



APPLICATION CHECK-LIST

January 2024 version

Please review each element of this checklist and initial where indicated. E-mail the completed package with an e-transfer for the \$500 application fee to info@ccosc.ca. Cut-off dates for consideration are **April 30, August 31 and December 31 each year.**

The following items must be submitted for your application to be complete. All submissions should be sent to info@ccosc.ca

Documents to be submitted to CCOS(C) by Applicant as one package:

- Personal Information Application Form
- Personal Essay
- A letter from your provincial regulatory body indicating that you have a current license or registration to practice, that you are in good standing with the provincial regulatory body, and that you are not under investigation for any complaints of professional misconduct
- Proof of eligibility to work in Canada
- The required application fee as an e-transfer to info@ccosc.ca
- A copy of government-issued photo identification
- If submitting foreign-language documents, scans of certified true copies of original documents and notarized English translations
- Disclaimer regarding the International Academy of Neuromusculoskeletal Medicine examination
- Waiver of Right to Inspect reference letter, sent to your referees.
- Page 2 of the checklist, initialed where necessary

Documents to be submitted to CCOS(C) by Others:

- A letter of recommendation from three sources able to comment on your suitability for specialist training; at least one, but preferably two, of these referees should be current Fellows of one of the 5 Federation of Canadian Chiropractic-recognized chiropractic specialty colleges. The referees need to submit directly to info@ccosc.ca
- One set of official transcripts of relevant previous college or university work from the institution(s) attended submitted directly to info@ccosc.ca
- If submitting evaluated transcripts from institutions outside Canada, an evaluation by World Education Services submitted directly to info@ccosc.ca

Documents to be submitted to Others by Applicant:

- One copy of the Letter of Recommendation Form, with the Waiver to Inspect the Letter of Recommendation signed, to each of your 3 referees, along with your signed Letter of Recommendation Consent for the referee to provide the reference. Referees will keep the consent for their own records and submit to CCOS(C) together with the **letter of recommendation**.
- Any foreign-institution transcripts to World Education Services with instructions to send the evaluated transcripts directly to info@ccosc.ca



Applicant Acknowledgements

Applicant Name: _____ **Date:** _____ (YYYY/MM/DD)

_____ Applicant Initials: I agree with the timeline for completion of the Program and I agree that costs outlined are subject to change.

_____ Applicant Initials: I agree that the registration fee, payable if my application is accepted, is separate from and in addition to the application fee.

_____ Applicant Initials: I agree that the application and registrations fees are non-refundable.

_____ Applicant Initials: I agree that the Executive Board of the CCOS(C) has the right to cancel or postpone admission to the Graduate Studies Program at the Board's discretion, even if there are qualified applicants in the applicant pool.

_____ Applicant Initials: I agree that, should I be accepted as a candidate for the Graduate Studies Program, the Executive Board has the right to modify elements stated to be constituent parts of the program at the time of my acceptance into the Program.

_____ Applicant Initials: I agree that, should I be accepted as a candidate for the Graduate Studies Program, the Executive Board has the right to add elements necessary to complete the program if I take longer than 3 years to complete the constituent parts of the program at the time of my acceptance into the Program.