



CTCMPAO MEMBERS' GUIDE

To Transfer From a Grandparented Registration Certificate to a General Registration Certificate

Purpose of this Guide

This Guide explains:

- Why Grandparented members need to transfer to General membership;
- The processes to follow; and
- How to adequately prepare for the transfer.

Why Transfer?

The certificate of Grandparented registration is available for a limited time: five years from April 1, 2013, the date when s.7 (1) para. 3 of Ont. Reg. 27/13, made under the *Traditional Chinese Medicine Act, 2006* (TCM Act), came into force. All Grandparented members' certificates will expire on April 1, 2018. To continue their practice, perform the controlled acts and use the protected titles: Traditional Chinese Medicine Practitioner and/or Acupuncturist and designations: R. TCMP and/or R. Ac, Grandparented members must apply to CTCMPAO for a General certificate of registration. Therefore, Grandparented members must make all efforts to transfer to the General Class well in advance of April 1, 2018.

NOTE: Performing a controlled act (i.e., communicating a TCM diagnosis and/or performing acupuncture within the scope of TCM practice) is illegal unless the person is registered with CTCMPAO.

What the Law Says

Section 7(1)3 of the Registration Regulation states:

The following are terms, conditions and limitations on every Grandparented certificate of registration:

3. *The member's certificate of registration expires on the fifth anniversary of the day this paragraph came into force.*

Section 9(3) of the Registration Regulation states:

An applicant who either holds or is eligible to hold a Grandparented certificate of registration shall be issued a General certificate of registration if:

- (a) *The applicant has at least three years of clinical experience in the profession consisting of at least 1,200 traditional Chinese medicine patient visits, which may include traditional Chinese acupuncture patient visits, in addition to those required by paragraph 1 of subsection 6 (1);*
- (b) *The applicant has successfully completed both of the following Prior Learning Assessment processes, the result of which, when taken together, demonstrate, to the satisfaction of a panel of the Registration Committee, that he or she is competent to practice the profession,*
 - (i) *A portfolio review process that is approved by the Registration Committee*
 - (ii) *A challenge assessment process that is approved by the Registration Committee*
- (c) *The applicant has paid any fees owed to the College; and*
- (d) *The applicant has provided the College with any information that it has required of the applicant."*

Section 9(4) of the Registration Regulation further states:

An applicant referred to in subsection (3) does not need to complete both of the Prior Learning Assessment processes described in clause (3) (b) if, based on the results of one of the processes, the panel is satisfied that the applicant is competent to practise the profession.

Process to Follow

The law requires a Grandparented member to:

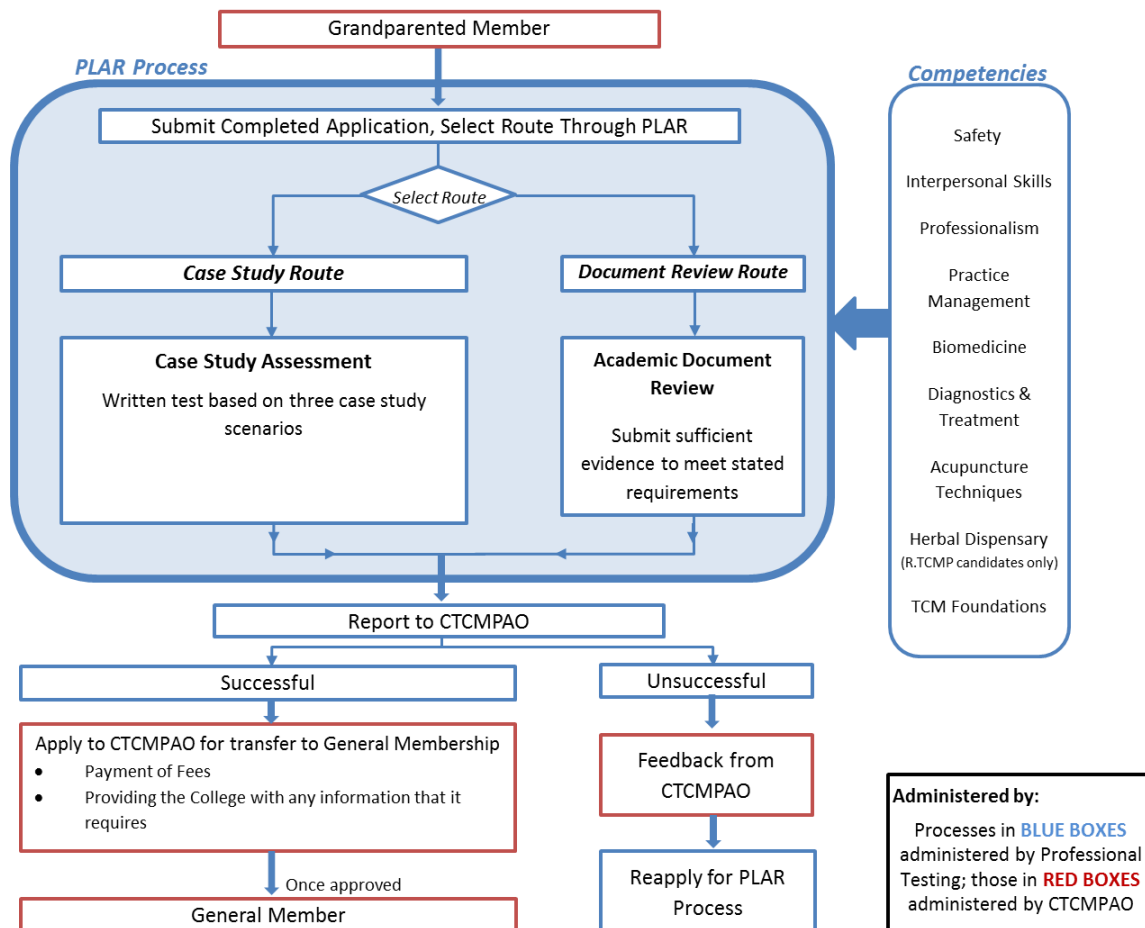
1. Provide evidence that he/she has a minimum of three years of clinical TCM and/or TCM acupuncture experience consisting of at least 1,200 patient visits. The three years of experience may be acquired in or outside Canada. It cannot be less than three years and cannot overlap the time period used to obtain the Grandparented certificate of registration.

And

2. Complete successfully the Prior Learning Assessment (PLAR) processes approved by the Registration Committee to demonstrate his or her competencies to practice the profession.

Then

3. Apply to CTCMPAO with fees and other required information to be issued the General certificate of registration.



Preparing for Transfer

1. Prepare Information on Required Experience

Grandparented members must have additional TCM and/or TCM acupuncture experience that meet the following criteria:

- In addition to the experience reported to obtain his/her Grandparented certificate, he/she has additional three years of experience (which could take place in Canada or other countries);

AND

- In these additional three years, he/she has acquired at least 1,200 patient visits.

NOTE: For more information on the interpretation of the *TCM Patient Visits* please visit the [CTCMPAO website](#). CTCMPAO may inspect original patient records to verify patient visits information, if necessary.

Examples that describe the requirements

Example for Members issued the Grandparented certificate on April 1, 2013

In his application for a Grandparented certificate of registration, Mr. X provided evidence of 2,000 patient visits acquired from March 2008 – March 2013.

To support that he has the additional 1,200 patient visits, Mr. X has the option of:

- reporting for any three-year period before March 2008

OR

- combining a period before March 2008 and a period after March 2013, the total of which must add up to a minimum of three years (36 months)

Example for Members issued the Grandparented certificate after April 1, 2013

Ms. Y submitted her application for a Grandparented certificate of registration after April 1, 2013 and received her Grandparented certificate in November 1, 2013. In her application, she provided evidence of 2,000 patient visits provided between March 2008 – March 2013.

If Ms. Y applies for PLAR in June 2014, she has the option of reporting the additional 1,200 patient visits:

- in any 3 years before March 2008

OR

- combining a period before March 2008 and a period after she received her certificate from CTCMPAO on November 1, 2013. The total must add up to at least 3 years (36 months). She must be careful not to include any period from April 1, 2013 to the time before she received her registration certificate.

NOTE: It would be a breach of the TCM Act for Ms. Y to practise TCM before she became a member of CTCMPAO.

2. Understand the Prior Learning Assessment (PLAR) Process

PLAR is a competency-based assessment. It is directly tied to the *Entry-Level Occupational Competencies for the Practice of Traditional Chinese Medicine in Canada* approved in 2009. Grandparented members, depending on their background, may choose to demonstrate their competencies by:

- Undertaking the **Case Study Assessment** – This process is open to all Grandparented members. Grandparented members analyze three clinical cases and write a diagnosis and treatment plan for each in English.

OR

- Completing an **Academic Document Review** – This is **only** open to Grandparented members who had previously completed formal post-secondary education programs in TCM Acupuncture or in TCM that meet the *Entry-Level Occupational Competencies for the Practice of Traditional Chinese Medicine in Canada* in Canada or other parts of the world. Those pursuing this process must have sufficient educational documents in hand to support their claims of attendance/graduation.

(For details of each process, refer to the *Guide to Complete the PLAR Application Form*.)

3. Apply for PLAR

Grandparented members must complete PLAR well before July 1, 2017. The PLAR application and evaluation process will be administered by a third party, [Professional Testing](#), on behalf of CTCMPAO.

STEP 1: Review the Guide to Complete the PLAR Application Form and decide whether to take the **Case Study Assessment or the Academic Document Review** process. Consider carefully when to apply so that you are well prepared to be successful on the Case Study Assessment, or have all the required documentation for the Academic Document Review process.

STEP 2: Complete the PLAR application form and pay the required fees (\$1800.00 +HST) to [Professional Testing](#) online. The PLAR application fee is non-refundable.

4. Prepare for Case Study Assessment (Process open to ALL Grandparented members)

If you choose the Case Study Assessment process, be prepared to prove that you are competent in diagnosing and treating common patient disorders. These include respiratory, digestive, urinary, pain/neurological, gynaecological/obstetric, cardiovascular, blood, psychiatric/mental disturbances, skin, pediatric, disorders of senses and cancer. The case studies on common disorders set the minimum requirement that a member of CTCMPAO must be competent in diagnosing and treating.

Case Study Assessments are only conducted at a central site in Toronto. The case study responses must be **written in English**. You may bring printed references and bilingual dictionaries to the test.

Evaluation will only be on the content of your responses. You may answer in simple sentences, bullet points, and phrases. Spelling, grammar and presentation style will not be considered.

Suggested print references:

- English nomenclature of basic technical terms of acupuncture
- Terminology related to tongue diagnosis
- Terminology related to pulse
- Index of Materia Medica
- List of TCM formulae
- List of reference books
- List of Common TCM diseases and conditions

5. Prepare for Academic Document Review (Process open ONLY to Grandparented members with formal post-secondary TCM and TCM Acupuncture education)

If you choose to follow the Academic Document Review process, submit the information and **notarized*** documents necessary to prove that you have completed the required formal post-secondary education in TCM or TCM acupuncture.

These include:

- your academic record(s) or official document(s) issued by the post-secondary educational institution (in or outside Canada) certifying the duration of your attendance and completion of the program(s)/course(s)
- information on the content and duration (hours of training) of each of the courses completed

*Documentation must be signed by a Notary Public or a Commissioner of Oaths and marked with an official stamp or seal, which indicates that the applicant has sworn the documentation to be true. A Notary Public is often a lawyer. A Commissioner of Oaths is often a member of the legislative assembly or certain certified employees of the government.

The program that you have completed must meet the duration requirement (1,000 hours for R. TCMP and 750 hours for R. Ac) and must align to the *Entry-Level Occupational Competencies for the Practice of Traditional Chinese Medicine in Canada*.

If Grandparented members do not have, or are unable to obtain the necessary supporting documents to complete the PLAR application, they must choose to follow the Case Study Assessment process.

6. PLAR Assessment Report to CTCMPAO

Professional Testing administers and evaluates all Case Study Assessments and Academic Document Review submissions independent of CTCMPAO according to criteria approved by the Registration Committee.

Professional Testing reports to CTCMPAO the results of every applicant who went through either the Case Study Assessment or Academic Document Review process.

7. PLAR Successful Candidates – Apply to CTCMPAO for Transfer to General Certificate of Registration

On receipt of reports indicating the results from the PLAR process, CTCMPAO will notify those who have successfully completed the PLAR process to apply for transfer to General Certificate of Registration and submit their transfer fee.

8. PLAR Unsuccessful Candidates

CTCMPAO will advise unsuccessful candidates who chose the Case Study Assessment to upgrade and apply for the Case Study Assessment again, **before** July 1, 2017. In the meantime, they continue to practise as a Grandparented member.

Unsuccessful candidates who pursue the Academic Document Review process will be advised to apply for the Case Study Assessment, **before** July 1, 2017. In the meantime, they continue to practise as a Grandparented member.

Contact Us

Send all inquiries regarding the PLAR process, and the transfer from the Grandparented class of registration to the General class of registration to:

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