



## Refresher Program Guidelines for Members

### **Completing a Refresher Program**

Any member who has not completed a minimum of 500 traditional Chinese medicine patient visits<sup>1</sup> over the last three years of registration is required to complete a refresher program. The refresher program must be completed within the immediate 12 months **prior** to the expiry of the three-year registration period. Members who do not meet these requirements will be referred by the Registrar to the Quality Assurance Committee for a peer and practice review ([O. Reg. 27/13 s.10\(2\)](#)).

The Registration Committee has developed a guideline to help members understand how they can meet the currency requirements by completing a refresher program.

The length of the refresher program that the member is required to complete depends on the number of patient visits the member has completed in the currency cycle. The refresher program may be one or more courses, taken either in person or online. The program must evaluate the member by an examination upon completion of the program.

Before members begin their refresher program, they must submit their proposed program to the Registration Committee for approval. The Member will be required to submit course descriptions of their proposed program.

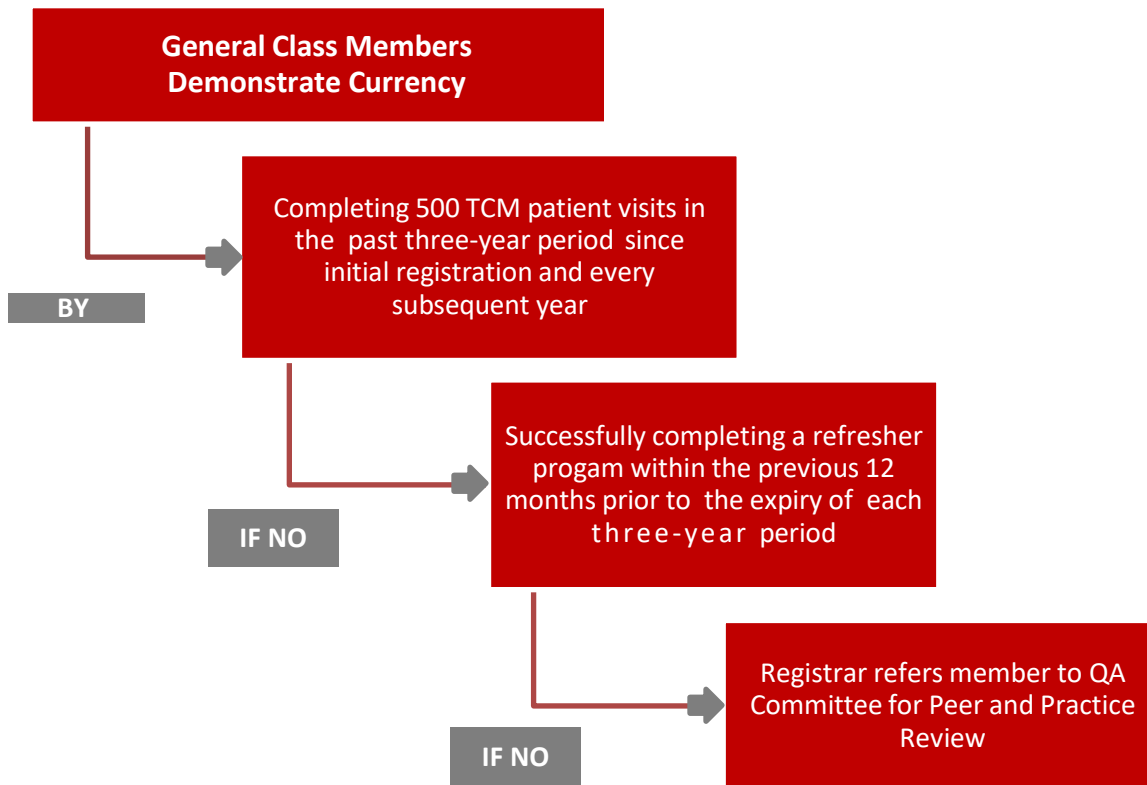
Members who are required to complete a refresher program must also successfully complete the College's Safety Program before the end of the three-year period.

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

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

Please see the charts on the next page for reference.

<sup>1</sup>For the definition of "traditional Chinese medicine patient visit", please see the [Traditional Chinese Medicine Patient Visit Policy](#).



### **Refresher Program Requirements**

#### **A. Content**

The content of the refresher program must be in one or more of the following [Occupational Competency Practice Areas](#):

- Diagnostics and Treatment
- Traditional Chinese Medicine Foundations
- Acupuncture Techniques
- Herbal Dispensary Management

#### **B. Duration**

<b>Number of Patient Visits</b>	<b>Minimum number of refresher program hours required</b>
401-499	<b>25</b>
301-400	<b>75</b>
201-300	<b>125</b>
101-200	<b>175</b>
0-100	<b>225</b>

For any questions regarding Refresher Programs or to submit your proposal, please contact the College by email to [registration@ctcmpao.on.ca](mailto:registration@ctcmpao.on.ca), or by phone to (416) 238-7359.