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## Credential Program Status Maintenance Policy

Every 3 years, holders of the Sport Physiotherapy Canada (SPC) post-graduate SPC Certificate (hereafter called Certificate), and post-graduate Diploma (hereafter called Diploma) are required to present the following documentation in support of maintenance of their status. The Credentials Compliance Team is a branch of the Sport Physiotherapy Canada (SPC) National Executive Committee who ensures ongoing review and development of the SPC Credential Program. As part of their duties, this committee ensure that all credential holders have the appropriate experience and meet the minimum requirements for Maintenance of Credentials and will be in charge of reviewing all Maintenance of Credentials applications.

To maintain Sport Physiotherapy Canada Credential Program status, you must have a current Canadian Physiotherapy Association (CPA) and SPC membership. You must also hold liability insurance which provides the insured party protection while treating Canadian athletes both inside and outside of Canada. Additionally, you must maintain under one of the following three categories:

### Maintenance Option A – Full Credentials Maintenance

This maintenance option is for full Certificate or Diploma credential holders who provide on-field coverage and:

- a) may be applying to/or who are involved with Major & Developmental Games selection.
- b) may be examining or mentoring within the SPC Credential Program curriculum.

Requirements for Full Credentials Maintenance:

- Current CPA and SPC membership
- Current Red Cross First Responder for Health Care Professionals Certification (*or equivalent*)
- Continuing Education: A minimum of 60 hours attending post-graduate courses or conferences relevant to the SPC Credential Program curriculum during the past three years. *The hours obtained during the First Responder course do count towards the 60-hour requirement.*
- Practical Experience: A minimum of 200 hours of clinical and/or on-field work in sports physiotherapy during the past three years. This includes employment and/or volunteer work. Of these 200 hours, a minimum of seventy-five (75) hours of on-field (on-site) experience is required; event name, date and hours must be logged.

### Maintenance Option B – Mentor and/or Examiner

This maintenance option is available for full Certificate or Diploma credential holders who are no longer performing on-field (on-site) work but would like to maintain their credentials and be able to mentor and/or examine within the SPC Credential Program. Credential holders maintained at this level are **NOT** eligible for Major & Developmental Games selection.

Requirements for Mentor and/or Examiner Maintenance:

- Current CPA and SPC membership

- Current Red Cross First Responder for Health Care Professionals Certification (*or equivalent*)
- Continuing Education: A minimum of 60 hours attending post-graduate courses or conferences relevant to the SPC Credential Program curriculum during the past three years. *The hours obtained during the First Responder course do count towards the 60-hour requirement.*
- Practical Experience: No practical experience is required for this maintenance level. However, if credential holders later decide to perform greater amounts of on-field work or would like to apply for Major Games, they would be required to meet the minimum requirements for Full Credentials Maintenance (Option A), as listed above and re-submit the Maintenance of Credential documents and fees.

### Maintenance Option C – Clinician

This maintenance option is available for full Certificate or Diploma credential holders who are no longer performing large amounts of on-field (on-site) work but would like to maintain their credentials. Credential holders maintained at this level are **NOT** eligible for Major & Developmental Games selection and **CANNOT** Mentor nor act as an Examiner for the SPC Credential Program.

Requirements for Clinician Maintenance:

- Current CPA and SPC membership
- Continuing Education: A minimum of 40 hours attending post-graduate courses or conferences relevant to the SPC Credential Program curriculum during the past three years.
- Practical Experience: No practical experience is required for this maintenance level. However, if credential holders later decide they would like to be more involved, they would be required to meet the minimum requirements for either Full Credentials Maintenance (Option A) or Mentor and/or Examiner Maintenance (Option B), as listed above and re-submit the Maintenance of Credential documents and fees.

### Timeline for maintenance of credentials

The “3-year” timeline is calculated from January 1<sup>st</sup> of the year you successfully completed the practical examination to December 31<sup>st</sup> three years later. Requirements must be completed within this timeline.

### Maintenance Documents

- When completing maintenance of credentials, all Credential Program Status Maintenance Forms, including the continuing education and practical experience log forms, must be typed in the forms available on the SPC website. No additional forms will be accepted. Any handwritten logs will be returned as incomplete and members will be required to resubmit the information in a typed format.
- Please save and upload the completed document as a PDF file and name it “Last name, First name – Credential maintenance (20xx)”.
- The completed forms along with proof of current Red Cross First Responder for Health Care Professionals Certification (*or equivalent*) must be uploaded to your SPC online portal at sportphysio.ca.
- Maintenance fees are due at the time of application.

Proof of completion of First Responder course

- Members maintaining Option A or B must provide a copy of their current Red Cross First Responder for Health Care Professionals certificate (*or equivalent*) obtained upon completion of the course.
- Credential holders are responsible for maintaining a current Red Cross First Responder for Health Care Professionals Certification (*or equivalent*) at all times and must complete recertification prior to expiry of their certification.

Continuing Education for SPC Certificate and Diploma Holders (for the 3-year period):

- When recording continuing education, 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 copies of your certificates of attendance. Keep certificates for your records in the event the Credentials Compliance Team requests further documentation in their review process at a later date.
- Continuing education must be completed during the 3-year period; previously submitted courses and conferences cannot be re-submitted.

Practical Experience for SPC Certificate and Diploma Holders (for the 3-year period):

- When recording on-field (on-site) hours, abbreviations for the sporting organizations and/or event are not to be used; names are to be written out in full. Please do **NOT** send copies of your full therapy logs. Please note that practical experience may be verified by the credential committee. Keep logs and certificates of participation for your records in the event the Credentials Compliance Team requests further documentation in their review process at a later date.
- Practical experience must be completed during the 3-year period; previously submitted hours cannot be re-submitted

### Upgrading Maintenance Options

Should a credential holder who is currently maintained at the Option C and/or B level wish to move to Option B and/or A, they must complete a new Maintenance of Credential application process. All criteria must be met for the Option selected.

### 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 with maternity and/or sick leave, their credentials status will also become inactive. Upon reactivation of their membership with CPA/SPC, their credentials status will return to active. If credential holders are due to maintain, they must maintain their credentials under one of the three options listed above before their credential status will resume as active.

### Process:

1. Prior to the three-year deadline for submission, all SPC Credential Program members who are due for maintenance will be sent a reminder email to submit the required information before the specified date. All SPC members may login to review current credential and maintenance status in their online profile at [sportphysio.ca](http://sportphysio.ca).
2. The "Credential Program Status Maintenance Form" must be completed and submitted, along with supporting documentation and the non-refundable Maintenance of Credentials fee. The submission is completed online at <https://www.sportphysio.ca/professional-development/maintenance-of-credentials-information-forms/>.
3. Documentation submitted online to the SPC National Office will be reviewed. The SPC National Office or Credential Officer reserves the right to ask for further clarification or supporting evidence and/or documentation before approving maintenance renewal.
4. Failure to comply with the Maintenance of Credentials process will result in suspension of post graduate credential status and the SPC member's name being moved to the Inactive Status List. Members on the Inactive Status List will not be eligible for Games application/consideration or be able to mentor and/or examine within the SPC Credential Program.
5. At anytime, when credential holders (either Certificate or Diploma) successfully submit the required Maintenance of Credentials documents along with the Maintenance fee AND the re-instatement Administrative Fee their name will be removed from the Inactive Status List. At this time, the member will return to Active status and regain eligibility to be considered for Games opportunities and/or mentor/examiner roles depending on the option in which they have successfully maintained credentials for.

Approved: QAM 1994

Last Revised & Updated: December 2019