

Pan-Canadian Entry-Level Examinations

加拿大全國初級中醫考試

APPLICATION GUIDE

考生申請手冊



The College of Traditional Chinese Medicine Practitioners
and Acupuncturists of British Columbia (CTCMA)

卑詩省中醫針灸管理局

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General Information 一般規定

The Application Guide describes the policies and procedures for the *Pan-Canadian Entry-Level Examinations*.

The regulatory body for Traditional Chinese Medicine (TCM) Practitioners, Acupuncturists and Herbalists in British Columbia is the College of Traditional Chinese Medicine Practitioners and Acupuncturists of British Columbia (CTCMA). CTCMA will be referred to as 'the College' in this guide. The College is responsible for governing TCM Practitioners, Acupuncturists and Herbalists in accordance with the *Health Professions Act* and the Traditional Chinese Medicine Practitioners and Acupuncturists Regulation of British Columbia. The Registrar is the chief executive officer of the College.

Registration as a TCM Practitioner, Acupuncturist and Herbalist under the *Health Professions Act* assures the public that TCM Practitioners, Acupuncturists and Herbalists are capable of practicing competently and safely, and are accountable to the College for their practice. Practitioners must meet minimum standards of competency in order to be considered eligible to become registered as a TCM Practitioner, Acupuncturist or Herbalist under the Act. Successful completion of the Pan-Canadian Entry-Level Examinations in British Columbia is one of the requirements for registration outlined in the College Bylaws.

The College Education and Examination Committee determines whether an individual has completed an educational program that qualifies the individual to write an examination. The College ensures that the examination process to be administered independently through the selected examination provider is conducted in a manner that is fair and consistent.

All correspondence with the College should be addressed to the Registrar.

The Registrar

Pan-Canadian Examinations

The College of Traditional Chinese Medicine Practitioners and Acupuncturists of British Columbia
1664 West 8th Avenue, Vancouver, British Columbia, Canada, V6J 1V4

Telephone: (604) 738-7100 Fax: (604) 738-7171

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Examination Registration Policy 考試報名規定

Application, Fees and Eligibility

Candidates must be deemed eligible by the Education and Examination Committee to take a Pan-Canadian Examination in BC, i.e. each candidate must meet the minimum requirements set out in Schedule E of the Bylaws at the time of application. Each candidate must submit an application package to the College. A completed application form, the authorization form for credit card payment and documentations must be received at the College office by the application deadline. Incomplete applications will be rejected automatically.

Minimum required educational hours must be completed prior to submission of application. BC legislation requires each student to be a current student registrant of the College before undertaking clinical training in BC. The College will not recognize any clinical training undertaken in BC without CTCMA student registration.

Eligibility for the examination is for the current examination process only. Candidates who withdraw from the current examination process, or do not take the current examination will not be eligible to take any subsequent examination. Candidates are required to re-apply as a new application for future examinations and applications will be evaluated against the criteria in place at the time of application. That is, the candidate's eligibility to sit for the current examination does not guarantee that he/she will be eligible for subsequent examinations. The eligibility criteria are subject to change.

Candidates must obtain a passing mark in the written component of the examination before advancing to the clinical component of the examination. The number of candidates who can be accommodated at each examination sitting are limited as seating capacity is limited. You are not guaranteed a seat at the exam by (1) submitting the complete application before the deadline, or (2) having access to the online account. You must check your application status on the Candidate Log-in page.

Title	Examinations required						Minimum required educational hours (Refer to Schedule E of CTCMA Bylaws for details)
	Acupuncturists		Herbalists		Practitioners		
	Written	Clinical	Written	Clinical	Written	Clinical	
R.Ac.	✓	✓	-	-	-	-	1,900 hrs including 450 hrs of practicum completed in a minimum of 3 academic years
R.TCM.H	-	-	✓	✓	-	-	1,900 hrs including 450 hrs of practicum completed in a minimum of 3 academic years
R.TCM.P	-	-	-	-	✓*	✓*	2,600 hrs including 650 hrs of practicum completed in a minimum of 4 academic years

* Candidates may take either Practitioners Written and Clinical examinations or both the Acupuncturists and Herbalists Written and Clinical examinations to satisfy the examination requirements for the R.TCM.P title.

Out-of-Province Examination Applicants and Registration Applicants Policy

All examination applicants must meet the College's examination requirements in order to be eligible to write the *Pan-Canadian Entry-Level Examinations*. Examination results will only be valid in the province where the examination was taken and may not be transferred to another jurisdiction.

Two-Year University Requirement

Applicants are required to show completion of not less than two (2) years of liberal arts or sciences study (comprised of at least 60 credits) in an accredited college or chartered/approved university acceptable to the Examination and Education Committee. Starting from 2010, all applicants must submit the proof of completion of 2-year university education when applying for the registration examinations.

To evaluate the eligibility of the courses,

- BC graduates and students: submit transcript from accredited college or university.
- Quebec graduates and students: Quebec Ministry of Education issues a transcript confirming Diplome d'etudes collegiales (DEC). For university admission, these students are normally granted 30 credits of advanced standing, reducing a 120-credit requirement to 90 credits or 6 semesters. Some degrees require additional semesters for completion, i.e. B.Eng. Please note the citation on the CEGEP transcript will be:

(Year, i.e. 2000) DEC (diplome d'etudes preuniversitaire)

The Quebec Ministry of Education transcript is preferable to the CEGEP transcript. The CEGEP DES (Diplome d'etudes secondaires) is NOT the same as the DEC.

- Other Canadian provinces: Please contact your university OR refer to a reference book available in most public libraries: Accredited Institutions of Postsecondary Education.
- Outside Canada. Please provide the College with a Basic credential evaluation report from ICES (refer to the Credential Evaluation Report section above).

Exceptions: An applicant does Not have to provide proof of two years university education to the College if

- The applicant is retaking the registration examination, or
- The applicant is currently a full or grandparented registrant with the College, or
- the College accepted an application for student registration before December 2009 which included proof of 2-year university education.

Credential Evaluation Report

Graduates of TCM/A training programs outside Canada, or applicants who received their 2-year university education outside Canada, are required to submit a Basic credential evaluation report from the International Credential Evaluation Services (ICES).

International Credential Evaluation Services (ICES),
3700 Willingdon Avenue, Burnaby, British Columbia, V5G 3H2
Telephone: 604-432-8800 Toll Free (N. America) 1-866-434-9197
<http://www.bcit.ca/ices/>

Exceptions: An applicant does not have to provide an ICES report to the College if:

- the College accepted an application for student registration before December 2009 which included proof of 2-year university education, or
- the College previously accepted an application to write a registration examination which included proof of TCM/A education completed outside of Canada.

Checklist of Required Application Documents

- Completed and signed application checklist
- Completed and signed application form
- Proof of TCM education as per CTCMA Schedule E:
 - a) For TCM education completed within Canada:
Official transcript in an envelope sealed by the training institution (New Requirements for Transcripts effective July 1, 2010 – available at <http://www.ctcma.bc.ca/index.php?id=68>)
 - b) For TCM education completed outside Canada (No exceptions):
Basic Credential Evaluation report issued by ICES with copy of transcript attached – The original report must be sent directly to the College by ICES (Please arrange to have an official transcript sent directly by the training institute to ICES to complete the request of credential report)
- Proof of 2-year university education as per College Bylaws Section 48 (if not submitted previously):
 - a) Official transcript for 2-year University education completed within Canada
 - b) Original Basic ICES report for 2-year University education completed outside Canada
- Authorization of Examination Payments (credit card)
- Recent photo (1½"W x 2"L)
- Photocopy of one piece of government issued photo identification (i.e. passport, driver's license)

Accommodation for Special Needs 特殊安排

Introduction

If you have a disability that could adversely affect your performance on the examination and may require some accommodation in taking the examination, you should complete a *Testing Accommodation Candidate Application Form*. This form is available on the College website or by contacting the College. This form must be received by the College no later than August 1, 2016. Accommodations cannot be provided for requests received after the deadline.

Documentation of Disability

Candidates are required to submit a formal diagnosis from a qualified health professional (eg. physician, psychologist registered with a professional regulatory body) that describes the disability.

Documentation (for example, physician's report or letter, educational assessment, accommodation provided by the institute of training) must be received with the application for consideration prior to the examination.

Candidates Request Guidelines

Candidates must seek approval from the College prior to the examination for medical needs that do not affect their ability to write the examination but require the candidate to bring special materials into the examination room (e.g., hearing aids, medication(s), asthma pumps).

1. The candidate must submit the *Accommodation for Special Needs – Candidate Application Form* to the College by the Deadline for Examination Applications as indicated in the Examination Application Form. The form is available on the College website or by contacting College.
2. The candidate is required to submit the *Accommodation for Special Needs – Documentation of Disability* to the College by the Deadline for Examination Applications as indicated in the Examination Application Form. This form must be completed by an appropriate professional to certify the disability condition requires the requested test accommodation. This form is available on the College website or by contacting the College.
3. On examination day, the candidate must complete the *Testing Accommodation Candidate Declaration Form* before the exam materials are distributed. This form will be available on the examination day.

Choice of Language 語言選擇

Candidates may choose to take the written examinations in either English or Chinese and the clinical examinations in either English or Chinese. Chinese translation fee will apply on both written and clinical examinations.

Dates and Location 考試日期與地點

The Member Portal will be updated on the College website (portal.ctcma.bc.ca) after August 10, 2016. You must log-in to the Member Portal to update your mailing address and for information on the status of your exam application, exam dates, times, locations and exam results.

After you log-in for the first time, you will be able to change your username and password. The College will not be able to retrieve changed username/password for you so please keep this information in a safe place.

The time, date and location at which each candidate takes the written and clinical examinations will be determined after the deadline for applications. The College will inform candidates of the time/location of their examination(s) through the Membership Portal on the website. The receipt of the examination payment will be emailed to you after the finalization of your examination status. **Additional cost will apply for duplicate receipts request.**

Refund Policy 退款規定

Please note that the application fee is non-refundable.

Withdrawal:

Requests to withdraw from the examination must be made in writing and must be received by the Registrar before the withdrawal deadline to obtain a refund of the examination fee. Verbal withdrawals are not accepted. If withdrawal requests are not received by the deadline, no portion of the application or examination fee will be refunded. Please note that no deferral is allowed.

Absence from the Examination:

A candidate who is absent from the examination due to unforeseen circumstances (e.g. illness, death in the family) must submit written notification to the Registrar within ten (10) calendar days of the examination date to apply for a refund. The College Education and Examination Committee will determine whether a refund of the examination fee will be issued to the candidate.

Examination Results 考試成績

To be eligible for registration in British Columbia, a candidate must pass both the written and clinical examinations. The passing scores are determined by the Pan-Canadian Examination Committee with the assistance of the examination provider, Assessment Strategies Inc. (ASI). Examination results will be posted on the Candidates Log-in page on the College website and a hard copy will be mailed to candidates. Results will not be given over the telephone, by fax, or by email.

Both written and clinical examination results are valid for 3 years from the date of the examination result notification letter.

Rescore Policy 考卷重改規定

To have an examination rescored, a candidate must submit a written request to the Registrar within eleven (11) weeks of the date of the examination. The 11 weeks re-scoring period will not be extended. Candidates will be required to pay a \$50 fee when requesting a rescore for the written examination and a \$350 fee when requesting a rescore for the clinical examination.

Candidates who fail the examination should be aware that their examination answer sheets have been carefully scored according to psychometric best practices. The examination is considered valid and reliable. It should be noted that any additional re-scoring of the answer sheets is unlikely to alter the scoring results.

All results and decisions made by the College on the re-scoring of an examination are FINAL.

Rules for Repeating Examinations 補考規定

- Examination results are valid for three (3) years from the date of the College notification of results.
- Candidates must pass the written component of the examination before taking the clinical component.
- Candidates must take the clinical component of an examination while the results of the written exam component are still valid (within 3 years).
- A candidate who fails an examination may repeat the failed examination once within the next two consecutive sittings of the examination. If the candidate does not do this, a new application is required and will be evaluated according to policies in place at that time.
- Any candidate who fails an examination twice is not eligible to repeat the examination unless the candidate completes a 50-hour upgrading program preapproved by the College.
- Any candidate who fails an examination three or more times is not eligible to repeat the examination unless the candidate completes a 50-hour upgrading program preapproved by the College, and submits a new application to write the examination which will be evaluated according to policies current at that time.
- 50-hour Upgrading Program: if you are required to improve your skills/knowledge before repeating an examination, you must:
 - Submit the completed form, details of your proposed learning activities, with a description of the teacher/mentor, to the College for approval before you start the upgrading program.
 - Upon receipt of approval, complete the proposed upgrading program before the examination application deadline.
 - Submit a request to the Education and Examination Committee for approval to repeat the exam - accompanied by proof of completing the upgrading program.

Important Notice on Registration Requirements

- Applicants for full registration must be authorized under the laws of Canada to work in Canada as per College Bylaws Section 48. This is not a requirement for examination applications but is mandatory for those who pass the examination and are ready to apply for registration.
- As of February 1, 2016, CTCMA only recognize:
 - Private non-degree-granting institutions in British Columbia that are accredited by the Private Career Training Institutions Agency (“PCTIA”) or have a designation certificate issued under the *Private Training Act*.
 - Public institutions that have approval or designation to grant credentials under the *University Act* or the *College and Institute Act*. Degree granting education programs must be approved by the provincial government’s Degree Quality Assessment Board (“DQAB”), as meeting the statutory requirements under the *Degree Authorization Act*.
- All applicants must complete the basic education or training program for registration as an acupuncturist or for registration as a traditional Chinese herbalist within five consecutive years effective September 1, 2009.
- Applicants are only eligible to apply for full registration when both written and clinical examination results are valid.
- For those who apply to be registered on or after November 1, 2016, the successful completion of the Jurisprudence Examination will be one of the registration requirements.

Limitations

The College cannot advise or provide detail on matters under the jurisdiction of other institutions or governments, such as:

- Federal and provincial statutes, regulations and policies governing TCM/Acupuncture registration;
- facilities available for general or specialized experience;
- training or employment opportunities;
- reciprocity between TCM regulation bodies within or outside Canada;
- the conditions imposed by the Government of Canada for immigration;
- scholarships or funding.

Limits of Liability

While the College takes reasonable steps to ensure the accuracy and completeness of information, resources and reports, the College is not responsible for damages in the event of errors or omissions. The College is not responsible for impacts of a personal, professional or financial nature. This includes such impacts as loss of income, loss of salary and/or expenses incurred by an employer, a contractor or a candidate. It is the responsibility of each candidate in registering for the examination to have read and understood the limits of liability. Further it is the candidate's responsibility to advise those interested parties (e.g., employers) about the limits of liability. By participating in the examination, each candidate agrees that he or she shall take no action or other proceeding against the College or any of its officers, employees or agents for an act done in good faith or for any neglect or default related to the *Pan-Canadian Entry-Level Examinations*.

Financial Assistance

The College does not offer financial assistance or information on possible sources of financial assistance. The College cannot waive or alter examination fees except as noted elsewhere in this Application Guide.

The College is a non-profit organization. The funds necessary for the administration of the Examinations come from the fees paid for the examination by the candidates who take the examination.

Research

The College conducts research using non-identifying examination data, and may also provide this data to external researchers. By signing the application form, candidates consent to the use of non-identifying data for research purposes.

Privacy Policy

The College is committed to collecting, using and disclosing the personal information of its examination candidates responsibly and only to the extent necessary to provide effective services. The College is also committed to being transparent about how personal information of candidates is handled.

By applying for the examination, candidates authorize the College to collect the personal information provided in the application form and to use that personal information for the purposes of processing the application for the purposes of registration under the Health Professions Act, RSBC 1996, c. 183 and candidates consent to the disclosure of that personal information to Assessment Strategy Inc. (ASI) for the purposes of administering the examination, processing the examination results and providing information regarding the examination results back to the College.