



February 2024

## 2024 Registration Renewal Information

All registrations expire on March 31 of each year and must be renewed for continuous registration.

**The Renewal Period for 2024 begins  
February 23, 2024 (Friday) and ends March 31, 2024 (Sunday).**

This provides registrants with five weeks in which to renew current registration.

Please ensure you complete the online renewal form AND make payment on or before March 31, 2024, for registration renewal. Be reminded that failure to renew your registration on or before 11:59pm on March 31, 2024, will result in immediate cancellation of your registration on April 1, 2024. Failure to renew your registration(s) means that you must stop practising as of April 1, 2024.

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Be advised that during the Renewal Period, other registration applications (such as initial application, status transfer, and reinstatement) may take longer to process, potentially 8-12 weeks. Anyone requiring such registration is encouraged to ensure their submissions are received by our office *before* the Renewal Period begins; or they can renew first and then submit their applications after (except for those who wish to transfer from Practising status to Non-Practising status before renewal, please refer to the Changing to Non-Practising Registration section on page 4). **Renewal deadline must be met in order to stay registered with the College.**

We suggest that registrants check *now* to make sure that all requirements for registration renewal have been met and plan to complete registration renewal online early. If, for any reason, you are not able to renew your registration by the end of the Renewal Period - March 31, 2024, you must stop practising as of April 1, 2024 that may affect your practice negatively.

Recent new registrants, that is, those who will have been registered for less than one year as of March 31, should note that their registration will expire on March 31, and they are also required to renew by March 31, 2024. (\*Check your Initial Registration Confirmation Letter to confirm the Expiry Date.)

To receive your new registration confirmation letter with card and seal, or your student badge, *before* your current one expires, we suggest that registrants renew online and pay the required annual registration fee online *by the first Monday of March, that is, by March 4, 2024. Registrants are encouraged to renew their registration once 2024 Registration Renewal begins.*

Detailed information can be found at the [Registration Renewal](#) page on the College website.

**Full Practising registrants:** To renew your registration, complete your online renewal through the [Registrant Portal](#) and pay the annual registration fee. Please ensure your practice information is up to date. It is a requirement under section 21(2) of the Health Professions Act that the College makes accurate registrant information readily and publicly available, as part of its mandate to protect the public. Under Bylaws Section 60, registrants are responsible to notify the Registrar of any change of address, name, contact information, practice locations or other registration information previously provided to the College within 15 calendar days after the change occurred. Registrants must notify the College immediately after a conviction of an indictable offence or when good standing status in registration(s) in other profession(s) and/or other jurisdiction(s) changes.

**Student registrants (who wish to continue undertaking clinical training in a Traditional Chinese Medicine education program in BC after March 31, 2024):** To renew your registration and continue to undertake clinical training in the same Traditional Chinese Medicine education program in the same recognized TCM schools in BC by completing your online renewal through the [Registrant Portal](#). Follow the instructions on the [Student Registration Renewal](#) webpage, pay the annual registration fee, and submit the required documentation.

Your school is required to send a “Confirmation of Education Standing” on your behalf to CTCMA directly to verify that you are enrolled in their TCM program. A recent (passport-sized) portrait photo of yourself is required to be uploaded during the online renewal process. This photo will be used for your Student Badge. Please ensure the portrait is professional looking as students are required to wear the Student Badge while taking their clinical training classes.

#### *Student badges*

*New student badges will be issued to students who successfully complete their renewal on or before March 31, 2024 and will be mailed to their TCM schools to distribute. This is also to inform schools which students have successfully renewed and carry valid student registrations with the College in the new registration year to participate in clinical training classes.*

***Please note that Student Registration only applies to Students taking clinical classes under supervision by the Clinical Instructors at their TCM Schools’ clinical training locations. Student Registrants are not allowed to practise individually or outside of their school before holding Full (Practising) registration.***

**Dual registrants:** (Updated 2024-02-14) Please respond to the email sent to each Dual registrant on February 14, 2024 and complete the attached form **IF you'd like to only renew the professional registration (i.e. Full Practising / Non-practising registration AND not renewing the Student registration.)** Please reply by February 22, 2024 so that staff can update your account information for next registration year and bill the right amount of renewal fee. Only Dual registrants who wish to cancel their Student Registration should complete the form and return to [registration@ctcma.bc.ca](mailto:registration@ctcma.bc.ca) by email with the title "Dual Registrant's Request to cancel Student Registration" by February 22, 2024.

When using the online renewal form during the renewal period, on the bottom of the page 1 of the Online Renewal Form, the default is set for Dual registrant to proceed to renew BOTH their professional registration and Student registration, i.e. "Continue with Dual Renewal". Those who informed the college to renew only their professional registration, their account information should be updated so that they will only renew their professional registration, i.e. 'Continue with Professional Renewal". Please make sure your account is set correctly before proceeding with your online renewal process.

Select "Continue with Professional Renewal" when you'd like to renew your Full (Practising) Registration ONLY.

- i.e. you will continue to practise within your scope of your full practising registration in BC with your title as either a R.Ac., R.TCM.H., or R.TCM.P. in the next registration year from April 1, 2024.
- You will NOT be a Student Registrant undertaking clinical training classes anymore from April 1, 2024.
- After completing the renewal form, please check carefully that the bill amount corresponds to the annual registration fee for Full Practising (\$850) or Non-Practising registration (\$425) accordingly. Contact the college immediately ([registration@ctcma.bc.ca](mailto:registration@ctcma.bc.ca)) if the billing amount is incorrect or if you have any questions. If the account details are correct, please proceed with fee payment to complete the online renewal process.

Select "Continue with Dual Renewal", when you'd like to renew BOTH your Full (Practising) Registration AND your Student Registration

- i.e. you will continue to practise within the scope of your full practising registration in BC (as either a R.Ac., R.TCM.H., or R.TCM.P.) in the next registration year from April 1, 2024
- You will continue to undertake clinical training in the same TCM Program at the same recognized TCM school in the next registration year from April 1, 2024.
- After completing the renewal form, please check carefully that the bill amount corresponds to the annual registration fees for Full Practising (\$850) PLUS Student registration (\$200), i.e. \$1050, accordingly. Contact the college immediately ([registration@ctcma.bc.ca](mailto:registration@ctcma.bc.ca)) if the billing amount is incorrect or if you have any questions. If the account details are correct, please proceed with fee payment to complete the online renewal process.

*Please make sure to complete both the online renewal form and the payment as only after both are completed will the renewal be considered successful for a renewal confirmation letter (as well as Student badge and/or registration card) to be issued.*

Registration renewal is a process for current registrants to renew their current title only.

*Any current registrants who wish to change their registration title, are required to submit a separate application to the College in respect to the registration title they are applying for. Changing registration title cannot be done through the renewal process. For details, please refer to the webpage of [“Change of Title”](#).*

## Important Information for Special Circumstances

### Exception(s) to Declare during Registration Renewal

When a registrant has exceptions to declare in Section 7 of the Online Renewal Form, a review and an approval by CTCMA is required. If further information is required from you, you will be contacted in the 2-3 business days following your renewal form submission. Please refer to Appendix A at the end of this document for the full text of declarations that apply to registrants of various registration types. Please refer to Bylaws Section 56 for full details of registration renewal. Ensuring registration requirements are met by registrants is one of the regulatory tools the College is legally authorized under the Health Professions Act and its regulation to protect the public.

### Changing to Non-Practising Registration Class

Registration renewal is a process for current registrants to renew their current status only.

If you wish to have your status changed from Practising status to Non-Practising BEFORE you apply for online renewal (by March 31, 2024), you must submit a separate application to CTCMA with all required documentations and fees as soon as possible and allow sufficient time for your application to be processed. (It is a separate process from registration renewal.)

Please ensure the CURRENT FULL REGISTRANT APPLYING FOR NON-PRACTISING REGISTRATION APPLICATION FORM is fully completed and all supporting documentation and fees are submitted as required. Otherwise, your application could not be processed. Please submit the application early as the processing can be prolonged during the busy annual registration renewal period.

All registrants must renew their registrations online (<https://portal.ctcma.bc.ca/>) by the deadline - March 31, 2024, including those who wish to change their status to Non-Practising.

Please see section 52 Non-Practising registration and section 58 Reinstatement in the [College Bylaws](#) regarding the requirements for changing status and reinstatement. Non-Practising and former (cancelled) registrants cannot practise TCM/Acupuncture in B.C., Canada.

Former registrants can apply for reinstatement if they wish to re-register with the College. Non-Practising registrants are permitted to state that they are currently registered with the College if it is also stated that they are “Non-Practising.”

Please note that a “Request for Registration Cancellation” and a “Change of Registration Class from Practising to Non-Practising” are two separate processes and involve different application forms and supporting documentation. For example, notarization is required as part of Change of Registration Class from Practising to Non-Practising application but not for registration cancellation. Registration is cancelled when a registrant does not complete the registration renewal process by the end of March or when a registrant requests that it be cancelled.

More detailed information for Change of Registration Class can be found [HERE](#).

More detailed information for Reinstatement can be found [HERE](#).

## Cancellation of Registration

If a registrant would like their registration to be cancelled, please complete a [“Registration Cancellation Request Form for Full or Non-Practising Registrant”](#). Once this application is received, the registration will be cancelled. Please consult the “Closing Practice / Leaving / Resignation” section of the [Practice Standard - Clinical Record Keeping](#), page 8, to follow up responsibly notifying patients, and transferring and retaining records.

## Full Practising Continuing Registration Requirement and Audit

Section 56 of the CTCMA Bylaws states the requirements and conditions for registration renewal.

Section 56(2) of the CTCMA Bylaws includes the following three conditions of renewal, among other requirements, for **Practising** registrants:

### Continuing Education (CE)

- *Section 56.1(1): A registrant (under full and grand-parenting registration) renewing a registration is required to complete 50 hours of continuing education every 2 calendar years.*
- *For details of how to meet the Continuing Education (CE) Requirement in the College’s Quality Assurance Program, please refer the Quality Assurance Program (QAP).*

### Currency of Practice (CP)

- *Section 56.2 (1): A full registrant must complete a cumulative total of 600 hours of professional service and/or practice during the 3 years immediately preceding registration renewal in order to maintain currency of practice.*
- *“Professional service” means the provision of professional expertise in traditional Chinese medicine and acupuncture as defined in the Regulation in a health care delivery, education, research, and/or policy and regulation role that requires the knowledge and skills outlined in the Entry-Level Occupational Competency Profiles for TCM Practitioners, Acupuncturists, or Doctors of TCM.*
- *Registrants are expected to meet this requirement by March 31, 2026.*

### Standard First Aid and CPR-C Certifications

- *Section 56(2) (vii): A full registrant is required to provide proof of current certification in standard first aid and Level C cardiopulmonary resuscitation or equivalent certification satisfactory to the registration committee.*

- *The Standard First Aid and CPR-C certificate must be issued by one of the five national organizations: Canadian Red Cross, Canadian Ski Patrol, Heart and Stroke Foundation, Lifesaving Society, and St. John Ambulance.*
- *Registrants are expected to meet this requirement by March 31, 2024.*

The renewal form includes declarations. If a registrant has any exceptions to declare, they should make sure to report during renewal.

Please keep your own “Registrant File” which includes your Continuing Education (CE), Currency of Practice (CP) records, current and valid Standard First Aid and CPR-C Certifications, Professional Liability Insurance ,etc. For details, please refer to “**Maintaining a Registrant File**” on the College website. Each year, the College randomly selects a number of renewed registrants for audit.

## **Non-Practising Continuing Registration Requirements**

Section 56(5) of the CTCMA Bylaws includes the following conditions of renewal, among other requirements, for **Non-Practising** (NP) registrants:

- *NP registrants are required to fulfill the same Continuing Education (CE) requirements as the Full Practising registrants.*
- *NP registrants are required to meet the Professional Liability Insurance requirement under Section 60.2.*

The renewal form includes declarations. If a registrant has any exceptions to declare, they should make sure to report during renewal.

Please keep your own “Registrant File” which includes your Continuing Education (CE) and any continuing professional development activities, current and valid Standard First Aid and CPR-C Certifications, Professional Liability Insurance etc. Please refer to the “**Maintain a Registrant File**” information on the College website for details. Each year, the College randomly selects a number of renewed registrants for audit.

## **Student Continuing Registration Requirements**

During renewal, a student registrant completes the renewal form and make payment for the student registration renewal fee. During the online renewal progress, a student registrant confirms the name of their TCM school on record is current and correct. This is very important as Student Registration only allows a student registrant to participate in clinical training, under supervision, in their school program at the recognized TCM school as the registration record. Student registrants must not practise individually or at locations other than their school's recognized clinics.

### New in 2024 Renewal

Student registrants are required to upload a portrait photo taken within 12 months for a new student badge. The photos will only be used for registration purpose by the College.

CTCMA has arranged with TCM schools to directly receive enrollment / standing in the TCM programs at the schools during registration renewal. TCM schools also provide the student clinic insurance information directly to CTCMA. Student registrants no longer need to provide their school's insurance information in the registration renewal form.

The renewal form includes declarations. If a registrant has any exceptions to declare, they should make sure to report during renewal.



## Appendix A

### Declarations for Specific Registration Class

#### Non-Practising Registrant

1. I will continue to be registered with CTCMA as a Non-Practising Registrant as described in Bylaw s. 52.
2. I have read the provisions of Bylaw s. 52 and declare that I will not practise anywhere in British Columbia, Canada within the scope of practice as defined in Section 4 of the Traditional Chinese Medicine Practitioners and Acupuncturists Regulation (Health Professions Act of BC) while registered under Bylaw s. 52. Furthermore, I declare I will not provide the services specified in the Regulation in the Province of British Columbia, Canada.
3. I understand that I may apply to the Registration Committee for reinstatement as a Full Practising registrant. I declare that I have read the provisions of Bylaw s. 58 that apply to applications for reinstatement.

#### Practising Registrant

WHEREAS Sections 56(2), 56.1 and 56.2 of the Bylaws of the COLLEGE OF TRADITIONAL CHINESE MEDICINE PRACTITIONERS AND ACUPUNCTURISTS OF BRITISH COLUMBIA state:

##### Registration renewal

56.(2) A full or limited registrant seeking renewal of registration must deliver to the registrar on or before March 31 of the year in which renewal is sought, or the date otherwise specified by the registration committee for limited registration: (a) a completed application form for registration renewal to provide...

(iv) a declaration of compliance with the continuing education requirements as set out in section 56.1,

(v) a declaration of compliance with the currency of practice requirements as set out in section 56.2.

##### Continuing education

56.1. (1) Full, limited, and non-practising registrants must complete 50 hours of continuing education or the quality assurance program approved by the board in a 24-month period from the beginning of a fiscal year as determined by the quality assurance committee.

(2) Full, limited, and non-practising registrants must provide evidence of compliance with section 56.1(1) on request.

##### Currency of practice

56.2. (1) A full registrant must complete a cumulative total of 600 hours of professional service and/or practice during the 3 years immediately preceding registration renewal in order to maintain currency of practice.

(2) A full registrant must provide written proof of compliance with section 56.2(1) on request.

I do solemnly declare that:

I have established a Registrant File in my record keeping system. I will permit the College to inspect and copy this record upon request.

I have read and comply with or will comply with by March 31st, the renewal requirement of Bylaw s. 56.1 (1) (completion of 50 hours of continuing education every 24-month period determined by the quality assurance committee). I have listed the components of this continuing education in my CE Activity Log and stored all related documents (i.e. CE certificates, course registration receipt) in my Registrant File and will keep this record for 7 years.

**[Effective for Renewal 2026]** I have fulfilled the renewal requirements of Bylaw s. 56.2 (1) by practicing acupuncture or traditional Chinese Herbology or traditional Chinese medicine at a minimum level (600 hours of professional services / practice during the 3 years immediately preceding registration renewal) in order to maintain currency of practice. I have collected documentation showing I fulfill this requirement. I have put this documentation in my Registrant File and will keep this record for 10 years.

## Student Registrant

Upon submitting the online registration renewal form and payment, my renewal is pending on the receipt of the following items in acceptable format and information that support the renewal:

Confirmation Form of Education Standing; and

One photograph of you for Student Badge.

These items will be submitted to the College as soon as possible and no later than March 31, 2024. Otherwise my Student Registration continuity with the College will be affected and I cannot continue with my clinical training in the TCM education program of my TCM school after March 31, 2024.

Your renewal process is incomplete until these items are received by CTCMA.

## Declaration (For all Registrants - Full Practising / Non-Practising / Students)

Please read all of the following statements carefully. Your declaration checkmark and date in Section 8 below indicates you have read, understood and agree to abide by these statements.

1. I am in compliance with and will comply with the Health Professions Act, the TCM Practitioners and Acupuncturists Regulation, CTCMA Bylaws and Code of Ethics.
2. I have not been charged with or convicted of a criminal offence since I registered with the College (if this is my first renewal) or since my last renewal. If I am or have been charged with or convicted of a criminal offence at any time, I agree to report the charge or conviction to the Registrar of the CTCMA in a timely manner and will provide the CTCMA with an explanation of the charge or conviction.
3. I have not been the subject of an employment or human rights complaint or a complaint relating to professional misconduct or unprofessional conduct in relation to my practice since I registered with the College (if this is my first renewal) or since my last renewal.
4. I have not been investigated by a regulatory body in this jurisdiction or any other jurisdiction for professional misconduct or unprofessional conduct in relation to my practice since I registered with the College (if this is my first renewal) or since my last renewal.
5. I have not been subjected to discipline by a regulatory body in this jurisdiction or any other jurisdiction or professional misconduct in relation to my practice since I registered with the College (if this is my first renewal) or since my last renewal.
6. I have not voluntarily surrendered a registration or license to practice a health care profession since I registered with the College (if this is my first renewal) or since my last renewal.
7. I have authorization from the Canadian Government to legally work or study in Canada.
8. I am insured against liability as described by the Bylaw Section 60.2.

## Declaration By Registrants for Completing the Renewal Form

By checking this, I make this solemn declaration, conscientiously believing all the information and statements made are true, complete and correct, and knowing that it is of the same force and effect as if made under oath. I understand the renewal form will be locked and the information submitted is final and cannot be changed after pressing the "Continue to Dues Renewal" button. I will complete the renewal process with payment of the required registration renewal fee.