



NAME	Alternative Documentation Policy		
TYPE	Registration		
STATUS	Final	VERSION	3
DATE APPROVED	May 31, 2017	DATE REVISED	December 12, 2018

Background:

The College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario wants to ensure adherence to best practices by outlining a process for considering alternatives regarding the required documentation of qualifications.

In extremely exceptional circumstances, which may include but are not limited to: war; natural disaster; political persecution, it may not be possible for the applicant to obtain the required documentation from its original source. In these circumstances, and where the applicant can demonstrate that he/she has tried and been unsuccessful in obtaining the required documentation, the Registration Committee may accept alternative evidence.

Procedure:

Each request will be considered on a case-by-case basis and alternative evidence that may be considered includes:

- Copies of documents from the applicant or other available resources;
- Signed affidavits attesting to requirements completed;
- Documentary evidence from an instructor(s) or employer(s);
- Education reference(s) and/or academic referees;
- Interviews, including by registrants with the same background as the applicant;
- Prior learning or other skills/competency assessment(s);
- A credential assessment report considered equivalent by the College.

Alternative Documentation – Possible Outcomes

1. If the Committee is satisfied that:
 - a. An applicant has made efforts and can provide persuasive evidence that the required documentation cannot be provided; and
 - b. Alternative information provided supports that the applicant has met the requirement(s), the applicant may be deemed to have met one or more of the requirement(s).
2. If the Committee:
 - a. Is satisfied that an applicant has made efforts and can provide persuasive evidence that original documentation cannot be provided; but
 - b. Is not satisfied that alternative information provided supports that the applicant has met the requirement(s),



Alternative Documentation – Possible Outcomes (Continued)

The applicant may be directed to:

- Provide additional information;
- Undertake additional education;
- Undertake a supervised period of practice; or
- Provide as directed by the Committee, other evidence to satisfy the Committee that he/she has met the requirement(s).

3. If the Committee is not satisfied:

- a. That an applicant has made efforts and can provide persuasive evidence that required documentation cannot be provided, the applicant may be requested to make additional efforts and, if he/she does not do so, he/she may be deemed to have not met one or more requirements.