



Registration Examination Handbook

Revised – July 2019

This examination handbook lists procedures and information related to the Registration Examinations.

- Orthotic Registration Written Examination
- Orthotic Registration Practical Examination
- Prosthetic Registration Written Examination
- Prosthetic Registration Practical Examination

Policies, procedures, rules, application dates, and fees may change without prior notification. The most recent information will be available to Interns at the time of application and acceptance to sit the exams.

The Registration process is the responsibility of the Professional Qualifications Committee and the Certification and Registration Board including examination revisions and updates, policies, procedures, rules and information available to Interns.

Orthotics Prosthetics Canada (OPC) came into effect January 1, 2015 after an amalgamation of CBCPO and CAPO. OPC is the registered owner of trademarks, including CBCPO and all certified and registered credentials. The Certification and Registration Board is an independent Board of OPC, responsible for implementing and managing the certification and registration processes.

Successful candidates are still recognized as CBCPO Registered through OPC.

This current handbook supersedes previous versions of the handbook.

Orthotics Prosthetics Canada

OPC National Office

202-300 March Road

Ottawa, ON K2K 2E2

Telephone: 613-595-1919

E-mail: info@opcanada.ca

Website: www.opcanada.ca

Table of Contents

1. Examination Goals and Objectives	5
1.1 Examination Purpose	5
1.2 Examination Objectives	5
1.3 Secondary Examination Objectives	6
2. Examination Eligibility	7
2.1 Examination Application Eligibility Requirements	7
2.2 Internship Related Program Requirements	7
2.3 Examination Period Requirements & Restrictions	7
3. Application Requirements and Deadlines	7
3.1 Application Requirements	8
3.2 Application Documents Required	8
3.3 Accommodation Requests	8
3.4 Medically Necessary Electronic Device Exception	8
3.5 Important Application Dates	9
4. Acceptance to sit Examinations	9
4.1 Change of Information	9
4.2 Falsification of Information	9
4.3 Withdrawal from an Examination	9
5. Fees	9
5.1 Application Fees and Examination fees	10
5.2 Payment method	10
6. Examination Sites	10
6.1 Written Examination Site	10
6.2 Practical Examination Site	10
6.3 Travel and Accommodation	10
7. Examination Language	11
8. Examination Day Procedures	11
8.1 Written Examination Day	11
8.2 Practical Examination Day	11

9. The Examination	11
9.1 Examination Format	11
9.2 Examination Content	11
9.3 Examination References	11
9.4 Written Examination Content	12
9.5 Practical Examination Content	12
9.6 Registration Practical Examination Overview	13
10. Examination Scoring and Results	13
10.1 Examination Results	14
10.2 Scoring of the n Written Examination	14
10.3 Scoring of the Registration Practical Examination	14
10.4 Examination Re-Scoring	15
11 Examination Re-Sits	15
11.1 Written Examination	15
11.2 Practical Examination	16
12. Appeal Process:	16
12.1 Appeal Review Criteria & Overview	16
12.2 Administrative Reconsideration	17
12.3 Administrative Reconsideration Criteria	19
12.5 Examination Appeals	21
12.6 Appeal Outcomes	22
13. Candidate Code of Conduct and Dismissal Policy	23
13.1 Candidate Rules of Conduct for the OPC Registration Exam	23
13.2 Dismissal Policy	24
13.3 Conflict of Interest	24
14. Additional Information:	25
14.1 Limits of Liability	25
14.2 Research	25
14.3 Privacy Policy	25
15. Appendices	26
Appendix 1: Examination Content References	26
Appendix 2: Domains and Tasks	28

1. Examination Goals and Objectives

1.1 Examination Purpose

The OPC Registration Examination assesses the principles, processes and competencies of candidates at an entry-to-practice level in Canada.

Orthotics Written Examination

The written orthotics examination assesses the applicant's understanding of essential orthotic knowledge, skills, principles and processes of orthotics technical practice.

Prosthetics Written Examination

The written prosthetics examination assesses the applicant's understanding of essential prosthetic knowledge, skills, principles and processes of prosthetics technical practice.

Orthotics Practical Examination

The Orthotic Registration Practical Examination assesses the applicant's competence to produce orthotics at an entry-to-practice level. It tests applicants' ability to safely and effectively apply technical principles and processes of orthotic treatment to practical (or 'real life') situations.

Prosthetic Practical Examination

The Prosthetic Registration Practical Examination assesses the applicant's competence to produce prosthetics at an entry-to-practice level. It tests applicants' ability to safely and effectively apply technical principles and processes of prosthetic treatment to practical (or 'real-life') situations.

1.2 Examination Objectives

The objective is to ensure that upon the successful completion of the exam, the Registered Technician will have the necessary competencies to:

1. Work technically in either the discipline of prosthetics and/or orthotics to a competency set by the Corporation's exam and ensuring the highest quality of practice.
2. Recognize and understand information on client technical work sheets and/or measurement sheets, tracings, casts, layouts etc., to allow the technician to proceed with the fabrication of the prostheses/orthoses.
3. Based on the appropriate prescription and assessment provided by a Certified Clinician, design and fabricate the prostheses and/or orthoses in such a manner as to provide maximum fit, function, cosmesis and workmanship.

4. Fabricate the prosthesis/orthosis utilizing knowledge of the appropriate orthotic/prosthetic materials and employing prescribed and accepted laboratory procedures.
5. Apply proper alignment of the prosthetic and/or orthotic components to the client's requirements.
6. Be knowledgeable of the characteristics/properties and uses of a wide range of components and materials used in the prosthetic and/or orthotic practice.
7. Keep abreast of new developments concerning prosthetic and orthotic fabrication.
8. To work in a safe manner and follow workplace health and safety requirements including safety procedures and the safe operation equipment.
9. Understand terminology related to applicable human anatomy.
10. Be able to work efficiently with materials, prioritize duties and meet fitting deadlines.

1.3 Secondary Examination Objectives

To successfully pass the Registration Examination the candidate must, in relationship to the content of each exam section, be able to demonstrate knowledge in several areas including, but not limited to:

- Anatomy, including musculoskeletal anatomy of the: upper limb, lower limb and trunk, anatomical landmarks and planes of motion
- Medical terminology
- Materials science
- Componentry
- Device alignment and techniques
- Shoe and shoe modification procedures
 - Hand and power tools
 - Biomechanics (e.g. levers and force systems)
 - Orthotic/prosthetic fabrication procedures
 - Care and maintenance of orthoses/protheses
 - Cosmetic finishing
 - Maintaining and repairing components

2. Examination Eligibility

The following requirements must be met prior to applying for the Registration Examination. **Failure to meet these eligibility requirements will result in the application being denied.**

2.1 Examination Application Eligibility Requirements

1. The applicant must be fluent in English.
2. The applicant must be a Canadian Citizen or a legal landed immigrant.
3. All applicants must have successfully completed a Grade 12 high school program or General Education Development (GED) equivalent.

2.2 Internship Related Program Requirements

4. OPC Interns must be on track to complete the required Internship hours, as per the Internship Program stipulations.
5. Once Internship Program hours are completed, Interns are no longer required to track their hours in Typhon. All existing requirements of Internship, supervision, examination eligibility and examination application procedures continue to apply until successful completion of the entire Registration Examination.
6. Once all Internship hours in a discipline are completed, the candidate is eligible to challenge the Written Examination and the Practical Examination to a maximum of three attempts and within the time allocation limits stated, pending proper application, payment of fees and appropriate membership dues.

2.3 Examination Period Requirements & Restrictions

7. Candidates are permitted three attempts to successfully complete the examination.
8. Candidates must challenge the Registration Examinations for the first time within 5 years of the commencement of their Internship.
9. All re-sits of the Registration Written and Practical Examinations must take place within 3 years following the initial examination attempt.
10. Three unsuccessful attempts to complete the examinations in one discipline will deem the candidate ineligible for any further privileges to sit the examination in that discipline.

3. Application Requirements and Deadlines

A copy of the *Registration Exam Application* can be downloaded from the Interns section of the [OPC website](#) or requested from the OPC National Office.

3.1 Application Requirements

The exam application must be complete in all respects. OPC must receive a completed application and application fee by the stated deadline. Incomplete or late applications will not be processed.

3.2 Application Documents Required

Please refer to the current *Registration Examination Application Form* available on the [OPC website](#) for required application documents.

It is the responsibility of the applicant to submit their completed application and the associated fee by the respective deadline to be eligible to participate. Applications to the Registration Examinations stand only for that year.

Please note: OPC reserves the right to restrict the number of applicants accepted to sit the practical exam due to space and personnel limitations.

If a candidate fails a Registration Written and/or Practical Examination, the applicant is required to **re-apply** and submit a new application according to the current OPC Registration Examination rules, qualifications and guidelines.

3.3 Accommodation Requests

Request for an accommodation for physical or learning disability: If a candidate has a documented physical or learning disability that requires accommodation at the examination, the candidate is required to inform OPC. ***A written request for accommodation and supporting documentation of disability or requirement must be included in the exam application.***

Where appropriate, OPC will take reasonable steps to accommodate candidates who have special needs. For details, please refer to the *OPC Examination Accommodation Policy* in the *OPC Examination Policy and Procedure Manual*. OPC will only consider requests received at the time of application, except in unusual circumstances, such as a recent injury. Requests for accommodation of special needs are assessed on a case-by-case basis.

3.4 Medically Necessary Electronic Device Exception

If a candidate has a medically required electronic device, the candidate must inform OPC at the time of application and provide a physician note indicating the requirement as per the OPC Electronic Device Policy in the OPC Examination Policy and Procedure Manual.

3.5 Important Application Dates

For the current year's Registration Examination Application, fee dates and deadlines please refer to the Event Calendar on the [OPC website](#).

4. Acceptance to sit Examinations

Candidates must remain Members in Good Standing to be eligible to challenge Registration Examinations. Application and Examination fees are subject to change and may be revised at the discretion of OPC. Once Examination Fees have been approved, Candidates are responsible for the current Examination Fees regardless of the fees in place at their time of application.

Once deemed eligible to challenge a specific examination, candidates will receive confirmation of acceptance to sit the exam(s) for which they are eligible. OPC must receive all examination fees by the deadline dates published on the [OPC website](#).

4.1 Change of Information

OPC cannot be held responsible for misdirected communications. It is the responsibility of the candidate to update OPC with the correct information in a timely manner. All documentation will be sent to the contact information on file. If any personal or contact information changes, candidates are required to make the necessary changes in their online profile immediately.

4.2 Falsification of Information

If any candidate is found to have purposely falsified any information in the application form, educational criteria, internship requirements and/or reporting of hours; or have breached the *Canons of Ethical Conduct* and *Character and Fitness Rules*; they may be deemed ineligible to sit the examination and may be subject to penalties and sanctions in the discretion of OPC.

4.3 Withdrawal from an Examination

If a candidate wishes to withdraw from an exam, OPC must be notified in writing prior to the ***exam fee*** deadline.

The withdrawal is effective the day it is received by OPC National Office. Exam *fees* are not refundable after the Exam Fee deadline. **Exam application fees are not refundable.**

5. Fees

OPC is a non-profit organization and all fees are used to offset the cost of maintaining and administering the exam. Exam fees and application fees cannot be dismissed or changed except as noted in this handbook or the *OPC Examination Policy and Procedure Manual*, which is available on the [OPC website](#).

OPC will only process applications that include the appropriate application fee.

5.1 Application Fees and Examination fees

Please refer to the [OPC website](#) for details on Examination applications, fees and deadlines. Acceptance to write the examination will be voided if exam fees are not paid by the deadline.

Application and Examination fees are subject to change annually. The most current information will be published on the OPC website and indicated at the time of application and/or acceptance to sit an examination.

5.2 Payment method

Application and exam fees must be paid in Canadian funds by one of the payment methods offered by the OPC National office. The payment form, fees and deadlines are all posted on the [OPC Website](#).

6. Examination Sites

6.1 Written Examination Site

Written Examination sites will be determined annually and are dependent on candidate locations and numbers. The allotted time for the Written Examination is three hours.

OPC will endeavor to select written exam site locations that are within driving distance of most candidates' city of work. OPC may not be able to accommodate all candidate locations, and as such, travel to the closest exam site will be required. Travel expenses are the responsibility of the candidate.

6.2 Practical Examination Site

The Registration Practical Examination is held in one Canadian location annually. The Practical Exam will be 4-6 hours in length and occur successively on one day.

Specific details of examination locations and times will be communicated to accepted candidates prior to the exams.

6.3 Travel and Accommodation

It is the candidates' responsibility to make their own travel and accommodation arrangements and to ensure there is sufficient time to travel to the exam site and complete the exam.

Specific details of exam locations and times are communicated only to accepted candidates. Communication regarding all the exam details will be provided via email prior to the exams.

7. Examination Language

The Registration Examination is offered in English.

8. Examination Day Procedures

8.1 Written Examination Day

On the day of the Written Examination, candidates shall report to the exam location and the exam proctor. Government issued photo ID will be required to sign in. The exam will start on time. No extra time will be given to late arrivals.

8.2 Practical Examination Day

Candidates must report to the exam site on the day and time indicated. Candidates will be required to provide government issued photo ID to receive their candidate package. The exams will start on time. No extra time will be given to late arrivals.

9. The Examination

9.1 Examination Format

The Registration Examination has two components: Written and Practical; that are scored independently. Candidates must pass both components to successfully pass either the Orthotic Registration Examinations or the Prosthetic Registration Examinations to become credentialed and use the designation Registered Technician.

9.2 Examination Content

The content and passing grade for all components of the examination process is set by the Corporation in conjunction with recommendations made by the Professional Qualifications Committee and derived from the Practice Analysis and Exam Blueprint Report which can be found on the OPC website: <https://opcanada.ca/english/members/exam-related-material>.

9.3 Examination References

A list of references and resources that OPC uses to prepare written exam questions and practical exam stations can be found in [Appendix 1](#). All questions have been referenced from one or more texts and there is no expectation that the candidates are to review all the textbooks, although these texts may be used as a reference to study.

Domain and Task information is listed in the [Appendix 2](#). The Registration Examinations and their content are reviewed, revised and updated on an annual basis by the Certification and Registration Board.

9.4 Written Examination Content

The Registration Written Examination is designed to test general knowledge and basic problem-solving skills as it relates to prosthetic and orthotic practice.

The examination will be 3 hours and is made up of approximately 150 multiple-choice questions. Candidates should bring a non-programmable calculator. Water is permitted; no other equipment, texts, aids, food, or drinks etc. will be permitted in the written exam area. More detailed information on the written exam day procedures will be sent via email prior to the examination day.

Test specifications for the Written Exams can be found in the Exam Blueprint Report on the OPC Website: <https://opcanada.ca/english/members/exam-related-material>.

9.5 Practical Examination Content

The Registration Practical Examination component assesses the candidate's ability to apply the principles, processes and techniques of prosthetic or orthotic fabrication. The exam is designed to assess the candidate's problem-solving skills in an interactive environment as encountered in typical daily practice regarding prosthesis/orthoses design, material selection, evaluation, interpretation, fabrication techniques, alignment and safety. All materials and supplies needed to complete the examination tasks will be supplied by OPC.

Candidates are required to bring their own PPE.

During the Registration Practical Examination, candidates will be required to perform, demonstrate, and document various practical related tasks and justify responses and actions. It is the candidate's responsibility to choose the best options based on the technical scenario presented. Technical decision-making, problem-solving, and subject matter expertise are critical to the successful completion of a practical exam.

The Registration Practical Examination component is a performance-based test. The candidates are expected to perform a variety of clinical based tasks in simulated "real life" situations. Examiners will use standardized rating tools, developed in conjunction with professional examination consultants, to evaluate the candidates.

The Registration Practical Examinations will be 4-6 hours in length.

Test specifications for the Practical Exams can be found in the Exam Blueprint Report on the OPC Website: <https://opcanada.ca/english/members/exam-related-material>.

9.6 Registration Practical Examination Overview

The Practical Examinations are OCSE-style format.

1. What is an OSCE?

Definition: *An assessment tool based on the principles of objectivity and standardization, in which the candidates move through a series of time-limited stations in a circuit for the purposes of assessment of professional performance in a simulated environment. At each station candidates are assessed and marked against standardized scoring rubrics by trained assessors.*

2. What does OSCE stand for?

- **Objective** – all of the candidates are presented with the same test.
- **Structured** – Foundational competencies are tested at each station, and the rubric for each station is structured.
- **Clinical Examination** – Test of performance of clinical competencies (or work in the clinic), with an emphasis on skills (not a test of knowledge).

Basically: It is an evaluation tool that allows candidates to be observed performing in many different situations in the clinic or lab setting.

3. Why use OSCEs?

- Improved reliability (the consistency of the results)
- Careful specification of content
- Observation of wide sample of activities
- Fairer test of candidate's clinical abilities
- Each candidate has to perform the same tasks

4. What is the OPC OSCE?

- Candidates are observed and scored as they rotate around a series of 8 stations.
- Candidates will be given 25 minutes to complete each station.
- Each station focuses on 1-3 tasks derived from practice analysis.
- There is a 5-minute break for candidates to move to the next station.

10. Examination Scoring and Results

Candidates must achieve a score above the cut score. All marks are rechecked for accuracy before they are released.

10.1 Examination Results

Examination results will be sent out approximately 6 weeks after the date of the Registration Practical Examination.

10.2 Scoring of the n Written Examination

The Orthotic and Prosthetic Registration Written Examinations are each 3 hours in length and contain approximately 150 multiple choice questions, each of equal value.

Criterion-referenced pass/fail standards (cut scores) have been established for each exam. The standards are performance-based and represent the level of performance necessary to enter practice, as determined by representative panels of subject matter experts. A group of Subject Matter Experts (SMEs) conducted a thorough review of the content of written exams and determined the minimum number of questions that must be answered correctly on the Orthotics and Prosthetics written exams in order to pass.

This approach to making pass/fail decisions ensures that the same ability or performance standard is applied for each exam and it ensures that only candidates who meet or exceed this standard pass the exam. It is a candidate's level of ability or performance compared to this standard that determines whether the candidate passes or fails, not a comparison of how other candidates performed on the exam. There is no built-in passing or failure rate with a criterion-referenced pass/fail standard.

Candidate scores are calculated based on the number of multiple-choice questions they answer correctly which is then evaluated against the pass/fail score.

10.3 Scoring of the Registration Practical Examination

The Practical Examination will be 4-6 hours in length, consist of multiple stations, and occur successively on one day.

Candidate scores are calculated as per the marking scheme outlined for each exam section. Scores are calculated as the sum of the marks for all the correct answers or portions thereof. All sections of the exam are timed tests.

The candidates' performance is monitored by Proctors and/or examiners. Candidates are not graded on a curve and there is no predetermined failure rate; therefore, candidates are not competing against each other for successful examination performance.

Criterion-referenced pass/fail standards (cut scores) have been established for each station. The standards are performance-based and represent the level of performance necessary to enter practice, as determined by representative panels of subject matter experts.

This approach to making pass/fail decisions ensures that the same ability or performance standard is applied for each exam and it ensures that only candidates who meet or exceed this standard pass the exam. It is a candidate's level of ability or performance compared to this standard that determines whether the candidate passes or fails, not a comparison of how other candidates performed on the exam. There is no built-in passing or failure rate with a criterion referenced pass/fail standard.

Candidate scores are calculated as per the standardized rating tools and evaluated against the pass/fail score.

10.4 Examination Re-Scoring

Re-scoring involves reviewing the exam to ensure the candidate received credit for all correct answers on the exam by adding up the scores for each question and verifying the grades provided were accurate. A candidate's request for exam re-scoring must be received by OPC National Office, via couriered registered mail, within 21 days of receiving their results, along with a cheque made out to OPC for \$350.00 per exam (written or practical exam). The request should be addressed to OPC National Office, re: Examination Re-scoring. If re-scoring changes the result from a fail to a pass, then the re-scoring fee will be refunded. Failing results after rescoring are not eligible as grounds for appeal based on marks alone. Re-scoring will be performed by an alternate OPC administrative appointee.

11 Examination Re-Sits

All existing requirements of Internship, Supervision, Exam eligibility and Exam application procedures continue to apply until successful completion of the entire Registration Examination.

Once all Internship hours in a discipline are completed, the candidate is eligible to challenge the Registration Written Examination and Registration Practical Examination to a maximum of **three (3)** attempts and within the time allocation limits stated, pending proper application and payment of fees and appropriate membership fees.

11.1 Written Examination

Orthotics Registration Written Examination and Prosthetic Registration Written Examination candidates are permitted **three (3)** attempts to successfully complete the Registration Written Examination.

- All re-sits of the Written Examination must take place within three years following the initial written exam attempt.

- Three unsuccessful attempts to complete the Registration Written Examination in one discipline will deem the candidate ineligible for any further privileges to sit the examination in that discipline.

11.2 Practical Examination

Orthotics Registration Practical Examination and Prosthetic Registration Practical Examination candidates are permitted **three** attempts to successfully complete the Registration Practical Examination.

- All re-sits of the practical exam must take place within three years following the initial practical exam attempt.
- Three unsuccessful attempts to complete the Registration Practical Examination in one discipline will deem the candidate ineligible for any further privileges to sit the exam in that discipline.

12. Appeal Process:

12.1 Appeal Review Criteria & Overview

A candidate's examination results will only be reviewed by OPC in the event of suspected procedural irregularities concerning the OPC Registration Examination, namely:

- (i) when there is an error in the administration of the examination that negatively affects a candidate's grade and/or standing;
- (ii) where there is evidence that an examination policy or procedure was unfairly applied and the candidate's grade and/or standing was negatively affected; or (iii) where there is an unforeseen circumstance beyond the control of examination administration or the candidate that may adversely affect the candidate's examination performance, such as examination interruption due to an emergency, illness or other like circumstance.

For certainty, an appeal **WILL NOT** be commenced:

- (i) solely on the basis of marks alone; nor
- (ii) concerning examination content. OPC Registration Examination content is carefully determined and set on an annual basis and challenging examination content is not a ground for appeal.

An Incident Report is required for any appeal to be considered. Candidates cannot request a review of results unless there are significant and documented circumstances in an incident report that affected examination delivery, process, or the candidate specifically. The candidate/appellant bears the burden of proof and it is up to the candidate/appellant to demonstrate that there are sufficient grounds to alter the original decision.

Examples of circumstances eligible for review:

Eligible for Review	Not Eligible for Review
Candidate was not given the allotted amount of time to complete the examination.	Candidate did not complete the examination task.
An incident occurred during the examination that significantly impacted the candidate’s performance.	Candidate received less than the cut score.
Suspected irregularities in the evaluation process.	Alleged errors in content.

There are two steps in the Examination Review process:

1. **Administrative Reconsideration:** Administrative Reconsideration is a process that documents and investigates the claim, as stated in the incident report, by the candidate/appellant. The investigation report will form part of the pertinent information considered on Board Appeal. Administrative Reconsideration cannot overturn the results of the Examination and is required prior to an appeal. Administrative Reconsideration is further set out below.
2. **Appeal:** An appeal can only be requested following an Administrative Reconsideration and takes the results of the Administrative Reconsideration into account along with other pertinent information. Appeals will be considered by an appointed, unbiased panel of experienced Certified & Registered professionals. Rulings of the panel are final and binding. Appeal is further set out in section 13.2 below.

NOTE: The candidate will NOT gain any additional information regarding their examination performance (such as suggestions for improvement or areas of weakness) by appealing results. The examination result information that is mailed out following the examination is the only information available to candidates.

12.2 Administrative Reconsideration

If a candidate has reason to believe that his/her examination results are eligible for review pursuant to section 12 above, he/she may request Administrative Reconsideration. In addition to the substantive requirements for eligibility for review noted above, to be eligible for Administrative Reconsideration, the event or circumstance at issue needs to have a direct cause and effect relationship on a candidate’s examination performance **and** an incident report must have been completed and submitted to OPC within 5 days of the examination ending. The **incident report** must reach the OPC National Office at:

OPC National Office

202-300 March Road

Ottawa, ON K2K 2E2

Re: Administrative Reconsideration

within 5 days of the examination ending. Any Incident Reports received after this date and time will not be accepted.

A candidate's request for **Administrative Reconsideration** must be received by OPC National Office, via couriered registered mail, within 21 days of a candidate receiving his/her results, along with a cheque payable to OPC for the appropriate fee amount. The request should be addressed to OPC National Office, re: **Administrative Reconsideration**.

The request ***must detail the grounds on which the request for review is based and clearly outline a direct cause and effect relationship*** between the event and the candidate's examination performance. In addition, the written request for review must be accompanied by specific details and all relevant, supporting or pertinent information relating to the incident and any relevant documentation in the custody or under the control of the candidate. The request and accompanying information and documentation form the candidate's submission for Administrative Reconsideration. The Administrative Reconsideration panel may request additional information, details, and/or documents during the Administrative Reconsideration investigation from the candidate as well as from third parties. Each request will be considered on a case by case basis.

Incidents and events that a candidate claims impacted their examination performance will need to be substantiated. Candidates are required to report incidents using an Incident Report Form (details in the *OPC Examination Policy and Procedure Manual*) to officially document an event that occurred. It is mandatory for an Incident Report to be filed in order to request an Administrative Reconsideration. The Incident Report should be completed and submitted to the Registration Exam Coordinator or authorized representative at the examination site or to the OPC National Office within 5 days of the examination ending (see above for details on method of incident report submission following the examination).

The Administrative Reconsideration panel will undertake an investigation using the submitted incident reports and interviews with involved individuals. By submitting the request for review, the candidate agrees that the Administrative Reconsideration panel may contact the candidate and other relevant persons, such as (for example only) other candidates, examiners, and otherwise and discuss the request for review and the event at issue in a manner that is reasonably necessary to carry out the investigation and for the panel to render their report.

12.3 Administrative Reconsideration Criteria

Administrative Reconsideration will be considered for:

- Illness; or
- Unforeseen extenuating circumstances (ie: family emergency, hazardous weather, flight cancellations and similar such events which are out of the control of examination administration and/or the candidate); or
- Examination Administrative irregularities which potentially affected the fair and consistent delivery of the examination and negatively affected the candidate's performance at the examination or which put the candidate at a disadvantage compared to other candidates; or
- The candidate may request a review of a particular incident or examination procedure if the candidate felt the incident or procedure prevented the candidate from successful completion of the examination; or
- The candidate may request a review of a particular incident or examination procedure, such that it contributed to a failing examination result. Examination content is not a ground for appeal.

Please note: Under special circumstances candidates are permitted to request Administrative Reconsideration without attending an examination. For example, hazardous weather or other natural disasters that prevent a candidate from attending a scheduled examination, or if a candidate is on their third attempt, or has reached the limit of a time-frame in challenging an examination and is unable to attend the exam which would leave them ineligible for further attempts.

A panel of at least three experienced OPC Credentialed professionals (with a minimum of one Registered Technician) will be appointed as the Administrative Reconsideration panel and will carry out an investigation into the Administrative Reconsideration request. All supporting documents provided by the candidate, incident reports, examination results, interviews of relevant individuals (Registration Examination Coordinator, Examiners, Candidates, etc.) will be reviewed as required. The Administrative Reconsideration panel will investigate the circumstances and submit a report of their findings to the OPC National Office. The report will outline the results of the investigation, any potential outcome and the candidate will be informed in writing of the Administrative Reconsideration panel's findings.

Process and possible outcomes of Administrative Reconsideration

If it is deemed that there were no grounds or insufficient grounds for the Administrative Reconsideration, the Administrative Reconsideration panel will recommend:

1. The examination outcome stands as is. The request will not be permitted to proceed to appeal.

If it is deemed the candidate has a case eligible for Administrative Reconsideration and an event/situation placed the candidate at a disadvantage compared to other candidates, based on the extenuating circumstances, the Administrative Reconsideration panel may recommend:

1. Not counting the fail against the candidates three examination attempts limit. If the candidate failed an examination section, the candidate may be allowed to retake the segment of the examination affected without the original fail being counted against their three possible attempts.
2. Refunding the examination fee/application fee.
3. Waiving the examination fee/application fee, or part thereof, for a future examination attempt.
4. Extend the candidate's year attempt limit (if the current examination occurred in their last eligible year for examination attempts – permit an extension to sit the examination in the following year only).

Candidates will be contacted within 45 days after the receipt of their Administrative Reconsideration request with an estimate of the timeframe for the processing of their request. Timelines will vary from request to request dependent on the number and type of circumstances under review.

A failing result CANNOT be overturned as result of Administrative Reconsideration.

If a candidate has failed and is not satisfied with the outcome of the Administrative Reconsideration, the candidate has the right to appeal if they otherwise meet the appeal eligibility requirements and provided they fulfill the requirements set out below.

Only candidates who have requested Administrative Reconsideration will be permitted to appeal.

12.5 Examination Appeals

Only candidates who have submitted an Administrative Reconsideration request to OPC within the stated timeframe and as per the Administrative Reconsideration guidelines have the right to an appeal. Appeals are conducted in writing only and the candidate's appeal request shall be considered his/her appeal submission. Decisions of the Appeal Panel are final and binding.

A candidate may not appeal without cause or based on failing marks alone. Grounds for an appeal may include:

1. The presence of ***new or different*** information to add to that already submitted as part of Administrative Reconsideration;
2. Significant impact from occurrences during the examination that were unable to be resolved by the Administrative Reconsideration; and/or
3. Significant impact from an incident or examination procedure, such that it contributed to a failing examination result and that the failed examination result should be overturned based on the presented grounds of appeal.

An appeal request must be submitted in writing and received by OPC National Office, via couriered registered mail within 30 days of receipt of the response for the Administrative Reconsideration, along with an Appeal fee of \$500.00 (certified cheque or money order) payable to OPC. The appeal should be addressed to OPC re: Examination Appeal.

The appeal will be received and reviewed by a panel of 3-5 unbiased, OPC Credentialed professionals (with a minimum of one Registered Technician) different than those that made up the Administrative Reconsideration panel. No person that participated in the examination process, Administrative Reconsideration, or is a member of the Professional Qualifications Committee or Certification and Registration Board will participate on the Appeal Panel. Candidates will be contacted within 45 days of the receipt of their appeal with an estimate of the timeframe for their appeal. Timelines will vary from appeal to appeal dependent on the number and type of circumstances under review.

12.6 Appeal Outcomes

Appeal outcomes may include:

1. The examination outcome stands as is.
2. Not counting the fail against the candidates three examination attempts limit. If the candidate failed an examination section, the candidate may be allowed to re-challenge the segment of the examination affected without the original fail being counted against their three possible attempts.
3. Refunding the examination fee/application fee.
4. Waiving the examination fee/application fee, or part thereof, for a future examination attempt.
5. Extend the candidates' year attempt limit (if the current examination occurred in their last eligible year for examination attempts – permit an extension to sit the examination in the following year only).
6. Overturning a failed examination result based on the presented grounds for appeal.

13. Candidate Code of Conduct and Dismissal Policy

13.1 Candidate Rules of Conduct for the OPC Registration Exam

By participating in the OPC Registration Examination, candidates agree to the following rules:

1. **It is improper for candidates to share information regarding the questions and/or answers of the examinations with other persons.** Candidates' obligation of confidentiality of the examination materials/content will survive the completion of the exam experience.
2. It is improper for candidates to attempt to solicit information from examiners, or other exam candidates involved in the examination process.
3. **Candidates cannot remove any part of the OPC Registration Examination from the site.** The owner of all right, title and interest in or to any such certification/registration examinations, including any and all intellectual property rights therein, belongs exclusively to OPC. This also includes any used or scrap paper or notes taken during the exam. OPC strictly enforces this requirement. Any candidate who has been discovered to have disobeyed the rules of exam security may be asked to leave the examination site.
4. Candidates' behaviour before, during and after the examination cannot disturb other candidates. Candidates are not to make disruptive comments about the examination or unnecessarily question exam policies and procedures.
5. No electronic devices, books, paper or aids etc. will be allowed into the examination rooms. Non-programmable calculators are permitted in exam sections requiring calculations. Candidates are allowed, however, to study in the candidates' waiting area while they are awaiting an examination session. Candidates can refer to the OPC Electronic Device Policy, in the *OPC Examination Policy and Procedure Manual* on the [OPC Website](#).
6. All candidates are expected to arrive at their scheduled examination sessions on time. No additional time will be granted for delays caused by the candidate.
7. Appropriate dress code is to be expected of the candidate, (for example, no open toe shoes). Candidates should be prepared with all necessary tools and personal safety equipment.
8. Candidates may ask examiners for assistance if they cannot find a tool or need help with operation of on-site equipment. They are not to solicit information or feedback regarding the examination.
9. No candidate will be allowed to leave an examination session once it has begun except in the case of emergency and at the discretion of the Examiners, Registration Examination Coordinators, or Proctor of the written exam. If a candidate leaves an exam section, they risk termination of the examination section. In the case of an emergency, it will be in the Boards discretion whether to allow marks for the section(s) in question.

10. It is the candidate's responsibility to report an incident if a candidate has reason to believe that an incident has affected their exam performance or placed the candidate at a disadvantage compared to other candidates. Candidates must notify the Registration Examination Coordinator or the written exam Proctor before the end of that day's exam session. The candidate's Incident Report should be signed by the candidate and the examiners involved as directed by the Registration Examination Coordinator or Proctor of the written exam.

Please note: All incidents will be considered confidential and will only be shared with other individuals, as required, if an investigation is deemed necessary.

11. All candidates are expected to work in a safe and courteous manner throughout the practical exam. If it is deemed that a candidate's safety is in jeopardy or other candidates, examiners or other exam volunteers are in jeopardy, the examiners have the authority to stop the exam and redirect the candidate. If the candidate refuses to abide the Examiner's request to ensure safety, the examiners or Registration Exam Coordinator have the right to terminate the examination section.

12. If a candidate is suspected of "cheating" as defined in the *Academic Integrity Policy*, OPC or its designate has the right to ask that candidate to leave the exam site. The exam candidate may also risk their exam, in entirety or in part, not be marked. OPC also has the right to take other appropriate actions as deemed necessary. Candidates can refer to the Academic Integrity Policy, in the *OPC Examination Policy and Procedure Manual* on the [OPC Website](#).

13.2 Dismissal Policy

Any candidate who has been discovered to have disobeyed examination policy or procedure or who is observed engaging in any improper activities as it relates to the Candidate Rules of Conduct, may be subject to immediate dismissal from the examination, may be barred from future examinations, and may be required to forfeit his/her current examination fees and/or some period of eligibility, and risks invalidating their results.

13.3 Conflict of Interest

Candidates are required to disclose any conflict of interest as defined by the OPC Examination Conflict of Interest Policy prior to the exams. Please refer to the *OPC Examination Policy and Procedure Manual* on the [OPC Website](#) for examples of potential conflict of interest.

NOTE: Candidates have the right to refuse an examiner if they feel they cannot receive an unbiased examination or if they feel particularly uncomfortable with an examiner.

14. Additional Information:

14.1 Limits of Liability

While OPC takes reasonable steps to ensure the accuracy and completeness of information, resources and reports, neither OPC nor any of its officers, directors, employees or agents shall be responsible for any impacts of a personal, professional or financial nature, such as loss of income or other expenses incurred by a candidate or an employer or contractor due to a decision made by, or on behalf of, OPC related to the examinations. By registering for and participating in the OPC Examinations, you agree that you will take no legal action or other proceedings against OPC or any of its officers, employees or agents for anything done in good faith related to the examinations, including any errors, omissions, neglect or default. You also agree to fully release and indemnify OPC, its officers, employees and agents for any such actions or proceedings.

14.2 Research

Participation in OPC Examinations assumes acknowledgement and permission to review examination marks for statistical purposes. OPC may conduct research using exam data, and may also provide this data to external researchers or consultants specifically for the purpose of maintaining and updating the exam. OPC will maintain confidentiality and the identity of the candidates and their specific marks will not be divulged. The exam data, such as answers and marks, will not include names or identification numbers and will not be traced back to individual candidates. OPC may publish or include statistical data regarding the examinations in reports and OPC documents. By signing the application form, candidates are consenting to the use of the exam related data for exam development research purposes.

14.3 Privacy Policy

As per the [Privacy Policy](#) on the Orthotics Prosthetics Canada website at www.opcanada.ca

15. Appendices

Appendix 1: Examination Content References

This is a list of references and resources that OPC uses to prepare exam questions and stations. All questions have been referenced from one or more texts and there is no expectation that the candidates are to review all the textbooks. These texts may be used as a reference to study.

Bowker, H.K., & Michael, J.W. (1992). *Atlas of Limb Prosthetics: Surgical, Prosthetic and Rehabilitation Principals (2nd Ed.)*. Rosemount, IL: American Academy of Orthopaedic Surgeons. Retrieved from <http://www.oandplibrary.org/alp/> .

Canadian Centre for Occupational Health and Safety (2015, March 12). *WHMIS Pictographs 2015*, https://www.ccohs.ca/products/posters/pdfs/WHMIS_2015.pdf

Clements, et al. (2018). ORTH1109 Materials and Laboratory Techniques. Toronto, ON: George Brown College.

Clements, Micheline-Clarke, and Ruder (2017). Lab Procedures Tech Specs (Semester III) / ORTH 2009. Toronto, ON: George Brown College.

Clements, Micheline-Clarke, and Ruder (2018). Fabrication Theory (Semester III) ORTH 2010. Toronto, ON: George Brown College.

Clements, Micheline-Clarke, and Ruder (2018). Lab Procedures (Semester IV) / ORTH 2016. Toronto, ON: George Brown College.

Clements, Micheline-Clarke, and Ruder (2018). Fabrication Theory (Semester IV) / ORTH 2017. Toronto, ON: George Brown College.

Clements, et al. (2018). Laboratory Procedures (Semester I) ORTH 1007. Toronto, ON: George Brown College.

Clements and Ruder *Fabrication Theory (Semester II) / ORTH 1010*. Toronto, ON: George Brown College.

Clements and Ruder (2013). *Fabrication Theory (Semester I) / ORTH 1008 / CRN10197*. Toronto, ON: George Brown College.

- Fisk, J.R., Lonstein, J.E., & Malas, B.S. (2017). *The Atlas of Spinal Orthotics*. Hillsborough, UK: Exceed Worldwide. ISBN: 978-1-5323-3325-5.
- Hsu, J.D., Michael, J.W., & Fisk, J.R. (2008). *AAOS Atlas of Orthoses and Assistive Devices (4th Ed.)*. Philadelphia, PA: Mosby Elsevier. ISBN: 978-0-323-03931-4.
- Krajbich, J.I., Pinzur, M.S., Potter, B.J., & Stevens, P.M., (Eds.) (2016). *Atlas of Amputations and Limb Deficiencies (4th Ed.)*. Rosemount, IL: American Academy of Orthopaedic Surgeons. ISBN978-1-62552-437-98-1-62552-437-9.
- Lusardi, M. M., Jorge, M., & Nielsen, C. C. (2013). *Orthotics and Prosthetics in Rehabilitation (3rd ed.)*. St Louis, MO: Saunders Elsevier. ISBN 978-1-4377-1936-9.
- Orthotics Prosthetics Canada. (2016). *Canons of Ethical Conduct*. Retrieved from: <https://opcanada.ca/uploads/587ncj4sh.pdf>
- Orthotics Prosthetics Canada. (2016). *Governance Policy and Procedure Manual*. Retrieved from: <https://opcanada.ca/uploads/5bb787cac8e51.pdf>
- Orthotics Prosthetics Canada. (2016). *MCE Policy – Designation Credit Chart*. Retrieved from: <https://opcanada.ca/uploads/5af1f2d042d89.pdf>
- Seeley, Stephens, Tate. (1989). *Anatomy and Physiology*. St-Louis-Toronto-Boston-Los Altos. Times Mirror/Mosby College Publishing.
- Wheless, C.R. (2017). *Textbook of Orthopaedics*. Data Trace Internet Publishing, LLC. Retrieved from <http://www.whelessonline.com> .
- Weber, D. (1991). *Clinical Aspects of Lower Extremity Prosthetics: Trans-Tibial, Symes, and Partial Foot Amputations*. Oakville, ON: Elgan Enterprises & The Canadian Association of Prosthetists & Orthotists. ISBN-13: 978-0-9218-3202-7.
- Weber, D. (2010). *Clinical Aspects of Lower Extremity Orthotics. Section 2 Biomechanics, Gait and Assessment Techniques*. Oakville, ON: Elgan Enterprises & The Canadian Association of Prosthetics & Orthotics. ISBN 0-921832-01-X.

Appendix 2: Domains and Tasks

Domains

- 01 Patient¹ Evaluation:** Assess and evaluate patient by collecting patient-specific characteristics that will be used to determine appropriate prosthetic/orthotic treatment.
- 02 Treatment Planning:** Analyze, evaluate and integrate information gathered in Patient Evaluation. Using this information, develop prosthetic/orthotic treatment which may include the provision of a new prosthesis/orthosis, restoration/improvement of function in current prosthesis/orthosis, or referral to other health care professionals.
- 03 Treatment Implementation and Evaluation:** Using relevant clinical and technical skills, provide the patient with the prosthetic/orthotic treatment that may include the provision of a new prosthesis/orthosis, restoration/improvement of function in current prosthesis/orthosis, or referral to other health care professionals. Provide education to patient.
- 04 Ongoing Treatment and Re-evaluation:** Review prosthetic/orthotic treatment with patient subsequent to original care. Provide additional treatment to adjust, optimize or restore function of the prosthesis/orthosis, and re-educate patient as necessary. Refer to or consult with other health care professionals, as necessary.
- 05 Professional Practice:** Practice in accordance with professional standards and legal requirements; participate in personal and professional development through continuing education, training, research, and organizational affiliations; and provide training and education to others.

Tasks

01 Patient Evaluation

0101. Obtain consent to treatment

0102. Conduct patient interview by taking a comprehensive patient history, including but not limited to medical history (for example, fall history and risk, previous/current treatment and surgeries, allergies to materials, current medication), diagnosis and pathology, signs and symptoms, previous/current use of a prosthesis/orthosis, work

¹ Throughout this document, "Patient" = patient or client, or his or her representative (such as caregiver, family member, legal guardian, medically authorized person)

history, activities, demographic characteristics, social history and supports (for example, family/friends, workplace), cognitive capacity

- 0103. Review professional reports such as patient charts, documented reports, test results, treatments, referrals and ongoing treatment plans of other health care professionals
- 0104. Conduct physical examination by performing a diagnosis-specific functional clinical and cognitive ability examination that includes manual muscle testing, evaluation of sensory function, range of motion, joint stability, and skin integrity
- 0105. Perform static evaluation (for example, postural assessment, weight/non-weight bearing) with and without prosthesis/orthosis
- 0106. Perform dynamic evaluation (for example, functional analysis, gait analysis) with and without prosthesis/orthosis
- 0107. Review patient goals and expectations
- 0108. Identify and administer outcome measurement tools (for example, pain scale, timed walk test, amputee mobility predictor [AMP]) to determine baseline
- 0109. Obtain information regarding patient from other health care professionals, including other clinicians and technicians
- 0110. Obtain information regarding funding sources
- 0111. Document patient evaluation

02 Treatment Planning

- 0201. Refer patient, if appropriate, to other health care professionals for intervention beyond prosthetic/orthotic scope of practice
- 0202. Research treatment options, including obtaining evidence from literature to achieve treatment goals
- 0203. Research manufacturer's specifications; and materials, components, design, and fabrication techniques
- 0204. Review treatment options with patient, including potential trial of components/prostheses/orthoses
- 0205. Collaborate with other health care professionals regarding treatment options
- 0206. For technicians: "Participate in the development of a treatment plan, including....."
Develop a treatment plan, including prosthetic/orthotic treatment, patient education,

continuing and/or coordinated care, based on patient evaluation, needs, and treatment goals

0207. Communicate treatment plan to patient and ensure patient understands his or her responsibilities related to the treatment plan

0208. Ensure that patient and payors are informed of their financial responsibilities

0209. Contact funding agencies for pre-approval, and provide letters/documentation of medical necessity when required

0210. Document treatment plan

03 Treatment Implementation and Evaluation

0301. Provide patient with preparatory care for prosthetic/orthotic treatment (for example, compression garment, serial casting)

0302. Select appropriate materials/techniques in order to perform shape capture (cast, impression, measure, trace, digitize, scan) of residual limb/body segment and/or required measurements

0303. Prepare patient for procedure required to perform shape capture and/or required measurements

0304. Perform shape capture and/or required measurements (for example, anatomical shaping, conventional tracing, height measurement) of residual limb/body segment

0305. Perform shape capture and/or required measurements from existing prosthesis/orthosis

0306. Create positive anatomical model from shape capture (for example, pour/fill cast, carve positive)

0307. Modify (rectify) anatomical model or image

0308. Fabricate/assemble a prosthesis/orthosis to prepare for initial or diagnostic evaluation (fitting)

0309. Ensure that materials, design, and components are used as specified in the treatment plan

0310. Assess prosthesis/orthosis for structural integrity prior to patient diagnostic evaluation (fitting)

0311. Ensure that manufacturers' guidelines and all instructions for use have been followed prior to patient diagnostic evaluation (fitting) (for example, torque values, patient weight limits)

- 0312. Assess/align prosthesis/orthosis for accuracy in sagittal, transverse, and coronal planes (bench alignment)
 - 0313. Perform static and dynamic alignment of prosthesis/orthosis with patient
- 0314. Assess fit, function, control, and support of prosthesis/orthosis (for example, suspension, volume, pressure distribution, force control system)
- 0315. After assuring that prosthesis/orthosis is structurally sound, arrange for a trial period with prosthesis/orthosis if required
- 0316. Complete fabrication process after achieving optimal fit and function of prosthesis/orthosis (for example, convert test socket to definitive prosthesis/orthosis, cosmetic finishing, anatomical shaping)
 - 0317. Re-assess prosthesis/orthosis for structural safety and integrity prior to patient use
 - 0318. Administer outcome measurement tools and compare to baseline
- 0319. Educate patient about the use and maintenance of the prosthesis/orthosis (for example, wearing schedules, donning/doffing, other instructions)
 - 0320. Refer patient to appropriate health care professionals for necessary ancillary care
- 0321. Educate and work with other health care professionals, including other clinicians and technicians, with regard to patient treatment
 - 0322. Document treatment implementation
 - 0323. Finalize financial aspects of treatment implementation

04 Ongoing Treatment and Re-evaluation

- 0401. Obtain feedback from patient to evaluate outcome (for example, wear schedule/tolerance, comfort, perceived benefits and/or detriments, ability to don and doff, proper usage and function, overall satisfaction)
 - 0402. Re-assess patient and note any changes from previous evaluation(s)
- 0403. Assess prosthesis/orthosis with regard to strategic contact and physical presentation (for example, multiple force systems, total contact, trim lines, static/dynamic alignment) to determine need for changes relative to treatment goals
- 0404. Evaluate prosthesis/orthosis for structural changes (for example, component or material failure, joint mal-alignment, change in alignment)

- 0405. Re-administer outcome measurement tools to assess patient's achievement of treatment goals
- 0406. Formulate and discuss with the patient and payors the ongoing treatment plan to modify or replace prosthesis/orthosis
- 0407. Modify prosthesis/orthosis, component parts, and/or interface elements
- 0408. Repair, restore, and/or refurbish prosthesis/orthosis, component parts, and/or interface elements
- 0409. Replace prosthesis/orthosis, component parts, and/or interface elements
- 0410. Assess prosthesis/orthosis for structural safety and integrity following modification, repair, or replacement
- 0411. Evaluate modified prosthesis/orthosis, including static and dynamic evaluation
- 0412. Reassess patient knowledge on use of prosthesis/orthosis
- 0413. Communicate ongoing treatment and outcomes with all key stakeholders
- 0414. Ensure that patient and payors are informed of their financial responsibilities and options regarding modification, repair or replacement of prosthesis/orthosis
- 0415. Document treatment
- 0416. Document outcomes

05 Professional Practice

- 0501. Abide by CBCPO Character and Fitness Rules and Canons of Ethical Conduct
- 0502. Establish and/or adhere to procedures for patient care in compliance with provincial, territorial, and national legal requirements (for example, protection of personal health information, patient and workplace safety)
- 0503. Develop, implement and/or monitor policies and procedures with respect to human resources, physical environment, business and financial practices, and organizational management
- 0504. Participate in personal professional development (for example, participate in continuing education, attend/ present at conferences)
- 0505. Contribute to the profession (for example, volunteer in professional associations, committees, and regulatory agencies)
- 0506. Provide education and training for prosthetic and orthotic practitioners, other health care professionals, technicians, assistants, office staff, and funding agencies

- 0507. Participate in education of Residents and Interns
- 0508. Participate in education of students (both prosthetic and orthotic, as well as others)
- 0509. Participate in CBCPO Accredited prosthetic and/or orthotic technical or clinical education programs
- 0510. Conduct or participate in research, product development, clinical trials, and outcome studies
- 0511. Collaborate with health care professionals and other stakeholders
- 0512. Participate in the development, implementation, and monitoring of public policy regarding prosthetics/orthotics
- 0513. Serve as an expert resource (for example, lifetime cost of treatment, future cost of care, expert witness)
- 0514. Participate in/with consumer organizations and non-governmental organizations in order to promote competency and enhancement of prosthetic/orthotic profession