



Application Deadline: September 13, 2019

Note: Exam is also available in French

Certified Pedorthic Technician (Canada) Examination Information

The College of Pedorthics of Canada has scheduled the examination leading to the designation Certified Pedorthic Technician (Canada). The following information outlines the eligibility requirements and application procedures.

Exam Date:	October 12, 2019
Time:	9:00 – 11:00 am
Locations:	Vancouver BC, Calgary AB, Winnipeg MB, Toronto ON, Halifax NS
Application Deadline:	September 13, 2019 Application form, eligibility proof and fees must be received by the deadline. NO EXCEPTIONS. (Faxed documents are not acceptable.)
Fee:	\$250.00 plus GST or \$HST (price may be subject to change) <i>The exam fee includes a non-refundable administration fee of \$75.00.</i>

Note: Once a candidate has successfully passed the Certified Pedorthic Technician (Canada) examination, they are required to become a member of The College of Pedorthics of Canada. All certified members must hold membership in both the Pedorthic Association of Canada and The College of Pedorthics of Canada in order to maintain certification. Members are also required to maintain a minimum \$1,000,000 in Professional Liability Insurance coverage. The College will send instructions on accessing an invoice for membership fees (on the members' only website) along with a membership information package to successful candidates. The College will not send a certificate or certification number until full payment and proof of insurance is received.

APPLICATION REQUIREMENTS FOR C. Ped Tech (C)

1. Employment Experience

- A candidate must have completed **1-year (2,000 hours) employment in pedorthics**
- The experience hours must have been completed prior to the application deadline.
- Only hours involving work within the pedorthic scope of practice may be considered (non-foot orthoses work does not qualify).
- The following currently-held professional designations: Certified Pedorthist; Certified Orthotist; Registered Chiroprapist will be considered equivalent to 2,000 hours pedorthic experience.

2. Membership

- A candidate must be a candidate member in good standing with the Pedorthic Association of Canada.
- New memberships must be approved and in force for a minimum of 30 days prior to the application deadline.
Applications for new memberships must be received by PAC no later than 2 months prior to the exam application deadline.

Proof of Eligibility:

The following types of documentation should be submitted to substantiate eligibility:

- signed letter from employer, or referring professional, verifying the time worked in pedorthics and the specific job duties
- detailed resume
- proof of current certification status with the certifying body of other foot care profession

The documentation of employment experience must clearly state dates of employment and number of hours worked. If the pedorthic work has been combined with other work, the documentation must clearly state what portion of the work is pedorthic.

Note: CPC reserves the right to verify the proof of eligibility through its own investigations.

Certified Pedorthic Technician (Canada) Examination Application

Application Deadline: September 13, 2019

Please Print

Salutation: Mr. Ms. Mrs. Dr.

Name (as you would like it to appear on your certificate):

(Last) (First) (Initial/Middle)

Work Address:

(Company Name)

(Street)

(City) (Province) (Postal Code)

Business Phone: () _____ Fax: () _____

Home Address:

(Street)

(City) (Province) (Postal Code)

Home Phone: () _____ Email: _____

***** Please note that all exam candidates must apply with a functioning email address as all receipts will be sent out electronically *****

Please select your preferred method for exam results (please chose one only):

- Please send my exam results to my home address
- Please send my exam results to my business address
- Please send my exam results to my email address. (Adobe Acrobat Reader is required to view results)

I WISH TO WRITE THE WRITTEN EXAMINATION IN THE FOLLOWING LOCATION:

- Vancouver, BC
- Calgary, AB
- Winnipeg, MB
- Toronto, ON
- Halifax, NS

Please note that if there are an insufficient number of candidates to request a location, The CPC reserves the right to cancel a site.

Payment method - in the amount of \$250 plus HST or GST as applicable (please see application enclosure checklist)

- Cheque enclosed (payable to The College of Pedorthics of Canada)
- Visa
- MasterCard

Card number: _____ Expiry Date: _____

I, _____, authorize The College of Pedorthics of Canada
(fill in name on the credit card)

to charge the above exam fees to my credit card.

Signature: _____

Language Fluency Policy

You must meet at least one of the two criteria below:

- 1) Is English or French your first language? YES NO
- 2) Was your High School, University or College education completed in English or French? YES NO

If you have responded NO to both the above questions, please review our ESL policy and include the required documentation and test results with your exam application.

Full policy can be read at www.cpedcs.ca/language-policy/

Fitness to Practice Pedorthics

I authorize The College of Pedorthics of Canada to make any investigations it deems necessary to verify my qualifications and examination eligibility. I understand that the information provided herein, as well as any other communications relating to certification will be treated confidentially, except when required by legal process. I allow the College of Pedorthics of Canada to use my application and examination information for other information purposes provided that no personal identification is included.

I have read and understand the information provided in the application. I declare that the foregoing statements are true and that my Proof of Eligibility is genuine. I understand that false application information or evidence of tampering with the certification procedures before, during, or after the examination may result in my disqualification from the certification program. I have also read the Confidentiality and Rules of Conduct for Examinees and agree to abide by them.

I understand that Certified Pedorthists in Canada are required to show education, training and competence in all areas of pedorthic practice and are required to maintain certified education points as defined by the College of Pedorthics of Canada.

Applicant's Signature

Date

Declaration:

I authorize The College of Pedorthics of Canada to make any investigations it deems necessary to verify my qualifications and examination eligibility. I understand that the information provided herein, as well as any other communications relating to certification will be treated confidentially, except when required by legal process. I allow The College of Pedorthics of Canada to use my application and examination information for other information purposes provided that no personal identification is included.

I have read and understand the information provided in the application brochure. I declare that the foregoing statements are true and that my Proof of Eligibility is genuine. I understand that false application information or evidence of tampering with the certification procedures before, during, or after the examination may result in my disqualification from the certification program. I have also read the Confidentiality and Rules of Conduct for Examinees and agree to abide by them.

Applicant's Signature

Date

APPLICATION ENCLOSURES CHECKLIST:

Submit the following to The College of Pedorthics of Canada office:

- Completed, signed application form
- Detailed resume
- Proof of membership in good standing with the Pedorthic Association of Canada
- Payment in the amount of \$250 plus applicable provincial taxes:

Province	Tax %	Total payment
NB, PEI, NS, NL	15%	\$287.50
ON	13%	\$282.50
All other provinces	5%	\$262.50

No application will be processed until all documents are properly submitted. Post-dated cheques will not be processed until date of cheque; therefore, cheques may not be dated after the deadline. All documents must be originals. No faxes will be accepted unless permission is given by The CPC office.

Please send completed applications to:
The College of Pedorthics of Canada
Attn: Victoria Peers
503-386 Broadway
Winnipeg, Manitoba
R3C 3R6

Phone: (866) 819-4354 Fax: (877) 947-9767 Email: info@cpedcs.ca

Please note that if you are requesting the examination in French, your request must be made at least two weeks prior to the examination date. Contact Victoria Peers at vpeers@cpedcs.ca or by telephone at The College office.

CONFIDENTIALITY AND RULES OF CONDUCT FOR EXAMINEES

By applying for The Certified Pedorthist (Canada) examination and becoming a Candidate, you agree to abide by the following rules of conduct:

1. All exam candidates acknowledge that the C. Ped Tech (C) examination is kept strictly confidential, and as such no materials will be released to candidates after testing other than their test results.
2. All materials created in the course of the examination (marking sheets and original test papers) become the property of The College of Pedorthics of Canada and will not be released to candidates under any circumstances.
3. Candidates understand that under no circumstances are they to remove any part of the examination from the exam room
4. Candidates will not be permitted any form of assistance from the Proctor during the exam other than clarification of wording in the written exam component.
5. Candidates engaging in disruptive or inappropriate behaviour during the examination may be dismissed by the Proctor and may receive a failing grade on the examination.
6. Candidates understand that by engaging in any form of cheating (as defined below) will result in the Proctor dismissing them from the exam and/or The CPC to take further disciplinary action as appropriate.
 - a. Cheating is defined as any form of dishonesty by the Candidate that results in unfair advantages in results for either themselves or any other Candidates.

- b. Cheating includes, but is not limited to, the following:
 - i. Making inappropriate requests of the Proctor before, during or after the examination (including solicitation for assistance or exam materials, or any other request that would grant them an unfair advantage in the examination)
 - ii. Removing exam materials from the test site
 - iii. Bringing study materials into the examination, other than those papers permitted for the practical examination
 - iv. Non-registered candidates posing as Candidates
 - v. Giving or receiving assistance during the examination
 - c. Any inappropriate behaviour will be reported by the Proctor to The CPC Board of Directors and action will be taken accordingly.
7. Any candidate with special needs (including physical accommodation or consideration regarding English as a second language) must make a request in writing at the time of application. **No requests will be considered that are received within 90 days of the examination.** All requests will be considered on a case by case basis by The CPC Board of Directors and will be accommodated as deemed appropriate.

MARK VALUES, ATTEMPTS, PROCEDURES

The C. Ped Tech (C) examination is a written examination. A mark of 80% is considered a passing grade. The exam is considered to be at a university level of difficulty.

All examinees write simultaneously with proctors supervising. The College of Pedorthics of Canada marks the exams at a later date.

A failing mark requires a full re-write. An examinee is permitted an unlimited number of attempts at passing the exam.

Should an applicant withdraw prior to attempting an exam, under reasonable and verified extenuating circumstances, a non-refundable credit for the full exam fee will be given. This credit must be applied to the next available exam session. A second withdrawal will result in forfeiture of the entire fee.

EXAM FORMAT

Written Examination

- 80 multiple-choice questions (1 mark each)
- Question categories: clinical anatomy/pathology (approx. 40%); pedorthic management (approx. 60%)
- 2-hour time allotment

EXAM CONTENT

The C. Ped Tech (C) exam tests the standard of knowledge expected of a pedorthic technician who independently manufactures orthoses and footwear modifications using patient files produced by a pedorthist. The technician must have sufficient knowledge of anatomical terminology, pedorthic principles, materials and footwear, to fully understand patient files and to produce pedorthic devices to specifications.

Anatomy of the Lower Limb

- Anatomical terminology for structures, positions, and directions (e.g., medial, distal, metatarsal head, subtalar joint)
- Skeletal and muscular systems (in general, locations and actions)

- Surface anatomy (fitting and manufacturing landmarks)
- Anatomical anomalies and deformities (e.g., hallux valgus; claw toes; clubfoot; pes planus)

Pedorthic Management - Orthotic Devices and Footwear

- Generally accepted pedorthic approaches for supporting, accommodating and/or altering biomechanics using footwear and orthotic devices (e.g., metatarsal pads, posting, wedges, lifts, rockers)
- Shoe anatomy and terminology; footwear fitting; orthopaedic devices; shoe modifications; orthotic materials; casting procedures (e.g., metatarsal bar; Thomas heel; foam impression; hallux valgus night splint; elevations)

SUBJECT LIST

The following items have appeared at least once in questions on the C. Ped Tech (C) multiple choice exam. Familiarity with each of these items is strongly recommended for C. Ped Tech (C) exam applicants. This is not an exhaustive list; additional items may also appear on the exam.

Anatomy & Basic Biomechanics

- ☐ planes - coronal, frontal, sagittal, transverse
- ☐ actions/positions - abduction/adduction, anterior/posterior, distal/proximal, dorsal/plantar, lateral/medial, dorsiflexion/
- ☐ plantarflexion, flexion/extension, inferior/superior, internal/external rotation, inversion/eversion, pronation/supination, valgus/varus
- ☐ terms - articulate, bilateral, chafing, contracture, deviation, digit, dislocation, displacement, excavation, excision, exostosis, foot-flat, foot slap, great toe, increment, inflammation, lever, malalignment, midline, neurological, neutral, nodule, ossification, palpate, periphery, post-op, prominent, purchase, ratio, rupture, subluxation, taper, thermal, toe-off, trunk, velocity
- ☐ Bones
 - ☐ calcaneus, cuboid, cuneiform, femur, fibula, ischium, metatarsals, navicular, patella, phalange, sesamoids, sustentaculum tali, talus, tibia
 - ☐ base, condyle, head, malleolus, tuberosity
 - ☐ joints - interphalangeal, metatarsal-phalangeal, subtalar
- ☐ Muscles
 - ☐ biceps femoris, extensor digitorum longus, flexor digitorum longus, extensor hallucis longus, flexor hallucis brevis, flexor hallucis longus, gastrocnemius, hamstring, lumbricals, peroneus brevis, peroneus longus, plantar aponeurosis/fascia, plantaris, popliteus, quadriceps femoris, rectus femoris, semimembranosus, semitendinosus, soleus, tibialis anterior, tibialis posterior, triceps surae, vastus lateralis, vastus medialis
- ☐ Achilles tendon, fat pad, insertion, ligament, tendon
- ☐ Conditions & Deformities
 - ☐ arthritis, callus, claw toe, Charcot joints, diabetes, equinovarus, forefoot supinatus, forefoot valgus, forefoot varus, genu valgum, hallux limitus, hallux rigidus, hallux valgus, hammer toe, heel spur, leg length discrepancy, lordosis, mallet toe, metatarsalgia, metatarsus adductus, metatarsus prima varus, plantar fasciitis, tailor's bunion
- ☐ Foot Types & Structures
 - ☐ forefoot, hindfoot, instep, midfoot, pes cavus, pes planus, pes valgo planus, transverse arch

Orthoses

- ☐ forefoot post, heel post, heel cup, metatarsal pad, Morton's extension
- ☐ PPT, pink plastazote, polypropylene, sorbothane, Spenco, subortholen, UCBL
- ☐ foam impression, plaster slipper, neutral position

Footwear & Modifications

- ☐ backstay, collar, combination last, counter, heel, heel breast, insole, lace stays, midsole, outsole, quarter, shankpiece, sock lining, sole, throat, toe box, toe spring, tongue, topline, tread, upper

- ☐ balmoral, blucher, board-lasted, casting, extra-depth, foxing, Goodyear welt, heel height, inflare/outflare, lasting, moccasin, pattern, slip-lasting, straight last, unit sole, vamp, wheeling
- ☐ sizing - ball girth, Brannock device, heel-to-ball, heel-to-toe, width
- ☐ AFO, balloon patch, elevation, flare, lift, metatarsal bar, point stretching, rocker sole, SACH heel, Thomas heel, tongue pad, velcro, wedge
- ☐ crepe, rubber

SAMPLE QUESTIONS

1. Which muscle of the quadriceps femoris is a flexor of the hip?
 - a) vastus lateralis
 - b) rectus femoris
 - c) vastus medialis
 - d) vastus intermedius

2. In order to relieve pressure on a tailor's bunion, the shoe upper should be stretched or cut at the:
 - a) lateral counter
 - b) posterior midsole
 - c) medial toe box
 - d) lateral forefoot

3. A Thomas heel differs from a regular heel in that it:
 - a) has a metal toplift to reduce wear caused by heel strike
 - b) compresses upon impact to absorb shock
 - c) is thicker laterally than medially to control supination
 - d) is extended distally on the medial aspect

ANSWERS TO SAMPLE QUESTIONS 1) B 2) D 3) D

RECOMMENDED READING

This is not an exclusive or exhaustive list. Applicants should study at least one text from each category.

ANATOMY

Clinically Oriented Anatomy, 3rd edition Williams & Wilkins	ISBN 0-683-06133-X	Keith L. Moore
Colour Atlas of the Foot and Ankle Anatomy Year Book Medical	ISBN 0-7234-1995-7	McMinn, Hutchings, Logan
Dorland's Illustrated Medical Dictionary, 27th Edition W.B. Saunders Company	ISBN 0-7216-3154-1	
The Foot: Examination & Diagnosis Churchill Livingstone	ISBN 0-443-08604-4	Ian Alexander
Surgical Anatomy of the Foot and Ankle, Vol 37, No 3, 1985 Login Brothers Canada	ISBN 8765-00495-7	Clinical Symposia

PEDORTHIC MANAGEMENT

Introduction to Pedorthics

*Available only from the Pedorthic Footwear Association

Phone: (410) 381-7278
Website: pedorthics.org

Clinical Biomechanics of the Lower Extremities
Mosby

ISBN 0-8016-7986-9

Ronald L. Valmassy

Foot Orthoses & Other Forms of Conservative Care, 2nd Edition

Williams & Wilkins

ISBN 0-683-05974-2

Thomas C. Michaud

***Available at the Pedorthic Association of Canada

The Functional Foot Orthosis, 2nd Edition

Churchill Livingstone

ISBN 0-443-04991-2

J.W. Philps

Principles & Practices of Foot Orthoses

Williams & Wilkins

ISBN 0-683-09300-2

Kent K. Wu

A Practical Manual For A Basic Approach To Foot Biomechanics

The Langer Foundation for Biomechanics and Sports Medicine Research

* Available only through the Langer Foundation (US)

Langer, Wernick

Phone: (800) 233-2687

Professional Shoe Fitting Manual**

National Shoe Retailers Association

** Available only from the Pedorthic Footwear Association

Rossi, Tennant

Phone: (410) 381-7278
Website: pedorthics.org

Pedorthics Canada (Quarterly journal)

*** Available only from the Pedorthic Association of Canada

These selections are suggestions only. Other texts may be suitable substitutions.

All listed books (except *, **and ***) may be purchased through the University of Waterloo Bookstore or any other university or public bookstore. The books are not generally stock items, therefore, they must be specially ordered. Prices are subject to change at the discretion of the University of Waterloo Bookstore.

University of Waterloo Bookstore Phone: (519) 885-1211 ext. 2049 Fax: (519) 747-2859

Allow approximately 3-6 weeks delivery. GST and shipping and handling are extra.

Books are also available through other university and public book stores.

***At this time, the Pedorthic Association of Canada offers one book for sale: Foot Orthoses and Other Forms of Conservative Foot Care by Thomas C. Michaud. This book is offered at a price of \$100.00 plus GST. To order, please contact the PAC office at 1-888-268-4404 or by email at info@pedorthic.ca.