable professional judgement to determine their practice hour determinations based on the individual circumstances related to their specific role and practice setting.
7. Out of province chiropody practice may count towards practice hours, provided registrants practise chiropody according to the criteria outlined above (chiropodists must follow jurisdictional requirements as applicable).

What happens if you don't have currency of practice at annual renewal?

During annual renewal, registrants are asked whether they have been engaged in clinical practice as a chiropodist or podiatrist for at least a three-month period in the last two years. If a registrant answers "no," the registrant must not engage in the practice of chiropody until the registrant satisfies the Registration Committee that they are competent to do so.

Registrants who want to return to practice should refer to the [Returning to Practice Policy](#).