



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

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

Refresher Program Guidelines for Applicants

College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario

Modified Date: 2017-02-27



Refresher Program Guidelines – Applicants

Currency Requirement

The Currency Requirement ([O. Reg. 27/13, ss. 9 \(2\)](#)), is intended to ensure that applicants have the current skill, knowledge and judgment before they begin their practice in the profession. This requirement can be met in one of three ways:

1. apply for registration within 12 months of completing a TCM education program;
2. have completed 500 TCM patient visits within the three years prior to applying for registration;
or
3. successfully completed a refresher program pre-approved by the Registration Committee within the 12-month period before applying for registration.

Completing a Refresher Program

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

The length of the refresher program that the applicant is required to complete depends on the time since an applicant graduated from their TCM education program. A refresher program may be structured in one of two ways:

- courses in TCM theory; or
- additional supervised clinical training.

The requirements for each method is detailed below.

Courses in TCM Theory

The 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



Before applicants begin their refresher program, they must submit their proposed program to the Registration Committee for 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:

1. A notarized copy of your certificate or diploma, or provide an original letter from your educational institution confirming successful completion of the program; and,
2. a notarized copy of your academic transcript of marks.

Additional Supervised Clinical Training

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

The supervised clinical training must involve direct patient contact. Please be advised that observation hours and simulated practice hours will not be included towards the minimum required hours.

Before beginning their clinic training program, 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, to the College as evidence.

Program Length

The length of refresher program to be completed will depend on the time since graduation. Applicants completing their refresher program through courses in TCM theory will be required to complete a course with a length determined by the below chart. Applicants who choose to complete additional clinic training will be required to complete a certain number of patient visits as determined by the chart below.

Time Since Graduation	Courses in TCM Theory	Additional Clinical Training*
12-18 months	30 Hours	60 Patient Visits
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.



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The Registration Committee will determine the length of refresher program for applicants applying to the College more than 5 years after completing their TCM education on a case-by-case basis. If you are applying to the College more than 5 years after completing your TCM education, please contact the College for more information on this process.

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