



Refresher Program Guidelines for Applicants

VERSION 5

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Currency Requirement

The Currency Requirement is intended to ensure that applicants have the current skill, knowledge and judgment before they begin to practise the profession. Applicants will be considered to have met the Currency Requirement if they have completed their TCM education within 12 months prior to submitting an application for registration.

If an application for registration is submitted more than 12 months after the applicant completes the TCM education, the Currency Requirement can be met if the applicant:

1. Completed 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; or
2. Completed 500 TCM patient visits within three years prior to applying for registration. This will only apply if the 500 patient visits were completed as a member of the student class, or in a jurisdiction outside of Ontario.
3. If none of the above apply, the applicant must successfully complete a refresher program pre-approved by the Registration Committee.

The refresher program may be completed after the applicant submits their application for registration. If the applicant completes a refresher program before submitting their application for registration, the program must have been completed within the previous 12 months.

The rest of this guideline provides details on refresher course requirements.

Completing a Refresher Program

This guide is intended to assist applicants in choosing a refresher program to meet the Currency Requirement through option 3.

The length of the refresher program that the applicant is required to complete depends on the length of time since the applicant graduated from their TCM education program.

A refresher program may be structured as one of the following options or a combination of both:

- a program in TCM theory; and/or
- a program of clinical training.

The requirements for each method are detailed below.



Program in TCM Theory

The TCM Theory refresher program may be one or more courses taken either in person or online. The program must evaluate the applicant by an examination upon completion of the program. The content of the refresher program must be in one or more of the following [Occupational Competency Practice Areas](#):

Compulsory:

- Diagnostics and Treatment

Optional:

- Traditional Chinese Medicine Foundations
- Acupuncture Techniques
- Herbal Dispensary Management

The Registration Committee has already pre-approved certain programs in TCM Theory (see Appendix 1). However, if an applicant wishes to complete another TCM Theory program, they are invited to submit the program to the Registration Committee for pre-approval. The applicant will be required to submit course descriptions of their proposed program,

Upon successful completion of the refresher program, applicants must provide the following documents to the College as evidence of completion:

1. An official copy of the certificate or diploma: or
2. A letter from the education institution confirming successful completion of the program.

The confirmation must be sent directly from the education institution.

Program of Clinical Training

To meet the currency requirement through a program of clinical training, applicants must complete a program that is structured, comprehensive, evaluated, and supervised by a member of the College registered in the General Class.

The program of clinical training must involve direct patient contact. Observation hours and simulated practice hours will not be included towards the minimum requirements.

Before beginning their program of clinical training, applicants must submit their proposed program to the Registration Committee for approval. Applicants should first contact the College with a proposed clinic supervisor. For more information on acceptable clinic supervisors, please review the College's [Supervision Policy](#). Once the Registrar has approved of the supervisor, the College will contact the applicant to have the supervisor sign a *Supervisor Acknowledgement and Undertaking*.

Upon successful completion of the program of clinical training, applicants must provide a supervision report, completed by their supervisor, and submit to the College.



Program Length

The duration of the refresher program will depend on the amount of time since the applicant graduated from their TCM educational program. Please see below:

Time Since Graduation	Program in TCM Theory	Program of Clinical Training*
Over 18 months - 3 years	60 Hours	120 Patient Visits
Over 3 years - 5 years	100 Hours	200 Patient Visits
More than 5 years	At the discretion of the Registration Committee	

*For the purposes of refresher programs, the College considers 1 patient visit to be the equivalent of 30 minutes of learning.

The Registration Committee will determine the length of the refresher program (either the Program in TCM Theory or the Program of Clinical Training) for applicants applying to the College more than 5 years after completing their TCM education on a case-by-case basis. Please contact the College for more information on this process.

For any questions regarding refresher programs or to submit a proposal, please contact the College by email at registration@ctcmpao.on.ca, or by phone to (416) 238-7359.