

E – MEMBERSHIP PROCEDURES

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1. Sub-Categories and Criteria

The CPA has one class of member which is divided into eight (8) sub-categories as defined in Section 3.1 of the By-laws:

- (a) **Full Members:** graduates of accredited physiotherapy academic programs in Canada or physiotherapists who hold, or have held, full registration or licensure for physiotherapy in any jurisdiction in Canada;
- (b) **Physiotherapy Student Members:** consisting of full-time and part-time entry-level students in physiotherapy programs at a Canadian university, or who are enrolled in a bridging program for internationally-educated physiotherapists recognized by the Association (upon graduation, Student Members may remain Student Members until April 1st of the year following graduation (or another date determined by the Board in its sole discretion), unless they terminate their membership or register as a Full Member before that date);
- (c) **Physiotherapist Assistant Members:** consisting of graduates of recognized formal education programs for physiotherapist assistants in Canada, or individuals who have successfully completed the physiotherapist assistant membership observed performance assessment process approved by the Board;
- (d) **Physiotherapist Assistant Student Members:** consisting of students enrolled in a recognized formal education program for physiotherapist assistants (upon graduation, Physiotherapist Assistant Student Members may remain Physiotherapist Assistant Student Members until April 1st of the year following graduation (or another date determined by the Board in its sole discretion), unless they terminate their membership or register as a Physiotherapist Assistant Member before that date);
- (e) **Physiotherapy Technologist Members:** consisting of graduates of accredited physiotherapy techniques programs in Canada and who hold a full registration as a Physiotherapy Technologist in the Ordre Professionnel de la Physiothérapie du Québec (OPPQ);
- (f) **Physiotherapy Technologist Student Members:** consisting of students enrolled in a recognized formal education program for physiotherapy techniques in Canada (upon graduation, Physiotherapy Technologist Student Members may remain Physiotherapy Technologist Student Members until April 1st of the year following graduation (or another date determined by the Board in its sole discretion), unless they terminate their membership or register as a Physiotherapist Technologist before that date);
- (g) **Affiliate Members:** consisting of persons who are not otherwise eligible for membership in the Association in any of the foregoing classes of membership, but who support the mission of the Association; and
- (h) **Life Members:** consisting of individuals who have been appointed as Life Members in the Association by the Board in recognition of their contribution to the profession and the Association.

2. Application

Individuals who wish to become a member of the CPA will apply through a process determined by the Board (which is typically delegated to CPA staff). Members must re-apply annually. As of 2022, the CPA uses “WooCommerce” to handle membership applications and renewals.

When applying for or renewing membership, members and applicant members must provide the following:

- Name
- Date of Birth
- Mailing Address
- Email Address
- Division Affiliation(s) (if any)
- Registration number (if any)
- Year of graduation (if any)
- Country of graduation (if any)
- School of graduation (if any)

In addition, members and applicant members must indicate that they agree to abide by the CPA's By-laws and the Rules and Regulations.

Approval

Members and applicant members who meet the criteria for membership in a sub-category and provide the requested information will be approved into the applicable membership sub-category and registered with the applicable Branch by the online membership portal. Student member applications are reviewed by the Director, Membership and all other member applications may be reviewed by the Director, Membership at any time. An applicant who does not meet the criteria or who cannot or will not provide any of the requested information will be rejected. Rejections may be appealed per the *Appeal Policy*.

Reinstatement

An application from a member who is applying for reinstatement following removal as a result of disciplinary action shall be reviewed by the Governance Committee to ensure any requirements have been met.

Branch Membership

A member or applicant member who indicates their province/territory in their application will automatically become a member of the applicable Branch.

Life Members

The Board of Directors may determine to admit Life Members of the CPA based on the following criteria:

- a) contribution to the growth of the profession and the CPA through outstanding service;
- b) contribution is of at least 25 years of service to the profession and the CPA at a local and/or national level;
- c) the individual is a physiotherapist;
- d) the individual is not an employee of the CPA; and
- e) the individual is a current or past member of the CPA.

Annually, the CPA will issue a Call of Nominations for Life Members. All nominations shall be reviewed by the Awards Committee. Life Members shall be granted membership for life.

3. Membership Fees

During the application process, the CPA collects membership fees from the applicants. The CPA collects both the National membership fee (established by the Board), the applicable Branch membership fee (established by the Branches), and the applicable Division affiliation fee(s) (established by the Board). The CPA distributes the collected fee as may be applicable.

The membership year is from October 1 to September 30 annually. Fees shall be paid annually at the beginning of each membership year or at the time of application. Fees may be pro-rated.

Refunds will not be given should a member resign or be removed from membership.

Members whose fees are outstanding as at October 1 shall be charged a late payment fee and shall be sent a second notice.

National Fee

The Board of Directors shall establish a baseline rate for the National Fee and the percentage of this rate to be paid by each membership sub-category. Members shall pay the appropriate fee for the sub-category applicable

to them as at October 1. No refunds or additional charges shall be made should their sub-category change during that membership year.

The Board of Directors may decide, from time to time, to add a one-time additional amount to the baseline rate of the National Fee. This amount, called a levy, is considered to be part of the membership fee and must be paid by members. The amount of the levy shall be determined by the Board.

National Fee – Full Members

Full Members are divided into the following types for payment of fees:

- a) Practising A - Employed more than 800 hours in one membership year. Fee shall be 100% of baseline.
- b) Practising B - Employed up to and including 800 hours in one membership year. Fee shall be 80% of baseline.
- c) Non-Practising – employed in a research, administrative, management, or teaching position. Fee shall be 60% of the baseline.
- d) New Grad – A discount of 50% off the baseline national portion of the fee shall be granted to:
 - a. New Grad members in the first full year of membership following graduation provided they have been a student member for a minimum of two (2) years previously.
 - b. Internationally educated physiotherapists during their first year of practice in Canada.
 - c. New Grad members may renew as New Grads for the subsequent membership year if they upgraded their membership on or after April 1 of the previous year.
- e) Grad Student - Full-time graduate students who have completed undergraduate physiotherapy education. Fee shall be 60% of the baseline.
- f) Outside Canada – Registered as a Physiotherapist with a Canadian Physiotherapy Regulator but resides outside Canada. Fee shall be 60% of the baseline.
- g) Retired - Physiotherapist members, aged 55 and over, permanently retired, and having at least 20 years of membership with the CPA or with a World Confederation of Physical Therapists (WCPT) member organization within the past 30 years. Fee shall be 20% of the baseline.

National Fee – Other Member Sub-Categories

Physiotherapist Assistant Members - Individuals who have completed a formal education program for Physiotherapist Assistants accredited by the [Occupational Therapist Assistant and Physiotherapist Assistant Education Accreditation Program](#) or those who have successfully completed the Canadian Physiotherapy Association's approved Observed Performance Criteria Process. Fees shall be 40% of the baseline. A discount of 50% off the physiotherapist assistant member fee shall be granted in the first year of practice, provided they have been a physiotherapist assistant student member for a minimum of one (1) year previously.

Physiotherapy Technologist Members – Individuals who are registered with the OPPQ and have graduated from a [physiotherapy techniques program](#). Fees shall be established in consultation with Association québécoise de la physiothérapie (AQP). A discount of 50% off the physiotherapy technologist member fee shall be granted in the first year of practice, provided they have been a physiotherapy technologist student member for a minimum of one (1) year previously.

Affiliate Members – Affiliate Members who are individuals shall pay 50% of the baseline National Fee.

Life Members – Life Members do not pay the National Fee or Branch Fee.

National Fee – Exceptions

Membership with a zero payment of fee shall be granted as follows:

- a) Entry-level students enrolled in a [Physiotherapy Education Accreditation Canada](#) recognized program or a [recognized international credential bridging program](#), physiotherapist assistant recognized formal

education program (programs with [accreditation](#) or [candidacy status](#)), or a [recognized formal education program](#) for Physiotherapy Technologists in Canada.

- b) Individuals converting from Student to Full membership from the time of graduation to the end of the current membership year for those graduating between April 1 and September 30 pending confirmation of graduation.

A member who will be, or who plans to be, on maternity/paternity/sick/disability leave or unemployed for at least three (3) consecutive months of the current/upcoming membership year will receive a 40% discount on their membership fees for the time period of their leave.

4. Branch Fees

Branch Fees shall be set by the Branches. Branches must notify the Board of Directors of their fee amounts by a deadline set by the CEO (which must be no later than three months prior to October 1st). The Branch Fee shall be collected at the same time as the national portion. All members shall pay both the National Fee and Branch Fee, as applicable.

5. Division Fees

Division Fees shall be set by each Division in consultation with the CEO and Board of Directors. Divisions must notify the Board of Directors of their fee amounts by a deadline set by the CEO (which must be no later than three months prior to October 1st). Division Fees shall be collected at the same time as the National Fee or at any time during the year. Payment of a Division Fee is not required for all members but is a requirement if the member wants to affiliate with a Division. A member may pay multiple Division Fees to affiliate with multiple divisions.

When a Division Fee is increased more than 5% from one membership year to the next, the Division's Executive must provide substantiation for the increase along with the request for approval by the Board of Directors.

6. Resignation

A member may resign at any time during the membership year by submitting a statement in writing to the Chief Executive Officer (or designate, such as the Director, Membership). Resignation shall not be accepted until all outstanding accounts are paid and any property owned by the CPA is returned by the member. No refund of fees paid for that membership year will be given.

An individual who resigns from membership with the CPA automatically resigns from membership with any Branch.

The CPA shall notify the insurance carrier(s) of any resignations. Continuance of insurance coverage under the CPA group plan for the duration of the membership year shall be at the discretion of the insurance carrier(s).

Date Approved: February 26, 2022	Approved By: Board of Directors
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