



## CPC Volunteer Interest Form

Name (first and last) : \_\_\_\_\_ Date : \_\_\_\_\_

Organization/Business Name: \_\_\_\_\_

Organization/Business Address: \_\_\_\_\_

Designation(s)/Year of certification: \_\_\_\_\_

Phone Number (include area code): \_\_\_\_\_

Email: \_\_\_\_\_

*\*NOTE: Email is the primary method of communication*

Please select any committee(s) you are interested in joining and number in order of preference:

*\*NOTE: Not every committee below runs each year. Committees are formed based on the current priorities of the CPC, as decided by the board of directors. For a description of each committee, please refer to page 2-3.*

\_\_\_ Exam Development Committee

\_\_\_ Continuing Education Committee

\_\_\_ Exam Implementation Committee

\_\_\_ Complaints & Investigations Committee

\_\_\_ Insurance Committee

\_\_\_ Discipline Committee

\_\_\_ Communications Committee

1. In a few sentences, please describe your professional strengths, skills and/or experiences that would be applicable to the choice(s) you have selected above:

2. In a few sentences, please tell us about your volunteer history:

3. Please indicate, realistically, the average number of volunteer hours per month you could devote to a CPC Committee: \_\_\_\_\_

## Committee Descriptions

**Examination Implementation Committee** - this committee shall:

- Design, format and evaluation procedures for the certification examinations
- Determine the examination eligibility requirements
- Assist with the clinical examination, whether in person or proctoring virtually
- Set the dates and locations of examinations
- Award the professional Pedorthic designations
- Participate in the appeals committee if necessary

**Examination Development Committee** – this committee shall:

- Evaluate current examination content. Revise and update exams reflecting current research. Ensure exam reflects subjects relevant to the Scope of Practice, C. Ped (C) competencies and exam competencies set forth by the CPC, along with recommended literature and study materials.
- Responsible for reviewing and/or editing the written examination twice per year (spring and fall) based on the results of the previous exam sitting.

**Insurance Committee** – this committee shall:

- Establish relationships with the insurers
- Determine all major stakeholders, creating an education toolbox/resources for insurers
- Create and maintain insurance company contact list
- Develop processes and capabilities to manage long term relationships with insurers
- Create long-term goals to ensure coverage of Pedorthic Services
- Strive to have coverage for Pedorthic services as a paramedical service provider
- Determine changes in Pedorthic practice that would support acceptance in insurance status (Fee guideline) - charging for all services we provide (c/u, adj, ax, etc.)

**Communications Committee** – this committee shall:

- Develop, update and monitor all content communicated to Registrants via various mediums such as email, website, social media
- Develop and maintain a communication framework to stakeholders

**Continuing Education Points Committee** - this committee shall:

- Assess educational programs for continuing education points
- Review, update and maintain continuing education documentation, processes and policies

**Ethics Committee** – this committee shall:

- Review new and existing complaints or inquiries according to the Code of Ethics and Standards of Practice Guidelines of The CPC and discuss proposed actions as per the Complaints and Discipline Process of The CPC

- Consist of the Ethics Chair, the Past Ethics Chair and the Chair Elect, as well as two other members. Committee would meet monthly or weekly via teleconference to review ethics cases
- Liaise with the Chair of the Board as well as with the registrar of The CPC

**Complaints and Investigation Committee**– this committee shall:

- Conduct any investigations required with respect to the conduct of a Registrant that is the subject matter of a complaint concerning their ethical conduct

**Discipline Committee** – this committee shall:

- Consider and review a complaint made against a Registrant
- Make decisions and recommendations arising out of its investigation of the complaint
- Schedule a disciplinary hearing in respect of the complaint, if necessary

*Miscellaneous:* The CPC Board may remove any standing committee member. The CPC Board may, in its sole discretion, reimburse standing committee members for reasonable expenses incurred in the performance of their duties as standing committee members. Other committees may be ceased as the CPC Board sees fit.

## **We appreciate your interest in becoming involved!**

Based on the answers you provided, you may be contacted by a CPC board director regarding your possible engagement with a committee. Ultimately, the CPC board refers committee prospects to the relevant chairperson for a final conversation to ensure a good match.



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