



NAME	Required Documents Policy		
TYPE	Registration		
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Policy

As part of the initial assessment process, applicants for registration in the General Class are required to submit a number of documents. The CTCMPAO's registration decisions are based on these documents. The documentation required will vary but generally includes the following:

- A. Notarized copy of proof of identity
- B. Proof of Language proficiency
- C. Submission of police background check
- D. Evidence of successful completion of a TCM and/or Acupuncture program
- E. Evidence completion of supervised clinical experience in TCM or Acupuncture program
- F. Evidence of successful completion of the approved examination
- G. Evidence of practising the profession
- H. Evidence of successful completion of the Safety Program Test and Jurisprudence
- I. Confirmation of registration in another jurisdiction
- J. Evidence of Professional liability insurance

A. Notarized copy of proof of identity

- a. Approved documents:
 - I. Birth Certificate from a Canadian province or territory
 - II. Valid passport
 - III. Canadian Certificate of registration of birth abroad
 - IV. Certificate of Canadian citizenship
 - V. Certificate of Indian status
 - VI. Registered Indian record
 - VII. Valid Canadian driver's licence
- b. A copy of documentation in support of proof of identity must be submitted with the application.
- c. All applicants are required to submit a passport sized photograph taken within 12 months from the date of application.

B. Proof of language proficiency

- a. Where the applicant's first language is not English or French and their relevant education was not in English or French, the applicant must demonstrate fluency in either language.



b. Approved document

- I. A copy of an original or notarized copy of a transcript and degree showing completion of an undergraduate degree from a recognized university or college in English or French; or
- II. A copy of a transcripts showing graduation from a secondary school with four consecutive English or French credits at the secondary school level.

C. Submission of a criminal background check

- a. All applicants are required to submit a criminal background check using the database of the Canadian Police Information Centre (CPIC) operated by the RCMP.
- b. Approved document
 - I. CPIC report issued by the RCMP or local police.
 - II. Online checks by commercial vendors are NOT permitted.
- c. All searches must be completed within 6 months from the date of application.
- d. The cost relating to the criminal background check is borne by the applicant.
- e. Applicants are to submit the original police background check to the College (no photocopies or faxes).

D. Evidence of successful completion of a Traditional Chinese Medicine (TCM) and/or TCM Acupuncture program

Graduates of a TCM or TCM Acupuncture program in Canada:

- a. Post-secondary program must consist of:
 1. At least four years of full-time education, or education that is of equivalent duration, for in the case of a full traditional Chinese medicine program
 2. At least three years of full-time education, or education that is of equivalent duration, for in the case of a traditional Chinese medicine acupuncture program
- b. Approved documents:
 - i. Applicants for registration must ensure that their official, final transcript of academic record has been submitted to the College;
 - ii. For recent graduates, a letter from the program director/coordinator is acceptable; however, the official final transcript must be received within eight weeks of completing the program.
 - iii. Applicants must also submit a detailed curriculum or courses outlines of the TCM program, certified by the program, including a detailed list of courses and a description of the content of each course completed.
 - iv. Documents must be sent directly from the education institution to the College

Graduates of a TCM or Acupuncture program outside of Canada:

- a. In addition to the approved documents listed above, internationally educated applicants must submit a credential evaluation and authentication report with a course-by-course evaluation from the World Education Service.



- E. Successful completion of Supervised Clinical Experience in TCM or TCM Acupuncture program**
- a. Applicants must have successfully completed a program of clinical experience 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.
 - b. Approved document
 - i. An original letter from the education institution/supervisor confirming successful completion of 500 hours of direct patient contact within 45 weeks of clinical experience in the TCM.
- F. Evidence of successful passing of the Pan-Canadian Examination**
- a. Approved document
 - i. Where applicable, a copy of the Pan-Canadian Examination results letter for both the written and clinical case-study.
- G. Evidence of successful completion of the Safety Program and Jurisprudence**
- a. Approved document
 - i. A confirmation letter of successful completion of the Safety program and Jurisprudence must be submitted.
- H. Confirmation of registration in another jurisdiction**
- a. Approved document
 - i. Where applicable, confirmation of registration with another jurisdiction with a Traditional Chinese Medicine Practitioner and/or Acupuncturist title.
 - ii. Verification of registration may be submitted directly to the CTCMPAO from the regulatory/licensing body.
- I. Evidence of Professional Liability Insurance**
- a. Approved document
 - i. A copy of the applicant's certificate of professional liability insurance must be submitted to the College that confirms the purchase of the insurance and includes the policy number and expiry date. The policy content must demonstrate that it meets CTCMPAO's requirements as prescribed in the bylaws.
 - b. The registrar shall not issue the certificate of registration until actual proof of coverage is received. Y
 - c. To assist the applicant to obtain the proof of coverage before registration with the College, the College may issue a letter indicating the applicant's registration has been approved for him/her to take to the insurer.