



NAME	Fourth Exam Attempt Policy		
TYPE	Registration		
STATUS	Final	VERSION	2
DATE APPROVED	May 31, 2017	DATE REVISED	

Background

To be eligible for registration in Ontario, an applicant must pass the Registration Examinations – Pan-Canadian Examinations (both the written and clinical components). An applicant who is unsuccessful in three (3) attempts to pass either component of the Pan-Canadian examination is required by CTCMPAO's registration regulations to submit evidence to the Registration Committee of successfully completing further education or training or combination of education and training, for approval prior to attempting a fourth attempt.

The purpose of this policy is to help the applicant to re-write the exam and to provide constructive feedback. Please use this policy when developing your study plan to the Registration Committee for its review and approval. Once approved, applicants must proceed to complete their additional education and/or training and submit proof to the College.

Before attempting any further education or training:

It is recommended that you take a systematic approach to preparing to take any further education or training by critically examining why you have been unsuccessful in the past. Reflecting on previous experiences will help you target areas of study and putting a systematic plan in place will ensure you don't overlook any areas.

Review Pan-Canadian Examinations Results:

In what areas were you unsuccessful? Carefully review the profiles you received from the College which will have identified areas of weakness. These should be the first areas that you target in deciding what to study. Compare the results you received from the Candidate Performance Profile to the Blueprint for the Written or Clinical case-study examinations for TCM Practitioners and Acupuncturists.

The Entry-Level Occupational Competencies for the Practice of Traditional Chinese Medicine in Canada lists the minimum knowledge, skills and judgement that you need to have in order to successfully pass the Pan-Canadian examinations and gain entry into the profession. It is these competencies on which the examination is based. Reference these competencies to any additional education or training, or combination of education and training, that cover this material and you intend to complete.

Applicants who fail the examination three or more times are required to contact the CTCMPAO's registration department regarding the development and submission of further education and/or additional training.



Additional education or training proposal guidelines

The requirements for additional education and/or training are at the discretion of the Registration Committee; however, the general upgrading guidelines are as follows:

1. **Proposal:** An applicant may elect to submit an upgrading proposal to the Registration Committee which consists of mentoring, tutoring and/or upgrading courses.
2. **Proposed Mentors/Tutors:** If an applicant wishes to pursue a tutoring or mentorship arrangement, the proposal should be developed by a mentor/tutor selected by the applicant. An acceptable mentor would be a registered member of the College in good standing, with appropriate knowledge, skill and judgement in the subject matter.
3. **Proposed Hours:** Regardless of the type of proposal submitted, the Registration Committee expects an applicant to complete a minimum of 30 hours of additional education or training. Applicants must provide details of the description of the course and include the course curriculum.
4. **Contents of the proposal:** A suitable proposal must demonstrate how the proposed mentoring/tutoring courses correlate to the exam competency area where the applicant was previously unsuccessful or where he/she performed poorly. The proposal should be sufficiently detailed so that the Registration Committee can determine whether the upgrading will satisfactorily address the applicant's areas of weakness.

Completion of Additional education or training

Once the proposal has been approved, the applicant is responsible for submitting acceptable evidence of completion of the upgrading plan before the applicant will be approved to re-write the examinations by the Registration Committee.

Submitting your proposal

Please forward your completed proposal to the Manager, Registration and Examinations using one of the following options:

Mail: College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario
705-55 Commerce Valley Drive West Thornhill, Ontario L3T 7V9

Email: registration@ctcmpao.on.ca

If you have any questions please contact the Registration department at (416) 238-7359.