



NAME	Fourth Exam Attempt Policy		
TYPE	Registration		
STATUS	FINAL	VERSION	3
DATE APPROVED	May 31, 2017	DATE REVISED	November 20, 2025

Background

To be eligible for registration in Ontario, an applicant must pass the Pan-Canadian Examinations. Applicants are permitted a maximum of four (4) attempts to pass the examinations. The Registration Committee has confirmed that if an applicant is unsuccessful in their first three (3) attempts then they must complete additional education and/or training prior to taking their fourth and final attempt.

The education and/or training must be pre-approved by the Registration Committee.

The purpose of this policy is to set out the minimum requirements for further education and/or training, and to provide guidance on preparing a study plan proposal for review and approval by the Registration Committee. Once approved, the applicant must complete their additional education and/or training and submit proof of completion to the College to be eligible to apply for their fourth attempt.

Before attempting any further education or training

It is recommended that applicants take a systematic approach to preparing for any further education and/or training by critically examining why they have been unsuccessful in the past. Reflecting on previous experiences will help to target areas of study, and putting a systematic plan in place will help ensure important areas are not overlooked.

Review Pan-Canadian Examinations Results

Applicants may review the Candidate Performance Profiles they received from the College, which will have identified areas of weakness. These should be the first areas targeted in deciding what to study. It may also be helpful to review the [Blueprint Summary for the Pan-Canadian Examinations \(2020\)](#) for details on the structure of the examinations.

The [Entry-Level Occupational Competencies for the Practice of Traditional Chinese Medicine in Canada](#) lists the minimum knowledge, skills, and judgement that applicants need to successfully pass the Pan-Canadian Examinations and gain entry into the profession. It is these competencies on which the examinations are based. Any additional education and training that applicants propose to take should be aligned with these competencies.



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 guidelines are as follows:

1. **Proposal:** An applicant must submit a proposal 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/tutor 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, the Registration Committee expects an applicant to complete a minimum of 30 hours of additional education and/or training. Applicants must provide details of the education and/or training and include the course curriculum.
4. **Contents of the proposal:** A suitable proposal must demonstrate how the proposed education and/or training correlate to the exam competency area where the applicant was previously unsuccessful or where they 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 and/or training

Once the Registration Committee has approved the proposal, the applicant will need to complete its terms within the specified window. The applicant must arrange for the educational institution and/or the mentors/tutors to submit evidence of completion to the College directly.

Once the College receives the evidence demonstrating full compliance with the proposal, the applicant will be permitted to apply to re-write the examination.

Submitting your proposal

Applicants should forward their proposal to the College's Registration and Examinations department using one of the following options:

Email: registration@ctcmpao.on.ca

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

Please contact the Registration department at (416) 238-7359 with any questions about this policy.