

**MEETING MINUTES OF THE BOARD OF THE  
COLLEGE OF PHYSIOTHERAPISTS OF ONTARIO**

**Tuesday, May 13, 2025**

Virtual

**Public Director Attendees:**

Mark Heller  
Frank Massey  
Christopher Warren  
Jesse Finn  
Richard O'Brien

**Professional Director Attendees:**

Katie Schulz (Chair)  
Frank DePalma  
Kate Moffett  
Dennis Ng  
Kirsten Pavelich  
Gary Rehan  
Theresa Stevens  
Maureen Vanwart  
Trisha Lawson  
Sinéad Dufour

**Guests:**

Brandi Park, National Director,  
Evaluation Services, CAPR

**Staff Attendees:**

Craig Roxborough, Registrar & CEO  
Anita Ashton, Deputy Registrar & CRO  
Lisa Pretty, Senior Director, Organizational  
Effectiveness  
Mara Berger, Director, Policy, Governance &  
General Counsel  
Joyce Huang, Director, Strategy

**Recorder:**

Caitlin O'Kelly, Governance Specialist

**Public Director Regrets**

Nitin Madhvani

**Tuesday, May 13, 2025**

**Welcome and Call to Order**

K. Schulz, Board Chair, called the meeting to order at 9:00 a.m. and welcomed Directors and staff. Meeting regrets were noted. T. Stevens, Professional Director, provided the Territory Acknowledgement. K. Schulz confirmed the College's ongoing commitment to the Public Interest mandate.

**1.0 Review and Approval of the Agenda**

The agenda was amended to add an in-camera item to discuss personnel matter, time permitting.

## **Motion 1.0**

It was moved by T. Stevens and seconded by F. DePalma that:

The agenda, as amended, be accepted with the possibility for changes to the order of items to address time constraints.

**CARRIED.**

## **2.0 Declaration of Conflicts of Interest**

K. Schulz asked if any Board Directors had any conflicts of interest to declare with regards to the agenda items. No conflicts were declared.

T. Lawson raised a potential perceived conflict related to items 5 and 6 due to her academic role. Since the items were for discussion only and the potential conflict was not specific in nature, it was determined that no conflict existed.

Directors were reminded that the potential for conflicts should be kept in mind throughout the meeting and declarations can be made at any time.

*M. Vanwart arrived at 9:08 a.m.*

*G. Rehan arrived at 9:12 a.m.*

## **3.0 Exam Update & Transition Planning**

C. Roxborough, Registrar & CEO, and A. Ashton, Deputy Registrar & Chief Regulatory Officer, provided the Board with an update regarding the College's exam service offerings and the preparation that is underway to support the eventual transition to the Canadian Alliance of Physiotherapy Regulators (CAPR) newly developed Canadian Physiotherapy Exam (CPTe).

## **4.0 Board Accepted Entry to Practice Licensure Examinations Policy**

A. Ashton presented the Board Accepted Entry to Practice Licensure Examinations Policy, outlining its purpose to define what constitutes an examination for licensure in Ontario in accordance with General Regulation 532/98. It was noted that the policy supports the anticipated transition to the Canadian Physiotherapy Exam (CPTe) in January 2026.

The Board discussed contingency plans if the CPTe launch is delayed. The Registrar clarified that this policy is intended to come into effect in 2026, and that it may be revisited if needed. However, approving it now allows for clear communication to future applicants regarding the examination pathways.

Concern was raised about CAPR's role as a private exam provider rather than a consortium of regulators. The Registrar acknowledged this transition and explained that it is not uncommon for regulators to contract with external service providers. There is value in the independence of third-party exam administration, which can support exam integrity. It was noted that CAPR is working closely with the regulators and that no red flags have been identified to date.

The Board discussed the provision in the policy allowing the Registration Committee to extend the OCE deadline. While it was acknowledged that the Registration Committee could carry out such a decision administratively, it was agreed that the authority to extend the deadline should rest with the Board. The policy will be amended accordingly.

Staff confirmed that the service level agreements will be presented to the Board in June. The Registrar also noted that milestone updates will be provided to the Board in September and December, and additional Board meetings may be scheduled close to the exam launch if required.

#### **Motion 4.0**

It was moved by M. Heller and seconded by K. Pavelich that:

The Board approves the *Board Accepted Entry to Practice Licensure Examinations Policy* to define what constitutes an examination for the purpose of licensure in Ontario in accordance with General Regulation 532/98, effective January 1, 2026, as amended.

**CARRIED.**

### **5.0 Ontario Clinical Exam (OCE) Eligibility Policy**

A. Ashton presented the Ontario Clinical Exam (OCE) Eligibility Policy, outlining its purpose to establish eligibility requirements for the OCE. The Board was asked to provide feedback on the policy, which is intended to take effect on June 1, 2025, for any applications received after that date.

The Board discussed capacity concerns and procedures for managing unsuccessful candidates. It was confirmed that there is no set cap for the final written exam in November, however, CAPR will share the registration data with regulators approximately closer to the exam.

While the policy aimed to preserve access to the OCE for candidates intending to practise in Ontario, the Board had concerns about that approach especially as it relates to candidates from other provinces. It was noted that if capacity were not an issue, there

would be merit in allowing broader access to the OCE. Staff emphasized that the future of the OCE, including its eventual sunset, will depend on capacity data and will be discussed further at the June Board meeting. Each decision going forward will have trade-offs.

The Board raised concerns and provided feedback requiring additional deliberation by the Registration Committee. Staff will bring the Board's feedback to the Registration Committee for further review.

Other questions that were addressed included:

- CAPR noted that while there are no formal capacity limits for the CPTe administrations, contingency dates will be added if registrations exceed expectations. Only the pilot administration of the exam will have capacity constraints.
- The Board inquired about the refund policy for applicants who register for both the OCE and the CPTe. Staff explained a detailed fee and cancellation policy is in place, with varying levels of refund eligibility depending on timing. CAPR confirmed it maintains similar policies for rescheduling, withdrawals, and cancellations.
- There was a suggestion to include a provision preventing candidates from registering for both exams. It was noted that the Examinations and Registration Committees have always taken the approach to prioritize the candidate experience and autonomy, and that such a restriction could be limiting.
- It was confirmed that failed attempts that are subsequently granted a rewrite through administrative reconsideration do not count towards the maximum number of attempts under either the Ontario or CAPR exam policies.

## **6.0 Exam Eligibility for Canadian Physiotherapy Exam**

C. Roxborough presented information on the proposed eligibility requirements for the new Canadian Physiotherapy Exam (CPTe) being developed by the Canadian Alliance of Physiotherapy Regulators (CAPR). With the anticipated launch of the CPTe in January 2026, CAPR is establishing eligibility criteria to take the exam. The Board was asked to provide feedback to inform decision-making at the national level on two items:

1. Should Canadian educated candidates be allowed to attempt the CPTe while still enrolled in their physiotherapy programs, or only after completing all program requirements?
2. What should be the maximum number of exam attempts, and should attempts be tracked across multiple exams?

## **Timing of Exam Eligibility for Students**

It was noted that both the Canadian Council of Physiotherapy University Programs (CCPUP) and the Ontario Physiotherapy Association (OPA) support requiring students to complete their program before attempting the CPTE.

The Board acknowledged that some students may prefer to take the exam before graduating to expedite their ability to enter the workforce. However, the Board noted that taking the exam while still enrolled could interfere with students' engagement in their final clinical placements.

The Board supported a model in which students register while still enrolled but sit the exam only after their program completion. CAPR confirmed that it is planning surge capacity around graduation dates. The expected wait time to be able to challenge the exam following graduation would be approximately two to four weeks, with results available within an additional four weeks.

## **Maximum Number of Attempts and Exam Tracking**

The Board discussed maintaining the historical limit of three exam attempts and whether attempts should be tracked across the OCE and CPTE. There was general agreement to preserve the three-attempt limit, with tracking applied across both exams.

Staff explained that the OCE and CPTE are both grounded in the same competency profile, and while the format may evolve, the foundational content remains consistent. CAPR outlined its current and in-development exam preparation materials, noting that more resources will be available at launch than for previous exams.

Best practices in exam administration support a maximum of three attempts, balancing fairness with the need to uphold public safety and exam integrity. It was also noted that recent legal decisions support the reasonableness of limiting the number of attempts.

The Board's feedback will be reflected by the Registrar to CAPR and other regulators to support decision-making nationally.

*K. Pavelich left the meeting at 11:41 a.m.*

## **7.0 Motion to go in-camera session pursuant to section 7.2(d) of the Health Professions Procedural Code**

The Board will be asked to move in camera as personnel matters or property acquisitions will be discussed.

**Motion 7.0**

It was moved by F. Massey and seconded by K. Moffett that:

The Board moves in-camera pursuant to section 7.2(d) of the Health Professions Procedural Code.

**CARRIED.**

**7.0 Adjournment of Meeting**

T. Lawson moved that the meeting be adjourned. The meeting was adjourned at 12:00 p.m.



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Katie Schulz, Chair