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www.BoardofNaturopathicMedicine.on.ca

GUIDELINES FOR CANDIDATES PREPARING FOR

ONTARIO BOARD EXAMINATIONS

AUGUST 2010

*Kindly refer to this document prior to calling the Board Office with questions.
Candidates are advised to retain this document until **after** receipt of examination results.*

Checklist of required documents for application:

- Ontario Board Examination Application form
- Signed Declaration form
- Examination Fee - \$75 by money order
- Character Reference from Naturopathic School – to be forwarded directly by the educational institution
- Naturopathic College Transcript – to be forwarded directly by the educational institution
- NPLEX Part 1 Transcript – to be sent directly by NABNE

APPLICATION DEADLINE: Wednesday, June 9, 2010

This date is firm and late applications will not be accepted

General Information

These guidelines apply to candidates who are taking the Ontario Board Examinations in August 2010. Guidelines booklets from previous sessions should not be used.

The Ontario Jurisprudence examination will be held on the morning of Friday August 6, 2010. Practical exams in Physical Examination/Instrumentation, Acupuncture and Manipulation will be held on **Sunday**, August 8. Confirmation of acceptance of exam applications will be sent by mail in mid July and will include details regarding the times and locations for the examinations. The Board office should be notified immediately if there are changes to a candidate's mailing address after the application has been submitted.

The Board of Directors of Drugless Therapy - Naturopathy (BDDT-N) and its Registrants are regulated under the *Drugless Practitioners Act* (DPA) and *Regulation 278*. Refer to the Examinations section of *Regulation 278* for specific information. (The DPA and Reg. 278 are available on the Board's website: www.BoardofNaturopathicMedicine.on.ca).

These guidelines have been prepared to assist with application and preparation for the Ontario Board Examinations. These guidelines provide information pertaining specifically to the Ontario Board Examinations and do not replace the NPLEX Bulletin of Information for Applicants. For questions regarding NPLEX Exams, contact NABNE at 503-778-7990 or www.nabne.org.

Applicants for registration with the BDDT-N must have graduated from a CNME approved college of naturopathic medicine and must provide this Board with naturopathic college transcripts and evidence of a minimum of 220 hours of study in Acupuncture/TCM. Graduates of the CCNM will have met this requirement. The following examinations are required for registration in Ontario:

- Ontario Jurisprudence
- Ontario practical exams in Acupuncture, Manipulation and Physical Examination
- NPLEX Part I Basic/Biomedical Sciences Examination
- NPLEX Part II Clinical Sciences Integrated Examination
- NPLEX Acupuncture Elective exam.

IMPORTANT:

Upon successful completion of the Ontario Board Examination series and NPLEX requirements, candidates must apply for BDDT-N Registration within **two years following graduation from naturopathic college**. Candidates who apply for Active registration in Ontario more than two years after graduation must undergo an evaluation to assess what additional examinations and/or upgrading may be required to establish competency.

Documents Required

Candidates must provide the following documents before approval will be given to take the Ontario Board Examinations:

1. Transcripts

- i) CCNM or other CNME approved naturopathic college
- ii) NPLEX Part I and any previous attempts for NPLEX Part II (if applicable)

Candidates who have previously taken NPLEX Part II or Ontario Board exams are advised to contact the Board office in advance of the deadline to ensure that the Board has transcripts on file.

Contact the Registrar's office at the CCNM (or other CNME-approved naturopathic college) to request that an *official* transcript be sent directly to the BDDT-N. Photocopies of transcripts are not accepted.

2. Character Reference from Naturopathic School

The *BDDT-N Character Reference from Naturopathic School* form is available from Student Services at the CCNM or from the BDDT-N website. Sign the Consent to Release Personal Information part of the form and submit it to the Registrar's office. The naturopathic college should forward this document directly to the BDDT-N.

3. Ontario Board Examinations Application

The application form at the back of this booklet must be completed in full. Please print **clearly and legibly**.

4. Signed Declaration Form

Applicants must complete and sign the Declaration on the reverse side of the Application form. This Declaration will confirm that the applicant has read the *Guidelines for Candidates Preparing for Ontario Board Examinations*, agrees to abide by the rules therein and confirms their willingness to participate as a patient model for another candidate in the practical exams.

5. Examination Fee

The fee for the Ontario Board examinations is \$75.00 regardless of the number of exams taken. This fee is non-refundable. A **money order** in the amount of \$75.00, payable to the **BDDT-Naturopathy**, must be included with your application. Personal cheques, credit cards or cash are **not** accepted for payment of the examination fee.

All application items (except NPLEX Part I transcript*, naturopathic college transcript and Character Reference from Naturopathic School form) should preferably be sent to the BDDT-Naturopathy together in one envelope. It is the candidate's responsibility to ensure that all documentation is included. Failure to do so may lead to delays in the approval process and may result in the application being denied. It is recommended that candidates use **registered mail** or Express-post to have proof of delivery of the application.

*Candidates must indicate their request on the NPLEX Part II application in order for NABNE to send Part I transcripts directly to the BDDT-N (i.e. Ontario jurisdiction).

NAME CHANGES

If a candidate's name on any of the documentation differs from the name on the Ontario Board Examinations Application, a letter should be included with the application that clearly indicates former and current names.

CHANGE OF ADDRESS

If a candidate has moved, or plans to move, at any time after submitting the application, it is the candidate's responsibility to contact the Board office in writing to provide their change address, via e-mail to office@BDDTN.on.ca or by fax to 416-866-2175.

Following successful completion of NPLEX and Ontario Board Examinations, applicants for registration with the BDDT-N in Ontario are required to provide a recent **Police Record Check** for criminal-record search (dated within the past 6 months) with their application for registration. Candidates may wish to contact their local police department (or OPP/RCMP detachment) to apply for this document after completing Ontario Board examinations. The applicant is responsible for the fee for this document.

PRE-EXAMINATION PROCEDURES

Religious Observers

Candidates who, for religious reasons, are unable to take the examinations on the scheduled date may apply to take the practical examinations on a date other than August 8th. A letter from the candidate's religious leader requesting a deferral for religious observance must accompany the application. Requests must be received at the BDDT-N office at least **one week before the regular application deadline** of June 9, 2010.

Testing Accommodations

Accommodations may be made for individuals with documented special needs that interfere with their ability to perform the examination in the usual manner (such as physical disability). A recent letter of explanation (within 3 months prior to the application deadline) from an appropriate regulated health practitioner, must accompany the request for consideration for testing accommodations and must be received with the examination application at least **one week prior to the application deadline** of June 9, 2010. The letter of explanation should describe the basis for the need for accommodation and how any suggested accommodation relates to the condition. The Board reserves the right to ensure that the accommodation addresses the identified need and does not affect the validity of the examination.

Deferrals

If a candidate has submitted an application to write Ontario Board examinations and wishes to defer to a later date, the candidate must advise the Board in writing at least 10 days before the first day of the examination session. There is an administrative fee of \$25.00 for deferral, to be paid at the time of application for the next exam session. The original examination fee of \$75.00 will be credited toward the application for the next Board examinations.

Re-Applying to Take Deferred Exams

If a candidate has been granted a deferral, it is the candidate's responsibility to contact the Board to request an application form for the next exam session and submit the completed form before the application deadline for that session.

Illness and Other Unforeseen Events BEFORE Exams

If a candidate becomes incapacitated by illness or other unforeseen events *before* the examination date, the candidate must advise the Board office as soon as possible, by telephone or by email, that they will not be able to take the examinations. In order to be granted a deferral, a letter from the candidate's MD, ND or other appropriate regulated health practitioner confirming the circumstance must be sent to the Board office within two weeks of the original notification.

Important: If an illness or emergency develops **after 5:00 pm** on Friday, August 6th, please call the Board office at 416-866-8383 and leave a voice-mail message explaining the situation.

DURING THE EXAMINATION PERIOD

Upon Arrival the Day of the Exam

Candidates must arrive at the examination site 30 minutes before their first scheduled examination, unless otherwise notified by the BDDT-N, in order to register with the proctor and confirm identification. Candidates must present a **student card or photo I.D.** It is essential that candidates be seated 5 minutes prior to the beginning of the written exam to receive verbal instructions from the proctor.

Latecomers

Latecomers will **not** be allowed into the examination room. Arriving late creates a disruption for those already writing, and for proctors who would have to repeat instructions.

Admittance to the Examination Room

No one other than examination proctors, staff, agents of the BDDT-N and examination candidates will be permitted in the examination room.

General Comfort

Since temperature in the examination rooms is beyond the control of the proctors, it is suggested that candidates wear layered clothing for flexibility. For the comfort of all candidates, please refrain from wearing fragrance.

Food, Drink, Personal Belongings

No books, papers, bags, purses, cellular phones, food or other personal belongings are permitted on or near the examination table/desk during the test administration. All electronic devices should be turned off. Bottled water is permitted. Personal belongings are to be stored in the designated area in the examination room.

Illness DURING the Ontario Board Examinations

If a candidate becomes seriously ill once the examinations have begun, s/he must notify the proctor immediately and return all examination materials to the proctor. The candidate must seek medical attention from an appropriate regulated health practitioner within 24 hours of leaving the exam. A note from the regulated health practitioner dated within 24 hours of that time must be presented as proof of illness. Documentation of the illness must be provided to the Board within two weeks of the date of the examination. The candidate will receive a notification of results for any exams completed.

Attire for Practical Exams

Candidates will be paired and are expected to act as a patient model for each other. Candidates are required to partially disrobe as the patient model. A patient gown will be provided for each candidate upon request. Athletic shorts are appropriate and women may choose to wear a bikini top or narrow-strap bra. Sports bras and similar tops are inappropriate as they may obscure a large portion of the spine. Candidates must wear shoes with **closed toes** for the Acupuncture exam.

Exemptions from Patient Modeling

Each candidate is expected to act as a patient model for their partner during the practical examinations. Exemptions from being a model due to health or religious reasons will be considered but must be **pre-approved** by the BDDT-N. A **request in writing** must accompany the application in addition to a letter from an appropriate regulated health professional confirming pre-existing conditions, recent injury or known contraindications, or a letter from a religious leader briefly indicating the reason for the exemption.

Examiners

There will be **two** Examiners present in the examining room for each practical exam.

Observation of Examiners

The Chair of Examinations may also be present in the examining room during the practical exams in order to observe the examination process.

Irregular Behavior

Irregular behavior refers to any violation of the rules regarding examination procedures. This includes, but is not limited to:

- accessing unauthorized study materials before the exam
- providing false admittance information
- failing to adhere to the proctor's instructions
- copying or allowing answers to be copied during the exam
- accessing written or electronic information or devices while taking an examination
- failing to close the exam booklet and cease writing once time has been called taking notes about the exam, or failing to return or removing from the room any exam materials at any time during or after the exam
- talking to other exam candidates once a written exam has begun
- non-verbal signaling during examinations including practical examinations
- behaving in a manner that is disruptive to others
- discussing items on the exam with anyone
- reconstructing exam items from memory that could be disclosed to others
- changing scores or transcripts.

Indications that irregular behaviour may have occurred may result in immediate removal of the candidate from the examination. The incident will be reported to the Chair of Examinations and an investigation will ensue.

If the candidate is found to have participated in irregular behaviour in connection with any Ontario Board Examination, that individual's score(s) will be disqualified and the candidate may be required to pay for the cost of developing a new exam and may be disqualified from taking the examinations in future. Such irregular behaviour will be reported when transcripts are sent out and may result in an adverse decision regarding eligibility for registration in this or any jurisdiction.

POST-EXAMINATION PROCEDURES

The BDDT-Naturopathy will not release examination results or scores over the telephone. Ontario Board Examination results will be sent via regular mail as soon as all results are determined.

For questions regarding NPLEX examinations, kindly contact NABNE by calling 503-778-7990 or by email to info@nabne.org. **The BDDT-N cannot answer questions regarding NPLEX results or policies.**

Retesting for Ontario Board Examinations

In the event of a failing grade on any of the Ontario Board Examinations, candidates will be given an opportunity to re-take failed examinations at the next Board exam session. Board Examinations are held twice each year, usually in early February and early August. Please contact the Board office for specific dates.

Appeals

Following receipt of an Ontario Board Exam transcript, candidates choosing to appeal the result of any Ontario Board exam must initiate the process set out below **within 30 days** after the issue of transcripts. There is a fee of \$50 payable by money order that must accompany the letter of appeal.

BDDT-N Practical Examinations Appeals Process

- i. An appeal must be received at the Board office accompanied by the \$50.00 Appeal Fee. The appeal must be in writing, addressed to the Examination Committee and must set out the grounds of the appeal and the evidence that establishes the grounds.

The grounds of the appeal may include one or more of the following:

- a) a question regarding the accuracy of the grade,
- b) perceived unfairness in the examination process.
- c) extenuating personal circumstances (e.g., development of illness during the exam).

- ii. The appeal is forwarded to the Examination Committee Chair.

- iii. The Examination Committee Chair reviews the letter of appeal and any documentation accompanying it. The Appellant's grading form is reviewed and checked for accuracy. If an inaccuracy is identified resulting in a passing score, the Appellant is notified in writing and the appeals process is discontinued. The Appeal fee is refunded to the Appellant.
- iv. The Examination Committee Chair contacts the Examiner who provided the score in question and forwards a copy of the grading form for their review.
- v. The Examination Committee Chair conducts an interview with the Examiner to review the grading form and obtain any other relevant information. The interview is documented.
- vi. The Examination Committee Chair presents the appeal documentation, grading form and information obtained from the Examiner interview at the next meeting of the Examination Appeal Committee. (The Committee consists of the Examination Committee Chair, at least one other naturopathic doctor and a public member.) All information discussed by the Examination Appeal Committee is held in strict confidence.
- vii. Where it would not compromise examination security and it would reasonably be of benefit to the Appellant, the Examination Appeal Committee may, under controlled conditions, give specific feedback with respect to the Appellant's performance on a failed examination.
- viii. The Examination Appeal Committee reviews the information and renders a decision. One of the following determinations may be made:
 - a) The grade will stand and the Appellant will be required, if that option is available, to re-take the exam at a subsequent regularly scheduled examination session.
 - b) The examination process was flawed and the Appellant will be granted an early re-take of the exam with a different Examiner and the original exam will not count as a take.
 - c) The Appellant passed the examination.

The Committee reserves the right to make other determinations based on the specifics of the case. However, in no case will an Appellant who has not actually passed the examination be deemed to have passed it.

- ix. The Appellant is notified of the decision of the Examination Appeal Committee in writing. Decisions of the Examination Appeal Committee are final and no further appeal, review, action, proceeding or other challenge may be undertaken.

All correspondence regarding examination appeals must take place through the BDDT-Naturopathy office. No contact is to be made directly with the Examination Committee Chair, any member of the Examination Appeal Committee or the Examiner in question by either the Appellant or an agent working on their behalf.

Completion of the entire appeal process usually takes between four and eight weeks from the date of receipt of the letter of appeal.

BLUEPRINT FOR ONTARIO BOARD EXAMINATIONS

Ontario Jurisprudence

The Ontario Jurisprudence exam consists of multiple choice, true/false and short answer questions. A score of 75% is required to pass the Jurisprudence written exam.

The questions for the Ontario Jurisprudence exam are based on the following sources:

- 1) The **Standards and Guidelines** section on the Board's website www.BoardofNaturopathicMedicine.on.ca.
- 2) The ***Drugless Practitioners Act*** and **Regulation 278**, the two pieces of provincial legislation governing naturopathic doctors in Ontario. Copies of these can be obtained through the Board's website www.BoardofNaturopathicMedicine.on.ca or by calling Publications Ontario at 416-326-5300 (or toll-free 1-800-668-9938).

There are two short addendums to the jurisprudence exam:

- 1) absolute and relative contraindications to manipulation
- 2) cautions and contraindications regarding acupuncture.

See the applicable sections below for more detail.

Acupuncture Practical Examination

Each candidate will randomly select a case which briefly describes a patient's symptoms along with tongue and pulse observations. Each case will be accompanied by a list of four TCM diagnoses and a list of four acupuncture point selections. The candidate will be required to:

- choose the most appropriate TCM diagnosis for their chosen case
- choose the most appropriate list of acupuncture points based on the diagnosis
- describe the location of each acupuncture point using both anatomical and TCM terms of reference while locating each point on their partner
- provide TCM and Western indications for each point and contraindications where appropriate
- needle two of the points as determined by the examiner

Each candidate will be assessed on the following:

- appropriate TCM diagnosis and point selection
- point identification, location, relevant anatomy
- safe and proper needle technique
- patient positioning
- site preparation
- needle insertion and handling
- proper needle depth and angulation
- needle removal
- needle disposal

Candidates should be familiar with the following acupuncture points:

Lung (LU) 1, 5, 7, 9, 10, 11
Large Intestine (LI) 1, 4, 10, 11, 15, 20
Stomach (ST) 1, 7, 25, 29, 30, 34, 36, 38, 40, 44, 45
Spleen (SP) 1, 3, 4, 6, 9, 10, 15, 21
Heart (HT) 1, 3, 5, 7, 9
Small Intestine (SI) 1, 3, 8, 9, 10, 11, 12, 13, 19
Urinary Bladder (UB) 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 40, 44, 52, 57, 60, 62, 67
Kidney (KI) 1, 2, 3, 6, 7, 10, 16, 27
Pericardium (PC) 1, 3, 6, 7, 9
Triple Burner (TB) 1, 4, 5, 10, 14, 17, 21, 23
Gall Bladder (GB) 1, 2, 12, 20, 21, 24, 25, 29, 30, 34, 39, 40, 41, 44
Liver (LR) 1, 2, 3, 5, 8, 13, 14
Conception Vessel (CV) 3, 4, 6, 8, 12, 13, 14, 17, 22, 24
Governing Vessel (GV) 3, 4, 9, 14, 20, 28
Extra points - shi shen cong, yin tang, tai yang, bi tong/shang ying xiang, anmian, ding chuan, jia ji/hua tuo jia ji, zi gong, shi xuan, ba xie, jiagian/jianneling, yaotongxue

Candidates should be familiar with the following diagnoses:

LUNG: Qi deficiency, Yin deficiency, Heat, Wind-Cold
LARGE INTESTINE: Damp-Heat, Dryness
STOMACH: Yin deficiency, Cold, Fire, Food Retention
SPLEEN: Qi deficiency, Cold Damp, Damp Heat Invasion, Qi Sinking, Yang deficiency, Blood deficiency, Spleen Unable to Govern Blood
HEART: Qi deficiency, Yang deficiency, Yin deficiency, Blood deficiency, Fire, Phlegm Fire, Blood Stagnation
SMALL INTESTINE: Qi Stagnation
BLADDER: Cold, Damp Heat, Damp Cold
KIDNEY: Yang deficiency, Yin deficiency, Essence deficiency
PERICARDIUM: Qi Stagnation, Blood Stasis
GALL BLADDER: Damp Heat
LIVER: Yin deficiency, Blood deficiency, Yang Rising, Wind Agitating, Qi Stagnation, Liver Fire
BI SYNDROMES: Wind, Heat, Cold

Safety concerns, cautions, contraindications and the handling of emergencies with respect to TCM will be tested in a written component as an addendum to the Jurisprudence exam. This portion of the acupuncture exam will consist of 5 short answer questions to be answered by the candidate. This portion constitutes 10% of the acupuncture exam.

Grading: A minimum score of 75% is required to pass Acupuncture.

Manipulation Practical Exam

Each candidate will describe and demonstrate the location of and appropriate treatment for 3 (three) spinal subluxations at randomly chosen spinal segments. During the demonstration, the candidate will be required to:

- Conduct a physical examination to assess for and locate subluxation(s) using static/motion palpation
- Use appropriate terminology (e.g. is the rotation PL or PR?)
- Demonstrate appropriate positioning of the patient, set-up and manipulation for each of three spinal areas (SI/Lumbar, Thoracic, and Cervical)
- Demonstrate the manipulation with thrust (except C1 on occiput and occiput on C1).

The candidate will be assessed on the following:

- locating a subluxated spinal segment
- use of appropriate terminology
- patient positioning
- candidate positioning
- proper set-up
- adjustive technique

Examiners are instructed to have the candidate perform an assessment at the randomly chosen spinal level. If there is no subluxation present the examiner may locate a subluxation in the same area or the candidate may locate one and proceed to assess and adjust it appropriately. Examiners will give candidates the option to choose their preferred method of adjustment when more than one option exists.

Absolute and relative contraindications to manipulation will be tested in a written component as an addendum to the jurisprudence exam. This portion of the manipulation exam will consist of 8 short cases. The candidate will be required to state whether there is a contraindication to manipulation, whether it is absolute or relative and the clinical rationale. This portion constitutes 16% of the manipulation examination.

Grading: A minimum score of 75% is required to pass Manipulation.

Physical Examination/Instrumentation Practical Exam

Candidates are required to bring their own medical instruments including: tuning fork, reflex hammer, thermometer (with disposable covers), ophthalmoscope, otoscope (with disposable specula), sphygmomanometer and stethoscope.

Each candidate will be asked to demonstrate aspects of a full physical exam for 2 (two) of the following 6 (six) categories randomly chosen:

- Cardiovascular exam including blood pressure measurement
- Respiratory exam – including percussion and auscultation
- Abdominal exam – including inspection, auscultation, percussion and palpation
- Ear exam – including otoscope and tuning fork
- Eye exam – including ophthalmoscope and visual field testing

- Neurological exam – including cranial nerve testing (3 of 12) and demonstrating and describing deep tendon reflexes (2 of 5)

Candidates should be prepared to answer relevant questions regarding physical exam for the two categories chosen including possible observations when pathology is present.

Candidates should be prepared to demonstrate the following:

- Proper use of instruments
- Indications for use of instruments
- Proper patient positioning and draping
- Proper hygiene/sanitation
- Describe normal and possible abnormal physical exam findings

Grading: A minimum score of 75% is required to pass Physical Examination/Instrumentation.

BOARD OF DIRECTORS OF DRUGLESS THERAPY – NATUROPATHY
112 ADELAIDE STREET EAST
TORONTO, ON M5C 1K9
Tel. 416-866-8383

ONTARIO BOARD EXAMINATIONS APPLICATION

Deadline for Application: Wednesday, June 9, 2010

Applications must be received at the Board office by June 9th. Late applications are **not** accepted.

NAME: _____

MAILING ADDRESS: _____

CITY: _____ PROV: _____ P. CODE: _____

TELEPHONE: (____) _____ STUDENT ID # _____

E-MAIL ADDRESS: _____

Important: If the candidate's mailing address or phone number changes after submitting this application, the candidate must notify the Board office by e-mail to office@BDDTN.on.ca to provide the change of address.

First time candidate: Yes / No* (first-time candidates must take entire Ontario Board series; an applicant who has previously deferred Board first time exams is considered a first-time candidate)

*Candidates who are re-taking Ontario Board Examinations, please indicate which examination(s) to be re-taken:

For a candidate who has special needs or requires an exemption from patient modeling for any of the practical exams, please check here and refer to the booklet for additional requirements (e.g. earlier deadline).

Refer to the checklist of application requirements on page 2 of the *Guidelines* booklet and send the completed application form, money order of \$75.00 and all required documents to the address above.

(This area for office use only)

APPROVED BY BDDT-N:

BOARD SIGNATURE

DATE APPROVED

BOARD OF DIRECTORS OF DRUGLESS THERAPY – NATUROPATHY
112 ADELAIDE STREET EAST
TORONTO, ON M5C 1K9

DECLARATION

Name: _____

Address: _____ Apt #: _____

City: _____ Prov: _____ Postal Code: _____

I, (please print name) _____, have read the *Guidelines for Candidates Preparing for Ontario Board Examinations*.

I agree to participate as a patient model for another examination candidate in the Ontario Board practical exams and I understand the possible risks associated with my participation. I agree to release the Board of Directors of Drugless Therapy – Naturopathy, its examiners, staff and agents from any consequences arising from my participation as a patient model.

My signature is confirmation that I fully understand and agree to comply with all of the requirements contained in the *Guidelines for Candidates Preparing for Ontario Board Examinations* and understand the consequences for non-compliance.

Signature of Candidate

Date

This form must be completed in full, signed and returned to the BDDT–Naturopathy with your Ontario Board Examinations Application. Candidates who have not signed this Declaration will not be permitted to take exams. A candidate who is seeking a medical or religious exemption from being a patient model may strike out the applicable paragraph provided their application contains a written request for an exemption as set out in the Booklet.