

### PERSONAL INFORMATION

Legal Last Name	Legal First Name	Legal Middle Name (if any)
CTCMA Registration Number	Date of Birth (mm / dd / yyyy)	For Office Use:

### IMPORTANT NOTE

- It is the responsibility of the applicant to read the Health Professions Act (BC) and the CTCMA Bylaws (available at the College's website) to understand the registration requirements and the statutory responsibilities of a regulated health professional.
- Every application will be reviewed on a case by case basis. Considering the activities conducted by the applicant during the period in non-practising status and the length of time in non-practising status, the College may set certain requirements for an applicant to complete before allowing him/her to change his/her registration status. For details, please refer to CTCMA Bylaws Section 58 <https://ctcma.bc.ca/media/1942/ctcma-bylaws-and-schedules.pdf>
- The application fee and registration fee are non-refundable.
- Keep copies of all application documents for your file. NO documents will be returned to you.
- **Mail the completed and signed application to the College at 900 - 200 Granville St, Vancouver, BC, V6C 1S4, Canada**

### I AM APPLYING FOR REGISTRATION STATUS TRANSFER

**From Practising Status to Non-Practising Status and submitting the following:**

1. This application form
2. A notarized non-practising statutory declaration
  - available at [https://www.ctcma.bc.ca/media/1846/nonpracticing\\_declarationpdf.pdf](https://www.ctcma.bc.ca/media/1846/nonpracticing_declarationpdf.pdf)
3. \$100 Application fee in Canadian funds (Non-Refundable)
  - A payment link will be emailed to you after receipt of this application. Please use the payment link to complete the payment of application fee with a credit card (Visa / Mastercard) ONLINE in the Registrant Portal. Application will not be processed until the required application fee is received by the College.
4. **Please Note:** Non-practising registrants are not authorized to practice or provide the services specified in the Traditional Chinese Medicine Practitioners and Acupuncturists Regulation in the Province of British Columbia, Canada.
5. Non-practising registrants are required to be insured against liability for negligence as described in CTCMA Bylaws Section 90.

**From Non-Practising Status to Practising Status and submitting the following:**

1. This application form
2. A brief summary of activities you have conducted during the non-practising period in chronological order (please print your name, sign and date).
3. Supporting documentations if the activities you have conducted during the non-practising period are related to a TCM profession.
  - It may include good-standing letter(s) with registration confirmation in other jurisdictions, employment agreements, business license, clinic documents, business advertisements, malpractice insurance policies, etc. (in English)
  - A list of your submission
4. Evidence of current Professional Liability Insurance as described in CTCMA Bylaws Section 90
5. \$100 Application fee in Canadian funds (Non-Refundable)
  - A payment link will be emailed to you after receipt of this application. Please use the payment link to complete the payment of application fee with a credit card (Visa / Mastercard) ONLINE in the Registrant Portal.

### PROCESSING TIME

- Following the receipt of ALL required fees and documentations for an application, processing time for an application for:
  - status transfer from Practising to Non-Practising is 1 - 2 weeks;
  - status transfer from Non-Practising to Practising is 8+ weeks (Additional processing time required for complex cases).
- Once application is approved, applicants will be notified of any further fee to pay for their new status.

### SIGNATURE

Signature of Applicant	Date of Signature
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