



CTCMPAO EXAMINATION GUIDE

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INTRODUCTION

The College (CTCMPAO) is a governing body established by the government of Ontario, under the [Regulated Health Professions Act, 1991](#) (RHPA) and the [Traditional Chinese Medicine Act, 2006](#) (TCM Act). CTCMPAO regulates the practice of traditional Chinese medicine and acupuncture in the public interest.

This guide provides information to help you to register to write the Registration Examinations – Pan-Canadian Written and Clinical Case-Study Examinations by using the PDF version of the form available on our website at www.ctcmpao.on.ca.

The law in Ontario requires that any person who does the following must be a registered member of CTCMPAO:

- Performs the following authorized controlled acts:
 1. Performs a procedure on tissue below the dermis and below the surface of a mucous membrane for the purpose of performing acupuncture.
 2. Communicates a TCM diagnosis identifying a body system disorder as the cause of a person's symptoms using TCM techniques.
- Uses the protected title(s) and/or designation(s) "Traditional Chinese Medicine Practitioner" ("R. TCM") and/or "Acupuncturist" ("R. Ac").
- Holds him/herself out as a member of the CTCMPAO.

Registration with CTCMPAO entitles the member to use the protected title(s)/designation(s) "Traditional Chinese Medicine Practitioner" and/or "Acupuncturist", or any variation or abbreviation thereof in this province. Registration also entitles the member to hold himself or herself out as a person who is qualified to practise in Ontario and perform any controlled acts authorized to their profession in the [TCM Act](#). CTCMPAO views unauthorized practice very seriously. Performing the authorized controlled acts, using the protected titles and/or holding oneself out as a member of the CTCMPAO are significant offences and can result in prosecution and/or fines.

If you have any questions regarding becoming registered with CTCMPAO, please forward your questions to Registration staff at:

Telephone:	416.238.7359
Toll-free:	1.866.624.8483
Email:	registration@ctcmpao.on.ca
Mail:	705-55 Commerce Valley Drive West Thornhill, ON L3T 7V9

REGISTRATION EXAMINATIONS – PAN-CANADIAN EXAMINATIONS

To be considered for General class registration you must meet the requirements for registration as outlined in [Ontario Regulation 27/13, \(the "Registration Regulation"\)](#), made under the [TCM Act](#). Successful completion of the registration examinations set or approved by the CTCMPAO is one of the requirements for registration in the General Class.

CTCMPAO's determines whether an individual is eligible to sit the Registration Examinations – Pan-Canadian Examinations. It will consider if you have completed an educational program, supervised clinical experience and have the necessary competencies that meet the requirements of the [Registration](#)



[Regulation](#) and the [Entry-Level Occupational Competencies for the Practice of Traditional Chinese Medicine in Canada](#).

CTCMPAO ensures that the examination process to be administered independently through the examinations administration consulting firm selected by the Canadian Alliance of Regulatory Bodies for Traditional Chinese Medicine Practitioners and Acupuncturists (CARB-TCMPA) is done in a manner that is fair and consistent.

A passing result on the Examinations indicates that you have demonstrated a minimal standard of competence required to practise the profession safely in Ontario.

There are two components to the [Registration Examinations – Pan-Canadian Examinations](#):

1. A multiple-choice written component; and
2. A written clinical case-study component

Successfully completing the examination means passing BOTH components. You must pass the multiple-choice written component before you are eligible to sit the written Clinical Case-Study component.

The [Pan-Canadian Examinations](#) are offered once a year.

2017 EXAMINATION SCHEDULE

	Exam Date	Application Deadline	Withdrawal Deadline
Written Examination	October 14, 2017	June 30, 2017 (5:00 p.m. EST)	July 7, 2017 (5:00 p.m. EST)
Clinical Case-Study Examination	January 20, 2018	June 30, 2017 (5:00 p.m. EST)	July 7, 2017 (5:00 p.m. EST)
Request for Accommodation for Special Needs		June 30, 2017 (5:00 p.m. EST)	

EXAMINATION APPLICATION PACKAGE

The following documents comprise the Examination Application Package. Read the following documents and regulations BEFORE completing the Application for the 2017 Registration Examinations – Pan-Canadian Examinations. All documents are available on the CTCMPAO [Pan-Canadian Examination Webpage](#).

1. Examination Application Form
2. The CARB-TCMPA Candidate Examination Guide
3. CTCMPAO Examination Guide
4. Registration Regulation, made under the TCM Act, 2006
5. A. *Blueprint for the Pan-Canadian Written Examinations for TCM Practitioners and Acupuncturists*
5. B. *Blueprint for the Clinical Case-Study Examinations for TCM Practitioners and Acupuncturists*
6. *Entry-Level Occupational Competencies for the Practise of Traditional Chinese Medicine in Canada*
7. Performance Indicators and Assessment Blueprints for the Entry-Level Occupational Competencies



EXAMINATIONS FEES

To sit the Registration Examinations – Pan-Canadian Examinations, you have to pay an application fee, an examination fee for the Written component and an examination fee for the Clinical Case-Study component. The application fees are non-refundable. If you are retaking the examination you will have to pay the application fee and the component you are applying for. For example, if you are re-taking the Clinical Case-Study component, you pay the application fee and Clinical Case-Study Examination fee.

Acupuncturist Examinations Fees

Application Fee	\$339.00 (\$300.00 + \$39.00 HST)
Written Examination Fee	\$508.50 (\$450.00 + \$58.50 HST)
Clinical Case-Study Examination Fee	\$395.50 (\$350.00 + \$45.50 HST)

Traditional Chinese Medicine Practitioner Examinations Fees

Application Fee	\$339.00 (\$300.00 + \$39.00 HST)
Written Examination Fee	\$621.50 (\$550.00 + \$71.50 HST)
Clinical Case-Study Examination Fee	\$621.50 (\$550.00 + \$71.50 HST)

The Clinical Case-Study Examination Fee will be processed when all the eligibility requirements have been met.

ELIGIBILITY

To be eligible to apply to write the [Registration Examinations – Pan-Canadian Examinations](#) you must meet the eligibility requirements.

Each candidate must be deemed eligible to take the registration examinations by the Registration Committee. Eligibility for the examination is for the current examination only. The candidate's eligibility to sit for the current examination does not guarantee that the candidate will be eligible to sit subsequent examinations. The eligibility criteria are subject to change.

1. Education Requirements

Post-secondary educational requirements to become a member in the General class of registration:

- To use the title and designation of Traditional Chinese Medicine Practitioner (R. TCMP), you must have successfully completed a post-secondary program in traditional Chinese medicine that must consist of at least four years of full-time education, or education that is of equivalent duration; **or**
- To use the title and designation of Acupuncturist (R. Ac), you must have successfully completed a post-secondary program in traditional Chinese medicine acupuncture that must consist of at least three years of full-time education, or education that is of equivalent duration.

Full-Time Education

The Registration Regulation further defines the full-time education program as a program that annually consists of:

- At least 480 hours per year of classroom theoretical instruction; or
- At least 620 hours per year of practical instruction; or



- Some combination of the two where, for every hour of classroom theoretical instruction that is less than 480 hours, there must be a corresponding increase of 1.3 hours in the number of hours of practical instruction.

For example:

Year	Completed Theory (Hours)	Completed Practical (Hours)	Required practical hours to make up the gap of theory hours
1	300	200	$(480-300) \times 1.3 = 234$

Year 1 would not qualify as a full-time education program. This is due to the fact that when 180 (the amount by which the theory component is deficient) is multiplied by 1.3 it amounts to 234. Therefore, in order to qualify as a full-time education program, the practical hours must amount to at least 234 hours. Unfortunately, the practical hours were only 200 hours so the year 1 does not qualify as full-time education.

Classroom theoretical instruction refers to education/learning which takes place in a classroom or through guided independent study, in which students develop knowledge and thinking skills, and beliefs and values, which enable them to demonstrate relevant [Performance Indicators](#) developed based on the [Entry-Level Occupational Competencies for the Practice of Traditional Chinese Medicine Practice in Canada](#) (May 2010).

Practical instruction refers to education, in which students work directly with an experienced practitioner and a simulated patient, to develop hands-on abilities which enable them to demonstrate relevant *Performance Indicators* developed based on the *Entry-Level Occupational Competencies for the Practice of Traditional Chinese Medicine Practice in Canada* (May 2010).

2. Supervised Clinical Experience of Direct Patient Contact

Successfully complete a program of clinical experience in the profession that is structured, comprehensive, supervised and evaluated and which consists of at least 45 weeks of clinical experience involving 500 hours of direct patient contact.

(Ref. s. 9(1), of the [Registration Regulation](#) made under the [TCM Act](#))

The clinical supervised experience can be obtained either as a part of an applicant's formal education program or separately, so long as it meets the requirements. However, if the supervised clinical experience is obtained as a part of an applicant's formal education, the hours of instruction must be in addition to those hours counted towards meeting the educational requirement. In other words, one cannot use the same hours of instruction to satisfy the formal education requirement and the supervised clinical experience requirement.

The clinical supervised experience involves 500 hours of direct patient contact with the individual communicating a traditional Chinese medicine diagnosis and/performing acupuncture pursuant to the [TCM Act](#), plus repeated and reliable performance consistent with the required entry-level competencies in a clinical environment with a variety of patients.

Direct patient contact experience refers to shared supervised clinical activities or solo supervised clinical activities involving direct patient contact. In supervised clinical training,



students work directly with patients in a setting designed to provide patient care. Students must be supervised throughout their clinical education, in a manner that facilitates their development of clinical abilities while ensuring that patient care is safe, effective and ethical.

Please be advised that observation hours and simulated practice hours may not be included towards meeting direct patient contact requirements. Clinical observation hours refer to activities where applicants have no active involvement. Simulated practice refers to activities using standardized or simulated patients and case conferences with clinical supervisors refer to discussions between the applicant and the applicant's clinical supervisor related to a specific patient.

Applicants who complete formal education in Ontario after proclamation of the *Traditional Chinese Medicine Act*, which was April 1, 2013, are required to ensure that supervision are performed by qualified members of CTCMPAO as per Section 29. (1) b. of [Regulated Health Professions Act \(RHPA\)](#).

3. Competency Assessment

To ensure you have the required breadth and depth of knowledge, skill and judgement to practise the profession safely and competently, you must pass an assessment conducted by CTCMPAO.

Pursuant to Section 9(1)5 of the [Registration Regulation](#), your completed education program/learning is assessed by CTCMPAO to identify the extent of the relevance to the Council's approved and published [competencies for TCM practice in Canada](#). Unlike approval of an education program, the assessment focuses on the cumulative [competencies](#) you have obtained through formal education and post-graduate and continuing education studies.

To assist you with understanding the competency assessment process, CTCMPAO has developed the [Guidelines for Evaluation of Applicant's Traditional Chinese Medicine and/or Acupuncture Education or a Substantially Equivalent Education Program and Assessment of Competency](#).

These guidelines (which are not requirements) will be used to assess whether you are able to demonstrate through your completed learning/educational program in traditional Chinese medicine, alignment with the required entry to practice competencies.

EXAMINATION POLICIES

Withdrawal from the Examinations

Requests to withdraw from the examinations must be made in writing. Written requests must be received by CTCMPAO before the withdrawal deadline of July 7, 2017 to obtain a 75% partial refund for the **Examination Fee(s)**. There is no refund for the Application Fee. Verbal withdrawals are not accepted. Any withdrawal requests received after July 7, 2017 will not be refunded. **NO DEFERRAL IS ALLOWED.**

If you withdraw from the current examination process or you do not take the current examination, you will NOT be automatically eligible to take any subsequent examinations. You are required to re-apply for eligibility to take subsequent examinations. Your application will be evaluated against the criteria that are in place at the time that the application is submitted.



Absence from an Examination

If you are absent from an examination due to unforeseen circumstances beyond your control, you may submit written notification to the CTCMPAO to apply for a partial refund for the consideration of the CTCMPAO Registration Committee.

Accommodation for Special Needs

If you have a disability that could adversely affect your performance on an examination and may require some accommodation in taking an examination, you should contact CTCMPAO for a [Testing Accommodation Application Form](#). This form must be completed and received by CTCMPAO no later than 5:00 p.m. EST on June 30, 2017. Accommodations cannot be provided for requests received after June 30, 2017.

You must:

1. Submit the [Testing Accommodation Application Form](#) to CTCMPAO to the attention of the Registrar no later than 5:00 p.m. EST on June 30, 2017.
2. Submit the appropriate documentation with the request for testing accommodations.
3. On the examination day complete the **Testing Accommodation Candidate Declaration Form** before the examination materials are distributed.

Documentation of a Disability

If you are requesting an Accommodation for Special Needs, you are required to submit to CTCMPAO to the attention of the Registrar a formal note from a qualified health care professional that is registered in a professional health regulatory body in Ontario. The formal note must describe the disability.

Special Medical Requests

If you have medical needs that do not affect your ability to write the examination but require you to bring special materials into the examination room (e.g. medication or an asthma pump), you must seek approval from CTCMPAO prior to the examination.

You should contact CTCMPAO for a [Testing Accommodation Application Form](#). This form must be completed and received by the CTCMPAO no later than 5:00 p.m. EST on June 30, 2017. Special medical requests cannot be accommodated for requests received after the deadline.

You must:

1. Submit the [Testing Accommodation Application](#) to CTCMPAO no later than 5:00 p.m. EST on June 30, 2017.
2. Submit the appropriate documentation with the request for testing accommodations.
3. On the day of the examination, complete the **Testing Accommodation Candidate Declaration Form** before the examination materials are distributed.

Failing an Examination

Applicable to General Members Holding Provisional Title/Designation Only

According to s.10 para.(3) of the [Registration Regulation](#) made under the [TCM Act](#), members issued a certificate of registration in the General class to use the Provisional title/designation must successfully complete the registration examinations set or approved by the CTCMPAO within two



attempts and must attempt every set of examinations that is offered. Should a General member holding a Provisional title fail the Registration Examination or a component of the Registration Examination for the first time, he/she would be able to continue practising. However, should he/she fail the Registration Examination the second time, his/her registration certificate would be revoked. The candidate would no longer be able to practise as a Provisional Traditional Chinese Medicine Practitioner or a Provisional Acupuncturist, the candidate's certificate of registration would expire; he/she must transfer all of his/her patients to another registered member of the CTCMPAO and would have to reapply for registration.

Applicable to Other Candidates (Non-Members)

1. Other candidates who fail an examination may repeat the failed examination once within the next two consecutive sittings of the examination. If the candidate does not repeat the examination within the next two consecutive sittings of the examination, the candidate will be required to complete and submit a new application that will be evaluated according to any policies that may be in place at that time.
2. Other candidates who fail the examination three times are not eligible to repeat the examination unless the candidate completes the further education or training or combination of education and training required by a panel of the Registration Committee.

A candidate who is required to undertake further education or training or the combination of education and training required by a panel of the Registration Committee must:

- Submit the completed details of his or her proposed learning activities, in conjunction with a description of the teacher/mentor/supervisor's qualifications, to the CTCMPAO for approval before starting the further education or training.
- Upon receiving approval, successfully complete the proposed program before the examination application deadline.
- Submit a request and proof of completion of the program to the CTCMPAO Registration Committee for approval to repeat the examination.

Rescoring an Examination

To have an examination reviewed/rescored by the CARB-TCMPA appointed examinations consulting firm, you must submit a signed and dated **written** request to the CTCMPAO to the attention of the Registrar within 20 days after the date of the examination result. You are required to include the rescoring fee of \$56.50 (\$50.00 + HST) per Written Examination and/or \$395.50 (\$350 + HST) per Clinical Case-Study Examination when requesting a rescore.

If you fail an examination, please be aware that the examination answer sheets have been carefully scored according to psychometric best practices. The examination is considered valid and reliable. All results and decisions made by CTCMPAO on the re-scoring of an examination are final.

CTCMPAO Registration

If you successfully complete the Registration Examinations – Pan-Canadian Examinations, you are not automatically registered with CTCMPAO. Successful completion of the registration examinations is only one of the requirements for registration with the CTCMPAO. You must also successfully complete the [Safety Program Test](#) and the [Jurisprudence Course Test](#) and submit a complete General class registration application to the Registrar. All of the requirements are listed in the [Registration Regulation](#).



HOW TO COMPLETE THE APPLICATION FORM

Completing the Application Form

Please print all information clearly. Ensure that your application form is completed and that you have signed your declaration. Please note an incomplete application form will lead to rejection of the application and thus, will be returned.

Personal Information

Legal First, Middle and Last Name

Complete your personal information. Please provide all of the requested information and ensure proper use of upper and lower case letters.

Proof of Identification

CTCMPAO requires legal proof of identification. **Attach to your application a notarized copy of your identification** that indicates your legal name. Examples of acceptable forms of identification include a Birth Certificate, Passport, Certificate of Canadian Citizenship, Permanent Resident Card, Record of Landing, Driver's License, Ontario Photo Card, or a validation of identity signed by a lawyer.

Contact Information

Complete your contact information.

Address Information

Please indicate the address where you want the CTCMPAO to mail your results.

Email

CTCMPAO will use this email address to communicate with you electronically during the application process. Please indicate the email address that you would like CTCMPAO to use. Your email address must be a unique email address and cannot be shared with a member of CTCMPAO.

Please note that you must notify the Registrar in writing within thirty days of any change of home and mailing address, phone number and email address.

Examination Attempt

Indicate with a check (✓) whether it is your first attempt or you have previously attempted the Registration Examinations – Pan-Canadian Examinations. If you have previously attempted either or both of the Examinations, indicate the province and the date when you wrote the examinations. If you have previously attempted the exam, and is now applying for a designation that is different than your first attempt, the exam will still be considered a re-write.

Special Needs

Indicate with a check (✓) if you have any special needs that may affect your performance on the examination. If you check "yes", complete and attach the Testing Accommodation Candidate Application form.



Education Program

Complete Chart 6A, indicating all education related to your TCM program and/or traditional Chinese medicine acupuncture program. Please provide the number of hours spent each year, from your academic records/transcript demonstrating how your education program meets the eligibility requirement.

To provide evidence of successful completion of an education program, attach (if not submitted previously):

1. notarized copies of degrees, certificates or diplomas in TCM and/or traditional Chinese acupuncture issued by the education institution from which you graduated or an original letter from your educational institution confirming successful completion of the program;
2. an notarized copy of the academic transcript of marks; and
3. a detailed curriculum or course outline for your program, certified by your educational institution, including a detailed list of courses and a description of the content of each course completed during your education and training, including the number of clock hours.

Supervised Clinical Experience in Direct Patient Contact

Complete Chart 6B and indicate if you have successfully completed a supervised clinical experience program involving 500 hours of direct patient contact within a 45-week time period. The program must be comprehensive, supervised and evaluated. Please indicate the name of the supervisor and registration number with CTCMPAO and the time-period of the supervised clinical experience.

The clinical experience must not have taken place before commencement of your post-secondary education related to TCM or TCM acupuncture. Applicants who complete formal education in Ontario after proclamation of the Traditional Chinese Medicine Act, which was April 1, 2013, are required to ensure that supervision are performed by qualified members of CTCMPAO as per Section 29. (1) b. of Regulated Health Professions Act (RHPA).

Ensure you have attached (if not provided previously) a copy of the detailed description for the supervised clinical training/experience completed as a part of your traditional Chinese medicine and/or acupuncture program, **including**:

- i. the number of clock hours and number of weeks of direct patient contact spent in clinical training/experience;
- ii. the name and registration number of the supervisor(s) with CTCMPAO; **and**
- iii. an original letter from educational institution/supervisor confirming successful completion of 500 hours of **direct patient contact within 45 weeks** in the TCM profession.

Assessment of Competency

Please complete the section 7 by listing name of courses from your academic record/transcripts demonstrating that your completed education program aligns to the required competencies as referenced in the [Entry-Level Occupational Competencies for the Practise of Traditional Chinese Medicine in Canada](#). Based on your transcripts/academics records, indicate the total hours of practical instruction and/or theoretical instruction spent in each competency. Please ensure the information provided in this section matches your education documents.



For example:

Total completed hours in a three-year R. Ac education program: 1900 hours

Core Competencies	Name of courses that specifically addressed the competencies identified in each area	Total hours
TCM FOUNDATIONS <ul style="list-style-type: none">▪ Apply fundamental knowledge of Traditional Chinese Medicine principles in diagnosis and treatment	TCM Theory of Introduction 102 (300 hour)	744 hours

Applicant's Declaration

Do not forget to sign your form. Please note that false statements can lead to the rejection of your application or revocation of a certificate that has already been issued.

You are required to carefully review, complete, sign and date your application and submit it to CTCMPAO before the deadline.

HOW TO APPLY

1. Download from the CTCMPAO's website the application form for the [2017 Registration Examinations – Traditional Chinese Medicine Practitioner](#) or [2017 Registration Examinations – Acupuncturist](#), print and complete the PDF fillable form. To avoid rejection of the application, the information must be accurate, complete and legible. A completed application includes all required fees, all required information and documents. Incomplete applications will be returned.
2. Submit the completed application form to CTCMPAO with payment to arrive CTCMPAO's office on or before the application deadline date, June 30, 2017. Send your application package to:

Pan-Canadian Examinations
CTCMPAO
705-55 Commerce Valley Drive West
Thornhill, ON L3T 7V9
3. Once your application and educational program has been successfully assessed by CTCMPAO, you will be advised of your eligibility to write the Registration Examinations – Pan-Canadian Examinations.
4. There are a limited number of candidates who can be accommodated at each examination. Seating capacity is limited. You are not guaranteed a seat at the examination by submitting your examination application prior to the deadline date. Please check your confirmation letter to be sure that you are accommodated to take the examination on the specified date.
5. You will be advised of the date, time and location of the Registration Examinations – Pan-Canadian Examinations by CTCMPAO. Once you have completed the examinations, CTCMPAO will advise you of the results within five to six weeks from the date of the examinations.



IMPORTANT INFORMATION

Access to Records

In accordance with the [Health Professions Procedural Code](#), Schedule 2 to the [RHPA](#), upon written request CTCMPAO will provide you with a photocopy of your application materials. You must submit the following service fee with your written request:

- \$50.00 per request, which includes copies of the first twenty-five pages, and \$1.00 per page thereafter, plus HST.

If Documents Submitted with Applications are not in English or French

Documents submitted for registration examination purposes that are not in English or French must be accompanied by a certified translation. To find a certified translator in Ontario, contact:

Mail:	Association of Translators and Interpreters of Ontario 1 Nicholas St. Suite 1202 Ottawa, ON K1N 7B7
Telephone:	613.241.2846
Toll-free:	800.234.5030
Email:	info@atio.on.ca
Website:	www.atio.on.ca

If you are outside of Ontario, please contact your local directory for certified translators. For those outside of Canada or the USA, you may also find assistance at a Consulate or Embassy.

Inability to Provide Some of the Requested Documentation

While in some cases this may pose a challenge, in the majority of cases applicants will be able to obtain the requested documentation. If you believe that the documentation is unobtainable, contact Registration staff and they may be able to assist with contact information in your country of origin or provide guidance or alternative solutions.

Privacy

The personal information collected on this form is used by CTCMPAO for its regulatory purposes (e.g., the registration and identification of the CTCMPAO registrants and for the administration of the CTCMPAO) and to develop and provide aggregate or de-identified statistical information for human resource planning and demographic and research studies. It is collected under the authority of the [RHPA](#), the [Health Professions Procedural Code](#), the [TCM Act](#) and the regulations and by-laws made under the authority of these statutes. CTCMPAO does not sell this information, nor does it provide the information to commercial entities in a format that facilitates mass marketing.