

1. Parental Leave Status

Adopted March/2026, Effective July/2026

The CCOA provides a structured process for regulated members to temporarily transition to an inactive registration status for the purposes of parental leave, while maintaining regulatory oversight and public protection.

1.1 Purpose and Scope

This policy establishes the requirements, conditions, and processes for regulated members requesting parental leave status.

This policy applies to all regulated members who:

- meet eligibility requirements; and
- request a temporary change to inactive status for parental leave purposes only.

Parental leave status is not a special exemption category and does not constitute active practice.

1.2 Definitions

Parental Leave

Leave related to pregnancy, birth, adoption, surrogacy, caregiving responsibilities, recovery, and bonding.

Parental Leave Status

A non-practicing, inactive registration category under which the regulated member:

- must not provide chiropractic services;
- must not present themselves as practicing; and
- remains subject to regulatory oversight.

1.3 Eligibility

A regulated member is eligible for parental leave status if they:

- are in good standing with the CCOA, including:
 - no outstanding fees;
 - no incomplete declarations; and
 - no restrictions preventing a change in status;
- submit a complete application, including intended timelines and contact information;
- confirm that the request is related to parental leave; and
- agree to comply with all requirements of parental leave status.

Members who are under investigation or subject to conditions may apply. The Registrar may impose additional terms to ensure public protection.



1.4 Duration and Limits

- Minimum duration: **two months**
- Maximum duration per parental leave: **24 months**

1.5 Requirements During Parental Leave

While on parental leave status, the regulated member:

Practice Restrictions

- must not practice chiropractic;
- must not provide regulated services;
- must not bill for services;
- must not advertise or present as practicing;
- must not supervise chiropractic practice; and
- must not sign regulated documents.

Title Use

- must not use protected titles in a practicing context;
- may identify as inactive if clearly stated (e.g., “Dr. [Name], Chiropractor (Inactive)”).

Registration and Obligations

- must renew their registration and practice permit annually;
- must complete Continuing Competence Program requirements;
- remains subject to the jurisdiction of the CCOA for complaints, investigations, and discipline;
- must maintain current contact information and respond to CCOA communications.

Insurance

- professional liability protection is not required by the CCOA during parental leave;
- the regulated member is responsible for confirming requirements with their insurance provider.

1.6 Additional Considerations

- The public register will reflect “**Inactive – Leave**”, including effective dates.
- Regulated members should be aware of requirements related to extended absences from practice, including examination or competency requirements where applicable.
- Regulated members who are custodians under the Health Information Act maintain their status as custodians while on temporary parental leave, as they are still subject to regulatory oversight through this policy.



1.7 Fees

- Parental leave fees are **pro-rated to 0% monthly** based on the duration of parental leave.
- Refunds or adjustments will be applied on a **monthly basis** corresponding to inactive status.
- Reinstatement - Practice permit fees will be prorated on a monthly basis in accordance with the CCOA Fee Schedule, with fees assessed from the month of reinstatement through the end of the applicable registration year.
- Reinstatement fees are **waived** where the regulated member returns directly from parental leave and meets all return requirements.
- Professional corporation fees are not waived.

1.8 Application and Approval Process

The regulated member must submit:

- a completed parental leave application form;
- intended start and end dates; and
- a declaration acknowledging responsibilities and restrictions.

Applications should be submitted at least **30 days prior** to the requested start date, or as soon as possible in unforeseen circumstances.

The Registrar will:

- review the application and confirm eligibility;
- address any outstanding obligations;
- issue a written decision within **10 business days**; and
- update the member's registration status and public register.

1.9 Return to Practice

To return to active practice, the regulated member must:

- submit a return to practice request at least **30 days prior** to the intended return date;
- confirm professional liability protection, where applicable;
- meet all outstanding requirements, including fees and declarations; and
- comply with any additional requirements set by the Registrar.

If a regulated member has been out of practice for more than **24 months**, the Registrar may require a return to practice assessment or additional assurances of competence.

1.10 Complaints, Investigations and Discipline

Parental leave status does not:

- prevent or delay complaints, investigations, or disciplinary processes; or



- remove obligations related to existing conditions or undertakings.

Processes may be adjusted where appropriate, while maintaining public protection.

1.11 Communications and Privacy

- The CCOA will communicate with regulated members via email and the member portal.
- Supporting documentation (e.g., birth or adoption records) is not typically required unless necessary to assess eligibility.
- All personal information will be managed in accordance with applicable privacy legislation and CCOA policies.

1.12 Inclusive Application

The CCOA will administer this policy in a manner that is:

- inclusive of all family structures;
- non-discriminatory; and
- respectful of gender identity and caregiving roles.

Pregnancy loss or unsuccessful adoption placements will be accommodated through adjustments to leave without penalty upon written request.

1.13 Exceptions and Registrar Discretion

The Registrar may:

- grant exceptions to duration or fees;
- adjust conditions of leave; and
- make case-by-case decisions

where necessary to address exceptional circumstances while maintaining public protection.

1.14 Compliance

- Practicing while on parental leave constitutes unregulated practice and will be referred to the Complaints Director.
- False or misleading declarations will result in referral to the Complaints Director.

1.15 Additional Information

Professional Corporation – A chiropractor must be registered with CCOA and remain under regulatory oversight to maintain their Professional Corporation. Maintaining CCOA registration while the practice permit is temporarily inactive for parental leave meets this requirement.



Radiation Health and Safety Program – A chiropractor must maintain all obligations for X-ray and Laser equipment as per Standards of Practice 8.4 CCOA Radiation Health and Safety Program including registration, renewal, or deregistration of equipment and pay all fees associated with it as per the fee schedule. For X-ray equipment, the Annual Preventative Maintenance is also required.

Chiropractors should also be aware of the requirement regarding 3 years in active practice before needing to retake the CCEB exam.