



CAPR
Canadian Alliance
of Physiotherapy
Regulators

ACORP
Alliance canadienne des
organismes de réglementation
de la physiothérapie

Physiotherapy Competency Examination

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**.

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. Written Component Dates, Deadlines, and Fees

Written Component (WC) Administration Schedule	
All administrations will be available at test centres and via remote proctoring.	
Exam Date	Application Deadline
Saturday, March 11, 2023	Monday, January 9, 2023
Monday, May 8, 2023	Monday, March 6, 2023
Saturday, July 8, 2023	Monday, May 8, 2023
Saturday, September 9, 2023	Monday, July 10, 2023
Monday, November 13, 2023	Monday, September 11, 2023

1.1. Application Requirements

Candidates must submit a signed and completed application [form](#) for the Written Component, along with payment and a copy of their identity document, by the stated application deadline, 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 Written Component Administration Schedule above.
- You are encouraged to mail your application via a trackable mailing service (for example, Registered Mail or Courier) to enable you to track delivery of your application. If you have sent your application via a trackable method and have been notified that it has been delivered, then your application is considered received as of that date (i.e. CAPR will honour that date). Please keep confirmation of delivery.
- Applications received after the application deadline **WILL NOT** be accepted.
- You are responsible for ensuring that your application form is completed correctly. Errors in the completion of the application form may result in it not being accepted.
- CAPR does not accept photocopied, faxed, or emailed applications.



- Provide a copy of the identity document that you will use on the day of the exam:
 - Canadian or foreign passport OR
 - Canadian driver's licence OR
 - Canadian permanent resident card
- The name on your valid, government-issued photo identification **must** match the name you provide on your official application.
 - Test centre staff / your remote proctor at the time of the exam will verify that the name on your Registration Notice matches the identification you provide. If the names do not match, the test centre staff or the remote proctor 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 the Written Component at a time.
- You must wait for your results to be released prior to re-applying for the Written Component.

1.2. Exam Fees and Payment Information

The full exam fee, in Canadian funds, must be submitted with the application. Payment can be made by certified cheque, money order, bank draft (see below), 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."

	2023 fee
Written Component	\$1,368.00

1.3. Payment by Credit Card

CAPR accepts MasterCard and Visa credit cards; debit credit cards are not accepted. Complete the credit card section of the application form to authorize credit card payment.

1.4. Use of Bank Drafts

CAPR accepts bank drafts as a method of payment, however, we 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. Additionally, the bank must issue drafts with Magnetic Ink Character Recognition Code. To avoid delays, please ensure your payment meets CAPR's requirements stated above.

1.5. Payment from Outside of Canada

If you choose to pay by credit card (debit credit cards are not accepted), CAPR strongly recommends that you contact your credit card company to notify them of the pending charge. Companies have become



more rigorous in their approach to anti-fraud measures, and some will reject a transaction from a foreign company if they are not aware of it ahead of time. Most credit card companies do not communicate the reason for rejecting transactions to us; therefore, this will result in you being charged an additional fee for rejected payments.

Please note that CAPR is not able to guarantee a specific payment processing date or range. If your credit card company requires information to authorize the transaction, we recommend you select one of the other acceptable methods of payment for your application.

Important: International Candidates sending their application along with a bank draft, should ensure the draft is security encrypted and can be drawn on a Canadian Bank, otherwise the draft will be sent for manual collections which will take 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, your application will be placed on hold and we will send you an email to explain your payment options. Most credit card companies do not communicate the reason for rejecting transactions to us; therefore, this will result in you being charged an additional fee for rejected payments.

If we do not receive payment by the date outlined in the email sent to you, your application will be closed. To register for the exam, you will have to submit another completed application by mail.

1.7. Receipts

A payment confirmation for the examination application fee is emailed to you when your payment is processed.

2. Written Component Registration Procedures

You will receive confirmation of registration (your **Registration Notice**) via email from CAPR. This email will include your Client ID and a link to where you can schedule your exam on the Prometric website.

Once you have scheduled your exam through Prometric, you will receive a confirmation email with the following information:

- Exam date and time
- When to arrive at the test centre/be ready to log on
- Driving directions to your chosen test centre if applicable
- A reminder to bring your valid, government-issued photo identification that matches the name you provided on your official application. You must bring one of the following pieces of identification to the exam (test centre or remotely proctored):
 - Canadian or foreign passport OR
 - Canadian driver's licence OR



- o Canadian permanent resident card

3. Testing Accommodations

When appropriate, CAPR may be able to arrange Testing Accommodations for candidates who have documented needs. Testing Accommodations are intended to alter the environment, where possible, to allow candidates to demonstrate their competence. It is not possible for CAPR to alter the content of the Physiotherapy Competency Exam (PCE) in any way.

Please refer to the [Testing Accommodations Policy](#) and the [Testing Accommodations webpage](#) for information related to Testing Accommodations. All requests must be submitted by the stated deadlines using the relevant forms.

4. Rescheduling and Withdrawing from the Written Component

4.1. Rescheduling Within the Same Calendar Year

1. Complete the Written Component – Rescheduling [Form](#), authorizing the appropriate reschedule amount (see rescheduling chart below for fee structure).
2. Email the completed form to exams@alliancept.org (*Subject: Reschedule Request*)
 - a. *Note: if you are registered for an exam that takes place on a Monday, you can reschedule up until the last calendar day (i.e. Sunday).*
3. Once you receive an updated Registration Notice, you are eligible to schedule a seat in your new confirmed exam date.

4.2. Rescheduling to the Next Calendar Year

1. Complete the Written Component – Rescheduling [Form](#), authorizing the appropriate reschedule amount (see rescheduling chart below for fee structure) + the difference between the exam fee for the year that you are registered in and the fee for the year that you want to reschedule into (where applicable).
2. Follow steps 2 and 3 above.

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
Reschedule (exam date):	\$137.00	\$205.00	\$683.00

4.3. Withdrawing

To withdraw from the Written Component, please notify CAPR by emailing the Client Service Coordinator – Examinations (CSC) at exams@alliancept.org.



- The withdrawal request **MUST** be submitted to the CSC no later than the last calendar day prior to the exam date.
- Withdrawal requests received on time will be eligible for a partial refund of the exam fee.
 - Partial refunds, where applicable, will be issued within 15 business days.
- Withdrawal requests received after this time will be considered as a “No Show” on exam day and you will forfeit the full exam fee.
 - *Note: A “No Show” does **not** count as an exam attempt.*
- We do not accept verbal withdrawal requests.

Withdrawal Fees*		
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	\$410.00	\$683.00

4.4. Processing Refunds

Refunds are generally made to the credit card we have on file. If the refund does not go through for any reason (e.g., the credit card has expired, the credit card is cancelled, initial payment was processed more than six months ago, your name has changed, etc.) a cheque will be 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 these vary from bank to bank. The refund amount will be reduced by the amount of the bank charges/ mailing cost.

5. Illness or Other Extraordinary Circumstances

5.1. Before Examination Day

Candidates are responsible for assessing personal circumstances prior to attempting the exam. To optimize exam performance, you are **strongly encouraged not to attempt an examination** and to submit a withdrawal request if, prior to the examination, you are ill or have extraordinary circumstances, including bereavement, that may affect your performance in the examination. The withdrawal fee will apply.

5.2. On Examination Day

If you do not attend the examination, and did not submit a withdrawal request in advance, you will be considered a “no show” and you will forfeit your entire exam fee.



Considerations for partial refunds will be made for severe illness or extraordinary circumstances on the examination day. Supporting documentation related to a potential partial refund must be received by CAPR **within 7 calendar days** of the date of the exam. We will review your situation and consider treating your case as a **withdrawal**.

Extensions will be offered in circumstances where it is not possible for you to meet this timeline (for example, obtaining proof of death in the case of bereavement).

Decisions will be made on a case-by-case basis.

Examples:

- If you are unable to attend an examination due to a matter that arises suddenly on the day of the exam, you must immediately notify CAPR by email at exams@alliancecept.org (Note that you may not receive a response from CAPR on that day, but your email will be included for consideration as we review your situation).
- If absent from the examination due to illness, you must provide a CAPR Candidate Medical Certificate 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.
- If absent from the examination due to bereavement, you must provide proof of death (copies are acceptable) verifying that the bereavement occurred at the same time as the examination.

6. Written Component Exam Sites

Exam sites are accessible throughout the country, but availability may vary between exam administrations, dependent on demand, capacity, and what is offered by CAPR's exam vendor, Prometric. Once you have received a Registration Notice and you proceed to the Prometric website (ProScheduler) to schedule your seat, you will be asked to enter your address, city, or postal code to see the closest exam site to your location.

Please note that ProScheduler is limited to availability within a 200km radius of the address, city, or postal code you enter. For the most thorough search results, complete a separate search for each city that you are willing to challenge the Written Component from.

7. Written Component Site Assignment

Your Registration Notice provides information about booking/scheduling your seat (your "appointment") for the exam. You can schedule either an in-person test centre seat or a remote-proctoring seat. Once you have received a Registration Notice, you can select your preferred test delivery method on the [Prometric website](#).

- Seats may be available approximately 4 months before the exam date. If you are trying to book your seat more than 4 months ahead, you may receive an error message such as "No availability found".
- If you are booking less than 4 months before the exam date and receive a 'No availability found' error message when trying to schedule a seat, then there is no availability for your preferred seat



for that date. CAPR is not notified when more seats are made available. It is your responsibility to check availability on the Prometric site regularly.

Testing centre seats:

- If there are no test centre seats available and you want a test centre seat, please check back, as seats are added by Prometric in the future as availability changes and the number of registered candidates increases.
- We have requested the maximum number of test centre seats possible for each exam date. Prometric allocates as many as they can to CAPR. The availability of test centre seats varies with capacity at each site.

Remote proctoring seats:

- If there are no remote-proctoring seats available and you want a remote-proctoring seat, please check back, as seats are added by Prometric in the future as availability changes and the number of registered candidates increases.

NOTE:

- Prometric charges (and collects) the rescheduling fee to move from a remote proctoring seat to an in-person exam centre seat (or the opposite) OR moving from one exam centre to a different one (availability permitting) on the same exam date. The rescheduling fee applied depends on the number of days prior to the exam date the change is made.
- Same exam date: Remote proctoring ↔ in person exam centre:
 - **DO NOT** contact CAPR. Reschedule independently on the Prometric website.
- New exam date:
 - **DO NOT** reschedule to a different exam date independently on the Prometric website. You will first need to apply for and receive a Registration Notice with a new date from CAPR.

Once you have completed the scheduling process through Prometric, you will receive further instructions regarding your exam.

8. Choice of Language

The Written Component is a computer-based exam. This format allows you to switch between the English and French language versions of the exam at any time, at any site, or during a remotely proctored exam.

9. Written Component Exam Day Procedures

The Written Component is up to 4.5 hours in duration (4 hours of exam time and 30 minutes for check-in / security procedures). Plan your time accordingly.

On exam day

- Those writing in an exam test centre should report to the registration desk.
- Those writing via remote proctoring should log in at the time indicated on their confirmation email



(usually 30 minutes prior to exam start)

IMPORTANT: Candidates without valid, government-issued ID (acceptable forms of ID listed in Section 2 above) will not be granted access to the exam and, as such, will forfeit their exam fee.

IMPORTANT: Candidates who arrive more than 30 minutes late will not be granted access to the exam and, as such, will forfeit their exam fee.

Test centre staff / your remote proctor 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 and go through the security screening process (in person or via remote proctoring).

10. Additional Service Fees (non-refundable)

Additional Services	
Re-scoring	\$137.00
Administrative Reconsideration	\$410.00
Appeal	\$410.00
Duplicate Results	\$35.00
Duplicate Certificate	\$35.00
Duplicate Receipt of Payment	\$35.00
Invalid / Rejected Credit Card	\$48.00

10.1. About Duplicate Results/Certificate/Official Receipt

For examination dates prior to March 2022, you may need to order duplicate results, certificate, or official receipt if:

- 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 for an examination prior to March 2022:



1. Complete a Credit Card Authorization [Form](#), indicating the appropriate service fee (see additional service fee chart above). Identify 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 exams@alliancept.org

For examinations that took place in March 2022 or later, official results were sent via email. To request duplicate results for an examination that took place in March 2022 or later, email exams@alliancept.org to request that a copy of the results email be forwarded to you.

11. Change of Information

1. If you change your contact information (address, telephone number, or email), please complete the change of information [form](#).
2. If you change your name, please provide us with a completed change of information [form](#) and copies of supporting official documentation.

Completed change of information forms can be emailed to exams@alliancept.org

12. Verification Request Form (VRF)

If a regulator requests that you ask CAPR to verify your exam registration as part of an application for a temporary, restricted, or supervised license to practice physiotherapy, please complete the Verification Request [Form](#) and email it to exams@alliancept.org

CAPR will process and email your verification to the relevant regulatory college within 10 business days of receiving your emailed VRF.

13. Rules of Conduct and Examination Security

The contents of the Written Component of the Physiotherapy Competency Examination (PCE) are confidential and proprietary. The PCE and its contents are the exclusive property of the Canadian Alliance of Physiotherapy Regulators (CAPR) and is made available to candidates for the sole purpose of assessing readiness for safe, effective, and independent physiotherapy practice.

CAPR maintains strict security over PCE content before, during, and after the exam to eliminate unfair advantages among candidates and to avoid costs related to security breaches.

Candidates must agree to the 'Rules of Conduct and Examination Security' by signing the Declaration in the Written Component Application Form (at the time of application) and by agreeing to the Non-Disclosure Agreement and General Terms of Use (prior to taking the computer-based examination) in



order to be permitted to participate in the PCE.

Candidates are expected to be aware of the legal, ethical, and professional² implications of their participation in the PCE. It is assumed that candidates are participating in the PCE in a good faith attempt to pass, and for the sole purpose of fulfilling requirements for registration with a Canadian physiotherapy regulator.

Candidates must always maintain professional deportment and must not engage in any activity that would be considered illegal, such as assault, harassment, or theft. In this regard, candidates are expected to:

1. Be respectful towards other candidates, CAPR, and exam administrators at all times.
2. Refrain from making malicious or disparaging comments about the PCE or CAPR.
3. Cooperate and comply with instructions from CAPR and exam administrators.
4. Report any breaches of exam integrity and/or security to CAPR.

Cheating in the PCE includes any breach or attempted breach of examination integrity and security that could affect a candidate's own results, the results of another candidate, or the results of a potential future candidate. Any action or behaviour in contravention of the 'Rules of Conduct and Examination Security' will be considered as cheating.

To protect the confidentiality, reliability, and validity of the PCE, **candidates must NOT:**

1. Engage in any behaviour(s) before, during or after the PCE that may disturb other candidates, affect their chances of passing, or cause them anxiety.
2. Impersonate another candidate to take the exam on their behalf, or engage any other candidate to take the PCE in their stead.
3. Solicit or accept examination content from candidates who have previously attempted the exam.
4. Memorize, record, copy, recreate, reproduce, disclose, publish, or transmit contents of the PCE, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose.
5. Commence or restart their exam before being instructed to do so and/or continue the exam after being told to cease.
6. Bring reference materials to the testing environment, in an apparent or concealed manner, or any other prohibited item that has not been expressly permitted, including electronic devices.
7. Access or attempt to access reference materials during the exam, when permitted to temporarily leave the testing environment or at any time that the candidate is not in view of exam proctors (i.e., during a break or in the event of an exam interruption).
8. Interact with other candidates, or any other individual, to give or receive help, or for any other purpose for the duration of the exam.

²See the [Code of Ethical Conduct](#) for physiotherapists in Canada. Candidates are expected to maintain the same strict confidentiality with PCE content that they would with patient information.



9. Remove or attempt to remove any item or material used in the PCE from the testing environment.
10. Modify or fabricate exam results letters or any other CAPR documentation to give a false impression of having passed the exam or to misrepresent exam status.

Potential Outcomes

Candidates who are found to be in violation of the 'Rules of Conduct and Examination Security' may:

During the Examination

- Have their examination interrupted
- Receive a warning or be asked to explain suspicious or disruptive behaviour
- Be asked to surrender any objects or materials that could be used for cheating
- Have their behaviour reported to CAPR
- Have their examination session terminated

After the Examination

- Not receive the result of their exam
- Have their original responses be considered as the official responses (should suspicious activity patterns be identified)
- Have legal action taken against them
- Have their behaviour reported to the relevant regulatory college(s).
- Be temporarily or permanently banned from taking the PCE

13.1 Examination Security Procedures

During the Examination

- Candidates will be closely monitored for any disruptive or suspicious behaviours by exam staff in the test centre and via remote proctoring for the duration of the exam. **Suspicious behaviour** may include, but is not limited to, making any sounds such as whispering, speaking, or reading the exam out loud, excessive eye or body movements, not sitting upright, looking away from the computer screen, and fidgeting with items present in the testing environment, including pieces of clothing.
- Candidates will not be allowed to interact with individuals other than those involved in the administration of the exam for the duration of their exam. Candidates will not be allowed to ask exam proctors questions related to PCE content. If a candidate finds an item unclear or ambiguous, they must determine the most reasonable answer to the question based on the given information.
- Candidates will be allowed to take breaks at any point during the exam for a maximum duration of 10 minutes away from the testing environment, after properly notifying exam proctors.
- Candidates must complete the same security check-in and check-out process for any temporary departure from their testing environment.
- For in-person exams, candidates will only be permitted to leave the test centre after submitting their exam or after the allocated test time.



After the Examination

- Candidates will comply with all standard security check-out procedures prior to being allowed to leave the testing environment.
- Candidates will remove any items that they were permitted to bring from the testing environment.
- Candidates will leave any item or material used in the PCE in the testing environment.
- CAPR will review candidate responses following all breaks, exam interruptions, and other exam incidents, to identify potential suspicious activity patterns. **Suspicious activity patterns** may include, but are not limited to, changing responses to previously seen questions or entering responses to flagged questions after taking multiple breaks, an extended break, or resuming the exam after an interruption or incident.
- CAPR will review candidate responses following all exam proctor reports related to potential misconduct or suspicious behaviours.

13.2 Actions of CAPR in the event of suspected cheating:

All incidents of suspected cheating are appropriately investigated by CAPR Examinations Program staff. Where, following a review of all available evidence, CAPR alleges that a candidate has engaged in cheating, the candidate will have the opportunity to submit a written response to the suspicion of cheating.

The results of the investigation, and the candidate's response, will be reviewed by the Evaluation Services Committee. If a determination that cheating did occur is reached, one or more of the following consequences will occur:

- a. The candidate's exam result will be recorded as "undetermined."
- b. If the candidate is allowed to take the exam again, CAPR will take special measures, at the candidate's expense, to prevent the candidate from cheating again.
- c. CAPR will report the findings to the physiotherapy regulators.

Where necessary, the results of the investigation, and the candidate's response, and the position of the Evaluation Services Committee will be reviewed by CAPR's Board of Directors. The following sanctions may also apply:

- a. CAPR may permanently ban the candidate from testing. This means the candidate would not be eligible to participate in the PCE again.
- b. CAPR may take legal action against the candidate.

CAPR will remove from the PCE item bank all items that are identified as exposed in an examination breach.