



# CREDENTIAL PROGRAM SYLLABUS

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## INTRODUCTION

### a. Information about Sport Physiotherapy Canada (SPC)

Sport Physiotherapy Canada, is a division of the Canadian Physiotherapy Association (CPA). SPC has been implementing and subsequently modifying a Post-graduate Credential program in Sport Physiotherapy since 1978. The SPC Credential Program was developed with two basic goals in mind.

**Goal 1: Offer an avenue whereby SPC members could upgrade their knowledge and practical skills in the field of Sport Physiotherapy, Sport Science, and Sport Medicine.**

**Goal 2: Ensure that Canada’s competitive and recreational athletes receive a uniform quality of care from physiotherapists working in sport.**

The Credential Program is a key part of the overall SPC Education System. Specifically, in the Credential Program, SPC has developed a set of curriculum objectives. The goal of the Credential Program is to provide an education framework or guideline to be used by physiotherapists who wish to develop knowledge, skills and behaviours pertinent to the specialty of Sport Physiotherapy. Specific guidelines were established for the recognition of competency for Certificate in Sport Physiotherapy and Diploma in Sport Physiotherapy. Candidates at any level require a firm foundation and understanding of the core curriculum at that level in order to advance through the system.

The development of this comprehensive Credential Program is consistent with Sport Physiotherapy Canada’s objectives of providing its members with a means of developing their skills as Sport Physiotherapists and to meet the “Standards for the Sport Physiotherapist” originally established by the “Sport Physiotherapy Division” of the CPA (Sport Physiotherapy Canada’s former title) in 1977. The Canadian Physiotherapy Association also recognizes the SPC Credential Program as the best and most effective means of progressing towards the Clinical Specialist in Sport designation. See page 83 for more information on the link between the SPC Credential Program and the Clinical Specialist in Sport.

SPC’s Credential Program was designed in such a manner that any post-graduate member of SPC may fulfill the requirements for credentialing at the Certificate or Diploma level without having to formally re-enrol in an institute of higher education. Curriculum material may be covered in a variety of ways. SPC’s broader Education System is designed to support and enhance a member’s experience in the Credential Program. SPC’s Education System has topic streams that include Concussion Management, Emergency Response, Taping & Bracing, Protective Equipment and Human Movement. Each of these topic streams have individual courses designed to support SPC members working on their Credentials as well as provide valuable topic specific education to a broader audience. At this point the Education System courses are an optional support for those in the Credential program and SPC Mentors should assist program participants in identifying the courses that might provide the greatest benefit at any given time.

SPC has a mentor handbook to support the successful relationship between candidate and mentor.

SPC members, and those in the Credential Program, should be sure to take full advantage of their SPC membership benefits. SPC Members receive:

- ✓ Discounted prices on all SPC courses including First Responder courses
- ✓ Discounted prices on K-Tape Academy courses including K-Tape Pro and K-Tape for Sport
- ✓ Regular information Newsletters that provide lists of upcoming courses, Calls for Games applications and SPC Credential Program information
- ✓ Access to the Member Only side of the SPC website ([www.sportphysio.ca](http://www.sportphysio.ca)) where members have access to SPC Resources and forms as well as employment opportunities
- ✓ Cost savings with select SPC Partners such as Kinemedics
- ✓ Networking events hosted by Provincial sections of SPC
- ✓ Local provincial speaker series
- ✓ Merit Awards
- ✓ Special Interest working groups
- ✓ Membership paid for all full SPC members with the International Federation of Sport Physical Therapists including the member benefits from IFPST ([ifspt.org](http://ifspt.org))

## b. Additional Important Documents

There are additional documents you should be sure to review. These documents are updated on a yearly basis and can be found here: (<http://www.sportphysio.ca/professional-development/>) They include:

### Additional Document & Resource Checklist

- Program Dates & Deadlines Document
- Exam Marking Guides
- Mentor Listing
- Pre-Exam Webinars
- Review the SPC course dates
- Resources for your mentor
  - Mentor Handbook
  - Learning Rubrics
  - Mentorship Agreement

## Education System at a Glance

Topic Streams	Sport Massage	Emergency Care	Protective Equipment	Concussion Management	Taping	Human Movement
<b>100 LEVEL</b>			Protective Equipment Function & Fit	Concussion Introduction & Recognition	Introduction to Taping for Coaches & Trainers	
<b>200 LEVEL</b>	Introduction to Sport Massage	<b>First Responder Course</b> Three Day Course	<b>Protective Equipment for the Sport Therapist</b> One Day Course	<b>Concussion Management : SCAT Assessment</b> One Day Course	<b>Taping &amp; Strapping for the Clinician</b> One Day Course	Exercise Progression & Physiology
<b>300 LEVEL</b>	Advanced Sport Massage Therapy	Team Support & Management			Advanced Taping	Exercise Program Planning & Rehab Exercise Design
<b>400 LEVEL</b>	Case Based Massage Therapy	Case Based Emergency Care Team	Case Based Protective Equipment	Case Based Concussion Management	K-Tape for Sport	Case Based Return to Plan

Approximate Program Alignment



Program Applicant

Certificate

Diploma

Maintenance of Credentials

## Other Methods of Credential preparation:

In addition to the Education System courses developed and delivered by SPC, Credential Program participants might wish to consider courses SPC offers from its Bank of Courses or via the CPA Teleconference program. These courses are delivered by our Provincial Sections across the country and provide a wide variety of unique educational opportunities that can support and add value to Credential Program preparations. Visit the main page of the SPC website [www.sportphysio.ca](http://www.sportphysio.ca) frequently to keep informed of all upcoming courses. Remember, SPC members receive discounts on all SPC offered courses as a regular benefit of your SPC membership, so be sure to use this to your full advantage.

Other methods of Credential preparation include: small group seminars, weekend symposia or courses, self-study, or advisor-directed. Wherever possible, the content and expertise within established professional programs or courses (i.e. first aid and cardiopulmonary resuscitation requirements) were incorporated. This process allowed a degree of standardization and quality control of basic program requirements while avoiding unnecessary duplication of efforts by SPC. Updated reference lists are provided, to direct the candidate in self-study.

Finally, SPC offers pre-exam webinars with the Chief Examiner before each exam for candidates and mentors. This is a great opportunity to ask questions and be informed of what to expect from the examination process.

SPC is responsible for the curriculum content and revision, course and instructor approval and examinations. Our Provincial Sections coordinate the delivery of local and regional education events that include courses, from the SPC Education system as well as the Bank of Courses plus other educational opportunities that may be less formalised but still valuable in your study preparations.

An application for **entrance into the Credential Program** means that the physiotherapist has met basic emergency skill requirements, and is interested in developing (or achieving recognition for) competence in the specialty of Sport Physiotherapy.

With the **Certificate in Sport Physiotherapy** qualification, the physiotherapist will have knowledge and skills in sport physical therapy that contribute to the assessment and management of athletic injuries in the clinical and acute care setting. A **Certificate-level** physiotherapist will have demonstrated competence in working independently at an athletic event and will have sufficient knowledge and experience to attend to injuries and needs that may occur.

With the **Diploma in Sport Physiotherapy** qualification, the physiotherapist will be able to care for the total needs of an athletic team. These needs include: pre-season conditioning, training camp, acute injury care, and complete rehabilitation of the athlete back to competitive level. These skills would be further supplemented by the physiotherapist's clinical expertise as well. Upon completion of the **Diploma-level** examinations the physiotherapist will be eligible to call themselves a "Sport Physiotherapist" (dependent on provincial licensing regulations).

The Certificate in Sport Physiotherapy and Diploma in Sport Physiotherapy require strong practical experience in situations in which they are exposed to a variety of sports injuries and problems, and a variety of individuals working and participating in sport. Beyond basic entry knowledge and skills, the candidate must develop a high degree of competency in the area of assessment and management of acute injuries, proficiency in taping and strapping, and in the general fitting and modification of protective equipment. Experience in the areas of fitness and conditioning, and pre-season screening is also required. The acquisition of many of these skills is not part of the traditional undergraduate program and cannot be totally developed in a classroom or clinic setting. The **practical field experience is a must** and cannot be compromised if the physiotherapist is to gain and maintain credibility with the athlete, the coach and others working in sports.

The Diploma in Sport Physiotherapy Sport Physiotherapist will have the expertise to act as Chief Therapist/Assistant Chief Therapist on a Canadian Health Care Team or as a site coordinator for International Events.

It should be emphasized that many avenues of study are available to the membership bringing them to the point where they can qualify for examinations. One example would be a group of individuals forming a study group and covering **Certificate-level** or **Diploma-level** theory material on a seminar basis. This approach might be somewhat more time consuming than others but it is anticipated that the curriculum objectives and reference list will provide the necessary direction. The practical areas will require a commitment of time and, in some cases, tuition fees for courses sponsored by SPC.

For the Certificate in Sport Physiotherapy and Diploma in Sport Physiotherapy, each exam candidate will be required to take a standardized set of examinations to ensure that Sport Physiotherapy Canada can guarantee a minimum basic entry-level of knowledge and practical skills.

**Note: Although the term athlete is frequently used in this document, a Sport Physiotherapist should have experience with a range of individuals involved in: recreational activities, athletes with diverse abilities and performing arts.**

## **STANDARDS FOR SPORT PHYSIOTHERAPISTS**

### **Definition**

A Sport Physiotherapist plans, organizes, directs and carries out programs of first aid, prophylactic care, treatment, rehabilitation, education and counselling for athletes and others concerned with sports.

### **Qualifications**

- Where applicable, the Physiotherapist must be registered with the licensing board to practice.
- It is recommended that the Physiotherapist have experience of at least two years either in a physiotherapy service dealing with acute injuries or in treating athletes on a regular basis.
- Post-graduate education should include courses in fields related to sports therapy.

### **Role**

- To provide physiotherapy services to the athlete and assist him or her to attain or maintain maximal levels of functioning as well as to prevent injuries.
- To teach physiotherapy students and members of other health disciplines the principles of physical management in sports settings.
- To conduct research and studies related to sports therapy, the problems of patient care in sports, and the effectiveness of therapy in treating athletes.
- To consult with appropriate available resources in the sports area in order to establish priorities and methods of problem solving and referral.

- ❑ To act as an educational resource person for paramedical personnel involved in the care and maintenance of athletes in such centers as:
  - Hospitals
  - Schools
  - Sport, recreation and community centers
- ❑ To undertake consulting roles for sports organizations, local planning and community services.

### **Functions**

The Sport Physiotherapist will be able to perform or participate in the following functions:

- ❑ Providing the optimum sports therapy management of athletes before, during and after injury.
- ❑ Maintaining clear, detailed records and reports on all aspects of the sports program to facilitate evaluation and development.
- ❑ Maintaining liaison with clinically based Physiotherapists and other medical personnel to promote continuity of care and specialist guidance.
- ❑ Planning, organizing and directing programs of education or treatment for both individuals and groups in the sports setting.
- ❑ Developing communication skills using all available means to promote the sport program aims.
- ❑ Consulting with the athlete and the personnel directly involved promoting the sport program aims.
- ❑ Conducting or assessing epidemiological studies for sports injuries.

### **Patient Referral**

The Sport Physiotherapist must adhere to Provincial licensing regulations

### **Consent Form**

- ❑ Where required by Provincial law or the service policy, an appropriate consent form should be signed by the patient or her/his guardian, before any treatment is commenced.

### **Statistics**

- ❑ Where possible, the Sport Physiotherapist should record unit statistics according to the “Canadian Schedule of Unit Values for Physiotherapy”. Monthly copies should be forwarded to the persons to whom the Therapist is responsible.
- ❑ The Sport Physiotherapist should be encouraged to develop a computerized information system to record data pertinent to injuries, treatment, and results (i.e. type of injury, location of injury, etc.).

## **Patient Reports**

### **Documentation**

- Reports should be prepared in accordance with provincial licensing board regulations and should include appropriate detail and terminology understood by all members of the health care team. They should include:
  - Physical diagnosis, data base and problem identification
  - Program planning
  - Progress notes
  - Discharge summary
- The original of the report should be placed on the agency's patient record. Copies may be forwarded to the Physician, other members of the Health Care Team, and the Physiotherapist's file.

### **Consultation**

- The Physician and other appropriate members of the Health Care Team should be kept regularly informed through written or verbal reports and consultation.

### **Equipment**

- The equipment requirements depend upon the type of service being provided.
- The Sport Physiotherapist must be innovative and able to adapt readily to available resources in various sports situations.

### **Insurance**

- The Sport Physiotherapist should ensure that adequate insurance, both travel and malpractice is maintained.

### **Scheduling**

- The Sport Physiotherapist will develop work schedules independently, according to the particular service requirements.

### **Professional Liaison**

- The Sport Physiotherapist, especially one working alone, must have time allocated as part of the normal schedule for consultation and continuing education with other physiotherapists and other members of health disciplines.

## **Program Reports**

- Reports which indicate the specific program needs, aims, measures and results should be maintained for all activities undertaken.
- These should be available for program evaluation, research and studies as well as for sharing with other Physiotherapists, especially those involved in curriculum planning and teaching.

The emphasis of the **Certificate-level** examinations is on-site event coverage, including emergency care procedures. **Sport Physiotherapy Canada recommends that a therapist accumulate a minimum of 800 hours of practical field experience. Two hundred of these hours must be documented in a logbook (sample page 21). These hours of experience must be done as a graduated physiotherapist.**

For further information regarding either the overall Education System or the Credential Program of Sport Physiotherapy Canada, please write to:

**SPC National Office,  
Suite 75- 2192 Queen St. East**

**Toronto, Ontario M4E1E6**

**[info@sportphysio.ca](mailto:info@sportphysio.ca) (e-mail) [www.sportphysio.ca](http://www.sportphysio.ca) (website)**

## SPC Credential Program Levels

SPC Membership  
Graduate PT  
Current First Responder Certification  
Application form + Fee

### Credential Program Applicant

#### SPC Certificate Level Exam Application

Application Deadline: Sept. 15 each year  
Current First Responder Certification  
Min. 200 hours field experience - Min 75 in Contact sport  
SPC Mentor Reports + Final Mentor Recommendation

#### SPC Written Exam - Certificate Level

If Written Exam Passed then max 3 years to complete Oral Practical.

#### Certificate Level Oral/Practical Exam

If successful:

### Certificate Level Credential Holder

Certificate Credential valid for 3 years  
- after which Maintenance Of  
Crednetials must be completed to  
remain active

### Continue on to Diploma Level

#### Become a Mentor

Once you hold a certificate you can mentor applications, once you hold a diploma, you can mentor diploma candidates.

#### Become an Examiner

As a diploma holder, you can now become and Examiner  
Contact the Chief Examiner to schedule your observation training session for this.

## Credential program application

The Credential Program Application indicates that a member of SPC is ready to undertake the specific training and testing necessary in the Credential Program. The Program Application is the entry point into Sport Physiotherapy Canada's Credential Program. It is a statement of support for and commitment to the system. You can complete this application online by logging into your profile at [www.sportphysio.ca](http://www.sportphysio.ca)

On completing **Credential Program Application** status, the individual will be able to:

- a. Recognize life-threatening situations.
- b. Implement and perform appropriate emergency care procedures where required in sport.
- c. Provide appropriate first aid and immediate treatment.
- d. Provide cardiopulmonary resuscitation procedures where required.
- e. Establish and develop communication patterns involving the coach, physician, parents, and the athlete.
- f. Align with a mentor physiotherapist and work towards meeting the objectives in the Sport Physiotherapy Certificate curriculum.

### PREREQUISITES FOR THE CREDENTIAL PROGRAM

Candidate must be:

- a. A graduated physiotherapist from a recognized physiotherapy program.
- b. A member in good standing of Sport Physiotherapy Canada.

#### **Candidates must have:**

A **valid** First Responder Certificate from a recognized National body such as the Canadian Red

Cross Society, Heart & Stroke Foundation or St. John Ambulance. Sport Physiotherapy Canada offers this course at a discounted rate to members. Find the next course in your area at [www.sportphysio.ca](http://www.sportphysio.ca)

## CERTIFICATE IN SPORT PHYSIOTHERAPY

### **SPECIFIC OBJECTIVES OF CERTIFICATE IN SPORT PHYSIOTHERAPY**

On completing the Sport Physiotherapy Certificate, the physiotherapist will be able to:

- a. Demonstrate and describe appropriate first aid procedures for common athletic injuries and emergencies including transportation procedures for the conscious and unconscious athlete.
- b. Design and implement an accident prevention program.
- c. Apply the information gained from the curriculum objectives for the Sport Physiotherapy Certificate in the assessment and management of common sports injuries.
- d. Be cognizant of the legal implications of Sport Physiotherapy involvement.
- e. Work independently at an athletic event providing first aid, taping, wrapping, strapping, assessment and management of acute injuries and sport massage.
- f. Stock a first aid kit for a sporting event.
- g. Develop functional tests to determine an athlete's ability to return to training or competition.
- h. Advise athletes and coaches on proper fitting and maintenance of equipment and protective devices.
- i. Contribute to continued education in Sport Physiotherapy by working with other physiotherapists and health professionals at athletic events.
- j. Explain the structure and function of Sport Physiotherapy Canada.

### **PREREQUISITES OF THE CERTIFICATE EXAM APPLICANT**

Candidate must:

- a. Be a graduated physiotherapist.
- b. Be a member in good standing of Sport Physiotherapy Canada.
- c. Successfully have met the Credential Program entry application requirements
- d.** Hold a **valid** First Responder Certificate from a recognized National body such as the Canadian Red Cross, Heart & Stroke Foundation or St. John Ambulance.
- e. Have sufficient practical experience working with a team or organization and at athletic events.
- f. Have a letter of recommendation from a recognized Mentor in the SPC Credential Program.

## CURRICULUM OBJECTIVES OF THE CERTIFICATE IN SPORT PHYSIOTHERAPY

### **PROTECTIVE EQUIPMENT**

On successful completion of the Sport Physiotherapy **Certificate**, the physiotherapist will be able to:

- a. Identify and describe the principles of protective equipment including the properties of different materials and how equipment can prevent injury.
- b. Describe the different types of protective equipment seen in sports and explain advantages and disadvantages of the different types of equipment for the different parts of the body and in different sports.
- c. Properly fit different types of equipment on an athlete.
- d. Describe the uses of different types of footwear seen in sports and analyze the advantages and disadvantages of each type.
- e. Describe the indications for and precautions associated with protective equipment in different sports.
- f. Carry out basic maintenance and repair of protective equipment.
- g. Demonstrate the safe removal of equipment in an emergency station.
- h. Show how protective equipment may be modified and/or adapted to improve fit, protect from injury, or protect a present injury.
- i. Explain how different types of playing surfaces may be associated with certain patterns of injuries.
- j. Describe the role of braces, splints and orthotics in sports injury prevention and management.

### **BASIC TAPING TECHNIQUES**

On successful completion of the Sport Physiotherapy **Certificate**, the physiotherapist will be able to:

- a. Describe the functions of taping and wrapping.
- b. Explain and perform pre-taping procedures including reasons for and methods of pre-taping procedures.
- c. Describe the different types of tape and tape products.
- d. Demonstrate common taping techniques to the various joints of the body and explain the effects of the technique considering function.
- e. Analyze the basic elements of common taping techniques relative to biomechanical and anatomical needs.
- f. Demonstrate and explain appropriate wrapping techniques to the various joints of the body.
- g. Demonstrate and explain appropriate application of various types of sling applications.

- h. Demonstrate and explain the procedure of tape removal and aftercare of the skin. (Note: candidate is expected to perform **functional** taping, wrapping and strapping techniques in a reasonable time frame.)

## **ORTHOPEDICS AND BIOMECHANICS**

On successful completion of the Sport Physiotherapy **Certificate**, the physiotherapist will be able to:

- a. Demonstrate detailed knowledge of the anatomy and biomechanics of bones, joint surfaces, ligaments, and muscles of spinal and peripheral joints.
- b. Describe the basic development of articular structures.
- c. Explain the development and distribution of myotomes, dermatomes and sclerotomes.
- d. Outline the basic mechanisms of lubrication of joints.
- e. Explain shear, stress, strain and load as they apply to the body.
- f. Describe the functional mechanics of vertebral and peripheral joints.
- g. Explain the mechanical deformation of neural and vascular tissues with spinal movement.
- h. Describe the biomechanical principles of flexibility and strength and the effects of flexibility and strengthening techniques on different types of tissue.
- i. Perform a scanning examination of the upper and lower body segments.
- j. Perform a comprehensive examination of each of the peripheral and spinal joints of the body.
- k. Explain the concept of proprioception and its effects on the body.
- l. Describe and differentiate between the different types of joint receptors.
- m. Explain proper body mechanics as related to the sport situation.

## **EXERCISE PHYSIOLOGY**

On successful completion of the Sport Physiotherapy **Certificate**, the physiotherapist will be able to:

- a. Describe the principles of aerobic training and how one can train to improve aerobic capacity.
- b. Explain the principles of anaerobic (lactic and alactic) training and how one can train to improve anaerobic capacity.
- c. Describe how to maintain the fitness of an athlete while he/she has an injury.
- d. Describe how a therapist can ensure that the athlete is physiologically ready to return to competition or to be integrated back to activity based on physiological principles.

- e. Differentiate between training for strength, power and endurance.
- f. Explain the basic methods for assessing strength, power and endurance in an athletic population.
- g. Explain the systems involved in developing an effective training program.
- h. Discuss the physiological basis for warm-up and cool-down in training programs.

### **SPORT PHYSIOTHERAPY**

On successful completion of the Sport Physiotherapy **Certificate**, the physiotherapist will be able to:

- a. Describe the structure and function of Sport Physiotherapy Canada.
- b. Describe Sport Physiotherapy as a profession in terms of: the role of the physiotherapist in sports, professional relationships, qualifications of Sport Physiotherapists, standards for sport physiotherapy practice, and professional responsibilities to the athlete.
- c. Discuss the recording and reporting of injuries, confidentiality and discretion with disclosing information, use of consent forms, and legal liability as it relates to sports
- d. Explain the legal aspects of working as a Physiotherapist in a clinical or non-clinical setting

### **SPORTS INJURIES**

On successful completion of the Sport Physiotherapy **Certificate**, the physiotherapist will be able to:

- a. Describe the etiology, signs and symptoms, pathology and management of overuse syndromes seen in athletics.
- b. Common orthopedic conditions seen in sports and how treatment of these conditions might differ for athletes, as opposed to the non-athletic individual.
- c. Conditions of the abdomen and thorax, which may be seen in sports.
- d. Orthopedic conditions, which are common to specific sports.
- e. Conditions of the head, neck and face, which are commonly seen in sports.
- f. Viral, bacterial and fungal skin infections commonly seen in sports.
- g. Heat and cold disorders seen in sports.
- h. Describe the stages of soft tissue healing related to assessment and management of sports injuries.
- i. Discuss the theory, limitations and application of electrophysical agents in the management of sports injuries.
- j. Discuss the differences in sports injuries encountered between team and individual sporting activities.
- k. Differentiate sports injuries sustained during contact and non-contact activities.

- l. Discuss the hazards of playing locations and how a site inspection for a competition may be carried out.
- m. Develop and implement functional testing specific to sport requirement and considering the injury.

## **SPORTS MASSAGE**

On successful completion of the Sport Physiotherapy **Certificate**, the physiotherapist will be able to:

- a. Explain indications, contraindications, and precautions of massage in athletics.
- b. Differentiate the physiological bases for pre-event and post-event massage.
- c. Explain the mechanical, reflexive and psychological effects of common massage techniques used in sports.
- d. Demonstrate the types of massage including: effleurage, petrissage, tapotement, vibration and frictions.
- e. Demonstrate an appropriate and effective pre-event and post-event massage for a given sport, with emphasis on muscle groups, positioning, handling and sequence of techniques.

## **SPORT PHYSIOTHERAPY CERTIFICATE PRACTICAL EXPERIENCE**

Candidates for the Sport Physiotherapy **Certificate** examination **must** have at a **minimum 200 hours** of documented practical experience as a graduated physiotherapist (hours accumulated after graduation). Although 200 hours is recommended number of hours, it has been shown that candidates with greater number of practical experience hours (i.e. up to 800 hours) have less difficulty meeting curriculum objectives and statistically show higher exam success rates. The practical experience should be documented in the recommended logbook format as provided in this syllabus.

Criteria for gaining practical experience are as follows:

- a. Experience must be gained in **at least** two sports.
- b. The candidate should have a **minimum of 75 hours** of practical experience documented in each sport. **One of two sports must be a contact sport such as hockey, football, lacrosse, rugby, soccer or the combative sports such as wrestling, judo, boxing, Tae Kwon Do.** The purpose of including contact sport hours is to ensure that candidates have adequate experience handling a variety of acute injuries. The type of experience is most important in preparing the candidates for the practical-oral examination. The SPC Mentor should be consulted if there is some question as to the appropriateness of the sports covered.
- c. **Ski Patrol Policy:** Hours worked with ski patrol are *not eligible* for documented hours towards the Certificate or Diploma exams. While Ski Patrol offers the candidate first aid experience it does not provide the opportunity to gain experience in the context of the whole team or athlete. It does not provide opportunities to work with athletes on a continuous basis providing education, prevention and follow-up to the athlete/team.

**75 hours must be contact or combative sports as stated above; 75 hours must be collected from one other single sport to ensure in-depth experience with that sport.**

Traveling time is **not** to be included as part of the hours recorded towards the practical experience requirement.

The candidate for SPC **Certificate** examinations must have practical experience of taping ankles, arches, wrists, thumbs, elbows and fingers. Effectiveness of taping is stressed in the Sport Physiotherapy Certificate examination.

A sample logbook is located in the appendix section (**page 32/33**) of this syllabus. The candidate is to record (daily) the duties and activities performed with the team. The logbook should be reviewed regularly by the candidate's mentor, to assess how the candidate is gaining practical experience and to identify other areas of the syllabus which may need more emphasis. Seminar and course work should be recorded as described in the appendix **page 35/36**.

**The Candidate's mentor must be chosen from the approved SPC Mentorship List.**

## CERTIFICATE IN SPORT PHYSIOTHERAPY EXAMINATION GUIDELINES

The policy and procedures concerning examinations may be found on **page 19**.

The Sport Physiotherapy Certificate examination process consists of five (5) parts:

- ❑ Logbook evaluation approved by Mentor
- ❑ SPC Mentor formal recommendation that the Candidate is ready to stand for examination
- ❑ Application with supporting documentation and submission of registration and examination fees
- ❑ Written examination component
- ❑ Oral/practical examination component

Supporting documentation (to be submitted together with the Examination Application Form) includes:

- a. Two satisfactory reports from Mentor(s)
- b. Letter of recommendation from a Mentor
- c. Summary page outlining sports covered and total number of hours for each sport
- d. Current First Responder Certificate
- e. Application forms and fees

\*\*\* **Do NOT send** detailed hour log pages with Exam application – this information is to be reviewed with SPC Mentor in completion of each Mentor Report and prior to Mentor Recommendation \*\*\*

### **WRITTEN EXAMINATION**

The written examination consists of a **two-hour multiple choice** examination. It tests the basic science knowledge as outlined in the curriculum objectives for the Certificate in Sport Physiotherapy. It is graded on a pass/fail basis. The following percentages indicate the approximate distribution of questions in the Certificate-level written examination.

- |    |  |     |
|----|--|-----|
| a. | Protective Equipment, Basic Taping Theory and Sports Massage | 20% |
| b. | Orthopedics and Biomechanics                                 | 30% |
| c. | Exercise Physiology  | 15% |
| d. | Sport Physiotherapy  | 5%  |
| e. | Sports Injuries  | 30% |

## **ORAL/PRACTICAL EXAMINATION**

The Oral/Practical examination consists of three stations totalling not more than **one hundred and five minutes** (1 hour 45 minutes) for each candidate. It covers emergency care, taping procedures, protective equipment, mechanism of injury analysis and functional testing, sport massage, and application of basic science as outlined in the curriculum objectives for the Sport Physiotherapy Certificate. It is graded on a pass/fail basis. The oral/practical examination can only be attempted after successful completion of the previous components.

The candidate must pass both the written examination and Oral/Practical examinations to earn the SPC Certificate in Sport Physiotherapy.

## DIPLOMA IN SPORT PHYSIOTHERAPY

### SPECIFIC OBJECTIVES OF SPORT PHYSIOTHERAPY DIPLOMA

On completion of the Diploma in Sport Physiotherapy, the physiotherapist will be able to:

- a. Work with athletic teams at National and International Levels.
- b. Act as Chief Therapist for Canadian Health Care Teams.
- c. Act as site Coordinator for International events held in Canada
- d. Develop a complete regime of treatment for athletic injuries including prevention, immediate and ongoing care, and follow-up.
- e. Construct a rehabilitation plan, which will incorporate principles of coaching, protective equipment design and modification, conditioning techniques, pharmacology, and sports psychology.
- f. Determine and organize the therapy supplies required for a team during training, home competition, and travel over the course of a year.
- g. Recognize trends/injury patterns within a team situation and on an individual basis.
- h. Act as a consultant in practical Sport Physiotherapy.
- i. Refer to themselves as a "Sport Physiotherapist" (dependent on provincial licensing regulations).

## **PREREQUISITES OF DIPLOMA IN SPORT PHYSIOTHERAPY**

Candidate must:

- a. Be a graduated physiotherapist.
- b. Be a member in good standing of Sport Physiotherapy Canada.
- c. Be an Active Certificate Level Credential holder.
- d. Hold a **current** First Responder Certificate from a recognized National body such as the Canadian Red Cross, or St John Ambulance.
- e. Have extensive practical experience in the field of Sports Medicine & Science.
- f. Have a letter of recommendation from a recognized Mentor in the SPC Credential Program.

## CURRICULUM OBJECTIVES OF DIPLOMA IN SPORT PHYSIOTHERAPY

### **EQUIPMENT AND SUPPLIES**

On successful completion of the Sport Physiotherapy **Diploma**, the Sport Physiotherapist will be able to:

- a. Demonstrate the ability to anticipate the needs of a sport team in terms of therapy equipment and supplies.
- b. Demonstrate the ability to organize equipment and supplies for a team travelling.
- c. Demonstrate knowledge of ordering and purchasing procedures for supplies and equipment.
- d. Demonstrate knowledge of how to store sport therapy supplies and equipment.

### **SPORTS INJURIES AND ORTHOPEDIC CONDITIONS**

On successful completion of the Sport Physiotherapy **Diploma**, the Sport Physiotherapist will be able to:

- a. Describe the effects of trauma, infection, degeneration, and immobilization on cartilage, bone, muscle, tendons, ligaments and synovium.
- b. Demonstrate proficiency in current joint play and other mobilization techniques used by Physiotherapists.
- c. Demonstrate knowledge of prevention of injuries and re-injury.
- d. Explain and perform dynamic tests for the various joints of the body to determine whether the athlete may return to competition.
- e. Select and perform appropriate measures to obtain relevant subjective and objective assessment data.
- f. Demonstrate knowledge of the current theories of pain, pain transmission, and pain pathways and measurement of pain.
- g. Demonstrate an ability to integrate the different aspects of physiotherapy knowledge and skills in the overall management of athlete problems.

- h. Explain the physiological effects of various thermal and electrical modalities in the treatment of sports injuries.
- i. Understand the mechanics of various movements of the spine.
- j. Explain the anatomy of the intervertebral disc, its neural and arterial supply, its mechanics and its intimate relationship with surrounding osseous and soft tissue structures.
- k. Explain special joint pathology as it relates to neural tissues involvement and space occupying lesions.
- l. Demonstrate knowledge of serious pathology which might simulate benign joint problems.
- m. Demonstrate knowledge of congenital vertebral anomalies.
- n. Explain how common peripheral joint deformities can affect athletic performance and contribute to secondary problems.

### **SCIENCE OF ATHLETICS**

On successful completion of the Sport Physiotherapy **Diploma**, the Sport Physiotherapist will be able to:

- a. Demonstrate knowledge of the role of the coach in sport.
- b. Demonstrate knowledge of the psychological response of an individual to environment, physical activity, sport and injury.

- c. Describe personal health habits, which may positively or negatively affect the training of athletes.
- d. Recognize the signs and symptoms, method of transfer and vital signs of communicable diseases and other common medical conditions seen in Sport Physiotherapy.
- e. Explain the physiological and anatomical differences between male and female athletes.
- f. Describe normal and abnormal patterns of menarche and the effects of training and competition on the menstrual cycle.
- g. Explain the effects of exercise during pregnancy.
- h. Explain an injury prevention and medical screening program and injury recording system.

### **PHARMACOLOGY IN SPORTS**

On successful completion of the Sport Physiotherapy **Diploma**, the Sport Physiotherapist will be able to:

- a. Describe the pharmaceutical agents on the International Olympic Committee's "banned" list.
- b. Explain the effect of the basic categories of pharmaceutical agents on athletic performance.
- c. Describe the desired effects, considerations in dosage, and adverse effects of pharmaceutical agents commonly used in sports.
- d. Discuss the ethical considerations in the use of ergogenic aids.
- e. Describe the basic process of drug testing used at athletic competitions.
- f. Discuss the development of drug education programs for athletes.

### **EXERCISE PHYSIOLOGY**

On successful completion of the Sport Physiotherapy **Diploma**, the Sport Physiotherapist will be able to:

- a. Explain how one can train the various energy systems for maximum utilization, and considering specificity of training.
- b. Describe the common types of training programs and the effects they have on the various body systems including advantages and disadvantages.
- c. Identify training variables and modify training programs to meet the physiological requirements specific to the athlete's condition and activity.
- d. Identify the effects of year-round training and concepts of peaking, tapering, fatigue and burnout.
- e. Explain muscle fiber typing as related to the various types of training programs.
- f. Discuss how flexibility can be tested and methods for improving flexibility.
- g. Explain the effects of travel, altitude, temperature, humidity, and wind on human performance.

- h. Describe the various muscle development techniques, their advantages and disadvantages.
- i. Discuss the physiological recovery of the body in general and for specific systems following exercise.
- j. Design programs for off-season training, pre-season screening, in-season training, routine modification, based on sound physiological, psychological, and nutritional and rehabilitation principles.
- k. Describe the basic elements of nutrition including their function, source, storage, and effect of an excess or lack of these elements on performance.
- l. Describe the nutritional requirements and considerations for children, women, men, the aged, and athletes.
- m. Explain the effects of nutrition on performance including pre-game meals, carbohydrate loading, supplements and fluid intake.
- n. Describe methods instituted to change weight and explain positive and negative effects of weight loss considering the sport and the individual.
- o. Discuss long range nutritional planning related to an athlete's requirements.

#### SPORT PHYSIOTHERAPY DIPLOMA PRACTICAL EXPERIENCE

The Candidate will need a **minimum of 200 hours** of documented practical experience to successfully complete the Sport Physiotherapy Diploma (**although 200 hours is stated as the minimum, it is recommended that the Candidate have 800 hours to adequately meet the objectives of the curriculum**). Hours used for the SPC Certificate Application **cannot** be used again for the Diploma Application. It is strongly suggested that the Candidate work with one of the sports that provide a high incidence of injury so that they will develop their skills in acute care and assessment techniques. A Mentor will help to evaluate the log to ensure adequate experience.

Criteria for gaining practical experience are as follows:

- a. Experience should be gained in at least six different sports or activities. In two of these six sports, involvement must extend over **two full seasons** with a team or club (**full season means pre-season training camp, regular season games and practices, and post-season evaluation and programming**). One of these two sports ideally should be a team contact or collision sport such as hockey, football, lacrosse, soccer, rugby or combative sports such as judo, wrestling, boxing and Tae Kwon Doe .
- b. The two sports covered over two seasons should have a minimum of 75 hours practical experience documented in each of these sports.
- c. The Candidate must have practical experience taping all regions of the body including ankles, knees, acromio-clavicular joints, etc. Effectiveness and efficiency of taping are stressed in the Diploma-level examinations.
- d. The Candidate must develop and implement a pre-season injury prevention program, medical screening program and injury recording system.
- e. The Candidate must have ordered or made arrangements for, and pack equipment and supplies required for a road trip involving at least one game.
- f. The Candidate must have experienced at least two overnight game/event situations.
- g. Travelling time is not to be included as part of the hours recorded towards the practical experience requirement.

A sample logbook is located in the appendix section (**page 32/33**) of this syllabus. The candidate is to record (daily) the duties and activities performed with the team. The logbook should be reviewed regularly by the candidate's mentor, to assess how the candidate is gaining practical experience and to identify other areas of the syllabus which may need more emphasis. Seminar and course work should be recorded as described in the appendix **page 35/36**.

**The Candidate's mentor must be chosen from the approved SPC Mentorship List.**

## DIPLOMA EXAMINATIONS GUIDELINES

The policy and procedures concerning examinations may be found on **page 19**.

The Diploma examination process consists of five parts:

- Logbook evaluation by Mentor
- SPC Mentor formal recommendation that the Candidate is ready to stand for examination

- ❑ Application with supporting documentation and submission of registration and examination fees.
- ❑ Written examination component.
- ❑ Oral/practical examination component.

**Supporting documentation includes:**

- a. Two satisfactory reports from a Mentor
- b. Letter of recommendation from a Mentor
- c. Summary page outlining sports covered and total number of hours per sport
- d. Proof of current First Responder certification.
- e. Application forms and fees

\*\*\* **Do NOT send** detailed hour log pages with Exam application – this information is to be reviewed with SPC Mentor in completion of each Mentor Report and prior to Mentor Recommendation \*\*\*

**WRITTEN EXAMINATION**

The written examination consists of a **two-hour multiple choice** examination. It tests the basic science knowledge as outlined in the curriculum objectives for the Diploma level. It is graded on a pass/fail basis.

The following percentages indicate the approximate distribution of questions on the Diploma-level written examination.

Sports Injuries and Orthopedic Conditions	45%
Science in Athletics	10%
Pharmacology in Sports	10%
Exercise Physiology	35%

**ORAL/PRACTICAL EXAMINATION**

The Oral/Practical will consist of three stations, totaling not more than **one hundred and five minutes** (1 hour 45 minutes) for each candidate. It will be concerned with on-the-field and clinic assessment, and treatment of conditions seen in sports. The candidate will also be expected to be able to perform all taping, bandaging, and sling techniques if requested during the examination. As well, the oral/practical examination will include

evaluation of: the theory of treatment techniques used by physiotherapists, the skill of performing these techniques and the appropriateness of these techniques for the given athletic injury and setting. It is graded on a pass/fail basis. The oral/practical examination can only be attempted after successful completion of the previous components.

The candidate must pass the written examination and oral/practical examination to earn the Diploma in Sport Physiotherapy.

# Information about the SPC Examination Process

## EXAMINATION POLICY AND PROCEDURES

(Policies and procedures concerning examination in the Sport Physiotherapy Canada Credential Program.)

### **Objectives of the Examination**

The objectives of the examinations in the SPC Credential Program are:

- ❑ To determine the level of competence of physiotherapists in the theory and practice of sport physiotherapy.
- ❑ To implement a standard whereby physiotherapists may obtain recognition for their specialized knowledge and skills.
- ❑ To provide a method of qualifying those physiotherapists who may:
  - a. Apply to travel internationally with teams
  - b. Supervise sports therapists
  - c. Teach courses within the SPC Education System

### **Authority**

- ❑ The examinations are set SPC, and conducted by the Chief Examiner and a selected team of examiners from across Canada.

### **Eligibility**

- ❑ Only current members of SPC shall be eligible for examinations. The applicant must meet all the prerequisites for that level before sitting any examination component.

### **Application for the Written Examination**

- ❑ Notice of the fee schedule, application deadlines and examination dates are announced via SPC Eblasts and are posted on the SPC website.
- ❑ Applications must be submitted to SPC on or before the Written Examination application deadline of September 15<sup>th</sup> of each year. The application must be accompanied by **ALL** the necessary supporting documentation and the processing/administrative fee . Applications postmarked after the application deadline **WILL NOT** be processed for that year's examination.
- ❑ Applications received on or postmarked by the deadline date will be processed and the candidate will be notified of his/her status within two weeks of the application deadline.

- ❑ Candidates who submit an incomplete application will be assessed a processing/administrative fee regardless of whether or not their application is accepted for that examination.
- ❑ Candidates will be required to complete and sign the Sport Physiotherapy Canada Examination Contract that outlines the candidate's responsibilities and Sport Physiotherapy Canada's responsibilities with regards to SPC examinations.
- ❑ No Candidate is permitted to contact an SPC Examiner who is part of that session's Committee of Examiners 1 month prior to the date of the Oral/Practical Exam.
- ❑ See general examination application form for additional information **page 48**.

### ***Application for the Oral/Practical Examination***

- ❑ Notice of the fee schedule, application deadlines and examination dates are announced via SPC Eblasts and are posted on the SPC website. The application process is accessed through the SPC website.
- ❑ Candidates who have successfully completed the Written Examination for a given Credential level immediately preceding the Oral/Practical exam will be directly invited to confirm their intention to participate in the Oral/Practical Examination no later than the January 31<sup>st</sup> deadline of each year.
- ❑ As per SPC Policy, a member who successfully completes the Written Examination portion **MUST** complete the Oral/Practical component of the examinations within three years of their Written Examination.
- ❑ Candidates who decide to take a year off between their Written and Oral/Practical Examinations will need to notify SPC of their desire to participate in the Oral/Practical Examinations by December 15<sup>th</sup> of each year. They will also be required to sign a new Examination Contract as part of their formal submission.
- ❑ No Candidate is permitted to contact an SPC Examiner who is part of that session's Committee of Examiners 1 month prior to the date of the Oral/Practical Exam.

### ***Application and Examination Schedule***

#### Number of Examinations

- ❑ SPC will normally hold one examination each year with the written examination components in November/December and the practical/oral component in April/May).

#### Extra Examinations

- ❑ SPC may make special arrangements for additional examinations ("Special Sittings") at the request of the Chief Examiner.

## Timetable

- STEP 1:** Deadline - September 15<sup>th</sup> of each year - for receipt online by SPC of a candidate's application, ALL supporting documents, and the processing/administrative fee.
- STEP 2:** Notification of the candidate by the Credentials Officer regarding his/her status, (two weeks after application deadline).
- STEP 3:** Deadline of receipt by Credentials Officer of the candidate's written component fee and name as well as contact information for their Invigilator.
- STEP 4:** Candidate sits the written component of the examination at a pre-determined site.
- STEP 5:** Notification of the candidate by the Chief Examiner regarding his/her performance on the written component.
- STEP 6:** Deadline for receipt by SPC of the candidate's practical/oral component fee.
- STEP 7:** Successful candidate takes the oral/practical component of the examination.
- STEP 8:** Notification of the candidate by the Chief Examiner regarding his/her performance on the practical/oral component.

## Examination Site

### ***Written Component***

- ❑ The written component will be offered once a year simultaneously in November/December online.
- ❑ Candidates identify an Invigilator and confirm the location for their Written Examination. The contact information for the Invigilator and the location for the examination must be provided to SPC at the time of Written Exam Fee submission. SPC reserves the right to have Candidates in a geographic region share an Invigilator or exam location.
- ❑ Information regarding the Written Examination details will be sent to the Invigilator directly. The Invigilator is required to review all information received from SPC and confirm that they have received the necessary items for hosting a successful examination.
- ❑ The Invigilator is required to keep all examination information confidential and **must remain in the exam room** for the entire time of the Written Examination.
- ❑ The Invigilator is required to activate the online exam and will be the only one allowed to contact

### ***Oral/Practical Component***

- ❑ The oral/practical component is usually held at end of April or early May.

## **Examination Procedure**

- ❑ The candidate initially applies to sit the written component of the examination by submitting their application online.
- ❑ SPC Credentials Officer reviews the application along with supporting documentation.
- ❑ SPC Credentials Officer informs candidate if documentation is complete.
  - a. If documentation is not complete, the candidate must complete it before being allowed to continue in the process.
  - b. If the documentation is complete, the Credentials Officer notifies the SPC National office and informs the Chief Examiner of the candidate's eligibility.
  - c. Written examination component fee is due within two weeks of notification of acceptance.
- ❑ The Chief Examiner sets the written examination date and informs the candidate of the time and location of the examination.
- ❑ The Candidate locates a suitable Invigilator and informs SPC of the individual and their contact information. The candidate is responsible for any invigilation costs incurred.
- ❑ The invigilator receives the Examinations and information from SPC prior to the Written component date and supervises the Candidate while writing the exam.
- ❑ The Candidate is responsible for ensuring all requirements to complete the exam are met including secure internet access.
- ❑ The candidate is informed whether she/he passed or failed the written examination by the Chief Examiner.
- ❑ Upon successful completion of the written component, the candidate will be eligible to take the oral/practical component.
- ❑ If the candidate intends to participate in the next oral/practical examination, the application and component fee is due by the January 31<sup>st</sup> deadline of that year.
- ❑ **After completing the written component, the candidate must attempt the oral/practical component at one of the next three oral/practical examinations. Failure to do so will result in the candidate will having to repeat all the requirements for that level.**
- ❑ A candidate is not eligible to take the oral/practical until he/she has successfully completed the written requirements.
- ❑ The candidate is informed of the date and place of the practical/oral examination. The candidates are also provided with a guideline for the examinations and the practical examination marking guide.
- ❑ The Chief Examiner summarizes the comments from the examiners' marking guides and informs the candidate whether the candidate passed or failed the oral/practical component for that level of the SPC examination process. A summary of the examiners' comments is sent to the candidate.

- ❑ SPC then distributes certificates to the successful candidates.
- ❑ A candidate must meet all the requirements before receiving recognition for that level.

## ***Examination Format and Structure***

### Content and Scope of the Examination

- ❑ The scope of Sports Physiotherapy is based on several schools of thought. This material is outlined in the syllabus for each level.
- ❑ The material tested will include all the topics outlined in the syllabus for that level. As the Chief Examiner and Credentials Officer will be soliciting revisions and upgrading the syllabus, it will be the responsibility of the Candidate to have a copy of the most recent edition.
- ❑ The rationale for the selection of treatment should be based on an understanding of the pathology involved. Further, the application of a treatment should be based on physiological principles. The origin of the technique is not important, provided the Candidate can demonstrate what is occurring and the science behind it.
- ❑ A reference list is available on the material covered; please refer to **page 30** for additional information.

## ***Examination Results and Records***

### Marking - For Oral/Practical Exam

- ❑ Three examiners are present for the entire oral/practical examination.
- ❑ Each examiner grades the candidate's performance independently. Two of three examiners must mark a fail in order for a mark of fail to be recorded by the Chief Examiner.
- ❑ Final marking and grading will be done by the Chief Examiner.

### Results

- ❑ The Chief Examiner will forward a copy of the examination results along with his/her remarks to SPC.

### Records

- ❑ SPC National Office will be responsible for recording the results.

## Candidate Notification

- The Chief Examiner will notify the candidate of her/his performance including a synopsis of the three examiners' comments.

## **Certification**

- Successful candidates at each level will receive a letter of congratulations and a certificate awarded by Sport Physiotherapy Canada. All successful candidates' names will be announced on the SPC Website and Candidate records/dossiers will be updated accordingly.

## **Regulations Regarding Failure**

- A candidate must successfully complete the written examination component before being eligible to take the oral/practical component of the examination.
- A candidate must successfully complete all components of the examination for a particular level in order to obtain recognition for that level.
- A candidate may re-attempt the failed component at one of the next three available sittings. Failure to do so will necessitate the candidate meeting all the requirements for that level again.

## **Financial Matters Relating to Examinations**

- The examinations are intended to be self-supporting. Examination fees must be paid by cheque or money order made payable to Sport Physiotherapy Canada.
- The Candidate will be responsible for covering the invigilation fee for the written exam, if a fee is charged (i.e. examination department of a university).
- Examiners submit an expense form for expenses. Travel, room and board costs are reimbursed by SPC to the Chief Examiner and the Examiners for each examination sitting, and an honorarium is also applied for examining.

## **Refunds**

- As directed by SPC, the examination process has been structured on a self-supporting basis. Policies concerning refunds because of cancellation of part or all the examination, or withdrawal by candidates are based on this policy.

## **Cancellations**

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- ❑ Should the examination be cancelled by SPC, a full refund for that component will be made to all eligible candidates.

## **Withdrawal from Examinations**

### Withdrawal of Application

- ❑ If a candidate formally withdraws his/her application prior to the application deadline, a full refund of all fees paid to that date will be made.
- ❑ If a candidate formally withdraws her/his application after the application deadline and before the notification date, no refund of the processing/administrative fee will be made.

### Withdrawal from the Written Examination Component

- ❑ A candidate will be informed of his/her eligibility to sit the written component of the examination at least six weeks prior to the examination date. The candidate must formally notify the Credentials Officer of her/his intent to take the written examination component at least four weeks (or by an SPC Established deadline) prior to the written examination date. They must also submit the required written examination fee along with their notification of intent.
- ❑ If a candidate withdraws from the written component after the written examination fee deadline, they will receive a refund of the written examination fee minus the SPC established processing/administrative fee. SPC will NOT hold component fees and applications over from one examination year to the next. Candidates who withdraw from the written exam will need to re-submit all documentation at a future time of their choosing. If a candidate withdraws from the written component within four weeks of the examination date, no refund will be made. Withdrawal during this time frame will necessitate the candidate meeting all the requirements for that level again.
- ❑ If a candidate withdraws from the written component within two weeks of the examination date, no refund of the written examination component fee will be made. Withdrawal during this time frame will necessitate the candidate meeting all the requirements for that level again. Any future application will be given low priority during application processing and must be accompanied by a Performance Bond equal to the written component fee.

### Withdrawal from the Oral/Practical

- ❑ A candidate will be informed of his/her performance on the written component prior to the end of the calendar year. The Candidate must formally notify SPC in writing of her/his intent to take the oral/practical component and submit the oral/practical component fee by the deadline established by SPC.
- ❑ If a candidate withdraws from the oral/practical component between the examination fee submission deadline and up to four weeks before the examination, they will receive a full refund of their oral/practical component fee MINUS an administration fee established by SPC.

- If a candidate withdraws from the oral/practical component less than four weeks before the examination date, no refund will be granted. Withdrawal from the oral/practical component examinations will mean the candidate must repeat all application requirements for that examination component again. Any future application will be given low priority during application processing, and must be accompanied by a Performance Bond equal to the oral/practical component fee.

### Exceptions

- A candidate who withdraws in the event of personal illness supported by a Doctor's note or family emergency will only be assessed a processing/administrative fee.
- It is the candidate's responsibility to formally notify SPC of the reason(s) for withdrawal.

### Performance Bond

- A candidate who has withdrawn from the written component of the written examination within two weeks of the examination date, or has withdrawn from the oral/practical component within four weeks, will be required to post a Performance Bond with future applications.
- The Performance Bond will equal the fee for that component of the examination from which the candidate has withdrawn, and will be in addition to the usual fee.
- The Performance Bond will be returned to the candidate after he/she has taken the examination in question.

### **Re-attempts**

#### First Re-attempt

- The application deadline to re-attempt the written component of the examination will be the same as in Step 1 as outlined in the Application and Examination Schedule. The application deadline to re-attempt the practical/oral component of the examination will be December 15<sup>th</sup> of each year. The application to re-attempt either component of the examination must be accompanied by all the necessary supporting documentation, the processing/administrative fee and the fee for the component applied for.

#### Successive Re-attempts

- Once a candidate has been unsuccessful on his/her second attempt, he/she must wait one year before he/she is eligible to re-attempt that component of the examination again.
- The application to re-attempt either component of the examination must be accompanied by all the necessary supporting documentation, the processing/administrative fee and fee for the specific examination component being undertaken.



## **Oral/Practical Examinations Policy for Extra (“Special”) Sittings**

Including but not limited to the following items:

### Policy

1. A maximum of one additional (Extra, or “Special”) sitting of the SPC Oral/practical (O/P) examinations will be considered in the 12 months following each initial written examinations application deadline (at the time of writing, this is September 15th of each year).
2. Any Extra Sitting of the SPC O/P examination may not conflict with the annual national examinations in either location or timing.
3. Only the Chief Examiner and SPC can determine if an extra sitting is warranted. Provincial Sections wishing to host an extra sitting can notify SPC of their willingness but final determination rests with SPC and the Chief Examiner.
4. In accordance with current SPC policy, the Chief Examiner oversees any and all O/P examinations.
5. A minimum of three examiners who are selected in accordance with set standards and current SPC policy, will grade the performance of candidates following the published SPC Examinations Marking Guide.
6. Other guidelines and policies are in effect for any Extra Sitting (internal process of exams, contact with examiners, deadlines for results, etc).

### Procedure

In determining the feasibility of an additional examination, the following criteria and conditions will be fulfilled:

1. An SPC member, either examination candidate or mentor, or Provincial Section will express interest in the possibility of holding an extra sitting of the O/P examinations. They would then become the Extra Sitting organizer.
2. They will indicate their interest in hosting the Extra Sitting to SPC. SPC, along with the Chief Examiner will consider if the Extra Sitting is feasible and warranted. If SPC and the CE agree to the Extra Sitting, the availability of SPC’s Chief Examiner (CE) will be confirmed.
3. With the help of SPC, the Extra Sitting organizer will contact all potential O/P candidates across the country.
4. Possible interested candidates will meet all regular fee and task deadlines.
5. Interested candidates will guarantee the full costs of the O/P examinations.
6. All candidates intending to pursue a potential Extra Sitting will indicate in writing their commitment to doing the O/P examinations at the additional cost. SPC will establish the examination prices.

7. Should there be monies left over from the additional exam fees paid by each Candidate that monies will remain in the Examination budget for future Oral/Practical Exam expenses. No monies will be refunded to Candidates as overpayment.
8. An appropriate site will be identified, and relevant authorization from site officials will be signed. The Extra Sitting organizer will send a copy of this guarantee to SPC Chief Executive Officer along with any cost related information needed to establish a Extra Sitting examination budget and pricing.
9. A site coordinator will be identified (may be the same person as Extra Sitting organizer) and will be responsible for all site issues (see below).

### Process

1. Planning for a potential Extra Sitting begins a minimum of 6 months prior to its proposed date.
2. SPC's Chief Executive Officer and Chief Examiner have full authority over the process and can at any time determine that the Extra Sitting is not viable..
3. All examinations candidates will complete the annual written examinations simultaneously. After notification of their results, all candidates must meet the published deadlines for the national O/P examinations even if they hope to participate in an Extra Sitting.
4. Based on, but not limited to, the above factors, the feasibility of an Extra Sitting will be analyzed by SPC's Chief Examiner and Chief Executive Officer, who will make the final decision regarding its tenure. This decision is not open to appeal.

## EXAMINATION APPEALS POLICY AND PROCEDURES

In the event that an individual disagrees with a decision of the Chief Examiner, the following mechanisms must be followed:

If a candidate wishes to have a detailed review of their failed station they may contact the Chief Examiner. A fee of \$150.00 made payable to Sport Physiotherapy Canada must accompany this request. This is not an appeal. (ACM – May 2004)

### APPEAL PROCESS - STEP 1

A written appeal must be made via registered or certified mail to the Chief Examiner **within thirty (30) days** of receipt of the decision. The appeal must describe the nature of the disagreement and what course of action is requested. If there is an unsuccessful Oral/Practical examination, **the candidate may appeal on procedure only and not content** for a fee of \$300.00 made payable to Sport Physiotherapy Canada. **If the candidate wins the appeal, they can re-attempt the Oral/Practical Exam at no additional fee.** (ACM – May 2004)

Within **forty-two (42) days** of receipt of appeal a response must be made in writing via registered mail as to the decision of and the course of action outlined by the Chief Examiner. The Chief Examiner may consult with the Examiners for input concerning the appeal. The Chief Examiner will notify the SPC's Credentials Officer and Chief Executive Officer as to the nature of the appeal and his/her decision.

### APPEAL PROCESS - STEP 2

If the written response of the Chief Examiner fails to satisfy the appellant, a written appeal via registered mail may be made to the Board of SPC **within thirty (30) days** following the receipt by the appellant of the Chief Examiner's decision. The Board will establish an Examination Appeal Committee, which will be composed of three individuals who live in the same geographical area. This Committee will be appointed for a fixed term by the SPC Board, and if possible should consist of:

- a. **An individual familiar with the SPC Credential Program and Examination process**
- b. **An educator**
- c. **An SPC member at large**

Copies of all relevant information will be forwarded to the Examination Appeal Committee. Within **thirty (30) days** following the next meeting of this committee, a response must be made in writing to the SPC Board as to the decision and the course of action outlined by the committee. The Chair of the Examinations Appeal Committee will forward the Committee's decision to the Chief Examiner and to the SPC Board. The Board will notify the appellant of the decision.

The decision of the SPC Board is based on advice of the Examination Appeals Committee and is final. No further appeals may be made.

**Sport Physiotherapy Canada**  
**Oral/Practical Examinations**  
**Policy for Examiner Selection**

Including but not limited to the following items:

**Policy**

1. In accordance with current SPC policy, the Chief Examiner oversees any and all SPC Oral/practical (O/P) examinations.
2. SPC's Chief Executive Officer and Chief Examiner are an integral part of the process.
3. A minimum of three examiners for each O/P examination sitting are selected in accordance with this policy.
4. The SPC examiners grade the performance of candidates in the O/P examination following the published SPC Examinations Marking Guide.
5. Every effort will be made to alternate eastern and western locations for the O/P examinations . Examinations provided in the east of Canada (points east of, and including Ontario) and are offered in both official languages.
6. O/P examinations taking place in the west of Canada (points west of Ontario) and **may** be offered in **English only**. Every effort will be made to provide examinations in both official languages whenever possible/requested.
7. Honoraria are offered to examiners at a rate of \$400 per full day (four (4) 2-hour blocks, or eight (8) hours) and \$200 per partial day (current rates at the time of writing).
8. Travel and accommodation expenses are paid by SPC; a per diem is offered for meals during the examination session.
9. Other guidelines and policies are in effect for any and all O/P examination sittings (internal process of exams, contact with examiners, deadlines for results, etc)

**Procedure**

In determining the selection of potential examiners for SPC O/P examinations, the following criteria and conditions are considered:

1. The geographical site of the O/P examinations is identified.
2. The language requirements of the O/P examinations are identified.
3. The current list of SPC examiners is to be consulted.

4. All SPC examiners have completed their maintenance of credentials and are SPC members in good standing.
5. A site coordinator is identified (may be an examiner, may be a candidate, or may be a contact at the university or clinic)

### **Process**

1. Planning for examiner selection begins a minimum of 6 months prior to the proposed date of the O/P examinations.
2. An equitable balance of veteran and junior, and male and female, examiners is ideal.
3. Whenever practical and possible and within reason, a balance of local examiners and examiners from other geographical areas is the intention.
4. Language requirements are respected.
5. The site coordinator may be considered for nomination as an examiner if he/she is so qualified.
6. Examiners who have mentored one or several candidates may be excluded from that O/P examinations sitting for reasons of conflict of interest.
7. The Chief Examiner contacts in writing (electronically or otherwise) the minimum number of examiners (first draft).
8. If any first draft examiners are unable to examine, the Chief Examiner contacts the second draft of examiners, respecting the above points, and so on, until the required number of examiners is met.
9. In case of illness or other last-minute cancellation on the part of an examiner, last-minute substitution of O/P examiners is not ruled out.
10. If it is in the best interest of the candidate, and to maintain a transparent and fair process, SPC's Chief Examiner reserves the right to withdraw the nomination of an SPC O/P examiner.
11. SPC's Chief Examiner is fully qualified to replace as an SPC O/P examiner in situations conflict of interest with a candidate, personality conflict, or other reasons, if requested by the candidate or by a nominated examiner.
12. Based on, but not limited to, the above factors, SPC O/P examiners are confirmed to the relevant O/P examinations sitting in writing by the Chief Examiner with copy (cc) to SPC's Chief Executive Officer.
13. The SPC Chief Executive Officer prepares the draft examination schedule, inserting all approved O/P exam candidates. Final confirmation of the exam schedule is made between the Chief Examiner and the Chief Executive Officer before publication to the Examiners and the candidates.
14. SPC's Chief Examiner makes the final decision regarding examiner selection; this decision is not open to appeal.

## Referenced Reading List for Certificate and Diploma Levels

**Note:** This list is not meant to be exhaustive however these references will be used for the purposes of constructing examination questions. Candidates are encouraged to use other texts and journal articles for study purposes. This list has been updated to include most recent reference editions. It is revised in an ongoing fashion and will continually change for future exams.

### BOOKS:

1. Altug, Z., Hoffman, J.L., Martin, J.L., Manual of Clinical Exercise Testing, Prescription and Rehabilitation, Appleton and Lange, 1993. ISBN 0-8385-0241-5
2. Arnheim, D.D., Prentice W.E., Modern Principles of Athletic Training, Mosby Year Book, 1993.
3. Gersh, M., Electrotherapy in Rehabilitation, 1992, FA Davis. ISBN 0-8036-4025-0 **(required reading for SPC Diploma only)**
4. Gray's Anatomy, London, Longman Groups Ltd.
5. King, R.K., Performance Massage, 1993, Human Kinetics. ISBN 0-87322-395-0
6. Magee, David J: Orthopedic Physical Assessment, 4th ed., 2007. WB Saunders
7. McArdle, WD, Katch FI, & Katch VL: Essentials of Exercise Physiology, 3rd ed., 2005. Lippincott, Williams & Wilkins
8. Phaigh, R., Perry, P., Athletic Massage, 1984, Simon & Schuster. ISBN 0-671-60303-5
9. Reid, D.C., Sports Injury Assessment and Rehabilitation, Churchill Livingstone, 1992. ISBN 0-443-08662-1
10. Zachazewski, J.E., Magee D.J., Quillen, W.S., Athletic Injuries and Rehabilitation, W.B. Saunders Company, 1996. ISBN 0-7216-4946-7
11. Brukner and Khan. Clinical Sports Medicine 4th Edition. 2012 McGraw Hill, New York, NY.
12. De Domenico, Beard's Massage, Principles and Practice of Soft Tissue Manipulation, 2007, fifth edition
13. Perrin, David. Athletic Taping and Bracing, Human Kinetics, third edition, 2012
14. Hewetson et al. An Illustrated Guide to Taping Techniques Principles and Practice, second edition, 2010
15. Magee, D., Manske, R., Zachazewski, J., Quillen, W., Athletic and Sport Issues in Musculoskeletal Rehabilitation, Elsevier, 2011.

### BOOKLETS:

1. Guide to Drug Free Sport, Canadian Centre for Ethics in Sport (CCES) – 2197 Riverside Drive, Suite 300, Ottawa, ON K1H 7X3 phone: 613-521-3340, fax: 613-521-3134 or website [www.cces.ca](http://www.cces.ca). Also available from CCES: List of Banned, Restricted and Permitted Substances and Methods. **(required reading for SPC Diploma only)**
2. Marriage, B., Schnurr, H., Nutrition Resource Manual, 1993. Available from the Sport Medicine Council of Alberta, Edmonton. Cost approximately \$25.00, 1996. Phone: 403- 453-8636 **(required reading for SPC Diploma only)**

3. Michlovitz, S., Thermal Agents in Rehabilitation, 3<sup>rd</sup> Edition, 1996, FA Davis. ISBN 0-8036-0044-5 **(required reading for SPC Diploma only)**
4. National Coaching Certification Program (NCCP) Coaching Manuals. Available through the Coaching Association of Canada (CAC) – 141 Laurier Avenue West, Suite 300, Ottawa, ON Phone: 613-235-5000 **(required reading for SPC Diploma only)**
  - i. Coaching Theory Level I Manuals – approximate cost: \$20
  - ii. Coaching Theory Level II Manuals – approximate cost: \$25
  - iii. Coaching Theory Level III Manuals – approximate cost: \$35
5. Sport Physiotherapy Canada General Information - found on SPC Website [www.sportphysio.ca](http://www.sportphysio.ca) Key information under “About Us” and “Professional Development” tabs.
6. First Responder Notes.

#### ARTICLES:

1. Sports Med. 2012 Feb 1;42(2):153-64. doi: 10.2165/11594960-000000000-00000.  
Kinesio taping in treatment and prevention of sports injuries: a meta-analysis of the evidence for its effectiveness.
2. Williams S, Whatman C, Hume PA, Sheerin K. Consensus Statement on Concussion in Sport 3rd International Conference on Concussion in Sport Held in Zurich, November 2008

## SPC Forms and Information about the Forms

### INFORMATION ABOUT THE LOG BOOK

The purpose of the logbook (**see Sample #1 – page 29**) is to keep an accurate record of:

- a. Practical field experience
- b. Seminars and course work
- c. Interim reports

### Practical and Field Experience

This section of the logbook will contain a record of two types of experience:

- a. Team and/or seasonal
- b. Tournament and/or weekend

Entries into the log should (whenever possible) include:

- a. Date and type of activity
- b. Athlete's condition
- c. Significant findings/complaints
- d. Treatment and comments

From a medical-legal standpoint, all entries should be done on the day in question, be accurate and legible, as well as ensure patient (athlete) confidentiality. Initials or numbers should be used rather than full names. Standard medical terminology according to the reference, Standard Nomenclature of Athletic Injuries\* is required.

Practical hours should be verified by the signature of another team official (i.e. coach, doctor, and manager) **once a month**. For tournaments and weekend events, the individual responsible for organizing the medical and paramedical should sign. Examples are included. Please make multiple copies of empty logbook sheets for your own recordings.

### Seminar and Course Work

Courses, seminars and symposia related to the materials outlined in the syllabus which are attended by the

Candidate are to be summarized (**see pages 35/36**).

### Interim and Mentor's Report

Interim reports to the Mentor are to be included in this section of the logbook. They should briefly summarize the candidate's most recent experience (**see pages 38, 40 & 41**). One copy of this report should be forwarded to the candidate's Mentor, as well as including one in the logbook.

The member should contact his/her Mentor **every 50 hours** (once every three months or as arranged with the Mentor) to review and discuss their progress. Following this discussion, the Mentor will complete an interim report and send it to the candidate to include in their logbook documentation. A copy of this report should be filed in the logbook.

The interim reports, along with **a summary** of the log book and the final Mentor Recommendation letter are required when the candidate submits their Exam Application. They are to accompany the Examination Application – please do NOT send them to SPC as stand-alone documents

Note:

1. It is suggested that a recent copy of the syllabus be included at the back of the logbook for ease of reference by the candidate and the Mentor.
2. It is the candidate's responsibility to align herself/himself with an SPC approved Mentor, to arrange the necessary reviews, and to submit the necessary reports.

**DAILY LOG**

**\*\* for tracking & Use with Mentor – do NOT submit with Exam Application\*\***

**TEAM/SEASONAL EXPERIENCE (Sample #1)**

**Sport:**

**League:**

Team/Event Date	Condition Presented	Significant Findings	Treatments/ Comments
27/2/95     Practice	J.M. (athlete's initials)  Chronic ankle sprain  S.D. Sl. Hamstring strain  T.T. dislodged tooth  P.M. shin splints  S.D. sl hamstring strain	. min. edema lat. malleolus  . pain on eversion w/plantar flexion . tenderness over ant. Talo-fibular ligament . poor balance injured leg  . sl. Tenderness over proximal musculo-tend. junction biceps femoris . loss of full ROM SLR . pain against resistance in inner ROM  . flattened transverse and longitudinal arches  . no change from pre-practice	Preventative taping    .U.S. to tender area . stretch . bandage .observe during practice  . transport to hospital for observation  . ice massage . follow-up  . ice pack

<b>2 hrs</b>			. U.S. . bandage
28/2/95  Game  <b>3 hrs</b>	V.W. chr. quad strain  J.M. ankle sprain  D.S. laceration to forehead	. pain on strong contraction outer range	. assist warm-up . bandage  . preventative taping  . first aid

**Total Hours this page: 5**

**Total Hours this Sport: \_\_\_\_\_**

**Verified by: \_\_\_\_\_**





**Make Copies for your Records**

**TOURNAMENT / WEEKEND INVOLVEMENT**

**\*\* for tracking & Use with Mentor – do NOT submit with Exam Application\*\***

**Sport:**

**League:**

<b>Team/Event Date</b>	<b>Condition Presented</b>	<b>Significant Findings</b>	<b>Treatments/ Comments</b>



**COURSES, SEMINARS, SYMPOSIA (Sample #2)**

**\*\* for tracking & Use with Mentor – do NOT submit with Exam Application\*\***

<b>Date &amp; Location</b>	<b>Topic-Time-Type</b>	<b>Instructor/Speakers</b>	<b>Key Words</b>
28/2/95 University of Toronto	"Drugs and the Athlete" . three 45 minutes talks . lecture presentation	Canadian Academy of Sport Medicine	. steroid use and weight lifters  . muscle hypertrophy & histology  . blood doping and endurance events

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**Make Copies for your Records**

**COURSES, SEMINARS, SYMPOSIA**

<b>Date &amp; Location</b>	<b>Topic-Time-Type</b>	<b>Instructor/Speakers</b>	<b>Key Words</b>

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## CANDIDATE'S INTERIM REPORT TO MENTOR (Sample #3)

**\*\*\* DO submit a single copy of each interim Mentor Report along with final Mentor Recommendation with the Examination Application Form\*\*\***

Over the past six months, I have completed 24 hours of fieldwork with senior girls' field hockey team and six hours with a gymnastics club.

With field hockey, I gained valuable experience in pre-event taping and evaluation of acute injuries. These were predominantly ankle sprains and contusions to the hands and fingers. My first aid experience involved facial lacerations and a tooth dislocation, which was successfully re-implanted at the hospital, while I observed.

My work with the gymnastics club has involved me in the alteration of the warm-up programs for two gymnasts presently undergoing physiotherapy treatment at the clinic for back pain.

My plans for the next six months are to continue with the gymnastics club and to complete my hours by working with a men's AA volleyball team.

Date \_\_\_\_\_

Hours: \_\_\_\_\_

Sport: \_\_\_\_\_

**Total Hours to Date:**

\_\_\_\_\_

## INFORMATION ON THE SPC MENTOR SYSTEM

The **SPC Mentor** is....

A Sport Physiotherapy Canada Credentialed physiotherapist working directly with SPC members who are progressing through Sport Physiotherapy Canada's Credential Program. The amount of guidance available from the Mentor is related to their experience within the Credential Program.

**NEW MENTOR RESOURCES** : Be sure to visit <https://www.sportphysio.ca/sportphysiou/spc-mentor-corner/>

Mentor Handbook  
Becoming a Mentor  
Mentor Application  
Maintenance of SPC Mentor Status  
Candidate Mentor Request Process  
Mentor/Candidate Agreement  
Learning Rubrics  
Learning Contract  
Program Syllabus  
Exam Marking Guides  
Additional Mentor Resources

Requirements to Become a Sport Physiotherapy Canada Mentor:

1. Must be a current SPC member
2. Must have attained either a Certificate or Diploma in Sport Physiotherapy and must maintain those Credentials at all times.
3. Must have a current First Responder certification at all times.
4. Is aware of and able to promote the overall direction and goals of Sport Physiotherapy Canada
5. Must be formally appointed by Sport Physiotherapy Canada.
6. Application is available online at <https://www.sportphysio.ca/sportphysiou/spc-mentor-corner/sport-physiotherapy-canada-credential-program-mentor-application/>

### Responsibilities of a Sport Physiotherapy Canada Mentor

**The Mentor will:**

- Mentor only candidates working toward a level that the mentor has previously completed. That is, a mentor with a Certificate in Sport Physiotherapy can only mentor a Certificate exam candidate. A mentor with a Diploma in Sport Physiotherapy can mentor either a Certificate or Diploma exam candidate.
- Evaluate the candidate's current level of skill and knowledge in relation to the candidate's level of study in the Credential Program.

- Advise and direct the candidate, using the candidate assessment, on how to best attain the objectives as outlined in the syllabus.
- Have thorough knowledge and understanding of the current Credential Program Syllabus, the Examination process and expectations
- Be aware of major SPC initiatives that may impact or assist the candidates in their preparations.
- Be comfortable explaining linkages between the Credential program and the overall SPC Education System.
- Be available to the candidate throughout the examination process – from attaining hours, applying to the exam and completing both the written and practical examinations.
- Provide technical as well as administrative and logistical support to the candidate to guide proper completion of examination applications and other required documents.
- Review the candidate's logbook on a least 3 occasions prior to the application deadline and complete 3 separate Mentor's Reports (see attached example) to be given to the candidate for review and submission with the candidate's examination application.
- Complete a Letter of Recommendation for the candidate prior to the examination application deadline (see attached example) and this letter will be given to the candidate for submission with their examination application.
- Be available to the candidate in their preparation for both the written and practical examination. It is expected that the candidate will initiate all requests for meetings to the mentor.

**A Resource Person is...**

- A physiotherapist or a non-physiotherapist who has specific expertise which exceeds the skills and knowledge of locally available physiotherapist(s) in a particular area of the SPC syllabus.
- Utilization of local resource person(s) is strongly encouraged. These resource people would be identified by the Mentor based on their expertise in specific sections of the levels system. Examination candidates are encouraged to make contact with these people to ensure access to the best possible advice and experience available.

## MENTOR'S REPORT (Sample #4)

Candidate's Name: \_\_\_\_\_

Date of this report: \_\_\_\_\_

Date of last report: \_\_\_\_\_

### LOGGED HOURS TO DATE:

Hours to date:

Hours in contact sports to date:

Sport: #1

#2

#1

#3

#2

#4

#5

Total hours to date:

**NEW AREAS COVERED SINCE LAST REPORT:**

**MENTOR COMMENTS/REMARKS:**

Name of Mentor: \_\_\_\_\_

Signature: \_\_\_\_\_

**MENTOR RECOMMENDATION (Sample #5)**

To: SPC Credentials Officer

From: \_\_\_\_\_, SPC Mentor

Candidate: \_\_\_\_\_, for the **Certificate or Diploma** (please circle correct level)

I have reviewed this Candidate's related experience and believe, to the best of my knowledge, that she/he has fulfilled the necessary requirements and is prepared to attempt the **SPC Certificate or Diploma** (please circle correct level).

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## **SPC EXAMINATION CONTRACT**

The Sport Physiotherapy Canada Examination Candidate named below has read and reviewed all the information sent to them regarding the SPC Written Exam component and/or the Oral/Practical Exam component to date.

**It is the Examination Candidate's responsibility to confirm the exact date, time and precise location of both the Written Exam in the fall of this year and Oral/Practical Exam in the spring with the SPC National Office or the SPC Chief Examiner prior to the date of both exams.**

All communications regarding the Examination must be directed to the SPC Chief Examiner. SPC Examination Candidates may not discuss the specifics of the Examination with any of the Examiners from one month prior to the start of the SPC Oral/Practical Examination to the end of the appeals period. Failure to follow these guidelines may result in the candidate's automatic disqualification and failure of the SPC Examination process.

The Written component of the SPC Examination Process is not open for appeal. Examination Candidates of the SPC Oral/Practical Examination may only dispute their final Oral/Practical Examination result on procedural points, not on the content of the Examination. The appealing candidate must not contact any of the Examiners involved in the Examination process. If the Examination Candidate contacts the Examiners involved in the original Examination process, the candidate will immediately be disqualified from the appeals process and will therefore fail the examination. **The cost of appealing the SPC Oral/Practical Examination is \$300.00.** Should the original examination decision be over-turned during the appeals process, the candidate will be entitled to re-attempt the Oral/Practical Examination during the next Examination cycle at no additional fee.

The Examination Candidate's signature below indicates that the candidate understands their responsibilities and will adhere to the guidelines set out for the duration of their examination process. Failure to return this signed form will result in disqualification from the SPC Examination Process.

Examination Candidate Name Printed: \_\_\_\_\_

Examination Candidate Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SPC National Office Use Only:**

**Date received at National Office:**

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**Reviewed and Approved by:**

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## SPC MAINTENANCE OF CREDENTIALS POLICY

Every 3 years, holders of the Sport Physiotherapy Canada, Certification Candidate, post-graduate SPC Certificate (hereafter called SPC Certificate), and post-graduate Diploma (hereafter called Diploma) will be asked to present the following documentation in support of maintenance of their status. To maintain Sport Physiotherapy Canada Credential Program status, you must have a current CPA and SPC membership. In addition, you must maintain under one of the following two categories:

### Maintenance Option A- Full Maintenance

This maintenance option is for credential holders doing on field coverage, Major Games selection, maintaining a candidate status, examining or mentoring.

Requirements for Full Maintenance:

- Current Red Cross **First Responder Certification**
- Continuing Education: A minimum of **60 hours of post-graduate courses** relevant to the SPC Credential Program Curriculum.
- Practical Experience: A **minimum of 200 hours** of employment and/or volunteer clinic and/or field (on-site) work in sports physical therapy. A minimum of Seventy-five (**75**) **hours of the total 200 hours must be on field (on-site) experience.** (Include dates, events, and hours.)

### Maintenance Option B

A full credential holder, either certificate or diploma has the option of Maintaining as Option B. This option is new and available for those therapists who are no longer doing large amounts of on field hours but would like to maintain their certification. Credential holders maintained at this level are NOT eligible for major games selection. Also note, there is an option to only maintain with a Standard First Aid level but doing this makes you ineligible to be an SPC Mentor and SPC Examiner.

Requirements for Maintenance Option B- Clinical Only:

- Current Red Cross **First Responder Certification**  
**OR**  
**Current Standard or Emergency First Aid (Not able to Mentor or Examine)**
- Continuing Education: A minimum of **60 hours of post-graduate courses** relevant to the SPC Credential Program Curriculum.
- Practical Experience: **No practical experience is required at this level. However, if someone decides in future to maintain in Option A all elements of Option A will be required.**

### Moving from Option B to Option A

Should a credential holder who is maintained at the Option B- Clinical Only level wish to move to Option A- Full Maintenance they must provide proof of the following:

- Current Red Cross **First Responder Certification**
- Continuing Education: A minimum of **60 hours of post-graduate courses** relevant to the SPC Credential Program Curriculum.

- Practical Experience (within the last 3 years): A **minimum of 200 hours** of employment and/or volunteer clinic and/or field (on-site) work in sports physical therapy. A minimum of **Seventy-five (75) hours of the total 200 hours must be on field (on-site) experience.** (Include dates, events, and hours.)

### **Leaves (Maternity, Sick Leave etc.)**

If a credential holder puts their membership with CPA/SPC on hold or inactive due to a leave from physiotherapy work such as maternity leave or sick leave, their credentials will also be moved to inactive. Upon activating their membership with CPA/SPC back to a practicing, their credentials will also be moved to active. If they are due to maintain, they must maintain their certification under one of the two options above before their certification will be moved to active. Should you be unable to maintain credentials due to a leave, an extension may be requested by writing SPC.

### **Maintenance Documents Details**

**Continuing Education for SPC Certificate and Diploma Holders (for the 3-year period)** – A minimum of 60 hours of post-graduate courses relevant to the SPC Credential Program Curriculum.

When recording continuing education courses – abbreviations of the course name or host organizations are not to be used, names are to be written out in full. . Please do NOT send in copies of your certificates of attendance. To save you time, paper and mailing costs we may ask you for a few samples as part of our review but we do not need them sent in with your application. Do keep your copies at the ready in case we request further documentation in our review process. When completing continuing education logs all information **must be typed and uploaded to your profile online at sportphysio.ca.** Any handwritten logs will be returned as incomplete and members will be required to resubmit the information in a typed format.

**Practical Experience for SPC Certificate and Diploma Holders (for the 3-year period)** –When completing a continuing education log all information **must be typed and uploaded to your profile online at sportphysio.ca.** Any handwritten logs will be returned as incomplete and members will be required to resubmit the information in a typed format.

### **Process:**

1. Prior to the three year deadline for submission, all appropriate SPC Credential Program members will be sent a reminder to submit the required information on the specified date. They can check their status online in their profile at sportphysio.ca
2. The “Credential Program Status Maintenance Form” must be completed and submitted, along with supporting. The submission is completed online: <https://www.sportphysio.ca/courses/> Login to see your credential status.
3. Documentation (**including the non-refundable Maintenance of Credentials fee**), submitted online to the SPC National Office will be reviewed and approved. The SPC National Office or Credential Officer reserves the right to ask for further clarification or proof before approving maintenance.
4. Failure to comply will result in his/her post graduate credential status being suspended and his/her name placed on the Inactive Status List. Members on the Inactive Status List will not be eligible for Games application/consideration.

5. At anytime, when a certified member (certificate or Diploma) successfully submits the required Maintenance of Credentials documents along with the Maintenance fee AND the Re-instatement Administrative Fee their name will be removed from Inactive Status. At this time they will return to Active status and re-gain eligibility to be considered for Games opportunities.

**Approved: QAM 1994**

**Last Revised & Updated: Approved November 2016**

SPORT PHYSIOTHERAPY CANADA

**MAINTENANCE OF CERTIFICATE in Sport Physiotherapy  
and Diploma in Sport Physiotherapy STATUS**

**PRACTICAL EXPERIENCE LOG**

Name: \_\_\_\_\_

Sport: \_\_\_\_\_

Practical Experience for the 3 years: \_\_\_\_\_ To: \_\_\_\_\_

Please indicate with a check mark whether experience is clinical or field

<b>DATES</b>	<b>EVENT</b>	<b>CLINIC HOURS</b>	<b>FIELD HOURS</b>


**Practical Experience for the 3 years:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Total Clinic Hours:** \_\_\_\_\_

**Total Field Hours:** \_\_\_\_\_

**Total Hours this Page:** \_\_\_\_\_

**Please indicate with a check mark whether experience is clinical or field**




**Practical Experience for the 3 years:** \_\_\_\_\_

**To:** \_\_\_\_\_

**Total Clinic Hours:** \_\_\_\_\_

**Total Field Hours:** \_\_\_\_\_

**Total Hours this Page:** \_\_\_\_\_

**GRAND TOTAL:** \_\_\_\_\_

(add totals from page 1 and totals from page 2)

SPORT PHYSIOTHERAPY CANADA

**MAINTENANCE OF CERTIFICATE in Sport Physiotherapy  
and Diploma in Sport Physiotherapy STATUS**

**CONTINUING EDUCATION LOG**

**NAME:** \_\_\_\_\_

**CONTINUING EDUCATION FOR THE YEARS:** \_\_\_\_\_ **TO** \_\_\_\_\_

*When documenting your continuing education courses, do not use the abbreviated name of the course or hosting organization, spell out the course name and organization in full. In addition to the above mentioned requirements you must include a photocopy of your certificate of attendance along and a complete course brochure.*

<b>NAME OF COURSE</b>	<b>DATE</b>	<b>HOURS</b>	<b>LOCATION</b>	<b>SPONSOR</b>






**Continuing Education hours for the Years:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Total Hours:** \_\_\_\_\_

**GRAND TOTAL:** \_\_\_\_\_

(add totals from page 1 and totals from page 2)

CERTIFICATE/DIPLOMA EXAMINATION APPLICATION FORM

NOTE THIS APPLICATION IS COMPLETED ONLINE [www.sportphysio.ca](http://www.sportphysio.ca)

SPC Examination level applying for?

Certificate Level

Diploma Level

Which Exam are you applying for?

written & if successful Practical

Oral/Practical only

**Personal Information**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

(mm/dd/year)

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov.: \_\_\_\_\_ P.C: \_\_\_\_\_

Tel.: \_\_\_\_\_ (work) \_\_\_\_\_ (home)

E-mail Address: \_\_\_\_\_

**Employment Information**

Place of Employment: \_\_\_\_\_

# of Years: \_\_\_\_\_

Position: \_\_\_\_\_

**NOTE : Deadlines – Application must be received by SPC or postmarked no later than September 15.**

Proof of all appropriate requirements must be submitted with application along with the administration fee before it will be processed.

**Certificate Level Exam Requirements:**

1. Proof of graduation in physiotherapy
2. A member in good standing with SPC.
3. Successful completion of Certification Candidate status.
4. Copy of a **valid** First Responder Certificate.

5. Experience: A **minimum of 200 hours** of documented practical experience as a graduate Physiotherapist. A minimum of 75 hours of which must be in a contact sport. A summary page noting total hours per sport along with copies of interim Mentor reports.
6. Letter of recommendation from a recognized Mentor in the SPC Credential Program.
7. Application/Administration fee payable to **Sport Physiotherapy Canada (SPC)**.

**Diploma Level Exam Requirements:**

1. A graduate Physiotherapist
2. A member in good standing with SPC..
3. Successfully met the requirements of the Certificate Level.
4. Copy of a **valid** First Responder Certificate.
5. A firm understanding of the recommended Canadian entry to practice physical therapy curriculum.
6. Experience: A **minimum of 200 hours** of documented practical experience to successfully complete the Sport Physiotherapy Diploma. Hours used for the SPC Certificate Application **cannot** be used again when applying for the Diploma Exam. It is strongly suggested that the Candidate work with one of the sports that provide a high incidence of injury so that they will develop their skills in acute care and assessment techniques.
7. A summary page noting total hours per sport along with copies of interim Mentor reports
8. Letter of recommendation from a recognized Mentor in the SPC Credential Program.
9. Application/Administration fee payable to **Sport Physiotherapy Canada (SPC)**.

**Information about the Written Component of the SPC Certificate and Diploma Examinations:**

1. The written examination will take place locally. Candidates are required to make arrangements for a suitable Invigilator;
2. Candidates are provided 2 hours to write the examination;
3. This is a nation-wide examination and the specified times must be adhered to by all Candidates. The written examination will take place at the following times depending on your geographical location:
  - 11:00am** Pacific Time (for BC Candidates)
  - Noon** Mountain Time (for Alberta and Saskatchewan Candidates)
  - 1:00pm** Central Time (for Manitoba Candidates)
  - 2:00pm** Eastern Standard Time (for Ontario and Quebec Candidates)
  - 3:00pm** Atlantic Time (for New Brunswick and Nova Scotia Candidates)
  - 3:30pm** Newfoundland Daylight Time (for Newfoundland Candidates)
4. The SPC Chief Examiner will be available during the time of the examination for problems or questions that need to be addressed immediately.

Please submit your **completed** SPC Examination application form and documents to the SPC National Office at:

**Sport Physiotherapy Canada**

**2192 Queen St E. Suite 75**

**Toronto, ON M4E 1E6**



## SPC Credential Program and CPA Clinical Specialist in Sport

The Canadian Physiotherapy Association (CPA) developed the Clinical Specialty Program to allow recognition of a clinical specialist who demonstrates an advanced level of clinical practice through a formal program that combines clinical expertise in the specialty practice area, continuing professional development, leadership activities and involvement in research.

SPC sets the Standards for a Sport Physiotherapist in Canada.

### Definition of Sport Physiotherapist

A Sport Physiotherapist plans, organizes, directs and carries out programs of first aid, prophylactic care, treatment, rehabilitation, education and counseling for athletes and others concerned with sports.

*Note: Although the term athlete is frequently used in this document, a Sport Physiotherapist should have experience with a range of individuals involved in: recreational activities, athletes with diverse abilities and performing arts.*

CPA defines a Clinical Specialist as follows:

*A clinical specialist in physiotherapy practices at an advanced clinical level within a recognized physiotherapy specialty area. Formal recognition as a clinical specialist in physiotherapy is accomplished through meeting the requirements of the CPA Clinical Specialty Program.*

The program requirements for the CPA Clinical Specialty can be met and achieved by any qualified physiotherapist practicing in Canada, regardless of setting or location.

SPC has worked with CPA in the development of the criteria for the Core Competencies for a Clinical Specialty in Sport. The minimum standard for some of the Clinical Specialty in Sport Core Competencies (knowledge, skills, clinical reasoning) are those examined in the SPC Credential Program.

### Sport Physiotherapy Canada's Vision of a Clinical Specialist in Sport

A Clinical Specialist in Sport:

Demonstrates an advanced level of clinical practice.

Is familiar with a variety of sports and has experience in sport situations with athletes of all abilities, ages, and competitive levels.

Collaborates with other members of the sports medicine and science team including coaches.

Has extensive exposure to sport in both the clinical and field settings.

Combines clinical and field experiences with advanced skills and knowledge in all areas of sport physiotherapy.

Links clinical reasoning with exposure to clinical and field practice, and clinical and field experience.

Makes context-based decisions and plans treatment based on experience in sport and research.

Demonstrates continuing professional development through participation in sport-related and sport physiotherapy related courses.

Disseminates information that advances practice through involvement in sport physiotherapy or sport-related organizations.

Demonstrates active leadership activities thorough mentorship, teaching, and participation in clinical and field education in sport physiotherapy related areas.

Uses research in sport related areas to inform and guide practice.

**The Canadian Physiotherapy Association recognizes and supports Sport Physiotherapy Canada's Credential Program. CPA acknowledges SPC's Credential Program as the most valuable route towards a Clinical Specialty in Sport. CPA strongly recommends that a candidate for a Clinical Specialty in Sport successfully complete the SPC Diploma in Sport Physiotherapy prior to beginning the process toward Clinical Specialist in Sport.**