

Continuing competency requirements guide for chiropractors in the Yukon

Yukon's [Chiropractors Act](#) require chiropractors to keep their knowledge and skills up-to-date by fulfilling annual continuing competency requirements.

What is required

You must demonstrate you have completed the following:

- at least 200 professional practice hours in the two years immediately before your renewal application; and
- at least 36 hours of continuing professional education (CE) in the three years immediately before your renewal application.

Changes to required CE supporting documentation, effective January 1, 2022

We have made the following changes to our supporting documentation requirements for CE.

1. You must provide a certificate, letter or email of completion from the provider of any course or training you claim. We require this regardless of the number of course hours.

This proof must include:

- your name;
- course name;
- course provider name; and
- date of completion.

2. We no longer require you to provide proof of the number of hours needed to complete a course.

When you sign and date [the continuing education form](#), you are attesting that the information you are providing, including the number of hours you are claiming, is true and complete. We reserve the right to verify any information you provide as part of your application. If you provide false information we can deny your application or cancel your licence.

3. You can only claim up to five hours per year for self-directed activities (i.e. activities that you do not receive a certificate of completion for). Examples include: journal readings, podcasts, research, and videos. You must provide clear and complete information on the activity (e.g. title, source of a journal article or video, as well as links or web addresses).

How to claim and prove your hours

- You must use the forms identified below to claim your professional practice hours.
- We will only accept the forms we have identified below.
- If we have at least 200 professional practice hours and at least 36 continuing education hours (as described above under the “What is required” section) on file for you from previous renewals, we do not require you to submit additional hours.
- If you wish to claim hours completed in the previous three-year period but you have not yet submitted them, you are welcome to do so.

Employment professional practice hours

- Fill out one [verification of employment form](#) per employer.
- Fill out one [verification of self-employment form](#) if self-employed

Continuing education (CE) hours

- Note: You cannot claim hours you completed before being licensed or in the course of obtaining your degree as CE hours.
- Fill out one [annual continuing education form](#) per year you are claiming hours in.
- Use additional activity list pages if you need more room to list activities.
- Include supporting documentation.
- Sign and date all pages where requested.
- Explain activities not clearly related to your profession

Acceptable and unacceptable CE activities and documentation

Acceptable CE activities (non-exhaustive)

- ✓ Relevant certificate courses
- ✓ Undertaking research and presenting results
- ✓ In-service education/training
- ✓ Formal continuing education courses, technical training
- ✓ Conferences, lectures, seminars, workshops
- ✓ Distance education
- ✓ Unpaid preceptorships and mentorships
- ✓ Courses leading to a new degree or diploma (1cr = 15hrs)

Unacceptable CE activities (non-exhaustive)

- ☒ Orientation of new staff/staff training
- ☒ Personal growth courses (e.g. yoga, motivational, and self-improvement retreats)
- ☒ Observation/buddy experience with other healthcare professionals
- ☒ Participation in committee work
- ☒ Books, articles, videos and other materials intended for a mainstream rather than chiropractor audience
- ☒ Courses under 30 minutes in duration
- ☒ Courses leading to your initial degree for chiropractic and prior to being licensed
- ☒ Paid preceptorships and mentorships (include in professional practice hours)
- ☒ Employer requirements (e.g. First Aid and Food Safe, etc.)
- ☒ First Aid and CPR courses new or recertification

Acceptable CE supporting documentation

- ✓ Training or course certificate
- ✓ Letter or email of completion
- ✓ [Verification of CE form](#) filled out by your manager or course provider
- ✓ University or college transcript
- ✓ Continuing education transcript from a chiropractic regulator in another jurisdiction that verifies continuing education.

The documentation you provide must include your name, the course name, the name of the course provider and the date you completed the course.

Unacceptable CE supporting documentation

- Course schedule/syllabus, conference schedule without proof of attendance/completion
- Registration documents or proof of payment
- Employer record of professional practice hours and/or mandatory continuing education

Continuing competency exemptions

In general, all registrants are expected to meet these legislated continuing competency requirements. Under certain circumstances, you may be eligible for an exemption. These may include:

- you are a recent graduate;
- you are a new Yukon registrant and do not have proof of completion from another jurisdiction; or
- you have experienced a gap in practice due to exceptional life events.

A minimum number of continuing competency hours are still required. Please contact our office for details. To apply for an exemption, complete the [continuing competency exemption request form](#). Applications for an exemption are considered on a case to case basis, and may not be approved.