



Educational Credential and Qualifications Assessment

Application Checklist

Complete both pages of this checklist and make a photocopy of it and all supporting documents for your own files.

Please make sure that you have included all applicable documents with your application (see checklist below). Failure to do so will result in your application being returned to you. To avoid delays, ensure that you have read our policies regarding Notarized Copies; Translated Copies; and Incomplete Applications.

Refer to [Appendix 1](#) for additional documentation requirements that may apply.

Checklist Please check the box to ensure that you have enclosed all necessary items.	Please ✓ the box
1. Completed application form, signed, and dated.	<input type="checkbox"/> Attached
2. Money order/certified cheque, bank draft or credit card information for appropriate fee, payable to The Canadian Alliance of Physiotherapy Regulators. You must send your fee with the completed application form. We do not accept personal cheques, debit cards or debit credit cards.	<input type="checkbox"/> Attached
3. Identity Document(s)	<input type="checkbox"/> Attached
4. Notarized copy of proof of legal name change (if applicable)	<input type="checkbox"/> Attached
5. Notarized copies of your diploma, degree, or certificate and certified translation (if applicable) from your entry-level physiotherapy education. Please refer to Appendix 1 . <small>Note: If you are a new graduate and have not yet received your degree certificate you may have your school submit a Graduation Verification form as an interim step to get your application started. We will need a notarized copy of the official certificate to release your assessment results.</small>	<input type="checkbox"/> Attached <input type="checkbox"/> University is sending Grad Verification Form (new graduates only)
6. Notarized Clinical Internship Certificate, applicable only to graduates from Egypt, India, Pakistan, The Philippines - Please refer to Appendix 1 .	<input type="checkbox"/> Not applicable <input type="checkbox"/> Attached <input type="checkbox"/> University is sending

Please also check that you have NOT :
1. Stapled any part of your application.
2. Included any original documents.
3. Included any document or item which you need to be returned (completed application forms become the property of the Canadian Alliance of Physiotherapy Regulators).
4. Sent us transcripts or mark sheets yourself. They must come from the authorized institution.



CAPR

Canadian Alliance
of Physiotherapy
Regulators

ACORP

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organismes de réglementation
de la physiothérapie

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The issuing institution(s) must send the following documents directly to our office. We cannot complete your assessment without these documents. Have you arranged for them to send these documents to our office?

Checklist Please check the box to indicate you have requested all necessary items from issuing institutions/agencies.	Please ✓ the box
1. Document Request Form (from entry-level physiotherapy education institution)	<input type="checkbox"/> Requested
2. Academic records (Transcripts/mark sheets/grade lists/records from entry-level physiotherapy institution) Refer to Appendix 1 for additional documentation requirements that may apply.	<input type="checkbox"/> Requested
4. Clinical Internship Certificate applicable only to graduates from Egypt, India, Pakistan, The Philippines - Please refer to Appendix 1 . Note: If you have sent us a notarized copy, your institution does not need to send it.	<input type="checkbox"/> Not applicable <input type="checkbox"/> Requested <input type="checkbox"/> I have attached a notarized copy myself
5. Original language proficiency score sheet in English or French. • Please note electronic copies can be released to us by the testing agency.	<input type="checkbox"/> Requested

Important Note:

When you ask the school to send your documents to our office using an international courier service (e.g., Federal Express, DHL, Purolator, etc.) tell the school that CAPR will verify who the sender was. If the pick-up location of the courier package does not match your school address and school location, we will not be able to verify the school is the sender of this package and we will not accept it. For example, the school cannot put the documents in an envelope and seal it and then give you the sealed envelope so that you can take it to the courier company and send it to us. The school must send the package directly to us, not you.

If your school is sending documents by regular mail, please ask them to include a return address or school stamp on the external envelope.

We do not accept official documents by email.