

## Pan-Canadian Examinations – Frequently Asked Questions

	Questions	Answer
<b>General Inquiry</b>	1. How do I apply for the Pan-Canadian Examinations?	To register for the Pan Canadian Examinations, you will need to submit an application through our <a href="#">online portal</a> by the given deadline. Please note, you will need to pay the application fee for your application to be processed.
	2. Do I need to apply again if I have submitted an application before?	Yes, applicants must submit a new application for the administration period unless your application has not yet expired. <b>Please do not create a new account if you have an existing account.</b> If you do not remember your previous login information, you may contact the <a href="mailto:webmaster@ctcmpao.on.ca">webmaster@ctcmpao.on.ca</a> for access.
	3. Do I need to resubmit documents?	No, you do not need to resubmit documents if you have previously submitted documents to the College as we have those on file. However, if you have any new documents or updates that you wish to be added to your existing file, please submit those to us as well.
	4. How do I make changes to my account and/or application form?	Once your application is submitted, you will not be able to go back and edit the information. For all changes to your account and application form, please kindly contact the College and send an email with your information change request and provide details to the revision.
	5. Can you help me check if I am eligible for the examination?	Please note the College cannot assess whether you are eligible to write the examination until you submit a completed application online along with supporting documents.
	6. When can I know the status of my application?	Please allow for a 6- to 8-week processing time for your application and supporting documents to be reviewed as we receive high volumes of incoming applications during the Pan-Canadian Examinations administration period. You may check the status of your application through our <a href="#">online portal</a> .
	7. Does my application expire?	Yes, all applications are valid for 12 months along with the application fee. If you do not meet the requirements for the Pan-Canadian Examinations, your application will expire.
	8. What is a valid form of proof of identification?	A valid proof of identification includes a <b>notarized copy</b> of your birth certificate, passport, Certificate of Canadian citizenship, Permanent Resident Card, Record of Landing, Ontario Photo Card, Driver's License, or validation of identity signed by a lawyer.
	9. How do I get my documents notarized?	Documents can be signed by a lawyer, 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 Commissioner of Oaths is often a member of the legislative assembly or certain certified employees of the government.
	10. When can I write the Safety and/or Jurisprudence Test?	All applicants can submit an application to write the Safety and/or Jurisprudence test before or after the Pan-Canadian Examinations. Additionally, please note the Safety Program and Jurisprudence Course may be completed within three years of submitting the application for registration or at some point following the submission.

<b>International Applicants</b>	11. I am a registered TCM Practitioner/Acupuncturist outside Canada. Can I apply to be registered in Ontario?	Yes, the College accepts and reviews all applications from applicants within and outside Canada.
	12. I have been out of school for many years and have extensive work experience as a R. TCMP/R. Ac outside Canada. Do I still need to write the exam?	Yes, all candidates wishing to practise in Ontario must first complete the Pan-Canadian Examinations.
	13. I received academic training outside Canada. Do I have to supplement my application with Canadian courses?	No, to sit the Pan-Canadian Examination, you do not need to take additional courses in Canada as long as your program meets the <a href="#">Educational Equivalency Guidelines</a> .
	14. What documents do I need to provide?	In addition to the documents listed in the Pan-Canadian Examinations Checklist, all internationally-educated graduates must submit a credential evaluation and authentication report with a course-by-course evaluation from the <a href="#">World Education Services (WES)</a> . Applicants are responsible for paying the WES evaluation fee to WES directly. For more information regarding the documents needed to submit to WES, please visit the <a href="#">Required Documents</a> section of the WES website.
	15. Can I substitute the supervised clinical experience requirement with my work experience?	No, the College does not accept work experience to fulfill the eligibility requirements for the supervised clinical experience. However, your work experience may be used to fulfill any <a href="#">Currency Requirements</a> (if applicable) upon the successful completion of the Pan-Canadian Examinations.
<b>Education Requirements</b>	16. What school documents do I need to submit?	Please see the Pan-Canadian Examinations Checklist for the required documents.
	17. I completed an Acupuncture program and took extra courses to complete a TCM program, what additional information do I need to provide?	The College will require the school to confirm program completion of both programs with accompanying documents. If a student has completed a program of clinical training in acupuncture only, and wishes to be eligible for the R. TCMP designation, they must complete 250 hours of direct patient contact involving herbal medicine. Please see CTCMPAO's <a href="#">Supervision Policy</a> for more information.
<b>Fees</b>	18. How can I pay my fees and what payment methods do you accept?	Please log into your account and check your outstanding fees. The only payment methods the College accepts are <b>Credit Card (MasterCard or Visa)</b> ,
	19. I would like to withdraw my application. can I receive a refund of my application fee?	No, the Application Fee is non-refundable
<b>Examination Process</b>	20. Can I write the Pan-Canadian Examinations in-person?	The Pan-Canadian Examinations is using an <b>online proctored format</b> until further notice. This will allow candidates to complete the exam remotely. <b>Online proctoring is the only option available</b> to candidates unless an accommodation request has been made and submitted with the appropriate supporting documentation. The supporting documentation must satisfy CARB-TCMPA's Appeals and Accommodations Committee that such an accommodation is needed to maintain fairness in the examination process and fair access to the profession.

	21. Can I write the exam outside of Ontario? What time does the exam start?	Yes, with online proctoring, candidates can write the exam out of the country as well. However, please note your exam booking time options will be based on Canadian time and time zones.
	22. Can I write the Pan-Canadian Examinations with pen and paper?	No, the Pan-Canadian Examinations are <b>computer-based assessments</b> , with one question appearing on the screen at a time.
	23. When can I schedule the examination?	Approximately 4 weeks prior to the examination date, eligible exam candidates will be emailed a booking confirmation.
	24. When will I be notified of my examination results?	All applicants will receive an email notification from the College regarding their examination results within 6–8 weeks after they complete the exam.