

QUICK START GUIDE FOR NEW GRADS

PART I
**CAREER REFERENCE
GUIDE SERIES**

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WHAT NOW CHECKLIST

CONGRATULATIONS CMCC GRAD!

You are now ready to embark on your career path as a chiropractor. This Quick Start Guide For New Grads is full of helpful information and resources to get you started.

Before you do anything else, take a moment to complete the checklist.

WHAT NOW CHECKLIST!

Check off these boxes before you start practicing.

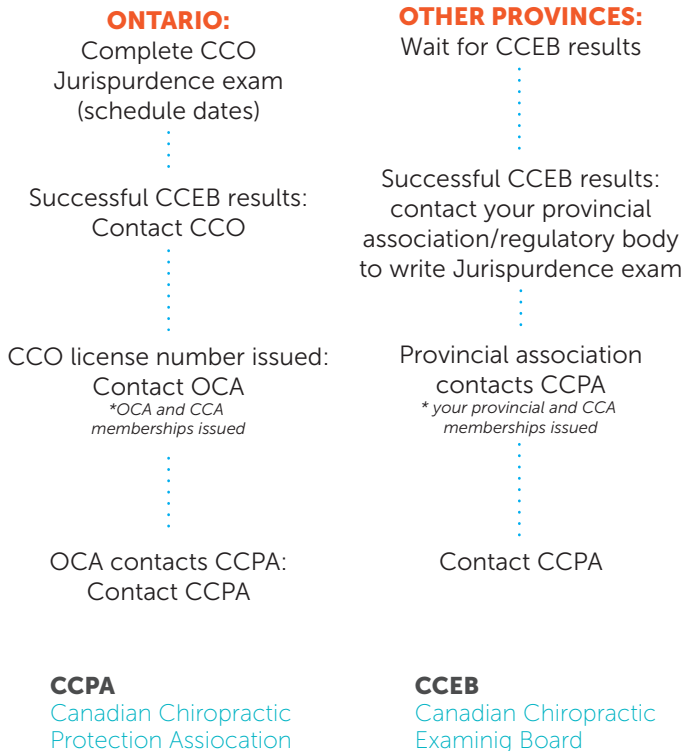
- CMCC Graduation
- CCEB Board Exams
- Chiropractic License
- Call your provincial association and the CCA to activate your membership
- Call CCPA to arrange your professional liability coverage

The rest of the guide will touch on other important to-dos that will help move your career forward, including a flowchart that outlines steps to practicing anywhere in Canada. Followed by Steps to Take After Graduation – use it to put a plan together to keep you on track. Also included is a comprehensive list of contacts for Ontario and Canada-wide chiropractic organizations and associations. The Your Professional Networks section covers what the OCA, CCA, CCO, CCPA and CMCC have to offer new grads.

ROAD MAP TO PRACTICE

CONGRATULATIONS!
YOU'RE NOW A DC

COMPLETE CCEB EXAM(S)



STEPS TO TAKE AFTER GRADUATION

Please see the steps outlined here to ensure academic proficiency, regulatory board compliance and professional protection if practicing in Ontario. If practicing outside the province, contact details for provincial association are on page 7.

Step 1: Examinations

- Apply for CCEB exams. Visit this web page for instructions: www.cceb.ca/how-to-apply/.
- CCO exam application: www.cco.on.ca.
- Take the CCEB & CCO Examinations.
 - CCEB Knowledge-Based Examinations
 - CCEB Clinical Competency Examinations
 - CCO Legislation and Ethics Examination

Did you know? CCEB examination results take approximately five weeks to process. Upon successful completion of the CCEB examination and CCO Legislation and Ethics Examination, CCO will send candidates an application form to be completed for membership.

Step 2: For licensing apply to the College of Chiropractors of Ontario (CCO)

- Get familiar with the key CCO registration requirements and what the registration process involves: www.cco.on.ca.

Prospective CCO members must first:

- Graduate from an accredited chiropractic college (this requirement is non-exemptible);
- Successfully complete the Canadian Chiropractic Examining Board examinations or another examination considered by Council as equivalent; and
- Successfully complete CCO's Legislation and Ethics examination.

For questions about registration, call CCO at 416-922-6355 ext. 113.

NEW GRAD TIP!

If exam results are not received within 8 weeks contact CCEB.

Step 3: Apply to OCA and CCA

- Join now! Visit www.chiropractic.on.ca and click the membership tab.
- If you have questions contact OCA at 416-860-0070 (toll-free: 1-877-327-2273).

Did you know? CCPA protection is only available to chiropractors in Canada who are members of the CCA and their provincial chiropractic association.

Step 4: Apply to Canadian Chiropractic Protective Association (CCPA)

- To qualify, make sure to meet this checklist of requirements:
 - A Doctor of Chiropractic Degree from an accredited chiropractic college, such as CMCC, UQTR or University of Western States,
 - Successful completion of the CCEB examination,
 - Licensure from your relevant provincial regulator, and
 - Membership in good standing in the Canadian Chiropractic Association and your relevant provincial chiropractic association, such as the OCA. Register for membership with CCPA: www.ccpaonline.ca/registration.
- If you have questions call 416-781-5656 or 1-800-668-2076.

NEW GRAD TIP!

You need to have practice liability coverage in place before you start practicing.

ONTARIO CONTACT INFORMATION

CCA

Canadian Chiropractic Association

<https://www.chiropractic.ca>
1-877-222-9303

FSCO

Financial Services
Commission of Ontario

<http://www.fSCO.gov.on.ca>
1-800-668-0128
contactcentre@fSCO.gov.on.ca

CCEB

Canadian Chiropractic
Examining Board

<http://www.cceb.ca>
exams@cceb.ca

HCAI

Health Claims for Auto Insurance

<https://www.hcai.ca>
1-888-422-4123

CCO

College of Chiropractors of Ontario

<https://www.cco.on.ca>
1-877-577-4772
cco.info@cco.on.ca

OCA

Ontario Chiropractic Association

<http://www.chiropractic.on.ca>
1-877-327-2273
oca@chiropractic.on.ca

CCPA

Canadian Chiropractic
Protective Association

<http://www.ccpaonline.ca>
1-800-668-2076
admin@ccpaonline.ca

WSIB

Workplace Safety and
Insurance Board

<http://www.wsib.on.ca>
1-800-387-0750
wsibcomm@wsib.on.ca

CMCC

Canadian Memorial
Chiropractic College

<https://www.cmcc.ca/>
416-482-2340 ext. 146.
membership@cmcc.ca

PROVINCIAL ASSOCIATION CONTACT INFORMATION

Provinces/ Territories	Regulatory Body	Provincial Association
British Columbia	College of Chiropractors of British Columbia Contact: (604) 242-1455	British Columbia Chiropractic Association Contact: (604) 242-1455
Alberta	Alberta College and Association of Chiropractors Contact: (780) 420-0932	Alberta College and Association of Chiropractors Contact: (780) 420-0932
Saskatchewan	Chiropractors' Association of Saskatchewan Contact: (306) 585-1411	Chiropractors' Association of Saskatchewan Contact: (306) 585-1411
Manitoba	Manitoba Chiropractors' Association Contact: (204) 942-3000	Manitoba Chiropractors' Association Contact: (204) 942-3000
Ontario	College of Chiropractors of Ontario (CCO) Contact: (416) 922-6355	Ontario Chiropractic Association Contact: (416) 860-0070
Québec	Ordre des Chiropraticiens du Québec Contact: (514) 355-8540	Association des Chiropraticiens du Québec Contact: (514) 355-0557
New Brunswick	New Brunswick Chiropractic Association, Regulatory Contact: (506) 455-6800	New Brunswick Chiropractic Association Contact: (506) 455-6800
Nova Scotia	Board of the Nova Scotia College of Chiropractors Contact: (902) 407-4255	Nova Scotia College of Chiropractors Contact: (902) 407-4255
Prince Edward Island	Prince Edward Island Chiropractic Association Contact: (902) 892-4454	Prince Edward Island Chiropractic Association Contact: (902) 894-4400
Newfoundland and Labrador	Newfoundland and Labrador Chiropractic Board Contact: (709) 834-5650	Newfoundland and Labrador Chiropractic Association Contact: (709) 739-7762
Yukon/NWT/Nunavut	Yukon Chiropractic Registrar Contact: (867) 667-5111	

Membership has benefits!

CCPA is available to all chiropractors who belong to their provincial and national association.

To learn more about the benefits of CCA membership, contact us at 416-585-7902 or 1-877-222-9303, or email membership@chiropractic.ca.

CANADIAN MEMORIAL CHIROPRACTIC COLLEGE BOARD OF GOVERNORS CHIROPRACTORS 2018

You are encouraged to contact the CMCC board member in your province to discuss a practice issue or request some career advice. Reaching out with questions or ideas is also a great way to expand your professional network!

Dr. Rahim Karim, Chair

Toronto, ON

Phone: 416-738-5035

Email: drrkarim@yahoo.com

Dr. Richard Mercier, Vice-Chair

La Sarre, PQ

Phone: 819-339-5333

Email: drrmercier@cablevision.qc.ca

Dr. Greg Woolfrey, Secretary Treasurer

Grand Falls-Windsor NL

Phone: 709-489-4998

Email: woolfmgreg@hotmail.com

Dr. David Gryfe, Past Chair

Toronto, ON

Phone: 416-744-7900

Email: dgryfe@sympatico.ca

Dr. Kevyn Kristmanson

Swift Current, SK

Phone: 306-773-3144

Email: kkristmanson@hotmail.com

Dr. Mark Perrett

Neepawa, MB

Phone: 204-476-3984

Email: npwchiro@hotmail.com

Dr. Natalie Carrington

Black Diamond, AB

Phone: 403-933-3088

Email: drnataliecarrington@gmail.com

Dr. Richard Cronk

Campbell River, BC

Phone: 250-287-8487

Email: rlcronk@shaw.ca

Dr. Mary-Irene Parker

Parrsboro, NS

Phone: 902-254-3344

Email: doconthebay@ns.sympatico.ca

Dr. Catherine Straus

Waterloo, ON

Phone: 519-579-2430

Email: straus@golden.net

Dr. Sarah Williams

Fredericton, NB

Phone: 506-452-1609

Email: drsarah@williamschiro.ca

Dr. Sonia Doroshenko

Dauphin, MB

Phone: 204-638-6642

Email: sdoroshenko@yahoo.com

Dr. Sunyatta Guild

Tottenham, ON

Phone: 905-936-6544

Email: sunyattaguild@gmail.com

YOUR PROFESSIONAL NETWORKS: WHAT YOU NEED TO KNOW

CMCC MEMBERSHIP

CMCC offers new graduates complimentary membership for your first year after graduation.

Following graduation, CMCC alumni and graduates of other chiropractic programs can access a comprehensive membership benefits program. Products and services are updated on an ongoing basis and are mainly focused on patient care, continuing education and research. Revenues generated through the program help to offset tuition fees and support CMCC's operational expenses.

CMCC Member Benefits

- Annual member appreciation rebate of \$360 on orthotic purchases, discounted fabricated orthotics and free seminars from The Orthotic Group.
- 13% discount on orthotics from Footmaxx and Footlevelers.
- Free library research assistance and access to electronic resources not available to private individuals; unlimited free document delivery.
- Group auto, home, health and dental insurance programs.
- Receive a one-time 10% discount on all products in the Supply Centre and Bookstore (cannot be combined with your 5% member discount).
- Become a lifelong learner with the Division of Continuing Education at ce.cmcc.ca where you will save up to 15% on all programs. You will also receive 2 free CE hours (program to be announced).
- Access Perkopolis for discounts on entertainment, travel, hotels, apparel, home services, automotive and so much more!

Visit CMCC's website for a full list of member benefits:
<https://www.cmcc.ca/alumni-friends/membership-perks>

How to renew your CMCC membership

Register online at <https://www.cmcc.ca/alumni-friends/cmcc-membership> or contact us at membership@cmcc.ca, 416-482-2340 Ext: 146

YOUR PROFESSIONAL NETWORKS: WHAT YOU NEED TO KNOW

CCA MEMBERSHIP

Membership with the Canadian Chiropractic Association (CCA) means you are now part of a growing chiropractic community that supports and promotes the profession at the national level. Your voice contributes to the direction of chiropractic in Canada.

CCA membership is open to any chiropractor licensed in Canada who is a member in good standing with their provincial chiropractic association.

CCA Member Benefits

- Listing in the Find A Chiro feature on the CCA website
- Subscription to BACKMatters magazine
- Access to the latest CCA member app Chiropractium
- Exclusive benefits through CCA Plus Partners including Research (RRS, JCCA, The Cochrane Library), Group Insurance, Business Services, Lifestyle and Retail

Visit CCA's website for a full list of member benefits:
<https://www.chiropractic.ca/about-cca/member-benefits/>

How to join CCA

Joining CCA is simple and quick. Ontario, Saskatchewan and Quebec practitioners should contact their provincial associations to secure their CCA membership. Your provincial association will manage your membership for you! All other practitioners can visit www.chiropractic.ca and click on the "Join Now" button. This will direct you to the new graduate application.

Complimentary Membership : CCA offers new graduates complimentary membership up to 18 months from your graduation date. You also have the option to pay your CCA dues in quarterly installments for the first paying year

Contact CCA

www.chiropractic.ca | 416-585-7902 | Toll-free 1-877-222-9303

YOUR PROFESSIONAL NETWORKS: WHAT YOU NEED TO KNOW

CCO MEMBERSHIP

The College of Chiropractors of Ontario (CCO) is the governing body established by the provincial government to regulate chiropractors for the public interest. Every chiropractor practicing in Ontario must be a registered member of the College.

CCO's Role

- Regulations are rules made by Council and approved of by the Ontario government after public consultation and reviewed by the Ministry of Health and Long-Term Care.
- Standards of practice provide a guide to the knowledge, skills, judgment and values needed to practice chiropractic safely and ethically.
- Policies are principles and directives provided by CCO statutory committees, and approved by Council, to guide decisions, implement committee programs, and achieve committee goals.
- Guidelines are instructions for practice that are approved by Council.

Visit CCO's website for the full scope of their oversight:
<https://www.chiropractic.ca/about-cca/member-benefits/>

How to join the CCO

On successful completion of all examination requirements, candidates will receive a letter of successful passing and a registration form and then may apply for CCO registration.

New Grad Bonus: You will receive a discount of over 50% in your first year of membership!

Contact CCO

www.cco.on.ca | cco.info@cco.on.ca | 416-922-6355 | Toll-free 1-877-577-4772

YOUR PROFESSIONAL NETWORKS: WHAT YOU NEED TO KNOW

CCPA MEMBERSHIP

Canadian Chiropractic Protective Association (CCPA) provides protection to the public and member practitioners for incidents where a claim of negligence or liability is made.

CCPA Member Benefits

- CCPA protects you with a \$5 million per incident limit and an aggregate limit of \$5 million per year. CCPA are there for you during a regulatory board complaint.
- Annual Risk Management Projects provide you free continuing education that empowers you to protect your practice proactively.
- Advice and resources to help you manage risk in your practice and achieve compliance with your provincial standards of practice.
- Starting in 2019, new graduates will be eligible for substantial discounts during their first five years in practice.

How to join CCPA

Here's another easy one! Just contact CCPA and they will walk you through the process. Prospective members are welcome to contact CCPA for pricing details.

Contact CCPA

www.ccpaonline.ca | admin@ccpaonline.ca | 416-781-5656
Toll-free 1-800-668-2076

YOUR PROFESSIONAL NETWORKS: WHAT YOU NEED TO KNOW

OCA MEMBERSHIP

Membership benefits tailored for you to build a successful practice. The OCA provides direct support and guidance while you establish yourself as a practicing chiropractor.

OCA Member Benefits

- Access to the OCA's Advantage Partners, providing special rates and discounts on services and products across the province.
- Access to the OCA's Patient Management Program (PMP), ChiroWrite and OCA Aspire practice enhancement software developed by chiropractors for chiropractors, to manage all of your patient information.
- Access to OCA Advance, a CE program designed exclusively for Ontario chiropractors. Enjoy live webinars every Wednesday and access to webinars on demand at your convenience.
- Access to the OCA's Mentorship Program, matching experienced chiropractors with early-career chiropractors to share strategies, insights and feedback while earning structured CE credits.

Visit OCA's website to discover more member benefits:

<https://www.chiropractic.on.ca/members/members-centre/membership/>

How to join

Becoming a member is easy! Simply contact the OCA to receive your application.

New Grad Bonus: Full-time members are eligible for a new graduate discount for the four years following graduation from chiropractic college, with your first year being a 50% discount!

Contact the OCA

www.chiropractic.on.ca | oca@chiropractic.on.ca | 416-860-0070

Toll-free: 1-877-327-2273

MOST WATCHED WEBINARS

OCA members get free access to one-hour webinars with subject matter experts ready to help kick start your career by expanding on your business skills and patient care. Remember, every webinar that you complete counts as a structured CE credit.

OCA Orientation

How can the OCA help you grow your practice? This webinar will give you an overview of the wide array of OCA member benefits, services, and discount programs available to you.

<https://www.chiropractic.on.ca/event/oca-orientation/>

Money Talk for New Chiropractors

In your first five years in practice, you may be paying off school debt, looking for employment, deciding where to live, or thinking about starting a family. This webinar will help you navigate early career decisions that can strengthen your financial future.

<https://www.chiropractic.on.ca/event/money-talk-new-chiropractors/>

Protecting Your Practice and EHR

CCPA will present on how to mitigate risk and liability when using EHRs in your clinic. You'll learn how EHRs can be used for informed consent, roadmaps to care, practice protection and consistently excellent patient care.

<https://www.chiropractic.on.ca/event/protecting-practice-electronic-health-records-2/>

Business Practices

This webinar will make members aware of the expectations set out by CCO regarding business practices, including with respect to advertising, disclosure of fees, block fees and/or payment plans, etc.

<https://www.chiropractic.on.ca/event/business-practices/>

MOST WATCHED WEBINARS

Benefits of Incorporating Your Practice

The pros and cons of incorporating. What are the tax benefits of doing so? Furthermore, determine the appropriate time to incorporate after starting their practice.

<https://www.chiropractic.on.ca/event/benefits-incorporating-practice-3/>

Your Financial Journey: What to Focus On and When

When you're new to practice, your financial journey will benefit from milestones and benchmarks. This webinar will help you measure your progress and achieve your goals

<https://www.chiropractic.on.ca/event/financial-journey-focus/>

Livin' La Vida Locum

Many new chiropractors are choosing to open their careers with locums. They offer a great proving ground for clinical skills and a chance to ease into the business side of chiropractic. But they are fraught with risk. CCPA will walk you through how to manage that risk.

<https://www.chiropractic.on.ca/event/livin-la-vida-locum/>

PHIPA: An Overview of Patient Privacy Obligations – Part 1

Part 1 of this Patient Privacy series focuses on the Personal Health Information Protection Act (PHIPA), which is an Ontario statute that governs the collection, use and disclosure of personal health information in the health sector. In addition to reviewing the key obligations of health information custodians under PHIPA, a summary of recently proposed amendments will be provided.

<https://www.chiropractic.on.ca/event/hipa-overview-patient-privacy-obligations-part-1/>

MOST WATCHED WEBINARS

PHIPA: The Electronic Health Record – Part 2

Part 2 of this Patient Privacy series focuses on the proposed creation of the “Electronic Health Record” (EHR); a system developed and maintained by a Government prescribed organization to enable health information custodians to collect, use and disclose personal health information. This webinar will review the functions and responsibilities of the prescribed organization; the obligations of health information custodians; the collection of EHR information by the Ministry of Health and Long-Term Care; and the authority of patients to withhold information.

<https://www.chiropractic.on.ca/event/hipa-electronic-health-record-part-2/>

Teaming Up: Critical Considerations for Associate Agreements

Joining an established practice can be a great way to launch your career. Everyone starts these relationships intending to be respectful and prosperous. However, as in any business relationship, it is prudent to put the terms of the association down on paper. This webinar will review the basic structure of an associate agreement, critical considerations to bear in mind when negotiating, and a few practical suggestions for common issues that arise.

<https://www.chiropractic.on.ca/event/teaming-critical-considerations-associate-agreements/>

Difficult Conversations with Patients

This webinar will focus on two frameworks for having difficult conversations and addressing sensitive topics. Participants will have an opportunity to provide real life examples and apply the frameworks to them.

<https://www.chiropractic.on.ca/event/difficult-conversations-patients/>

OCA RESOURCES TO SHAPE YOUR FUTURE

Become A Leader

Being active in your community is one of the best ways to organically grow your practice. Get engaged and lead through OCA volunteer opportunities by advocating for the profession at health tradeshow and government events – as a bonus, you can network while making a positive impact on the profession. Sign up for OCA's Community Engagement & Leadership Program on their website under the Marketing & Community Outreach tab.

In-Person Training

Acquire hands-on training and new skills to help you excel as a chiropractor. OCA members have an exclusive invitation to Advance events, such as THRIVE. Workshops are available throughout Ontario to expand practical knowledge with in-depth training loaded with networking opportunities. Check out OCA's Upcoming Events web page for regular updates.

Coaching Opportunity

Join our mentorship program for expert professional guidance from an experienced chiropractor. Get matched with other chiropractors to share practice strategies, career insights and expert advice all while earning structured CE credits. The step-by-step guide for this program is under OCA's Members Centre tab on their website.

Business Resources

Members have exclusive access to OCA's Marketing & Outreach Library where you'll find social media posts, handouts, video content and more! You will also have access to a collection of business management resources to help guide you through any finance, HR, legal and marketing questions you may have.

MAINTAINING CONTACT WITH CMCC

STAYING ENGAGED WITH CMCC

Primary Contact

Primary Contact is a CMCC publication, distributed three times per year (via regular mail) to all chiropractors across Canada. It provides updates on activities at CMCC such as new technologies, upcoming events, continuing education, alumni news and more.

Annual Homecoming celebrations

Re-connect with your classmates at Homecoming for a weekend of social activities and continuing education. We look forward to welcoming you back where you began.

CMCC Committees

There are a number of board committees which present a good opportunity to remain engaged with CMCC. Please contact board@cmcc.ca

CMCC hosted events in your province

CMCC hosts events across the country which usually coincide with provincial conventions. This is a great opportunity to reconnect with CMCC and your colleagues.

Contact:

Alumni Relations
416-482-2340 ext. 146
alumni@cmcc.ca
www.cmcc.ca/alumni-friends/

PART II
CAREER REFERENCE GUIDE SERIES
COMING SOON!



Ontario
Chiropractic
Association



CMCC
Canadian Memorial Chiropractic College

Association
chiropratique
canadienne



Canadian
Chiropractic
Association