



## Instructions for completing Council on Chiropractic Education Australasia (CCEA) Desktop Audit application forms

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### *Select the correct application form*

There are five application forms, A, B, C, D and E. Select the most appropriate form for your situation as described in the [CCEA Candidate Guide](#) found on the [Applicant Resources and Documentation tab](#) of the CCEA website.

Please also refer to the CCEA [Accredited Programs](#) and [Recognised Programs](#) pages on the website to select the correct form.

- Form A, B and C are chosen depending on where and when you were awarded your chiropractic qualification.
- Form D is for candidates previously successfully assessed by CCEA, requiring an updated CCEA Desktop Audit.
- Form E is for candidates directed by either the Chiropractic Board of Australia or the New Zealand Chiropractic Board, to complete all or part of the Objective Structured Clinical Examination (OSCE).

#### **NOTE:**

- **Form C candidates are required to provide program documents from their course of study. See separate instructions for Individualised Assessments.**
- **Form A, B, C and D are submitted to [ccea.assessments@iasolutions.org.au](mailto:ccea.assessments@iasolutions.org.au) accompanied by all requested supporting documents.**
- **Form E is submitted to [admin@ccea.com.au](mailto:admin@ccea.com.au)**
- **Form C Individualised Assessment documents are submitted to [admin@ccea.com.au](mailto:admin@ccea.com.au)**
- **Evidence of payment of fees is submitted to [admin@ccea.com.au](mailto:admin@ccea.com.au)**

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## Commencement of the Desktop Audit process

The Desktop Audit does not commence until all supporting documents are received. It is advisable to submit the application and supporting documents all at the same time.

Upon payment of the fee, a receipt and application number will be issued, and a copy provided to the Desktop Audit Team.

### 1. Personal details and proof of identity

Please provide a scanned colour copy of your valid passport identity and photo page at 300 DPI resolution or higher.

ALL documents submitted in support of your CCEA Application must be in exactly the same name as shown on your passport. If this is not the case, you will be asked to arrange for the issue of new documents in the correct name or a Commonwealth Statutory Declaration explaining the differences, and that the documents are for the candidate whose passport identity pages have been provided.

#### ***Change of name documentation (if applicable)***

If the name on any of your documents is not the same as that on your current passport, provide a scanned colour copy of one of the following as evidence of your change of name:

- Marriage certificate
- Deed poll
- Divorce papers
- Statutory declaration

### 2. Recent passport style photo

***(not applicable to application Forms A and D)***

A recent colour passport style photo (head and shoulders facing front) is required for identification at the Stage 2 CCEA Competency Based Assessment Centre.

### 3. Reason for application

Please specify whether the purpose of your application is for the assessment of qualifications and skills, and eligibility to undertake the CCEA Stage 2 Competency Based Assessment. Please also indicate whether the purpose is for migration to and / or registration in Australia or New Zealand.

### 4. Contact details

Provide your current contact details.

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If you will be in Australia or New Zealand whilst your Stage 1 Desktop Audit application is being processed, please provide the postal address in Australia or New Zealand in addition to any overseas address that is applicable. Update your contact details as required to ensure receipt of your assessment documentation, by emailing [admin@ccea.com.au](mailto:admin@ccea.com.au).

### ***Third party authorisation***

If you wish to nominate a person (for example, a family member or migration agent) to act on your behalf in relation to the application for assessment by CCEA of your qualifications and skills, please complete a [Third Party Authorisation Form](#) and submit it with your application.

CCEA will send all correspondence to the authorised third party and not to you.

## **5. Chiropractic qualification(s)**

Please provide details of your relevant chiropractic qualification(s). Graduation certificate(s) and Academic Transcripts are not required for Form D applications as these were provided to the CCEA at the initial Desktop Audit.

### ***Graduation certificate(s)***

Provide a scanned colour copy of your chiropractic graduation certificate(s). Your official certificate(s) must include the official stamp of the awarding institution. If you are applying before the date of your graduation ceremony and do not yet have your graduation certificate, you must provide a letter from your institution stating the date that your graduation certificate will be issued AND your academic transcript must include a statement that confirms you have completed the course requirements.

### ***Academic transcript(s)***

Arrange for the awarding institution to email directly to CCEA an official academic transcript(s) for your chiropractic qualification(s).

Your official transcript(s) must include:

- a statement that confirms you have completed the degree requirements.
- a list of each individual subject in your entire chiropractic program.
- the grade or result you were awarded for each subject in the program.
- the official stamp of the university.

If the university declines to send the Academic Transcript by email to CCEA, they may post it to:

CCEA Administration  
GPO Box 622  
CANBERRA ACT 2601  
AUSTRALIA

The university may offer the option for CCEA to download your certificate from their records portal. The email address to provide for this option is [admin@ccea.com.au](mailto:admin@ccea.com.au).

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## 6. Recognition as a chiropractor

Please provide details of your chiropractic registration / licence.

### ***Certificate of registration***

You must provide a scanned colour copy of your current registration or licensure certificate for each jurisdiction in which you are registered or licensed.

### ***Certificate of registration status – CoRS***

You must arrange for your current registration or licensing authority / authorities to email directly to [ccea.assessments@iasolutions.org.au](mailto:ccea.assessments@iasolutions.org.au) a current Certificate of Registration Status or Certificate of Good Standing.

If you are registered / licensed in more than one jurisdiction, you must arrange for a Certificate of Registration Status to be forwarded from each authority with which you are currently registered / licensed.

If you are not currently registered or licensed, please provide the following documents relevant to your situation:

- New graduate – arrange for your teaching institution to email directly to [ccea.assessments@iasolutions.org.au](mailto:ccea.assessments@iasolutions.org.au) a letter attesting that no disciplinary proceedings have been, are currently, or are likely to be in place against you due to activities occurring during your training.
- Not a new graduate but not currently registered / licensed – arrange for your previous registration or licensing authority / authorities to email directly to [ccea.assessments@iasolutions.org.au](mailto:ccea.assessments@iasolutions.org.au) a letter attesting that no disciplinary proceedings were instigated against you during your period of registration / licensure.

If the university or registration authority / authorities decline to send the CoRS by email to CCEA, they may post it to:

CCEA Administration  
GPO Box 622  
CANBERRA ACT 2601  
AUSTRALIA

The registration authority may offer the option for CCEA to download your certificate from their registration portal. The email address to provide for this option is [admin@ccea.com.au](mailto:admin@ccea.com.au).

## 7. National Board examinations (if applicable)

Please provide details of your relevant chiropractic National Board examinations.

If you have completed any or all the National Board of Chiropractic Examiners (NBCE) and / or Canadian Chiropractic Examining Board (CCEB) examinations, you must arrange for the NBCE and / or CCEB to email the results of these examinations directly to the CCEA.

Academic Transcripts / Results from CCEB or NBCE examinations are not required for Form D applications where these were provided at the initial Desktop Audit. Where examinations have been completed since the previous certification issued by CCEA, the submission of

Academic Transcripts / Results are required.

The NBCE and / or CCEB results may be sent by post to:

CCEA Administration  
GPO Box 622  
CANBERRA ACT 2601  
AUSTRALIA

NBCE may offer the option for CCEA to download your transcript of results from the My NBCE portal. The email address to provide to NBCE is [admin@ccea.com.au](mailto:admin@ccea.com.au).

## 8. Chiropractic qualifications and documents in a language other than English

Documents provided in a language other than English must be provided directly to CCEA in the first instance as well as being submitted together with a translation, by a National Accreditation Authority for Translators and Interpreters (NAATI) recognised translator.

## 9. Stage 2 Competency Based Assessment schedule (not applicable to Application Forms A or D)

Prior to attending the Stage 2 Competency Based Assessment, the Desktop Audit must be completed. (Not applicable to Form E.)

The Desktop Audit will take between 6 to 8 weeks to complete. To avoid unnecessary delays in processing, ensure all documents are correctly scanned and submitted. If you have any questions about what is required please email [admin@ccea.com.au](mailto:admin@ccea.com.au).

Additional information is also provided in the [CCEA Candidate Guide](#) which is available under the [Applicant Resources and Documentation tab](#) of the CCEA website and has been prepared with a view to answering all anticipated queries on the CCEA process.

Please select your preferred assessment date and venue at which you wish to undertake the Stage 2 Competency Based Assessment, if eligible. You may revise the date later if required.

All Parts of the Stage 2 Competency Based Assessment are undertaken in Australia or New Zealand over a three-day period. Please see the Candidate Guide for more information and the CCEA website for provisional dates. You may complete the Stage 2 assessment over more than one event, but it will obviously incur additional expense of flights and accommodation.

You must complete the Stage 2 assessment within three years of commencing the process. CCEA reserves the right to request further supporting documents that cover the period since submission of the original application if the process extends over more than 12 months.

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## 10. Health status

(not applicable to application forms A and D)

If you have any health concerns that you anticipate may impact on your ability to complete the 3-day CCEA Competency Based Assessment or that you think may need special consideration, you will need to provide scanned colour copies of official supporting documentation (for example, medical certificate, letter from GP, medical report).

## 11. Résumé of chiropractic employment and experience

(not applicable to Form E)

New graduates do not need to complete and submit a résumé.

Provide a résumé that includes details of your employment and experience as a chiropractor in the last 10 years, by completing the [Résumé Form](#) and submitting it with the application. For candidates completing Form D, provide a résumé for the period since the previous successful CCEA assessment was issued.

For each of the positions in your résumé you must include:

- a. name of employer and full address of the place of employment (including current email and telephone details). Your previous employer may be contacted using their current details.
- b. nature of the business (indicate if you were self-employed).
- c. start and finish dates of each period of employment.
- d. your position and / or title and state whether you worked full-time or part-time (specify hours per week).
- e. brief description of your responsibilities for patient care including scope of practice, types of conditions treated and any equipment that you used.

## 12. References

Please provide at least two written references related to work experiences during the past 10 years. They may be from:

- a. Place of employment / employer
- b. Practical placement or clinical supervisors (if you are a new or recent graduate)
- c. Professional colleagues (if you are / were self-employed)

If the referee has moved to new employment, they may provide a reference from a previous employment situation but must use their current letterhead and contact information.

Each written reference must:

- be on the letterhead of the referee's current clinic, institution or hospital and include the referee's full address, current email and telephone details
- be written less than six (6) months ago
- give the start and finish dates of each period of employment or work or supervision
- state whether the work was full-time, part-time, locum etc.
- state the date that the reference was written
- be from a different clinic or hospital (new graduates should provide letters from two different clinical supervisors, but these may be from the same institution)
- state the relationship of the referee to the applicant
- include the name, signature and position / job title of the referee
- state the nature of the business - indicate if self-employed
- state your position and / or title
- include a description of your skills and responsibilities for patient care e.g. scope of practice, equipment used, conditions treated.

### 13. Declaration

Read the entire declaration statement and sign and date the application. Complete the checklist of attachments included in support of the application.

**NOTE: This is a legal document and there are penalties under Australian law for making a false declaration.**

### 14. Application fee in Australian Dollars

The application fee must be paid in Australian Dollars. Payment may only be made by Electronic Funds Transfer / Direct Deposit to:

Bank: National Australia Bank

Account name: Council on Chiropractic Education Australasia Ltd

BSB: 082-309

Account number: 8383 80369

Swift code (international use only): NATA AU 3303 M

Bank address: Hornsby Branch, Hornsby NSW 2077, Australia

Ensure the bank charges are paid from your account so that CCEA receives the full fee payment.

Email a notification of payment to [admin@ccea.com.au](mailto:admin@ccea.com.au) to assist with correctly identifying bank deposits.

The registered office of CCEA is:

Ngunnawal Country

Ground Floor

490 Northbourne Avenue

DICKSON ACT 2602

AUSTRALIA

The [application fee](#) is published on the CCEA website. The fee is subject to change without notice. Application fees are non-refundable.

If you require an invoice prior to payment, please email [admin@ccea.com.au](mailto:admin@ccea.com.au).