



## INSTRUCTIONS FOR THE APPLICANT

### Chiropractic Orthopaedic Specialists

#### Graduate Studies Program

August 1, 2018 version

The Graduate Studies Program (GSP) is designed to provide Chiropractic Orthopaedic Specialists graduate students with the necessary education, training and experience to be eligible to take the final examination from the Academy of Chiropractic Orthopedics (ACO), leading to Fellowship in the College of Chiropractic Orthopaedic Specialists (Canada) [CCOS(C)].

You can apply to the GSP by completing the required application forms and e-mailing them, along with the necessary additional application materials, to the CCOS(C). Your application must be accompanied by a non-refundable \$500 application fee. The fee may not be applied to any other charges. Please make the e-transfer payable to **College of Chiropractic Orthopaedic Specialists (Canada)** at [info@ccosc.ca](mailto:info@ccosc.ca). Your application will not be processed until this fee has been received by the CCOS(C).

COMPLETE AND ACCURATE INFORMATION will help expedite the processing of your application. The completed application is to be sent to [info@ccosc.ca](mailto:info@ccosc.ca)

Evidence of the following is required:

- 1) Graduation from a chiropractic program accredited or reciprocally recognized by the Council on Canadian Education (Canada) or a program accredited by the Council on Chiropractic Education International (CCEI); and
- 2) Entitlement to work in Canada; and
- 3) Good academic standing, having graduated from their Doctor of Chiropractic program with the recommended minimum GPA of 3.0 out of 4.0, as supported by transcripts; and
- 4) Completion of Canadian Chiropractic Examining Board examinations, and
- 5) Provincial Licensure, and
- 6) Membership in the Canadian Chiropractic Protective Association.

Individuals will only be considered for fellowship upon submitting proof of completion of all elements of the CCOS(C) GSP and passing the ACO examination. The individual elements of the GSP are listed in Part 1 of the application package.

If you are offered acceptance into the GSP, you will need to pay a \$500 registration fee to confirm your enrolment. This fee, which is in addition to the application fee, will need to be paid before you will be confirmed for any of the reserved elements of the program which are the Cumming fracture courses, fracture clinic placements, mentoring, and recommendation to the ACO as a candidate for examination. Decisions of the Executive Board of CCOS(C) regarding admission to the GSP are final.

At this time, the GSP is offered only in English.



Applicants trained outside Canada must:

- 1) Submit proof of proficiency in English, if English is not the applicant's language;
- 2) Submit course-by-course evaluations for all transcripts submitted from post-secondary institutions that are not Canadian.

i) Transcripts from institutions outside Canada must be evaluated on a course-by-course basis by the following agency:

- World Education Services, Inc. 2 Carlton Street, Suite 1400, Toronto, Ontario M5B 1J3, Canada
- Tel: 416-972-0070, Fax: 416-972-9004,
- [canada@wes.org](mailto:canada@wes.org) or [www.wes.org](http://www.wes.org).

Official copies of transcript evaluations must be forwarded electronically directly by the agency to the **Executive Board of CCOS(C)** using [info@ccosc.ca](mailto:info@ccosc.ca)

- 3) Submit scans of notarized English translations of documents and certified-true photocopies of the originals for all documents which are in a language other than English; and
- 4) Be responsible for all related costs.

It is anticipated that the course components will be completed over a 2-to-3-year interval. If you feel that you will need more time to complete the elements of the training, you must notify the CCOS(C) Executive Board in writing before the second anniversary of your application acceptance date. An annual fee of \$100 will be applied after the third anniversary of your application acceptance date to keep your candidacy open.

The CCOS(C) Executive Board would like to stress to applicants the importance of following all instructions, since unofficial or incomplete transcripts and the failure to submit all required credentials are the major causes of delay in processing applications. It often takes much longer than the applicant might imagine for an institution to issue a transcript once it has been requested; a reasonable timeline would be to allow at least two months.

The application forms, official transcripts, proof of eligibility to work in Canada, proof of CCPA professional liability coverage, and any additional information should be e-mailed together in ONE package. Letters of reference should be e-mailed to the CCOS(C) at [info@ccosc.ca](mailto:info@ccosc.ca) directly from the person providing the reference.

**Application package:**

- 1) Read all 7 parts of the application before completing the application, starting with the introduction to get an overview of the program.
- 2) Where possible, we have provided fillable pdf forms for your convenience, but forms that require signatures and initials will still need to be printed, signed, then scanned for electronic submission to CCOS(C) at [info@ccosc.ca](mailto:info@ccosc.ca).
- 3) Use the checklist in Part 7 of this package to put together all forms and documentation into an electronic **pdf** format for submission.

**Notes on the Letters of reference:**

- 1) When a referee agrees to write you a reference, print and sign the consent for the letter and the waiver of the right to review the letter and send those signed forms to the referee along with the fillable pdf Letter of Reference form for them to fill in
- 2) Instruct the referee to submit the letter of reference to CCOS(C) by e-mail at [info@ccosc.ca](mailto:info@ccosc.ca)
- 3) Give your referees clear timelines for completion and submission.