

CHIROPRACTORS REGISTRATION ORDINANCE
(Chapter 428)

Application for Registration as a Chiropractor

I of
(name in both English and Chinese)

.....
..... being
(correspondence address in both English and Chinese)

qualified for registration under section 9(1) of the Chiropractors Registration Ordinance apply for registration as a chiropractor in accordance with section 10(1) of the Ordinance.

2. I hold the following qualifications (please state qualifications obtained in chronological order):

(see para. 5, 6, 7, 10 & 13(b) of the Guide to Applicants)

Date Issued	Issuing Authority	Qualifications

3. I have the following relevant working experience:

(see para. 10 & 13(c) of the Guide)

Period	Employing Organization	Nature of Duties

4. My practising address(es) in Hong Kong will be as follows (see para. 9 of the Guide and indicate the principal practising address by inserting a symbol ‘#’):

(English)

.....

(Chinese)

.....

5. My telephone numbers are (Home) (Office).

6. I * * have/ have not been convicted in Hong Kong or elsewhere of any offence punishable by imprisonment. I * * am/am not the subject of any disciplinary proceedings in relation to my practice of chiropractic in Hong Kong or elsewhere. I * * am/am not the subject of any disciplinary order in relation to my practice of chiropractic in Hong Kong or elsewhere.

7. The following, as ticked, are enclosed:-

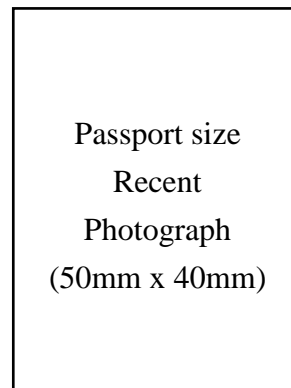
- (a) 3 passport size photographs (including one pasted on this application form);
(see para. 12 of the Guide)
- (b) Hong Kong Identity Card, passport or other documentary proof of identity;
*original/certified true copy (see para. 13(a) of the Guide)
- (c) documentary evidence of professional qualification; * original/certified true
copy (see para. 13(b) of the Guide)
- (d) documentary evidence of working experience; * original/certified true copy
(see para. 13(c) of the Guide)
- (e) statutory declaration of competency to practise (see para. 13(d) of the Guide)
- (f) 2 reference letters certifying that I am a fit and proper person to be
registered as a chiropractor; * original/certified true copy (see para. 13(e) of the
Guide)
- (g) all documents in the following situations which are applicable to the applicant:
(see para. 13(f) of the Guide)
 - certificate of registration issued elsewhere; * original/certified true copy
(see para. 13(f)(i) of the Guide)
 - practising certificate or equivalent documentary evidence of entitlement to
practise elsewhere; * original/certified true copy (see para. 13(f)(ii) of the Guide)
 - a reference letter from organization in chiropractic; * original/certified true
copy (see para. 13(f)(iii) of the Guide)
 - a reference letter from the body or organization by which my qualification
was awarded; * original/certified true copy (see para. 13(f)(iv) of the Guide)
 - declaration from a registered chiropractor; * original/certified true copy
(see para. 13(f)(v) of the Guide)
 - other document. (Please specify: _____)
- (h) a cheque in the amount of HK\$_____ made payable to “The
Government of the Hong Kong Special Administrative Region”; (see para.
21 of the Guide)
- (i) the duly completed Annex A of this application form; (see para. 16 of the
Guide) and
 - the duly completed Annex B of this application form. (see para. 17 of the Guide)

Signed at
the day of 20.....
(Signature of Applicant)

Before me,

.....
(Name in block letters) (Signature)

Registered Chiropractor/Justice of Peace/Commissioner for Oaths/Notary Public.



(see para. 8 of the Guide for signature on the photo)

† Please supply details of conviction or disciplinary offence.

* Delete as appropriate.

Remarks: Please be sure that you have completed all parts of this application form and return it together with all supporting documents to the Secretary, Chiropractors Council, the Central Registration Office at 17/F Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong.

(see para. 16 of the Guide)

Secretary
Chiropractors Council
Central Registration Office
17/F Wu Chung House
213 Queen's Road East
Wan Chai
Hong Kong

Dear Sir/Madam,

Application for Practising Certificate

If my application for registration as a chiropractor is approved, please treat this letter as my application for a practising certificate under section 12(2) of the Chiropractors Ordinance Cap. 428, *to commence as soon as possible thereafter/to commence on 1 January 20____.

Signature _____

Name _____

I. D. No. _____

Date _____

* Delete as appropriate.

Annex B

(see para. 17 of the Guide)

Name _____
Address _____

Name _____
Address _____

Name _____
Address _____

Name _____
Address _____

Name _____
Address _____

Name _____
Address _____

Name _____
Address _____

Name _____
Address _____

CHIROPRACTORS COUNCIL OF HONG KONG
REGISTRATION OF CHIROPRACTORS
GUIDE TO APPLICANTS

Introduction

The purpose of registration is to ensure the professional competence and good conduct of chiropractors. The statutory basis for registration is contained in the Chiropractors Registration Ordinance, Cap. 428, Laws of Hong Kong (henceforth called the Ordinance) and the Chiropractors (Registration and Disciplinary Procedure) Rules (henceforth called the Rules). Registration of members of the chiropractors profession commenced on 1 September 2001. Relevant provisions in the Ordinance which prohibit practice of chiropractic by unregistered persons have come into effect on 13 February 2003.

2. Since the purpose of this document is for general information and to assist in explaining the process of making an application for registration, certain provisions of the Ordinance and the Rules may be simplified. In cases of doubt, reference must always be made to the Ordinance and the Rules.

How to obtain an application form

3. All applications for registration must be made on the specified form. These forms are available in person, or by written request, from the Central Registration Office, 17/F Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong.

Statement of purposes

4. The 'Statement of Purposes' in relation to the personal data provided in the application forms is at Appendix I.

Qualifications required for registration

5. Qualifications for registration are detailed under section 9 of the Ordinance, which is set out as follows:-

“9. Qualifications for registration

(1) The Council shall not register a person as a registered chiropractor unless:-

(a) he has passed such examination in chiropractic and other subjects and has received such training and experience as the Council may accept, either generally or in a particular case; and

- (b) he is not the subject of an inquiry conducted by an inquiry committee or of a disciplinary order under Part IV which precludes him from being registered under this Ordinance; and
- (c) he satisfies the Council by declaration in writing that he is competent to practise as a chiropractor; and
- (d) he is a fit and proper person to be registered.

(2) Without affecting the generality of subsection (1)(d), the Council may refuse to register a person as a registered chiropractor who-

- (a) has been convicted in Hong Kong or elsewhere of any offence which may bring the profession of chiropractic into disrepute; or
- (b) has committed misconduct or neglect in a professional respect.

(3) Where the Council is satisfied by an applicant that he is competent to practise chiropractic and the Council is later satisfied that the person is not competent to practise chiropractic, the Council may refer the matter to an inquiry committee which shall deal with it as if it were a complaint under section 17(1).”

6. The Council publishes in the form of a notice in the Gazette, within 15 days after 1 January each year, a list of all examinations, training and experience that the Council accepts generally for the purposes of section 9(1)(a) of the Ordinance. Any amendment to the list will also be published, in the form of a notice, in the Gazette as soon as it is practicable. A copy of the latest version of the list is at Appendix II for your information. Enquiries as to additions, deletions and amendments can be made to the secretariat of the Chiropractors Council.

Qualifications required for registration

7. The Council will consider only qualifications already conferred on the applicant but not those which are expected to be conferred.

How to complete an application form

8. An application for registration must be signed by the applicant in the presence of any of the following persons who must sign across the applicant’s photo on the application form:-

- (a) a registered chiropractor (i.e. registered in Hong Kong under the Ordinance); or
- (b) a person authorized by law to take and receive a statutory declaration.

9. The Chiropractors Registration Ordinance prohibits the practice of chiropractic by unregistered persons. The relevant provision has come into effect on 13 February 2003. Where the applicant is practising as a chiropractor in Hong Kong he is required to give the practising address. If he has more than one such address, he should indicate which is the principal one by a symbol ‘#’.

10. The applicant must state, in chronological order, each qualification held by him relevant to the practice of chiropractic, and his relevant working experience. If the space provided is insufficient, it should be continued in a separate sheet.

11. The applicant is required to declare whether he has any criminal convictions, whether in Hong Kong or elsewhere, of an offence punishable by imprisonment, and whether there are any disciplinary proceedings or any disciplinary order against him in relation to his practice of chiropractic in Hong Kong or elsewhere. If there has been a conviction, disciplinary proceedings or a disciplinary order, full details must be supplied in a separate sheet. The conviction or disciplinary offence will not automatically bar the applicant from registration but will be taken into account. If the applicant is not sure whether it is a relevant conviction or disciplinary offence, he should declare it. If it is not relevant, it will be disregarded. Under section 16(2) of the Ordinance, if a person who has been guilty of misconduct or neglect in a professional respect or has been convicted of an offence under the Ordinance or has been convicted in Hong Kong or elsewhere of an offence which may bring the profession of chiropractic into disrepute, informs the Council of this when he applies for registration and the Council subsequently accepts the person for registration he is not, for the purposes of registration, considered as having committed a disciplinary offence in respect of the disclosed misconduct, neglect or conviction.

Documents to be submitted together with the completed application form

(Item 7 of the application form)

12. An applicant must submit 3 passport size (50mm x 40mm) recent photographs, of which one is to be pasted onto the photograph box in the application form. The person before whom the applicant signs the form must himself sign across the front of this photograph.

13. In addition, the original or certified true copy of the following documents must be supplied with the application form:-

- (a) the applicant’s Hong Kong Identity Card, passport or other documentary proof of identity;
- (b) any diploma, certificate or other documentary evidence of the degree or qualification in chiropractic, which the applicant relies on to qualify him for registration;
- (c) documents certifying past professional experience in chiropractic and present employment as a chiropractor, (e.g. reference from an employer);
- (d) a statutory declaration made by the applicant stating that he is competent to practise as a chiropractor;

- (e) 2 reference letters, each of them being written by a person:-
- (i) who is in an established profession (which includes a member of the Executive Council; a member of the Legislative Council; a justice of the peace; a minister of religion; a medical practitioner; a dental practitioner registered under the Dentists Registration Ordinance, Cap. 156; a pharmacist registered under the Pharmacy and Poisons Ordinance, Cap.138; a nurse registered under the Nurses Registration Ordinance, Cap. 164; a counsel; a solicitor; a professional accountant within the meaning of the Professional Accountants Ordinance, Cap. 50; and a person in any other profession that the Council recognizes);
 - (ii) who is neither a chiropractor, a member of the Council, a member of the Council's committee, nor a relative of the applicant; and
 - (iii) who has known the applicant for at least 12 months and has the opportunity of judging his character.

The referees must certify that the applicant is a fit and proper person to be registered as a chiropractor in Hong Kong. The referees should state how he complies with item (i), that he is not a chiropractor, a member of the Chiropractors Council or of any of its committees, nor a relative of the applicant, how long he has known the applicant and how he has had the opportunity of judging his character.

Applicants should ensure that a proposed referee is qualified as being a person specified under section 4(6) of the Chiropractors (Registration and Disciplinary Procedure) Rules. Evidence that a person is so specified will assist in preventing any delay to the consideration of, or rejection of, the application. The submission of such evidence is particularly relevant in the case of an overseas referee. Applicants should note that the Council broadly defines a minister of religion as a person who performs ordained religious duties in a recognized religious organization;

- (f) all documents in the following situations which are applicable to the applicant:-
- (i) if the applicant is or was registered as a chiropractor in a place outside Hong Kong, a certificate of registration as a chiropractor issued in that place and, if still registered, valid at the date of application, or other equivalent documentary evidence;
 - (ii) if the applicant is practising or formerly practised as a chiropractor in a place outside Hong Kong, a practising certificate issued in that place and, if still practising, valid at the date of application, or other equivalent documentary evidence of entitlement to practise chiropractic;
 - (iii) a reference letter from a body or organization in chiropractic that the Council recognizes;

- (iv) if a degree or qualification was awarded to the applicant less than 2 years before the date of the application and the applicant relies on it to qualify him for registration, a reference letter from the body or organization by which the degree or qualification was awarded; and
- (v) a declaration in writing from a chiropractor registered in Hong Kong or elsewhere that the applicant is a fit and proper person to be registered in Hong Kong.

If none of these documents can be provided, the Council may accept another document. The applicant should write to the Secretary, explaining the difficulty and indicating what document is available.

14. Please note that the Council may request other documentary evidence to be provided for the purpose of considering the application. Any such request will be made in writing to the applicant.

Deadlines for returning application forms

15. Registration under the Ordinance is an on-going exercise, without any deadline. However, it should be noted that section 24(h) of the Ordinance provides ‘Any person who not having his name entered in the register, practises chiropractic commits an offence and is liable to a fine of \$50,000 and to imprisonment for 1 year.’ The provision has come into effect on 13 February 2003.

Practising Certificates

16. It is a requirement that a registered chiropractor does not practise chiropractic in Hong Kong unless he holds a valid practising certificate. Under section 24(i) of the Ordinance, it is an offence, punishable by a fine of \$50,000 and imprisonment for 1 year, for a person to practise chiropractic without a valid practising certificate. This provision has come into effect on 13 February 2003. Where a practising certificate is issued during the course of a year in respect of that year, the certificate is valid from the time of its issue until the end of that year. Where a practising certificate is issued pursuant to an application made in respect of the following year, the certificate is valid for 12 months commencing on 1st January in the following year. An applicant who wishes to apply for a practising certificate to be issued upon registration should complete the letter at *Annex A of the application form*.

Self-addressed labels

17. Applicants are requested to complete the labels at *Annex B of the application form*. Future correspondence will be sent to the address written on the labels. These labels should also be submitted with the application form.

How to return completed application forms

18. Completed application forms, together with all related documents, may be returned in person (either by the applicant himself or his representative) or by post to the Secretary, Chiropractors Council, the Central Registration Office, 17/F Wu Chung House, 213 Queen's Road East, Wan Chai, Hong Kong.

Warning against false declaration

19. A person who obtains registration for himself or another by fraud or by means of any misleading, false or fraudulent representation or statement, either orally or in writing, commits an offence and is liable to a fine of \$50,000 and to imprisonment for 1 year. Furthermore, if an applicant is registered but the Council is later satisfied that he is not competent to practise chiropractic, the Council may refer the matter to an inquiry committee which deals with it as if it were a disciplinary complaint. Please note that the Council may verify information and documents submitted by applicants with the appropriate bodies.

Fees

20. Fees for application for registration, the issue/renewal of practising certificates, the issue of certificates of registration, restoration to the register and the issue of certificate under section 25(1) or section 25(2) will be charged in accordance with the scale of charges shown in Appendix III.

21. The applicant must pay at the time of lodging his application the prescribed fee for an application for registration by enclosing a cheque made payable to "The Government of the Hong Kong Special Administrative Region". Please also write at the back of the cheque the name of the applicant. Please note that the fees for application for registration are non-refundable.

22. Successful applicants will be notified later of the method of payment for the certificate of registration and the practicing certificate.

Change of particulars

23. Successful applicants should note that a person whose name is entered on the register must notify the Secretary of any change in the details entered on the register within 28 days. Failure to make such a notification is a ground for removal from the register, under the provisions of section 15. These details include the name, correspondence address and practising address. The correspondence address may be the same as the principal practising address; it must be an address at which notices and other correspondence from the Council may be served.

Office hours of counter services and enquiry telephone number

24. Counter services in relation to applications for registration are provided from 9:00 a.m. to 1:00 p.m. and from 2:00 p.m. to 5:45 p.m. from Tuesdays to Fridays, and from 9:00 a.m. to 1:00 p.m. and from 2:00 p.m. to 6:00 p.m. on Mondays (except public holidays).

25. The enquiry telephone number is 2961 8647/2961 8652 (office hours) or 2574 4333 (24-hours enquiry hotline).

(January 2015)

Statement of Purposes

Purpose of Collection

1. The personal data are provided for the following purposes in relation to the Chiropractors Registration Ordinance, Cap. 428 and the Chiropractors (Registration and Disciplinary Procedure) Rules:-

- (a) registration/examination purpose;
- (b) record/statistical purpose;
- (c) keeping of the register; and
- (d) to facilitate communication or follow up action as required in enquiry/complaint case.

The provision of personal data is to facilitate the processing of your application. If you do not provide sufficient information, the Council may refuse your application for registration.

Access to Personal Data

2. You have a right of access and correction with respect to personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance, Cap. 486. Your right of access includes the right to obtain a copy of personal data provided in your application. A fee may be imposed for complying with a data access request.

Enquiries

3. Enquiries concerning the personal data provided, including the making of access and corrections, should be addressed to:-

Secretary, Chiropractors Council
2/F Shun Feng International Centre
182 Queen's Road East
Wanchai, Hong Kong
Tel no. 2527 8363
Fax no. 2865 5540

List of all examinations, training and experience that the Chiropractors Council may accept generally for the purposes of section 9(1)(a) of the Chiropractors Registration Ordinance

The list below sets out current qualifications which may be accepted by the Chiropractors Council generally for the purposes of section 9(1)(a) of the Chiropractors Registration Ordinance. Enquiry should be made to the Chiropractors Council in respect of qualifications which are no longer conferred.

(a) Accredited by the Council on Chiropractic Education -

- (i) Doctor of Chiropractic, Cleveland Chiropractic College, Overland Park (June 1982 onwards)
- (ii) Doctor of Chiropractic, D'Youville College (July 2007 onwards)
- (iii) Doctor of Chiropractic, Life University (June 1985 onwards)
- (iv) Doctor of Chiropractic, Life Chiropractic College West (July 1987 onwards)
- (v) Doctor of Chiropractic, Logan University (previously Logan College of Chiropractic) (June 1978 onwards)
- (vi) Doctor of Chiropractic, National University of Health Sciences, Illinois Campus (previously National College of Chiropractic) (January 1971 onwards)
- (vii) Doctor of Chiropractic, National University of Health Sciences, Florida campus (July 2011 onwards)
- (viii) Doctor of Chiropractic, New York Chiropractic College (January 1979 onwards)
- (ix) Doctor of Chiropractic, Northwestern Health Sciences University (previously Northwestern College of Chiropractic/Northwestern University of Health Sciences) (January 1971 onwards)
- (x) Doctor of Chiropractic, Palmer College of Chiropractic, Davenport Campus (July 1979 onwards)
- (xi) Doctor of Chiropractic, Palmer College of Chiropractic, Florida Campus (July 2004 onwards)
- (xii) Doctor of Chiropractic, Palmer College of Chiropractic, West Campus (June 1985 onwards)
- (xiii) Doctor of Chiropractic, Parker University (previously Parker College of Chiropractic) (June 1988 onwards)
- (xiv) Doctor of Chiropractic, Sherman College of Chiropractic (January 1995 onwards)
- (xv) Doctor of Chiropractic, Southern California University of Health Sciences (previously Los Angeles College of Chiropractic) (January 1971 onwards)
- (xvi) Doctor of Chiropractic, Texas Chiropractic College (January 1971 onwards)
- (xvii) Doctor of Chiropractic, University of Bridgeport (June 1994 onwards)
- (xviii) Doctor of Chiropractic, University of Western States (previously Western States Chiropractic College) (January 1981 onwards)

(b) Accredited by the Canadian Federation of Chiropractic Regulatory and Educational Accrediting Boards -

- (i) Doctor of Chiropractic, Canadian Memorial Chiropractic College (1978 onwards)
- (ii) Doctor of Chiropractic, Université du Québec à Trois-Rivières (1995 onwards)

(c) Accredited by the Council on Chiropractic Education Australasia Inc. -

- (i) Bachelor of Health Science plus Master of Science (Chiropractic), Hanseo University (October 2010 onwards)
- (ii) Bachelor of Science (Hons) (Chiropractic), International Medical University (June 2014 onwards)
- (iii) Bachelor of Chiropractic Science plus Master of Chiropractic, Macquarie University (2001 onwards)
- (iv) Bachelor of Science (Chiropractic) plus Bachelor of Chiropractic, Murdoch University (September 2006 onwards)
- (v) Bachelor of Chiropractic, New Zealand College of Chiropractic (2005 onwards)
- (vi) Bachelor of Health Science (Chiropractic) plus Master of Clinical Chiropractic, RMIT University (2011 onwards)
- (vii) Doctor of Chiropractic, Tokyo College of Chiropractic (March 2013 onwards)

(d) Accredited by the European Council on Chiropractic Education -

- (i) Master of Chiropractic, Bournemouth University (2006 onwards)
- (ii) Master in Technology: Chiropractic, Durban University of Technology (2009 onwards)
- (iii) Diplome de Chiropracteur, Institut Franco-Européen de Chiropraxie - Campus Paris (September 2011 onwards)
- (iv) Diplome de Chiropracteur, Institut Franco-Européen de Chiropraxie - Campus Toulouse (2013 onwards)
- (v) Titulo Superior Universitario en Quiropráctica plus Máster en Quiropráctica, Real Centro Universitario Escorial-Maria Cristina (June 2012 onwards)
- (vi) Bachelor of Science in Clinical Biomechanics plus Master of Science in Health Science, Clinical Biomechanics, Syddansk Universitet Odense (1999 onwards)
- (vii) Magister Technologiae Chiropractic, University of Johannesburg (2010 onwards)
- (viii) Master of Chiropractic, University of South Wales-Welsh Institute of Chiropractic (June 2014 onwards)

FEES
(w.e.f. 1.7.2006)

<u>Item</u>	<u>Fee (\$)</u>
1. Application for registration under Section 10(2) of the Ordinance	3,360
2. Application for issue/renewal of a practising certificate under Section 12 of the Ordinance	1,360
3. Certificate of registration issued under Section 14 of the Ordinance	2,610
4. Restoration to the register under Section 20 of the Ordinance	720
5. Certificate, issued under Section 25(1) of the Ordinance, signed by the Secretary, certifying any of the following:- (a) that the name of a person has been entered in the register (b) that the name of a person has not been entered in the register (c) that the name of a person has been removed from the register (d) that the name of a person has been ordered to be removed from the register	770
6. Certificate, issued under Section 25(2) of the Ordinance, signed by the Secretary, certifying that at a dated specified in the certificate a person is not or was not the holder of a practising certificate then in force	770