



February 2022

2022 Registration Renewal Information

All registrations expire on March 31 of each year and must be renewed for continuous registration.

The Renewal Period for 2022 begins February 24, 2022, and ends March 31, 2022.

This provides registrants with more than four weeks in which to renew current registration.

Please ensure you complete the online renewal form AND provide payment on or before March 31, 2022, for registration renewal. Be reminded that failure to renew your registration on or before 11:59pm on March 31, 2022, will result in immediate cancellation of your licence on April 1, 2022, and you will be required to apply for reinstatement. Failure to renew your registration(s) means that you must stop practising as of April 1, 2022.

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Be advised that during the Renewal Period, other registration applications (such as initial application, status transfer, and reinstatement) may take longer to process, potentially 8-12 weeks. Anyone requiring such registration is encouraged to ensure that submissions are received by our office *before* the Renewal Period begins; or they can renew first and then submit their applications after (only except for those who wish to transfer from Practising status to Non-Practising status). Renewal deadline is required to be met in order to stay registered with the College.

We suggest that registrants check *now* to make sure that all requirements for registration renewal can be met and plan to complete registration renewal online early. If for any reason you are not able to renew your registration by the end of the Renewal Period (March 31, 2022), your practice could be affected negatively.

Recent new registrants, that is, those who will have been registered for less than one year as of March 31, should note that their registration will expire on March 31, and they are also required to renew by March 31, 2022.

To receive your new wallet-sized card and seal, or your student badge, *before* your current one expires, we suggest that registrants renew online and pay the required renewal fee online *by the first Monday in March, that is, by March 7, 2022*. **Registrants are encouraged to renew their registration once 2022 Registration Renewal begins.**

Detailed information can be found at the [Registration Renewal](#) page on the College website.

Full registrants: To renew your registration, complete your online renewal through the [Registrant Portal](#) and pay the registration fee.

Student registrants: To renew your registration and continue to undertake clinical training in a Traditional Chinese Medicine education program in BC, complete your online renewal through the [Registrant Portal](#). Follow the instructions on the [Student Registration Renewal](#) webpage, pay the registration fee, and submit the required documentation.

Your school will send to CTCMA directly the “Confirmation of Education Standing” form. Your photo should be submitted in high-resolution digital format by emailing to info@ctcma.bc.ca, clearly stating the photo(s) are for 2022 Student Renewal Application and provide your CTCMA registration number, legal name, and school’s name in subject line of the email, e.g., 2022 CTCMA Student Registration Renewal - 999999 Tracy DOE – Pacific Rim College. We recommend that you submit your documentation early to allow for processing time.

Student badges

Renewed badges issued during regular registration renewal period are sent to TCM schools to distribute. This is also to inform schools which students have valid student registrations with the College in the new registration year.

Dual registrants: You will receive an email from the College in the beginning of February 2022 requesting you to confirm if you would like to renew both of your registrations or just one. Please follow the instructions in the email, including submitting a completed “Request Form for Dual Registrants” if you intend to cancel your Student Registration and renew the only the Full Registration you hold. *Please allow sufficient time for processing by replying and include required documentation by the requested deadline (February 15, 2022).*

Please note: After your account is set up in accordance with your request, your account will be available for online renewal during the Registration Renewal period.

Important Information for Special Circumstances

Exception(s) to Declare during Registration Renewal

When a registrant has exceptions to declare in Section 7 of the Online Renewal Form, a review and an approval by CTCMA is required. If further information is required from you, you will be contacted in the 2-3 business days following your renewal form submission.

Claiming Financial Hardship

Registrants experiencing financial hardship are invited to write to the College individually. The College will consider appropriate accommodations on a case-by-case basis. Registrants email a signed request letter to registration@ctcma.bc.ca with "Claiming Financial Hardship for Deferment of Registration Renewal Fee" in the subject line. The email should include a signed and dated attachment of the request letter, such as a PDF or a high-resolution digital scan/photo.

When submitting such a request, please DO NOT pay the renewal fee online UNTIL your request has been reviewed by CTCMA staff and instructions on how to make your renewal payment have been received. Please submit requests early to allow processing and review time. Be sure to fully complete and submit the online registration renewal form by the March 31, 2022 deadline even if you claim financial hardship. Your request letter and your online registration renewal form must be completed and submitted before the March 31, 2022 deadline to satisfy the renewal requirement.

Changing to Non-Practising Registration

Registrants wishing to apply for Status Transfer to change from Practising status to Non-Practising status, should submit a separate application with respect to the status of registration for which they are applying, with all required documents and fees.

Please ensure the Status Request Change application form is complete and all supporting documentation and fees are submitted as required. Otherwise, your application may be delayed. Please submit the completed status transfer application at your earliest convenience as processing can be prolonged during the busy annual registration renewal period.

All registrants are reminded to renew their registrations online (<https://portal.ctcma.bc.ca/>) by the March 31, 2022 deadline, including those who wish to change their status to Non-Practising.

Submit a registration status transfer application to CTCMA at your earliest convenience:

<https://www.ctcma.bc.ca/media/2121/status-transfer-application.pdf>

Please see section 53 Non-Practising registration and section 58 Reinstatement of the College [Bylaw](#) regarding regulations for changing status and reinstatement. Non-Practising and former (cancelled) registrants cannot practise TCM/Acupuncture in BC.

Former registrants can apply for reinstatement if they wish to re-register with the College. Non-Practising registrants are permitted to state that they are currently registered with the College if it is also stated that they are "Non-Practising."

Please note that a "Request for Registration Cancellation" and a "Request from Practising to Non-Practising Status Transfer" are two separate processes and involve different application forms and supporting documentation. For example, notarization is required as part of status transfer application but not for registration cancellation. Registration is cancelled when a registrant does not complete the registration renewal process or when a registrant requests that it be cancelled.

More detailed information for reinstatement can be found here:

<https://ctcma.bc.ca/registration/reinstatement/>

Please note that due to the additional costs for applications to change status, service fee for notarized declaration, time to process the applications, the College advises registrants to claim financial hardship during registration renewal rather than applying status transfer to Non-Practising status if the reason for the status transfer application is financial hardship and the registrant wishes to hold valid Practising registration later in the year.

Cancellation of Registration (UPDATED PROCEDURE)

If a registrant would like their registration to be cancelled after April 1, 2022, please complete a [“Registration Cancellation Request Form for Full or Non-Practising Registrant”](#). Please consult the “Closing Practice / Leaving / Resignation” section of the [Practice Standard - Clinical Record Keeping](#), page 8, to follow up responsibly notifying patients, and transferring and retaining records.

Continuing Education (CE) Requirement and CE Audit

Full practising registrants are required to complete 50 hours of CE activities within a 2-year reporting period. Registrants can check if their CE activities are due by logging into the Registrant Portal. If it shows “2022”, then you are required to complete 50 hours of CE during the 2-year reporting period (April 1, 2020 – March 31, 2022) by April 1, 2022.

For details of the Continuing Competency Program Requirements, please refer to this [document](#).

CTCMA will notify those who are randomly selected to be audited for completion of the CE requirement in 2022 by email. This year, registrants who are due CE by April 1, 2022, and selected for audit will be notified in April 2022. They will be required to submit a copy of the [Continuing Program Activity Log](#) showing the CE activities completed during the April 1, 2020 up to March 31, 2022 period.

Only those requested to send in activity logs are required to submit a copy of the CE Activity Log to the College.

Others are required to keep a copy in their Registrant Record and make a declaration during online registration renewal that they are in compliance with the CE requirement.

Continuing Competency Program Information (Program Requirements, Recent Update, Activity Log Template) is available on the College website here:

<https://www.ctcma.bc.ca/quality-practice/continuing-education>