



College of Traditional Chinese Medicine  
Practitioners and Acupuncturists of Ontario

Ordre des praticiens en médecine traditionnelle  
chinoise et des acupuncteurs de l'Ontario

# APPLICATION GUIDE FOR THE GENERAL CLASS OF REGISTRATION

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## APPLICATION FOR A CERTIFICATE IN THE GENERAL CLASS OF REGISTRATION GUIDE

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## INTRODUCTION

The College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (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.

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 traditional Chinese medicine diagnosis identifying a body system disorder as the cause of a person's symptoms using traditional Chinese medicine techniques.
- Uses the protected title(s) of "Traditional Chinese Medicine Practitioner" and/or "Acupuncturist" and designation(s) of "R. TCMP" and/or "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 to perform the controlled acts authorized to the profession. CTCMPAO views unauthorized practice very seriously. Failure to register is a significant offence and can result in prosecution and/or fines.

Please read this guide before you start the application process. If you have any questions regarding becoming registered with CTCMPAO, please contact the Registration Staff by:

Telephone: 416.238.7359  
Toll-free: 1.866.624.8483  
Email: [registration@ctcmpao.on.ca](mailto:registration@ctcmpao.on.ca)

## REGISTRATION REQUIREMENTS

The requirements for registration for a certificate in the General class are listed in [Ontario Regulation 27/13 \(the Registration Regulation\)](#).

## EDUCATION REQUIREMENTS

To be eligible to apply for registration in the General Class, an applicant must have successfully completed a post-secondary program in TCM that,

- In the case of a full traditional Chinese medicine program, consists of at least four years of full-time education, or education that is of equivalent duration, and
- In the case of a traditional Chinese medicine acupuncture program, consists of at least three years of full-time education, or education that is of equivalent duration.

## Full-Time Education

The [Registration Regulation](#) further defines a 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, minimum hours per year:

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 does not qualify as full-time education.

**Classroom theoretical instruction** refers to education/learning that takes place in a classroom or through guided independent study, in which students develop knowledge, thinking skills, beliefs and values, that enable them to demonstrate relevant entry-level competencies as listed in the [Entry Level Occupational Competency Profile \(2018\)](#).

**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 entry-level competencies as listed in the [Entry Level Occupational Competency Profile \(2018\)](#).

## SUPERVISED CLINICAL EXPERIENCE REQUIREMENT

Applicants must also have supervised clinical experience **over and above** the educational requirements. The [Registration Regulation](#) provision reads as follows:

*9(1)2. The applicant must have successfully completed 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 at least 500 hours of direct patient contact.*

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 supervised clinical program cannot be commenced prior to the education program.

The TCM clinical experience program must be at least 45 weeks in length and involve at least 500 hours of direct patient contact, with the individual communicating a TCM 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 applicants and applicants' clinical supervisors related to a specific patient.

## **REGISTRATION EXAMINATIONS**

To be eligible for a certificate in the General class of registration, an applicant must successfully complete the [Registration Examinations – Pan-Canadian Examinations](#). A passing result on the [Pan-Canadian Examinations](#) indicates that the applicant has demonstrated a minimal standard of competence required to practice the profession safely in Ontario.

The Pan-Canadian Examinations are administered by the [Canadian Alliance of Regulatory Bodies of Traditional Chinese Medicine Practitioners and Acupuncturists](#) (CARB-TCMPA).

For detailed information about the Pan-Canadian Examinations and how to apply, please visit our [website](#).

## **JURISPRUDENCE COURSE**

The purpose of the Jurisprudence Course to provide information on the ethical and legal framework within which TCM practitioners and acupuncturists practise in Ontario. To assist applicants in meeting this requirement, CTCMPAO developed a [Jurisprudence Course Handbook](#). The handbook describes how proper communication with patients and colleagues is fundamental to a professional practice. A review of the various laws that a TCM practitioner or an acupuncturist deals with in their practice is described so that there is an understanding of the basic principles.

Successful completion of the [Jurisprudence Course Test](#) is one requirement for registration with CTCMPAO. The test is based on the content from the [Jurisprudence Course Handbook](#). The test can be completed within three years of submitting the application for registration or at some point following the submission.

For detailed information about the test and how to apply, please see the [Jurisprudence Course Test Guideline](#).

## **SAFETY PROGRAM**

The purpose of the [Safety Program](#) is:

- To inform TCM practitioners of the expected safety standards, procedures and processes when offering TCM services;
- To ensure that practitioners registered with CTCMPAO engage in safe practices; and
- To provide a base for registered practitioners to reference, to maintain and to upgrade their professional development efforts.

To assist applicants in meeting this requirement, CTCMPAO developed a [Safety Program Handbook](#) that provides materials and standards for safe practices and tools to assess practitioners' understanding of safe practices. This handbook provides an overview of the basic safety standards, procedures and processes that CTCMPAO expects their registered members to comply with in their day-to-day practice.

Successful completion of the [Safety Program Test](#) is one requirement for registration with CTCMPAO. The test is based on the content from the [Safety Program Handbook](#). The test can be completed within three years of submitting the application for registration or at some point following the submission.

For detailed information about the test and how to apply, please see the [Safety Program Test Guideline](#).

## **COMPETENCY ASSESSMENT**

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

As a part of the application process, an applicant's completed education program/learning is evaluated against the entry-level competencies as listed in the [Entry Level Occupational Competency Profile \(2018\)](#). Unlike approval of an education program, the assessment focuses on the cumulative [competencies](#) an applicant has obtained through formal education and post-graduate and continuing education studies.

For detailed information about the competency assessment process, please see the [Guideline for Evaluation of Applicant's Traditional Chinese Medicine and /or Acupuncture Education or a Substantially Equivalent Education Program and Assessment of Competency](#).

## **CURRENCY REQUIREMENTS**

The Currency Requirement is intended to ensure that applicants have the current skill, knowledge and judgment before they begin to practise the profession. If the applicant completed the post-secondary program in TCM or TCM acupuncture more than one year before applying for registration, the applicant must demonstrate that his or her knowledge, skill and judgment are current. This can be done in one of three ways:

- The applicant has practised the profession within the three years before applying for registration, and their practice included conducting a minimum of 500 TCM patient visits, which may include traditional Chinese acupuncture patient visits. To assist applicants in understanding

the interpretation of TCM patient visits, CTCMPAO drafted a definition of “traditional Chinese medicine patient visits”, which can be found in [the Traditional Chinese Medicine Patient Visit Policy](#); or

- The applicant has, within the 12-month period before applying for registration, successfully completed a refresher program approved by the Registration Committee. For more information regarding refresher programs, please see the [Refresher Program Guidelines for Applicants](#); or
- As set out within the [Refresher Program Guidelines for Applicants](#), the currency requirement can also be met if an applicant completed the TCM education within five years and passed the Registration Examination within the previous 12 months. The 12-month period will begin on the date the applicant was notified they had passed the Registration Examination.

### **LANGUAGE PROFICIENCY REQUIREMENT**

An applicant for registration must be able to speak, read and write either English or French with reasonable fluency. CTCMPAO will consider that an applicant has attained the language fluency requirement if he/she can successfully complete the registration application form, the [Jurisprudence Course](#) and [Safety Program](#) tests, the [Pan-Canadian Examinations](#), and be able to understand communications coming from CTCMPAO.

CTCMPAO expects members to have the ability to communicate with CTCMPAO, patients and other health professionals in English or French to the extent that he/she:

- Understands the information;
- Is able to give advice to patients and patients understand the advice;
- Can obtain patient consent;
- Can discuss treatment plan with patients;
- Is able to document and maintain patient records;
- Is able to respond to inquiries from patients or about patients from another healthcare professional;
- Is able to comprehend and understand patient records sent by other healthcare professionals; and
- Is able to provide speedy and accurate information about a patient during an emergency.

In addition, it is important for members to be able to communicate and work collaboratively with regulated healthcare professionals, hospitals, long-term care homes, emergency responders and other stakeholders in Ontario’s healthcare system.

### **CRIMINAL RECORD CHECK**

Applicants are required to submit a criminal background check report using the database of the Canadian Police Information Centre (CPIC) operated by the RCMP with their application form.

For registration purposes, CTCMPAO requires a name-based criminal background check report. The search must have been conducted **no more than six (6) months before the date of application**, and must include records of discharges which have not been removed from the CPIC system in accordance with the *Criminal Records Act* and records of outstanding criminal charges of which the police are aware.

For more information, please see the [Criminal Background Check Policy](#).

## **GOOD CONDUCT**

An applicant's previous conduct must afford reasonable grounds for belief that he/she will practise the profession in a safe and professional manner. The purpose of the good conduct requirement is to protect the public and maintain high ethical standards and public confidence in the profession.

Applicants must disclose any details if they have been found guilty of an offence and/or an offence related to the practice of TCM. If the applicant is currently or has ever been registered or licensed in Ontario in a profession other than TCM, or in another jurisdiction in TCM, the applicant must advise if he/she is the subject of any current professional misconduct, incompetence, incapacity proceeding or a similar proceeding or has been the subject of a finding of professional misconduct, incompetence, incapacity or a similar finding.

If an applicant's previous conduct affords reasonable grounds for the belief that he/she will not practice the TCM profession safely and ethically, the Registrar may refer the application to the Registration Committee.

Applicants must provide verification of their current and/or previous registration/license with any body responsible for the regulation of any profession in Ontario or any other jurisdiction. A letter of standing must be submitted directly from the regulatory body to CTCMPAO.

## **PROFESSIONAL LIABILITY INSURANCE**

The requirement to be personally insured against professional liability applies to all regulated health professionals in Ontario. A prospective member of the CTCMPAO is required to provide a declaration that he or she will comply with the professional liability insurance requirements. The certificate of registration will not be issued until actual proof of coverage is received by CTCMPAO.

CTCMPAO does not endorse any particular insurance company. Applicants are responsible for conducting their own research and may select any company that best suits their needs.

For more information, please see the [Professional Liability Insurance Policy](#).

## **ADDITIONAL CONSIDERATIONS**

### **Title/Designation**

Only members of CTCMPAO are authorized to use the title(s) "Traditional Chinese Medicine Practitioner" and/or "Acupuncturist". An applicant may wish to apply for one or both of the titles/designations described below. However, the CTCMPAO shall make the final decision on the title(s)

and designation(s) to be issued to an applicant depending on the applicant's qualifications and supporting documents he/she provides to support the application.

- **Traditional Chinese Medicine Practitioners** can use the designation of R. TCMPs and are authorized to practise traditional Chinese medicine, providing to patients a combination of therapies including TCM herbal medicine and acupuncture within the scope of TCM practice; they are also entitled to use the title of Acupuncturist and the designation of R. Ac.

To determine the appropriate title and designation for which an applicant is qualified, CTCMPO will take into consideration the following factors for an applicant for the title "**Traditional Chinese Medicine Practitioner**" and designation "R. TCMP"; the applicant will:

- Have completed a post-secondary program in TCM, consisting of at least four years of full-time education, or education that is of equivalent duration.
  - Have successfully completed a program of clinical experience in the profession that is comprehensive, structured and evaluated and which consists of at least 45 weeks of clinical experience in TCM diagnosis; and have provided treatments using TCM herbal and acupuncture therapies in his/her 500 hours of direct patient contact.
  - Have successfully completed the [Safety Program Test](#) for TCM practitioners.
  - Have successfully completed the [Registration Examinations – Pan-Canadian Examinations](#) for TCM practitioners.
- **Acupuncturists** can use the designation of R. Ac and are authorized to practise traditional Chinese medicine using acupuncture, including tuina, cupping and moxibustion, etc., excluding TCM herbal medicine.

To determine the appropriate title and designation for which an applicant is qualified, CTCMPO will take into consideration the following factors for an applicant for the title "**Acupuncturist**" and designation "R. Ac"; the applicant must:

- Have completed a full-time post-secondary program in traditional Chinese medicine acupuncture, consisting of at least three years of full-time education, or education that is of equivalent duration.
- Have successfully completed a program in clinical experience in the profession that is comprehensive, structured and evaluated and which consists of at least 45 weeks of clinical experience in TCM diagnosis and have provided treatments using traditional Chinese acupuncture therapies in his/her 500 hours of direct patient contact.
- Have successfully completed the [Safety Program Test](#) for acupuncturists.
- Have successfully completed the [Registration Examinations – Pan-Canadian Examinations](#) for acupuncturists.

## HOW TO APPLY

### Step 1

Review the Application for General Certificate of Registration Guide before you start the process. If you have any questions, contact CTCMPAO Registration staff by

Telephone: 416.238.7359  
Toll-free: 1.866.624.8483  
Email: [registration@ctcmpao.on.ca](mailto:registration@ctcmpao.on.ca)

### Step 2

Complete all sections of the application form that apply to you. Please take care to **PRINT** your information on the application form **legibly**. Sign and date the application form.

### Step 3

Gather all of the documents that you need to include with your application. The application form includes a checklist of all the required documentation. If any of your documents are in a language other than English or French, you must arrange to have these documents translated by a certified translator before you submit them to CTCMPAO.

### Step 4

Send in your application form along with the required supporting documents and the \$250.00 application fee. Please note that the application fee is non-refundable. The application fee may be paid by **CREDIT CARD, CERTIFIED CHEQUE** or **MONEY ORDER** made payable to “CTCMPAO.”

Send or deliver your completed registration application form with payment to:

**Registrar  
CTCMPAO  
55 Commerce Valley Drive West, Suite 705  
Thornhill ON L3T 7V9**

## COMPLETING THE APPLICATION FOR CERTIFICATE IN THE GENERAL CLASS OF REGISTRATION

Please print all information clearly. Ensure that your application form is completed and that you have signed the declaration section. Provide all of the requested information and ensure proper use of upper and lower case letters (e.g. street names, cities, postal codes, etc.). An incomplete application form will delay the approval process.

**Please note that your application is valid for 12 months from the date of signing the declaration section.**

### TITLE

Please indicate which title(s) you are applying for. Note: only members of CTCMPAO are authorized to use the title(s) “Traditional Chinese Medicine Practitioner” and/or “Acupuncturist”.

## PERSONAL INFORMATION

### ***Legal First, Middle and Last Name***

Please provide your legal name. Your legal name will be displayed on the public register, and must be the name you use in practice. Your registration certificate and tax receipts will be issued under your legal name.

### ***Change of Legal Name***

If you need to make changes to your legal name on file, please forward the request in writing to CTCMPAO along with the proper documentation (e.g., notarized copy of a Marriage Certificate, Divorced Certificate, Name Change Certificate, or Validation of identity signed by a lawyer).

### ***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.

### ***Previous / Names***

If you have changed your name, please indicate your previous last and/or first name(s). If the name you are applying under is different from the name on the supporting documentation, e.g., your education, citizenship or immigration documents, you must enclose a copy of a Change of Name Certificate, Marriage Certificate or other evidence of legal name change.

If you have ever used names that are different than your current legal name (e.g., you graduated with a different last name), please include this information on the application form.

### ***Photo***

Attach a photograph that is full-faced, of passport-size and quality, taken within 12 months prior to submitting the application. When a member of CTCMPAO resigns from the CTCMPAO, his/her photo will be destroyed unless the photo is required for regulatory purposes. Visit the CTCMPAO website for information on CTCMPAO's [Photo Destruction Policy](#).

### ***Date of Birth***

Applicants must provide their date of birth. This information is necessary to verify identities for registration purposes with CTCMPAO.

## CONTACT INFORMATION

### *Email*

CTCMPAO will use this email address to communicate with you electronically during the registration 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 another applicant or member of CTCMPAO.

### *Home Address and Contact Information*

Your residential mailing address must be provided on this form; this includes your postal code. Your residential address will not appear on the public register unless you designate it as your business address.

### *Primary Business / Practice Address and Contact Information*

Primary business/practice address refers to the employment with an employer, or in a self-employed arrangement, that is associated with the highest number of usual weekly hours worked.

Your business address must be provided on the application form if you currently have one. In accordance with the [Health Professions Procedural Code](#), each registered member's name, business address and business telephone number will appear on [CTCMPAO's public register](#). As a member, it will be your responsibility to provide CTCMPAO with employment information changes that may occur throughout the year, within thirty (30) days of the changes.

NOTE: You cannot start working in the TCM profession or use the titles "Traditional Chinese Medicine Practitioner" and/or "Acupuncturist" until you have received confirmation of your registration and a registration number from CTCMPAO.

### *Preferred Mailing Address*

Please indicate your preferred mailing address.

## LANGUAGE FLUENCY

Please indicate if you are able to speak, read and write either in English or French with reasonable fluency.

### *Additional Languages*

Please indicate all language(s) in which you can competently provide TCM services other than English or French. Your name and work information may be provided to anyone who requests a TCM practitioner and/or acupuncturist with your specific language fluency.

## POST-SECONDARY EDUCATION AND SUPERVISED CLINICAL EXPERIENCE

### *Education Program(s) Related to TCM/TCM Acupuncture*

Please list all education related to TCM and/or traditional Chinese medicine acupuncture. As part of your application, you will need to provide proof of program completion if not submitted previously. For example, if you have already submitted the original education documents when you applied for the Pan-Canadian Examinations, you do not need to submit them again when you apply for the General Class of registration.

### *Supervised Clinical Experience*

Please indicate if you have successfully completed a supervised clinical experience program involving 500 hours of direct patient contact within at least 45 weeks. The program must be comprehensive, supervised and evaluated.

Please ensure that an original letter confirming your successful completion of supervised clinical experience has been submitted to the College directly from the educational institution/supervisor. The letter must confirm the completion of at least 45 weeks of clinical experience involving at least 500 hours of direct patient contact. If you have already submitted the original letter confirming your successful completion of supervised clinical experience when you applied for the Pan-Canadian Examinations, you do not need to submit it again when you apply for the General Class of registration.

### *Highest Level of Education Other than TCM/TCM Acupuncture*

Complete this section if you have completed any post-secondary education not related to TCM/TCM Acupuncture.

## REGISTRATION EXAMINATIONS – PAN-CANADIAN EXAMINATIONS

Prior to registration, applicants must successfully complete [Pan-Canadian Examinations](#). Indicate if you have successfully completed the [Pan-Canadian Examinations](#); please provide the date of the examination.

## JURISPRUDENCE COURSE TEST AND SAFETY PROGRAM TEST COMPLETION

Prior to registration, applicants must successfully complete the [Jurisprudence Course Test](#) and [Safety Program Test](#). Indicate if you have completed the test(s).

## TCM/ACUPUNCTURE REGISTRATION OUTSIDE ONTARIO

Are you now, or have you ever been registered/licensed to practise as a TCM Practitioner and/or Acupuncturist outside of Ontario? If so, please list all TCM regulatory/licensing bodies where you are or have ever been a member or licensee. A Letter of Standing is required from each organization listed. The letter of standing must be submitted directly to CTCMPAO.

## REGISTRATION IN OTHER PROFESSIONS

Are you now, or have you ever been registered/licensed to practise any other regulated profession inside or outside of Ontario? If so, please list regulatory/licensing bodies where you are or have ever been a member or licensee. A Letter of Standing is required from each organization listed. The letter of standing must be submitted directly to CTCMPOA.

## PRACTICE INFORMATION

Please provide your traditional Chinese medicine and/or traditional Chinese medicine acupuncture practice history. List the practice name and address information for all of your traditional Chinese medicine and/or traditional Chinese medicine acupuncture employment, starting with the most recent. If applicable, include employment information outside Canada.

If applicable, indicate how many traditional Chinese medicine and/or traditional Chinese medicine acupuncture patient visits you have conducted in the last three years. CTCMPOA may request original patient records to verify patient visits information, if necessary. To assist applicants in understanding the interpretation of TCM patient visits, CTCMPOA drafted a definition of “traditional Chinese medicine patient visits”, which can be found in [the Traditional Chinese Medicine Patient Visit Policy](#).

## DECLARATION OF CONDUCT

You must answer all questions truthfully. Should you make a false declaration in this (or any other section) of the application, you may be disqualified from the registration process. If you have already been registered, the Registrar may revoke your registration.

Please include any findings, investigations, etc. from any jurisdiction (do not restrict your answers to Ontario). For every answer marked with an asterisk (\*), you must attach a detailed explanation and relevant documents. If your answer to any of the conduct questions changes after your submission of the application, you must immediately advise the College and provide written details with respect to any change.

### ***For Your Reference:***

- A “finding” occurs after a formal hearing or by a formal admission by you of wrongdoing or of incapacity (e.g., before a Discipline Committee or Fitness to Practise Committee).
- You are currently “facing a proceeding” if you have been notified that there will be a hearing held in respect to allegations of professional misconduct, incompetence, incapacity, or a similar issue (different words are used by different regulators to describe the same concept).
- You do not have to mention that a complaint has been made against you or that you are under investigation unless a decision has been made to hold a disciplinary or other hearing; in which case you are then “facing a proceeding.”
- An “offence” is a breach of law that is prosecuted in a court.
- An offence can be criminal in nature (e.g. a breach of the [Criminal Code](#)), or contrary to another federal statute (e.g. [Controlled Drugs and Substances Act](#)).

- Breaches of a provincial statute prosecuted in court can also be an offence (e.g. [Child, Youth and Family Services Act](#), [Health Protection and Promotion Act](#), [Health Care Consent Act](#)).
- Being “found guilty” means that a court has found that you committed the offence even if you were given a conditional or absolute discharge. You can be found guilty of an offence, but not be convicted if you are given a discharge. Even if you were not convicted, you must report any finding of guilt.
- Offences “related to the practice of TCM” means that it has some relevance to your practice of TCM or your suitability to practice the profession. An offence that is work-related or that involves significant dishonesty or a breach of trust should be reported (e.g. assault of a client, sexual abuse of a child).
- If in doubt, it is safer to report a finding of guilt than to risk failing to make a required report.
- Just because a report has been made does not mean that CTCMPAO will take action; all of the circumstances will be reviewed.
- You must report any criminal offence even if it does not relate to the practice of the profession.

### **Criminal Record Check**

In addition to answering all of the following questions, you will also need to attach an original (NOT a copy) criminal background check report using the Canadian Police Information Centre (CPIC) database. The name appearing on the Criminal Background Check report must match the name appearing on this application. The report must also indicate that a search was completed on all names the applicant is currently using or has used. The search must have been conducted no more than six months before the date of application.

### **APPLICANT’S DECLARATION**

Applicants are required to carefully review and complete, sign and date their application before a Commissioner of Oaths, Notary Public or lawyer and submit their application for registration with CTCMPAO. Do not forget to sign your form. Please note that false statements can lead to the revocation of your certificate of registration.

### **CHANGES TO THE INFORMATION PROVIDED ON THE APPLICATION FORM**

If there are changes to any of the information provided on your application, you must immediately provide written details to CTCMPAO.

### **APPLICATION REVIEW PROCESS**

CTCMPAO’s Registration department handles all application and registration inquiries. Completed applications are reviewed to ascertain whether the applicant meets the registration requirements. When CTCMPAO receives an application package, the applicant will be notified of any missing documentation. CTCMPAO begins the application review process after all of the required supporting documents have been received. Missing documentation will delay the review process. The review process usually takes approximately one to two weeks to complete (if a review by CTCMPAO’s Registration Committee is not required). Please be advised that the length of CTCMPAO’s review process may vary for a variety of reasons.

If you wish to enquire about the status of your application, please contact CTCMPAO's Registration staff by:

Telephone: 416.238.7359  
Toll-free: 1.866.624.8483  
Email: [registration@ctcmpao.on.ca](mailto:registration@ctcmpao.on.ca)

If the application for registration meets all of the registration requirements, the applicant will receive a confirmation from CTCMPAO that their application is approved. At that time, to complete the registration process, the applicant will be required to submit proof of professional liability insurance and the registration fee.

The initial registration fee is pro-rated on a quarterly basis:

- April 1, 2021 – June 30, 2021: \$1300.00
- July 1, 2021 – September 30, 2021: \$975.00
- October 1, 2021 – December 31, 2021: \$650.00
- January 1, 2022 – March 31, 2022: \$325.00

#### **REVIEW BY THE REGISTRATION COMMITTEE**

An application for registration may be referred to CTCMPAO's Registration Committee for review if the Registrar:

- a. Has doubts, on reasonable grounds, about whether the applicant fulfils the registration requirements;
- b. Is of the opinion that terms, conditions or limitations should be imposed on a certificate of registration of the applicant and the applicant does not consent to the imposition; or
- c. Proposes to refuse the application.

If the application is referred to the Registration Committee, the Registrar will give the applicant notice of the statutory grounds for the referral and of the applicant's right to make written submissions.

An applicant may make written submissions to the panel within thirty (30) days after receiving notice of the referral. A panel of the Registration Committee will consider the application at its next scheduled meeting, following receipt of the applicant's submission(s). The Registration Committee review may take two to six months to complete.

After considering the application and the submission(s), a panel of CTCMPAO's Registration Committee may make an order doing any one or more of the following:

1. Directing the Registrar to issue a certificate of registration.
2. Directing the Registrar to issue a certificate of registration if the applicant successfully completes examinations set or approved by the panel.

3. Directing the Registrar to issue a certificate of registration if the applicant successfully completes additional training specified by the panel.
4. Directing the Registrar to impose specified terms, conditions and limitations on a certificate of registration of the applicant and specifying a limitation on the applicant's right to apply under subsection 19(1).
5. Directing the Registrar to refuse to issue a certificate of registration.

If any information in the applicant's submission is unclear, the panel may also request additional information from the applicant before a decision is made. A decision/order from a panel of CTCMPAO's Registration Committee is mailed to the applicant within four weeks of the meeting date.

## APPEALS

If an applicant disagrees with a decision by the Registration Committee, they can appeal the decision by submitting a written request to the [Health Professions Appeal and Review Board](#) (the Board), an independent review board established under the *Regulated Health Professions Act* (RHPA). The applicant can request a hearing or a review of the decision. The request must be submitted in writing to the Board within 30 days of after the date the applicant received notice of the Registration Committee's decision. We ask that applicant also notify the CTCMPAO. The contact information is as follows:

Applicants may contact the [Health Professions Appeal and Review Board](#) at:

Mail:	Health Professions Appeal and Review Board 151 Bloor Street West, 9 <sup>th</sup> floor Toronto, ON M5S 2T5
Telephone:	416.327.8512
Fax:	416.327.8524

After the hearing or review, the [Health Professions Appeal and Review Board](#) will make an order doing any one or more of the following:

1. Confirming the order made by the panel.
2. Requiring the Registration Committee to make an order directing the Registrar to issue a certificate of registration to the applicant if the applicant successfully completes any examinations or training the Registration Committee may specify.
3. Requiring the Registration Committee to make an order directing the Registrar to issue a certificate of registration to the applicant and to impose any terms, conditions and limitations the Board considers appropriate.
4. Referring the matter back to the Registration Committee for further consideration by a panel, together with any reasons and recommendations the Board considers appropriate.

## **IMPORTANT INFORMATION**

### **DOCUMENTATION SUBMITTED WITH THE APPLICATION**

All original documentation submitted to CTCMPAO throughout the registration process remains as part of the register and physical file; therefore, such documents will not be returned regardless of whether your application is approved or denied for registration.

### **ACCESS TO RECORDS**

In accordance with the [Health Professions Procedural Code](#), Schedule 2 to the [Regulation Health Professions Act, 1991](#), upon written request CTCMPAO will provide an applicant with a photocopy of his or her application materials. The applicant must submit the following service fee with their written request:

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

### **IF SUPPORTING DOCUMENTS ARE NOT IN ENGLISH OR FRENCH**

Documents submitted for registration 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](mailto:info@atio.on.ca)

Website: [www.atio.on.ca](http://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 vast 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.

### **HEALTH PROFESSION DATABASE**

The Ministry of Health and CTCMPAO are working together to learn more about the TCM profession by collecting demographic, geographic, educational, and employment information. This data collection is part of HealthForceOntario, the province's health human resources strategy. The information will help

the Ministry develop policies and programs that address supply and distribution, education, recruitment and retention for your profession.

All of Ontario's 80,000 regulated allied health professionals are providing this information. To protect members' privacy, the data we submit to the Ministry will be anonymous. Members are required to provide this information under the [Regulated Health Professions Act, 1991](#).

## **PRIVACY**

The personal information collected on the application for registration 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 [Regulated Health Professions Act, 1991](#), 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.



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