



# Membership Guide 2007-2008

## Information for Physiotherapists, Support Workers and Students

The Canadian Physiotherapy Association is the voice of the physiotherapy profession in Canada. Our mission is to provide leadership and direction to the physiotherapy profession; foster excellence in practice, education and research; and promote high standards of health in Canada.

Students, physiotherapists and support personnel all play an important role within the association. Your support is critical to our success as a strong voice and advocate for the profession. Additionally, the Association has much to offer you –provincial branches negotiate with payors and service providers that support your practice; Divisions provide subject matter expertise and educational opportunities; National Office produces publications, teleconference programs, an annual scientific Congress, and a strong, respected voice at key strategic tables in our complex and quickly evolving health care environment.

We encourage you to visit our web site, [www.physiotherapy.ca](http://www.physiotherapy.ca), to further explore the benefits of CPA membership. If you have any questions about membership, programs or services, please do not hesitate to contact us.

### There's more on the web

CPA's web site includes detailed information that supplements the information in this package. Go to [www.physiotherapy.ca](http://www.physiotherapy.ca) to find additional information on:

- Member and clinic services
- CPA's Strategic Plan and Annual Report
- NSA & NSWA Representatives
- Malpractice Insurance Program information
- Breakdowns of National and Provincial fees (combined total fees are included in this package)
- Information on CPA's Member-Recruit-a-Member Program
- Students joining CPA for the first time can sign up on-line.

### Renew on-line

Members can renew and pay on-line, including Malpractice Insurance, Divisions and Donations. It's fast, easy, secure, and provides instant confirmation!

Members can also renew or subscribe to CPA's monthly **Pre-Authorized Payment Plan (PAPP)** on-line! PAPP is now available by **cheque or credit card.**

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*Ce Guide des membres et tous les formulaires d'adhésion sont offerts en français sur le site Web de l'ACP ([www.physiotherapy.ca](http://www.physiotherapy.ca)) ou vous pouvez communiquer avec le siège social de l'ACP. Notez que les membres peuvent mettre à jour leur profil d'adhésion en ligne pour indiquer leur préférence pour la langue française.*



# Step One: Select Your Membership Category

## CPA Membership Categories – Which one is Right for You?

The Canadian Physiotherapy Association (CPA) invites physiotherapists, entry-level and graduate students, support personnel/students and association supporters to join this dynamic organization. The CPA membership year runs from October 1 of the current year to September 30 of the following year. The following membership categories are available:

**Full Membership** (*use form RENF 0807 for renewal, or NEWMF 0807 for new/reinstatement*)

Full members may vote and hold office, and may purchase Professional Liability Insurance. The following individuals are eligible for Full Membership:

- Graduates of accredited physiotherapy programs in Canada; or
- Physiotherapists who hold or have held full registration or licensure anywhere in Canada; or
- Graduates of physiotherapy programs who hold a full or part time academic faculty appointment in a physiotherapy program at a Canadian university.

Several fee categories are available within Full Membership - see the application form to determine your category.

**Reinstating Members** – Reinstating members are Full Members who have let their membership lapse for one or more years. Anyone wishing to apply for reinstatement may do so at any time. Reinstating members must use application form NEWMF 0807, and must supply either a copy of their licence (past or present) to practise in Canada or proof of past membership in CPA.

**Student Membership** (*use form STUF 0807 for new or renewing membership*)

Student members are entry-level students enrolled full-time in a Canadian university. The first year of student membership is no charge, though applicable Division fees apply. For more information on the National Student Assembly, see the back of the student form (STUF 0807). For fees, see page 6 of this guide. First-time student members can join on-line at [www.physiotherapy.ca](http://www.physiotherapy.ca).

**Support Worker & Student Support Worker Membership** (*use form SWF 0807 for new or renewing membership*)

Support Worker Members are individuals who work under the direction of a registered physiotherapist, and have completed a recognized formal education program for support personnel in physiotherapy, or have documented on-the-job training through current or past employment.

Students enrolled in a recognized formal education program for support personnel in physiotherapy may join as Student Support Worker Members.

For more information on the National Support Worker Assembly, and completing the Support Worker Membership Application Form (SWF 0807) see the back of the NSWA application form. For fees, see page 6 of this guide.

### Other options available:

**Affiliates** – Affiliation status is available for persons, corporations or associations not eligible for other membership categories, but who support the mission of the Association. Contact the CPA office for more information on fees, applications and benefits.

**Clinics** – Are you a clinic owner? CPA offers a variety of products and services that support clinic owners, including Clinic Malpractice Insurance, Office Overhead Insurance, a Clinic Accreditation Program, credit card merchant discounts and more. See the CPA web site or call customer service to request a clinic information package.

## Noteworthy for 2007/08:

### CISTI Source

CISTI Source is a Members Only service that provides you with access to evidence-based practice and the latest research. Members can register for Articles and Table of Contents alerts, conduct searches in CISTI's database of 20 million articles, and order full-text articles at member-discounted rates. We have included a CISTI information and application form with the 2007/08 membership renewal packages. New members: contact the office or visit the Member Services section of the web site for more information.

### Practice Information

CPA has revised the categories for information collected related to Area of Responsibility, Area of Employment, and Area of Practice. These categories are now consistent with categories introduced for the physiotherapy Minimum Data Set, which will allow CPA to compare our aggregate demographic information with that collected by regulatory bodies. These fields appear on the back of your paper membership form –if you are faxing your form, please fax both sides.

### Reply Envelopes

With a significant majority of members renewing on-line or by fax, CPA has decided to no longer include a reply envelope with membership renewal packages. Given that most were not used, this decision was made for environmental and cost-saving reasons. If you wish to mail your renewal you are of course still welcome to do so. Our full mailing address appears on the front page of this guide.

### The Benefits of Renewing On-line

All members who are able to renew on-line are strongly encouraged to do so. Not only does on-line renewal significantly reduce CPA's administrative costs (therefore helping to keep your membership dues from rising), it also:

- Gives you instant confirmation, including a payment receipt via e-mail, of your membership AND INSURANCE renewal
- Saves paper – select the “renewal reminder only” option and we'll just send you a letter next year to remind you it's time to renew
- Avoids concerns around fax transmission errors (about 2000 people try to send faxes through to us in the last few days of September!)
- Makes fee calculations a breeze
- Allows you to revise your personal and professional data quickly and easily.

Go to [www.physiotherapy.ca](http://www.physiotherapy.ca) and follow the “Renew On-line Now” icon.

# Step One: Select Your National / Branch Category

## CPA's Provincial Branches

When you join CPA as a Full, Student or Support Worker member, you automatically become a member of both the National Association and your Provincial Branch or Territorial Council. CPA's National and Branch offices work together on issues that affect our members collectively. We stay informed of each others' strategic priorities, and we speak with a unified voice on matters of health policy and development of the profession.

Branches also offer unique services to their members that vary province-by-province, and provide additional value to members. A few examples of services offered through Provincial Branches include home and auto insurance programs (select provinces), advocacy with provincial governments regarding legislation or funding decisions impacting the profession, fee negotiations with insurers, public awareness activities, and much more.

More information is available on-line at [www.physiotherapy.ca](http://www.physiotherapy.ca), or contact your Provincial Branch directly:

### Physiotherapy Association of British Columbia

Meena Sran, President  
Rebecca Bing Tunnacliffe, CEO  
Tel: (604) 736-5130  
[pabc@bcphysio.org](mailto:pabc@bcphysio.org)  
[www.bcphysio.org](http://www.bcphysio.org)

### Alberta Physiotherapy Association

Nancy Littke, President  
Peter Portlock, Executive Director  
Tel: (780) 431-0569  
[communications@albertaphysio.org](mailto:communications@albertaphysio.org)  
[www.albertaphysio.org](http://www.albertaphysio.org)

### Saskatchewan Physiotherapy Association

Graham Fast, President  
Pat Tremaine, Executive Director  
Tel: (306) 955-7265  
[info@saskphysio.org](mailto:info@saskphysio.org)  
[www.saskphysio.org](http://www.saskphysio.org)

### Manitoba Branch

Heather Howdle, President  
Merle MacAulay, Executive Director  
Tel: (204) 925-5701  
[mbcpa@shawbiz.ca](mailto:mbcpa@shawbiz.ca)  
[www.mbphysio.org](http://www.mbphysio.org)

### Ontario Physiotherapy Association

Kim Wolny, President  
Dorianne Sauvé, CEO  
Tel: (416) 322-6866  
[physiomaail@opa.on.ca](mailto:physiomaail@opa.on.ca)  
[www.opa.on.ca](http://www.opa.on.ca)

### New Brunswick Physiotherapy Assoc'n

Cathy Simon, President  
[nbbranch@physiotherapy.ca](mailto:nbbranch@physiotherapy.ca)  
[www.physiotherapy.nb.ca](http://www.physiotherapy.nb.ca)

### Nova Scotia Branch

Kristin Steeves, President  
[nsbranch@physiotherapy.ca](mailto:nsbranch@physiotherapy.ca)  
[www.physiotherapyns.ca](http://www.physiotherapyns.ca)

### Newfoundland & Labrador Physiotherapy Association

Jennifer Burt, President  
[nlbranch@physiotherapy.ca](mailto:nlbranch@physiotherapy.ca)  
[www.physiotherapynl.ca](http://www.physiotherapynl.ca)

### Prince Edward Island Branch

Brian Hiscock, President  
[pebranch@physiotherapy.ca](mailto:pebranch@physiotherapy.ca)  
[www.physiotherapypei.ca](http://www.physiotherapypei.ca)

### Yukon Territories Council

Pam Van Kampen, President  
[ykcouncil@physiotherapy.ca](mailto:ykcouncil@physiotherapy.ca)

### Northwest Territories & Nunavut Council

Lisa McShane, President  
[lisa\\_mcschane@gov.nt.ca](mailto:lisa_mcschane@gov.nt.ca)

# Step Two: Optional Divisions, Insurance and Donations

## Divisions: Your Link to Research and Education

### WHAT IS A DIVISION?

The Canadian Physiotherapy Association's twelve Divisions are national, volunteer-driven communities of physiotherapists in particular areas of practice, working to advance physiotherapy through the promotion of excellence in education, practice and research. Division membership is voluntary, and is open to all Full, Student and Support Worker Members of CPA, with Full Members eligible to vote and hold office. While each Division represents a different area of practice, all have been established to:

- Unite and represent the members of CPA with a common interest in specific practice areas;
- Provide a network for communication to share resources and information;
- Provide continuing education opportunities within a particular area of practice;
- Support the development of processes leading to recognition of a specialty in certain areas of practice;
- Act as a resource to CPA in addressing national issues related to physiotherapy, health care, and public awareness of the profession;
- Encourage and support the development of research and clinical studies to promote evidence-based practice.

### WHAT ARE THE BENEFITS OF BELONGING TO A DIVISION?

All Divisions publish a newsletter (ranging from 2 to 5 times per year depending on the Division) to keep members informed about issues related to that area of practice, education opportunities, recent research, treatment techniques, equipment, etc. In addition, several have web sites and others are in progress. Some Divisions (such as Orthopaedics and Sports) have established continuing professional development/certification programs. Membership in a Division provides you with access to a network of experts in a particular area of practice. Please see the CPA Web Site ([www.physiotherapy.ca/aboutcpa/divisions](http://www.physiotherapy.ca/aboutcpa/divisions)) for more information on individual Divisions.

Prices are for Full / Student & Support worker.

**Acupuncture** (\$35.00 / \$17.50)

**Cardiorespiratory** (\$25.00 / \$12.50)

**Canadian Horse & Animal Physical Rehabilitation (CHAP)** (\$50.00 / \$25.00)

**International Health** (\$30.00 / \$15.00)

**Leadership** (\$30.00 / \$15.00)

**Neuroscience** (\$30.00 / \$15.00)

**Orthopaedics** (\$53.00 incl. GST/\$57.00 incl. HST\* / \$25.50 GST/\$28.50 HST\*)

**Paediatrics** (\$25.00 / \$12.50)

**Private Practice** (\$55.00 / \$27.50)

**Seniors' Health** (\$30.00 / \$15.00)

**Sports** (\$63.60 incl. GST/\$68.40 incl. HST\* / \$31.80 GST/\$34.20 HST\*)

**Women's Health** (\$25.00 / \$12.50)

\* HST applies in NB, NS, & NL.

**A note about the Research Division:** At the 2007 Research Division Annual General Meeting, an administrative suspension of the Research Division was approved. A Division Liaison appointed by the 12 area-of-practice divisions will represent Divisions on the newly formed Physiotherapy Research Advisory Council (PRAC), which has broad representation from stakeholders in the promotion, funding and facilitation of research. For more information contact [research@physiotherapy.ca](mailto:research@physiotherapy.ca).

## Professional Liability Options

THREE LEVELS OF PROFESSIONAL LIABILITY COVERAGE ARE AVAILABLE TO FULL MEMBERS. All options include \$5 million Professional Liability (malpractice/errors & omissions) coverage. Coverage for Legal Expenses and Criminal Defence Costs vary. See the enclosed brochure for details.

For new members: Fees are pro-rated in April and July. See page 6 for more information. Please note that students and support workers are not eligible for coverage.

For more details, please see the brochure entitled *Professional Liability Insurance Program*.

*Note that the full policy content is available on the members' side of the CPA website. Insurance expires annually on October 1st. Please familiarize yourself with the policy content and limitations. Any claims or potential claims must be reported to the insurer within 30 days of the insured becoming aware of the claim or potential claim.*

## Voluntary Donations

**Please see the back of the Membership Application or Renewal form for details on opportunities to support your profession through voluntary donations to the Manual Therapy Steering Committee, Physiotherapy Foundation of Canada, World Confederation for Physical Therapy and the CPA Advocacy Fund.**

## Step Three: Complete and Submit your Application Form and Fees

### PAYMENT AND SUBMISSION OPTIONS

- If you are a renewing Full, Student or Support Worker member, **the easiest way to submit your application is to go on-line to [www.physiotherapy.ca](http://www.physiotherapy.ca)**. Follow the links for membership renewal.
- You can sign up for CPA's convenient Pre-Authorized Payment Plan (PAPP) on-line, and can pay your PAPP instalments by either cheque or credit card. See below for more information on PAPP.
- A fee of \$25.00 + GST/HST will be charged on all NSF items.
- If you renew on-line or submit your application by fax, **DO NOT MAIL** your renewal form, or you may be charged twice.

### ALLOW EIGHT WEEKS FOR DELIVERY

Please allow at least eight (8) weeks for delivery of your new CPA membership card, receipt and insurance certificate. Cards and receipts are mailed on one sheet of paper. You will be issued one card and receipt only. **Replacements \$15 each, for a card or a receipt.**

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## Pre-Authorized Payment Information

CPA Members who pay both National and Provincial fees (i.e. Practising, Inactive, Retired, Support Worker) are eligible to use CPA's convenient Pre-Authorized Payment Plan (PAPP). PAPP equalizes your membership payments for only \$25 + tax per year. Payments may be made by chequing account withdrawals from any account in a Canadian bank, trust company, credit union or other financial institution on which you write cheques, or by Visa or MasterCard. Payments are made on the 15th of each month. With PAPP, you receive your card and receipt, plus your insurance certificate (if applicable) within the standard eight-week processing time. A final receipt will be issued for the total amount paid for the membership year in September 2008. CPA accepts applications for PAPP until March 10 of the current membership year.

### APPLY TODAY FOR PAPP

**For current CPA members, the easiest way to sign up for or renew your PAPP is to renew your membership on-line. Visit [www.physiotherapy.ca](http://www.physiotherapy.ca) for more details.**

If renewing by fax or mail, please note the following:

#### PAPP BY CREDIT CARD

- Detach and complete PAPP Application Form (see over) and return with your membership renewal.
- The \$26.50 (GST included) PAPP fee, plus malpractice insurance and donations (if applicable) will be charged to your credit card upon receipt. Membership and division dues will be charged in equal installments on the 15th of every month.

#### PAPP BY CHEQUE

- If you are currently using PAPP by cheque and your banking information has not changed, simply check the box on your Renewal Form to confirm your wish to continue using PAPP by cheque (if you wish to switch to Credit Card, you must complete the application form so that we have your consent to charge your credit card).
- If you are a new subscriber to PAPP by cheque, complete PAPP Application form (see over) and return it and a void cheque with your CPA renewal.
- The \$26.50 PAPP fee, plus malpractice insurance and donations (if applicable) must be paid in full at the time of application. You may pay for these charges by cheque or credit card; or have the amount(s) withdrawn from your designated bank account in the first month of your plan.

#### TO CHANGE

If your banking or credit card information changes at any time during the membership year, you must notify CPA in writing of the changes. Additional charges will apply if we cannot process your monthly transaction (see below for additional details).

#### TO CANCEL

Provided the balance of the current year's fee is paid in full, you may cancel the PAPP, upon written notice to CPA.

#### ADDITIONAL CHARGES

A charge of \$26.50 (GST included) applies for each incident of insufficient funds or expired/invalid credit card. You will be billed \$26.50 for any default in a monthly payment, and you risk losing your Active membership status. After two monthly payments in default, you will be considered in arrears and the balance will be payable immediately.

# Step Three: Complete and Submit your Application Form and Fees

Continued from page 4

## RECRUIT A COLLEAGUE, REAP THE REWARDS!

For every non-member physiotherapist that you recruit into Full Membership, CPA will refund \$50 of your National membership fee, up to the value of the National portion of your fee (for members in the Full-Time category). Several Branches are also offering refunds for provincial recruitment. The program runs from September 1 – December 31, 2007. Some conditions apply. Details and rules are available on the CPA web site (members only side).

## PRIVACY AND CONSENT

By completing and submitting a CPA membership application form, applicants consent to the use of any information contained on the application by CPA National Office, their Branch, Division(s) and/or Assembly (where applicable) or any related sub-groups for provision of membership services. If members make a voluntary donation using a CPA application, CPA is authorized to provide such information to the indicated organization(s) in order to permit them to issue tax or other receipts and/or monitor donations. If members purchase professional liability insurance using this application, CPA is authorized to provide the Insurance Broker and applicable regulatory bodies with any information required to process or confirm the purchase of professional liability insurance coverage.

## OPTIONS FOR OPTING OUT

In compliance with privacy legislation, check boxes have been provided for members who do not wish to have their address information or telephone number provided to other organizations. Phone numbers are only provided to CPA partner service providers – currently only Manulife and MBNA. Mailing lists are provided on a confidential, one-time use only basis, and organizations are carefully vetted by CPA. E-mail addresses are not provided to third parties. Funds raised through the sale of mailing lists help to keep your membership fees down, and fund important CPA projects.

You are also given the option of opting out of CPA and Branch e-mails. Please note that while key information is included in newsletters and web sites, if you select this option you may be missing time-sensitive updates and information.

## APPLICATION: CPA Pre-Authorized Payment Plan (PAPP)

Check one:  PAPP by Credit Card  PAPP by Cheque (Please enclose a copy of your cheque marked 'VOID')

**ALL PAPP applicants must complete the following, including credit card information:**

Name (last, first, initial)		CPA Membership #	
Address	City	Province	Postal Code
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	Card Number	Expiry Date (MM/YYYY)	Signature

**Applicants for PAPP by cheque must complete the following:**

Name of Bank/Financial Institution	Institution # (3 digits)	Transit # (5 digits)	Account number
Signature	Signature of joint account holder (if applicable)		Today's Date

For all joint accounts, all depositors must sign if more than one signature is required on cheques issued against that account. Please enclose a copy of your cheque marked Void.

I/We hereby authorize the named bank/institution or Credit Card company to debit my/our account each month for all payments to the Canadian Physiotherapy Association in payment of my annual membership fee which will be collected monthly. The treatment of each payment will be the same as if I/we had personally issued a cheque or made a credit card purchase. I/We will ensure that funds/credit are available on the 15th day of each month and if my/our account has non-sufficient funds (NSF) or my/our credit card has expired or is over limit I/we will be charged a penalty and may risk loss of my active status. If my/our account has non-sufficient funds (NSF), I/we authorize CPA to charge the credit card number shown for any NSF monthly payments, penalty charges and/or the outstanding balance of my membership fees. Provided the balance of the current year's fee is paid in full, you may cancel the PAPP, upon written notice to CPA.

*PAPP applications can be submitted until March 5/08*



Canadian  
Physiotherapy  
Association

Association  
canadienne de  
physiothérapie

2345 Yonge Street, Suite 410, Toronto, Ontario M4P 2E5  
Tel (416) 932-1888 Toll-free: 1-800-387-8679  
Fax (416) 932-9708  
E-mail: [information@physiotherapy.ca](mailto:information@physiotherapy.ca)

## Step Three: Complete and Submit your Application Form and Fees

### TOTAL ANNUAL FES , INCLU DING NATIONAL , PROVINCIAL + G.S.T./H.S.T.

Category	BC	AB	SK	MB	ON	QC	NB	NS	PE	NL	YT	NT/NU
*Practising-A	609.50	784.93	480.37	522.37	524.17	280.37	411.53	411.53	340.37	411.53	340.37	320.37
*Practising-B	487.60	627.95	384.30	417.90	404.50	224.30	329.22	351.22	274.30	351.22	284.30	254.30
*Inactive	365.70	420.50	288.22	313.42	293.30	168.22	246.92	235.92	213.22	290.92	198.22	193.22
*New Grad	304.76	392.47	240.19	261.19	262.09	140.19	205.77	205.77	170.19	205.77	200.19	180.19
Graduate Student	168.22	168.22	168.22	168.22	168.22	168.22	180.92	180.92	168.22	180.92	168.22	168.22
*Retired	121.90	156.98	96.07	104.47	104.83	56.07	82.31	82.31	68.07	82.31	86.07	81.07
*Support Worker	243.80	313.97	192.15	208.95	209.67	112.15	164.61	164.61	136.15	164.61	136.15	128.15
Entry-level Student	89.11	89.11	89.11	89.11	89.11	89.11	95.46	95.46	89.11	95.46	89.11	89.11
Student Supp't Worker	42.06	42.06	42.06	42.06	42.06	42.06	45.24	45.24	42.06	45.24	42.06	42.06
Affiliate	140.19	140.19	140.19	140.19	140.19	140.19	150.77	150.77	140.19	150.77	140.19	140.19
Outside Canada	168.22	168.22	168.22	168.22	168.22	168.22	168.22	168.22	168.22	168.22	168.22	168.22

#### NOTES:

- The above fee chart provides **COMBINED National and Provincial dues**, plus applicable taxes. Categories marked with "\*" must pay both National and Provincial fees. For a more detailed breakdown of the fees, please visit the Membership section of the CPA web site, [www.physiotherapy.ca](http://www.physiotherapy.ca). Membership dues are non-refundable.
- For new members: Fees are pro-rated as of April 1 each year. See the CPA web site for more information.
- All **new graduates** who have been Student Members for at least two years receive a special 50% discount on the National and Provincial portion of their fees in their first year of Full Membership. This is reflected in the chart above.
- **Award Winners:** Certain CPA National Award winners receive National and/or Provincial memberships at no cost. If you are an eligible Award winner, revised fees will be noted on your membership renewal form. Please return your renewal form, even if no fees are payable. Contact the office if you have any questions.
- **Entry-level physiotherapy students** in their first year of student membership pay **NO NATIONAL OR PROVINCIAL FEES**. Only fees for Division memberships apply.
- HST applies in NS, NB and NL; GST applies in all other provinces. GST Registration No. R106865397.

### Fee Schedule for Professional Liability Insurance *No Premium Increase for 2007/08!*

Join date	Option A				Option B				Option C			
	ON (8% tax)	QC (9% tax)	NL (14% tax)	All others	ON (8% tax)	QC (9% tax)	NL (14% tax)	All others	ON (8% tax)	QC (9% tax)	NL (14% tax)	All others
Oct. 1, 2007 – March 30, 2008	216.00	218.00	228.00	200.00	264.60	267.05	279.30	245.00	307.80	310.65	324.90	285.00
April 1 – June 30, 2008	108.00	109.00	114.00	100.00	132.30	133.53	139.65	122.50	153.90	155.33	162.45	142.50
July 1 – Sept. 30, 2008	54.00	54.50	57.00	50.00	66.15	66.76	69.83	61.25	76.95	77.66	81.23	71.25

**Are you a new graduate?** Insurance fees are 50% off in your first membership year after graduation, and 25% off in your second membership year after graduation. See the CPA web site for more details!