

Professional Development Guidelines



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario
Ordre des praticiens en médecine traditionnelle
chinoise et des acupuncteurs de l'Ontario

Effective April 1, 2025, members must complete a **minimum of 45 hours of professional development over a three-year cycle** to maintain ongoing competency and enhance their professional skills and knowledge. The shift to a cycle-based system provides greater flexibility in aligning learning with individual goals and priorities.

Continuing Competency

When selecting activities, members should focus on areas where they seek to improve their knowledge, skills, or judgment, choosing opportunities that directly support that growth.

A broad range of activities can count toward professional development hours, provided they meet the College's criteria. Some activities may have caps on the number of hours that can be claimed.

Note: Activities completed to meet Quality Assurance Program requirements for other regulatory colleges do not count toward this College's professional development hours.



Cycle Requirements

1. **Complete 45 hours of Professional Development Activities**
2. **Record them on your Professional Development Log (part of the Self-Assessment Form)**
3. **Retain a copy of your Self-Assessment and Professional Development log (and supporting documentation) for 3 years following the end of the cycle**



NOTE: The College may select members at random to submit their forms.
Members are not required to submit their forms unless they are randomly selected

Category A

Directly related to the Standards of Practice as defined by the College

Types of Activities

Certain activities have a limit on the number of hours that can be counted toward the 45-hour professional development requirement. To qualify, all activities must be relevant to one of two designated subject areas:

NO HOUR MAX

- Attending courses, seminars, workshops, presentations, conferences
- Participating in online webinars, internet courses, seminars, workshops or conferences
- Participating in correspondence courses that may be offered outside Canada



Category B

Complementary to TCM but not directly related to the Standards of Practice

Activities under "Category B Subjects" may count for a **maximum total of 15 hours** towards the 15-hour requirement



30-HOUR MAX PER ACTIVITY

- Professional reading - informative books, texts, journals, articles and research papers
- Viewing, reading, listening to professional audio/ video/internet materials
- Reviewing CTCMPAO regulations, standards of practices, policies, guidelines, and other documents
- Researching, writing, editing or submitting professional publications
- Teaching related courses
- Preparing/presenting professional presentations
- Serving on CTCMPAO's Committees
- Attending CTCMPAO Council meetings as an observer
- Serving as a Peer and Practice Assessor or as a Subject Matter Expert for the College
- Conferring with health care professionals regulated under the RHPA for the purpose of sharing relevant knowledge



CATEGORY A ACTIVITIES

1

Advertising

- Relevant regulations such as Professional Misconduct Regulation
- CTCMPAO Standard for Advertising,
- Advertising Guideline
- CTCMPAO Advertising webinar

2

Communication

- Activities focused on developing and maintaining effective interprofessional relationships
- Communication skills development, learning English/French

3

Preventing Sexual Abuse

- Relevant legislation pertaining to the prevention of sexual abuse
- Mandatory duty to report
- CTCMPAO Standard for Preventing Sexual Abuse webinar

TCM Diagnosis & Treatment

- TCM diagnosis and patient assessment methods
 - (e.g., application of fundamentals of TCM theory in diagnosis and treatment, establishing and monitoring treatment plans based on TCM diagnosis)
- Acupuncture techniques
- TCM treatments such as Gua Sha, Tai Chi
- Cupping, Qigong, Moxibustion, Tui Na
- Knowledge of TCM foundations
- Herbal therapy and management
- Biomedical concepts
- Knowledge of Traditional Chinese Medicine illnesses
- Advancements in related technology or techniques
- Patient education and counselling (e.g., diet/nutrition)

4

Infection Control & Safe Practice

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- Relevant municipal, provincial and federal legislation standards (e.g., Occupational Health and Safety Act, 1990), and guidelines pertaining to health and safety
- Public Health Ontario, Infection Prevention and Control (IPAC) – Online Learning
- Risks, contraindications and potential side effects for acupuncture, moxibustion, and herbal treatment
- Infection control and communicable diseases
- Emergency response procedures
 - e.g. First Aid, CPR, etc.
- Equipment safety, sterilization and handling techniques
- CTCMPAO Standard for Infection Control Safety Handbook

Consent

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- Relevant legislation such as the Health Care Consent Act, 1996 and Personal Health Information Protection Act, 2004, and the CTCMPAO Standard for Consent

Maintaining Professional Boundaries

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- Activities focused on ensuring appropriate boundaries between member and patient
- Documentation of the termination of a member/patient relationship
- CTCMPAO Jurisprudence Handbook
- CTCMPAO Standard for Maintaining Professional Boundaries

Category B Activities



Activities under “Category B Subjects” may count for a **maximum total of 15 hours** towards the 45-hour requirement.

- Marketing, business and social media courses as it pertains to your practice
- Adjunctive techniques:
 - Alexander Technique
 - Aromatherapy
 - Feldenkrais
 - Electrical therapy techniques (not electro-acupuncture) including: IFC, TENS, Pulsed High Frequency, Low Intensity Laser Therapy (Infra-red laser, Helium Neon Laser and Cold Diode Laser)
 - Learning or teaching Pilates
 - Learning or teaching Yoga
- All other adjunctive techniques are subject to approval by the Quality Assurance Committee.

Legislation, Standards & Ethics

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- The college’s standards of practice, regulations, code of ethics, college by-laws and/or policies
- Relevant legislation governing the practice of the profession [Regulated Health Professions Act, 1991 (RHPA), Traditional Chinese Medicine Act, 2006 (TCMA), Personal Health Information Protection Act, 2004 (PHIPA), Health Care Consent Act, 1996]
- Public consultation feedback

Record Keeping

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- Relevant legislation pertaining to record keeping (e.g., Health Care Consent Act, 1996 and Personal Health Information Protection Act, 2004 (PHIPA)), CTCMPAO Standard for Record Keeping, Record Keeping Guideline and webinar)
- Enhancing/upgrading patient records
- Organizational skills development
- Billing
- Reviewing record retention and destruction processes
- Reviewing equipment and supply records
- Safe storage of record keeping