



APRIL 2022 PAN-CANADIAN EXAMINATIONS – APPLICATION FORM

APPLICATION FORM INSTRUCTIONS

Application Deadline – January 14, 2022

- (1) Please ensure that you complete all sections of the form and attach all required documents.
- (2) Please print or type the information clearly on the application form. Illegible applications will be considered as incomplete application.
- (3) **Please submit your completed application form and supporting documentation(s)** according to the instructions provided in the Examination Submission section (end of application form). – **NEW Information Included**
- (4) All the application documents/forms/application fee must be **received** by CTCMA **before the application deadline**.
- (5) Incomplete application (with missing information on the application form and/or missing required documents) will not be processed. It will be shredded after the examination deadline to protect your personal information.
- (6) Keep copies of all application documents for your file. NO documents will be returned to you.
- (7) Examination seats are assigned on a first-come basis to completed applications.

DOCUMENT CHECKLIST (Put an “X” in the box next to the documents enclosed)	OFFICE USE
<input type="checkbox"/> Document Checklist (this page) - original (completed & signed)	<input type="checkbox"/>
<input type="checkbox"/> Application Form - original (completed & signed)	<input type="checkbox"/>
<input type="checkbox"/> Photo taken within 12 months (1½”W x 2”L) - affixed on the application form – not required for current registrant	
<input type="checkbox"/> Clear photocopy: one piece of Government-issued photo identification (i.e. passport, driver's license) --- not required for current registrant	<input type="checkbox"/>
<input type="checkbox"/> Proof of TCM education (if not submitted previously) <ul style="list-style-type: none"> <input type="checkbox"/> Official Transcript for TCM education completed in Canada (sealed school envelope); OR <ul style="list-style-type: none"> <input type="checkbox"/> Acceptable credential evaluation report for TCM education completed outside Canada with a copy of transcript attached – must be sent to CTCMA directly from the evaluation agency Name of Agency: _____ Confirmation # _____ 	<input type="checkbox"/>
<input type="checkbox"/> Proof of 2-year study of Liberal Arts or Sciences (if not submitted previously) <ul style="list-style-type: none"> <input type="checkbox"/> Official Transcript for 2-year education completed in Canada; OR <ul style="list-style-type: none"> <input type="checkbox"/> Acceptable credential evaluation report for 2-year education completed outside Canada Name of Agency: _____ Confirmation # _____ 	<input type="checkbox"/>
<input type="checkbox"/> Supplementary Form (if applicable) – original (completed & signed)	<input type="checkbox"/>

❖ We accept electronic documentation for TCM and 2-year credentials for April 2022 PCE only. Please check Application Guide for detailed requirements.

1. PURPOSE OF APPLICATION

PCE Computer-Based Testing (CBT) Examinations first-time repeating

- Acupuncturists Examination
- TCM Herbalists Examination
- TCM Practitioners Examination

2. PERSONAL INFORMATION

Legal Last Name	Legal First Name	Legal Middle Name (if any)	
Previous Last Name <i>(only if different from legal name)</i>	Previous First Name <i>(only if different from legal name)</i>	Previous Middle Name <i>(only if different from legal name)</i>	
My current status with CTCMA (Please select <u>ONE</u> of the following only) <input type="checkbox"/> Current Registrant Registration Number: _____ <input type="checkbox"/> Previously applied for CTCMA registration/examination Application Number: _____ <input type="checkbox"/> Never applied for CTCMA registration/examination. This is my first application.		Please affix a photo taken within 12 months here (1½" W x 2" L) (Not required for current registrant)	
Date of Birth	MM	DD	
YYYY			
For Office Use			
Applicant No. :			

3. EMAIL ADDRESS

Email (Mandatory):

4. TWO-YEAR STUDY OF LIBERAL ARTS OR SCIENCES

Detailed instructions are available on CTCMA website and Application Guide

- 2-year education completed within Canada:** enclose an official transcript, **OR**
- 2-year education completed outside of Canada:** enclose an original basic ICES report

Period <i>(mm/yyyy– mm/yyyy)</i>	Name and length of Program <i>(hours)</i>	Institution Name	Attendance <i>(check one)</i>
			<input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Other
			<input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Other

Note: F/T = Full-time P/T = Part-time Other = neither full-time nor part-time

5. TCM / ACUPUNCTURE EDUCATION AND TRAINING

Detailed instructions are available at CTCMA website and Application Guide

- TCM education completed in Canada:** enclose an up-to-date official transcript in envelope sealed by school (with course hours - see website for TCM transcript requirements) OR
- TCM education completed outside Canada:** ask ICES to send an original basic ICES report with TCM transcript attached directly to CTCMA.

Period <i>(mm/yyyy– mm/yyyy)</i>	Name and length of Program <i>(hours)</i>	Institution Name	Attendance <i>(check one)</i>
			<input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Other
			<input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Other

Note: F/T = Full-time P/T = Part-time Other = neither full-time nor part-time

6. EXAMINATION LANGUAGE

Please note: The April 2022 Pan-Canadian Examinations will be available in **English ONLY**.

7. TOTAL FEES (in Canadian Dollars)

Please check one of the following boxes:	Application (Non-refundable)	Examination (plus applicable tax)	Total
<input type="checkbox"/> PCE Acupuncturists Examination - ACU	<input type="checkbox"/> \$200	<input type="checkbox"/> \$880	
<input type="checkbox"/> PCE TCM Herbalists Examination - HER	<input type="checkbox"/> \$200	<input type="checkbox"/> \$880	
<input type="checkbox"/> PCE TCM Practitioners Examination - PRA	<input type="checkbox"/> \$300	<input type="checkbox"/> \$1210	

The fees will be charged in two steps:

Step 1: Application Fee - A payment link will be emailed to you upon receipt of your application package; Please pay the application fee through the link by the application deadline. Your application will not be processed until after payment is received.

Step 2: Examination (& Translation, if applicable) Fee – A payment link will be emailed to you upon approval of your examination application. Please pay the examination and applicable translation fee(s) through the link by the payment deadline indicated in the email. Approved candidates are not registered to participate in the examination until after payment is received.

8. TERMS AND CONDITIONS

CTCMA will cancel, without refund, an application or registration including forged or altered documents. The College reserves the right to verify educational credentials with the issuing institutions/authority, including, but not limited to, sending copies of transcripts to the institution/authority for verification and/or authentication. It is the sole responsibility of the applicant to provide sufficient information and proof to the satisfaction of CTCMA. In considering any applications, the Education and Examination Committee may require an evaluation by a panel and/or supplementary testing.

9. APPLICANT'S DECLARATION

I, _____, declare that all the information and statements made in or submitted with this application are true, complete and correct, and I make this declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath. I also understand that misstatements or omissions of material facts may be cause for denial of this application, or for suspension or revocation of registration.

By signing this application, I authorize the College of Traditional Chinese Medicine Practitioners and Acupuncturists of British Columbia (CTCMA) to collect the personal information that I have provided in this application form and to use that personal information for the purposes of processing my application for the purposes of registration under the *Health Professions Act*, RSBC 1996, c. 183 and I consent to the disclosure of that personal information to Canadian Alliance of Regulatory Bodies of Traditional Chinese Medicine Practitioners and Acupuncturists (CARB-TCMPA) and Yardstick Assessment Strategies Inc. for the purposes of administrating the examination, processing my examination results and providing information regarding my examination results back to the CTCMA.

I agree to pay the College of Traditional Chinese Medicine Practitioners and Acupuncturists of BC the fees required for the examinations when payment is requested.

_____ Signature of Applicant	_____ Date
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EXAMINATION SUBMISSION

THE COMPLETE EXAMINATION APPLICATION PACKAGE MUST BE RECEIVED BY CTCMA NO LATER THAN THE EXAMINATION APPLICATION DEADLINE – 4:30 PM, January 14, 2022.

Please print out copies for your personal record – the application form will be online for a limited period of time only.

Use the checklist in this application form to ensure that you have provided all required information and documents. You may either:

Mail your completed application form and supporting documentation(s) to:

**Registration Department
CTCMA – Examination Applications
900-200 Granville Street,
Vancouver, BC V6C 1S4**

OR

Email your completed application form and supporting documentation(s) together as one submission to info@ctcma.bc.ca via **PDF** format only with the subject line format as: “*CTCMA ID (if applicable) - Name of the Applicant – April 2022 PCE Application*”. **If** you choose to use this submission method, the **official transcript for credentials completed within Canada** (both TCM education and 2-year credential) must be sent to CTCMA in electronic transcript format **directly** from the issuing institution(s). Please note that if any parts are not readable, the College may request further submission of documents by mail.

Please note:

- **Personal drop-off of application form is not preferred as College office is restricted to visitors during the Covid-19 pandemic.**
- **Signature provided in application form must match your official signature in government-issued identifications to be considered.**

PRIVACY STATEMENT

CTCMA is committed to protecting the privacy of people whose personal information is held by the CTCMA through responsible information management practices. Any personal information provided to CTCMA is collected, used and disclosed in accordance with the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Please contact the Privacy Officer if you have any questions or concerns.

– END –