

Pan-Canadian Entry-Level Examinations in Traditional Chinese
Medicine (TCM) and Acupuncture

加拿大全國中醫針灸考試

APPLICATION GUIDE

考生申請指導守則



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

卑詩省中醫針灸管理局

Version 4 – April 2022 Examination Administration

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Important Dates 重要日期

APRIL 2022 – PAN-CANADIAN EXAMINATIONS	
Application Starts:	Wednesday, December 15, 2021 (8:30 AM PST)
Application Deadline:	Friday, January 14, 2022 (4:30PM PST)
Deadline for Special Accommodation Request:	Friday, January 14, 2022 (4:30PM PST)
Deadline for Withdrawal of Application:	Friday, January 28, 2022 (4:30PM PST) (Application fee is non-refundable & Administration Fee \$100 can be applicable)
Date of TCM Herbalists Examination - HER:	April 11 & 12, 2022
Date of Acupuncturists Examination - ACU:	April 27 & 28, 2022
Date of TCM Practitioners Examination - PRA:	April 11 & 12, 2022

Important Notes:

- A. The April 2022 Pan-Canadian Examinations will be delivered via **online-proctored format**. Please check the Candidate Handbook for detailed information.
- B. The examination attempt of those candidates who failed the final December 2020 CCS retake examination will be reset to 1 for taking the Computer-Based Examination starting in Fall 2021.
- C. The April 2022 Pan-Canadian Examinations will be available in **English ONLY**. The Pan-Canadian Examinations will be available in Chinese for the October 2022 and October 2023 administrations.
- D. Please refer to the CARB-TCMP website for future exam dates: <https://carb-tcmpa.org/pan-canadian-examinations-results/>

General Information 一般規定

The Application Guide describes the policies and procedures for applying to write the *Pan-Canadian Entry-Level Examinations* through the College of Traditional Chinese Medicine Practitioners and Acupuncturists of British Columbia.

Please refer to the current Pan-Canadian Examination Candidate Handbook for important information about the examinations. This includes the examination content and format, preparation, registration, what to expect on examination days, and other information regarding the examination administration:

<http://carb-tcmpa.org/wp-content/uploads/2020/04/CARB-TCMPA-Candidate-Handbook.pdf>

The regulatory body for Traditional Chinese Medicine (TCM) Practitioners, Acupuncturists and TCM 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 TCM Herbalists in accordance with the *Health Professions Act*, the Traditional Chinese Medicine Practitioners and Acupuncturists Regulation of British Columbia and the College Bylaws.

Registration as a TCM Practitioner, Acupuncturist and TCM Herbalist under the *Health Professions Act* assures the public that TCM Practitioners, Acupuncturists and TCM Herbalists are capable of practicing competently and safely and are accountable to the public 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 TCM Herbalist under the *Health Professions Act*. Successful completion of the Pan-Canadian Entry-Level Examinations in Traditional Chinese Medicine and Acupuncture is one of the requirements for registration outlined in the College Bylaws.

Founded in 2012, the Canadian Alliance of Regulatory Bodies of Traditional Chinese Medicine Practitioners and Acupuncturists (CARB-TCMPA) is a group of five provincial regulatory bodies that govern and monitor professionals practising Traditional Chinese Medicine (TCM) and Acupuncture in Canada to ensure that they provide safe, quality, and ethical health care services. The founding members comprise the regulatory bodies of TCM and/or Acupuncture of Alberta, British Columbia, Newfoundland and Labrador, Ontario, and Quebec.

The CARB-TCMPA administers the *Pan-Canadian Entry-level Examinations in TCM and Acupuncture (the “Pan-Canadian Examinations”)*. The *Pan-Canadian Examinations* assess occupational competencies of entry-level TCM and acupuncture professionals that are required for safe, competent, and ethical practice. Successful

completion of the *Pan-Canadian Examinations* is required for registration as a TCM Practitioner, Acupuncturist or TCM Herbalist.

The Education and Examination Committee of the College determines whether an individual has completed an educational program that qualifies the individual to write an examination. The Registration Committee of the College sets registration requirements and grants registration to those who are qualified to practise safely, effectively, and ethically.

All correspondence with the College should be addressed to the Registration Department.

Registration Department
CTCMA – Examination Applications
The College of Traditional Chinese Medicine Practitioners and Acupuncturists of British Columbia
900 – 200 Granville Street
Vancouver, BC Canada V6C 1S4

Telephone: (604) 742-6563 Fax: (604) 357-1963
E-mail: registration@ctcma.bc.ca Website: www.ctcma.bc.ca

Examination Eligibility 考試資格

Candidates must be deemed eligible by the Education and Examination Committee to take the Pan-Canadian Examinations in BC. The Committee will consider if you, at the time of application, have satisfied the education requirements set out in section 48(1)(a) and 48(1)(a.1) and 48(4) of the College Bylaws and possesses the required competencies established in the Pan-Canadian Standard for Traditional Chinese medicine Practitioners and Acupuncturists: Entry-Level Occupational Competencies Profile.

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

BC legislation requires each student to be a current student registrant of the College before undertaking clinical training in BC. Any clinical training hours undertaken in BC without appropriate student registration with the College will be reported to the Inquiry Committee.

1. TCM Education Requirements (CTCMA Bylaws S48(1)(a) and (4))

Title	Examinations required			TCM Education Requirements (Refer to Schedule E of the College Bylaws for details)
	Acupuncturists	TCM Herbalists	TCM Practitioners	
R.Ac.	✓	-	-	Graduation from an Acupuncture training program with a minimum of 1,900 hrs including 450 hrs of practicum (at least 225 hrs must be in supervised practice) completed in a minimum of 3 academic years
R.TCM.H	-	✓	-	Graduation from an TCM Herbology training program with a minimum of 1,900 hrs including 450 hrs of practicum (at least 225 hrs must be in supervised practice) completed in a minimum of 3 academic years
R.TCM.P	-	-	✓*	Graduation from a TCM Practitioner training program with a minimum of 2,600 hrs including 650 hrs of practicum (at least 425 hrs must be in supervised practice) completed in a minimum of 4 academic years

Please see **Education and Examination Requirements for April 2022 Pan-Canadian Examinations** at https://www.ctcma.bc.ca/media/2126/2022-april-pce-exam-requirements_en.pdf

- * Candidates may take either TCM Practitioners Examination or both the Acupuncturists and TCM Herbalists Examinations to satisfy the examination requirements for the R.TCM.P title.

2. Two-year Study of Liberal Arts or Sciences Requirements

(CTCMA Bylaws S48(1)(a.1) and (4))

CTCMA Bylaws S48(1)

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.

Acceptable Liberal Arts or Sciences Courses in Canada

- broad based study leading to critical thinking; and
- completed at a Post-Secondary Institution in Canada. The BC Transfer Guide or equivalent (e.g. Alberta Transfer Guide) may be used to determine the areas of study.

Courses that are preparatory for trade/diploma are not typically acceptable. Official transcripts are acceptable documents to prove meeting this requirement.

Acceptable Liberal Arts or Sciences Courses Outside of Canada

A credential evaluation report issued by the International Credential Evaluation Services (ICES) is preferable. In the alternative, the Registration Committee will consider a report issued by an agency that is a member of the Alliance of Credential Evaluation Services of Canada.

Exceptions: An applicant does **NOT** have to provide proof of two years study of Liberal Arts or Sciences to the College if

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

CTCMA Bylaws S48(4)

If above requirements cannot be met, then an applicant can provide 2-year Education through the Substantial Equivalency in Liberal Arts or Sciences Courses

Under this section, applicants can demonstrate to the Education and Examination Committee how their education, work experience and other prior learning are substantially equivalent to the requirement for 60 Credits of Liberal Arts or Sciences Study.

For the purposes of assessing substantial equivalency, the Education and Examination Committee will request applicants to provide either a:

- Prior Learning Assessment Recognition (PLAR) report issued by an accredited college or chartered/approved university acceptable to the Registration Committee; or
- Transcript documenting credit transfers to an accredited college or chartered/approved university acceptable to the Registration Committee.

The Education and Examination Committee may request additional information and clarification of the information provided by the applicant.

Examination Application 考試申請

The complete examination application and supporting documentation(s) must be received by the College no later than the application deadline. The candidate may complete the submission either by **Mailing** to CTCMA Office or by **Emailing** to info@ctcma.bc.ca via PDF format only. Details are available at the “Examination Submission” Section on the Examination Application Form.

Important Note: In view of the mail delivery delay during COVID-19 Pandemic, CTCMA will, **on a temporary basis and for the April 2022 PCE examinations only**, accept **VIA EMAIL** to info@ctcma.bc.ca :

- Official transcript for TCM education program completed within Canada sent **directly** from the issuing institutions' student record/transcript department
- Official transcript for 2-year credential completed within Canada sent **directly** from the issuing institutions' student record/transcript department
- Credential evaluation report for education (both TCM and 2-year) completed outside of Canada sent **directly** from the acceptable credential evaluation agency (members of Alliance of Credential Evaluation Services of Canada, e.g. ICES)

Your application status (*including missing documentation*) and confidential messages regarding your application can be found at the **Registrant Portal**.

Checklist of Required Application Documents

- Completed and signed application checklist
- Completed and signed application form
- Proof of TCM education as per Schedule E of the College Bylaws: *** (**see Important Note above**)
 - a) For TCM education completed within Canada:
Official transcript in an envelope sealed by the training institution (Transcript Requirements– available at <https://www.ctcma.bc.ca/registration/transcript-requirements/>)
 - b) For TCM education completed outside Canada (No exceptions):
Acceptable Credential Evaluation report **with copy of transcript attached** – The original report must be mailed **directly** to the College by the issuing agency (Please arrange to have an official transcript sent directly by the training institute to the Credential Evaluation Agency to complete the request of credential report)
- Proof of 2-year study of Liberal Arts or Sciences as per section 48 of the College Bylaws (if not submitted previously): *** (**see Important Note above**)
 - a) Official transcript for the 2-year education completed within Canada; OR

- b) Original **acceptable credential evaluation** report for the 2-year education completed outside Canada; OR
- Photo taken within 12 months (1½"W x 2"L) – **not required for current CTCMA registrants**
 - Photocopy of one piece of government issued photo identification (i.e. passport, driver's license) – **not required for current CTCMA registrants**
 - **Supplementary Form (Only for those whose clinical training was delayed during COVID-19 Pandemic and who meet specific criteria as published in the "Education and Examination Requirements for April 2022 Pan-Canadian Examinations" document. The purpose of this provisional approval is to allow students whose clinical training is delayed because of COVID-19 to write the Pan-Canadian Examinations in April 2022 only if they meet specific criteria.)**

Payment of Application and Examination Fees

- Application fee is to be paid by credit card online by following the instructions sent from the College after the College has received your application. This is due by the application deadline. Applications will not be processed until after payment is received.
- Examination Fee is to be paid by credit card online by following the instructions sent from the College after your application has been approved. Approved candidates are not registered to participate in the examination until after payment is received.

Credential Evaluation Report

Graduates of TCM/A training programs outside Canada, or applicants who completed their 2-year study of liberal arts or sciences outside Canada, are required to submit a Basic credential evaluation report from the International Credential Evaluation Services (ICES) or a report issued by an agency that is a member of the Alliance of Credential Evaluation Services of Canada.

**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 education, or
- the College previously accepted an application to write a registration examination which included proof of TCM/A education completed outside of Canada.

Choice of Language

The April 2022 Pan Canadian Examinations are available in **English ONLY**.

Examination Policies 考試規定

Withdrawal from the Examination

Requests to withdraw from the examination must be made in writing and must be received by CTCMA before the withdrawal deadline to obtain a refund of the examination fee. Application Fee is **non-refundable and the administration fee of \$100 would apply**. Verbal withdrawals are not accepted. If withdrawal requests are not received by the deadline, no portion of the examination fee will be refunded. **NO DEFERRAL IS ALLOWED.**

If you withdraw or absent from the current examination, you will NOT be automatically eligible to take subsequent examinations, You will be required to re-apply and your eligibility will be evaluated in accordance with the exam requirements and policies that are in place at the time of application.

Accommodation for Special Needs

The request and/or verification form(s) for Accommodation for Special Needs must be submitted to accommodations@carb-tcmpa.org before the Special Accommodation Application deadline. The form is available at CTCMA website. Please note that an Accommodation Request form is required for each specific examination administration, and the request when approved by CARB-TCMPA, will only apply to the **current** examination administration.

Please refer to the **Candidate Handbook** for important information regarding policies for **Special Accommodations, Cancelling the Examination, Late Arrival and No-show, and Extreme Circumstances.**

Information Regarding the “**Examination Day**”, including **Examination Procedures and Examination Misconduct**, can also be found in the **Candidate Handbook**.

Information regarding **examination scoring and passing scores** is available in the **Candidate Handbook**.

Notification of Examination Results

Examination results will be posted in the candidates’ accounts at the Registrant Portal and a hard copy will be mailed to candidates. Results will not be given over the telephone, by fax, or by email.

Rules for Repeating Examinations

- 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 **pre-approved** 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 **pre-approved** 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 an application for repeating the examination to the Education and Examination Committee for approval - accompanied by proof of completing the upgrading program.

Additional Information 附加資料

Registration Requirements

Please refer to CTCMA website – “Registration” Page.

Exam Candidate Login at the Registrant Portal

The details of the examination will be updated through the Registrant Portal (available at CTCMA website) including:

- status of your examination application;
- missing documentation
- fees payment; and
- examination results

You must log-in to the Registrant Portal to access information of the examinations. Any update to mailing address can also be made in the Registrant Portal.

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

NOTE: Please note that Registrant Portal is the platform for Pan-Canadian Exam Application with CTCMA. Once a candidate is approved and registered on the examination platform (approximately 4 weeks before the examination day), the candidate will receive login information to the “CARB-TCMPA Examination Platform Home Page” (<https://tcmpa.ysasecure.com/>),

A tutorial is available to registered candidates to help familiarize themselves with the testing platform and various question types used on the Pan-Canadian Examinations. The tutorial is available any time between examination registration on the testing platform and examination day.

Registered candidates must ensure the name they used for examination application to CTCMA matches the name shown in the “CARB-TCMPA Examination Platform Home Page” account set up by the examination administrator. If their name and address in their online profile have any problems, candidates must contact CTCMA as soon as possible. It must also match the valid government-issued photo ID for verification purpose on examination day.

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 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.

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 the Canadian Alliance of Regulatory Bodies of Traditional Chinese Medicine Practitioners and Acupuncturists (CARB-TCMPA) and Yardstick Assessment Strategy Inc. for the purposes of administrating the examination, processing the examination results and providing information regarding the examination results back to the College.