



# EDUCATION PROGRAM REVIEW

## APPLICATION GUIDE

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**College of Traditional Chinese Medicine Practitioners  
and Acupuncturists of British Columbia**

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## **I. Overview of Education Program Review (EPR)**

### **A. Introduction**

Pursuant to Schedule E of its Bylaws, CTCMA has developed an Education Program Review (EPR) process for schools offering Traditional Chinese Medicine education programs in British Columbia. Schools whose programs meet CTCMA's requirements will be recognized by listing under Schedule H of the Bylaws. The EPR is consistent with CTCMA's authority established under the *Health Professions Act*, Section 19 (m.1).

CTCMA's cost to undertake the EPR will be recovered from fees charged to all schools for review.

### **B. EPR Process**

#### **1. Application by New School Program for Review and Recognition**

CTCMA provides information and application forms by posting this EPR Package on its website at [www.ctcma.bc.ca](http://www.ctcma.bc.ca). Schools may apply by submitting a completed application package (including the application form and required supporting forms) together with the required fee.

The application / review process will take a minimum of three months. In order to minimize both time and cost, it is recommended that only fully completed documents be submitted; furthermore, the school should verify that it is in full compliance with all requirements prior to submission.

The review, which will be conducted in English, has two principal components:

- a. Review of Program Length, Structure and Learning Outcomes
- b. Review of Student Clinical Activity

The fees for reviewing a new program are listed in the attached Fee Schedule. Please note that the fee is based on review of **ONE** program at the school. For review of student clinical activity, the fee is based on **ONE** clinic location.

After a program successfully completes both review components, the College will list the program under Schedule H: Recognized TCM Education/Training Programs in its bylaw.

#### *a) Review of Program Length, Structure and Learning Outcome Requirements*

Schools must undertake a self-study to demonstrate the consistency between the program's curriculum and syllabus (Form As) and the required learning outcome indicators (Form Bs) and report the results to CTCMA in a predetermined format.

The self-study will involve the following steps:

Step 1: Complete Form A-1s for each training programs offered at school with detailed course information including course name, course number, category, full description and course hours.

Step 2: Complete Form A-2s for each training program offered at the school with detailed information on which [Occupational Competencies](#) are covered by each course, and that the program covers all the competencies and skills expected for registrants of the College with the corresponding title as identified in the “Indicators in the *Entry-Level Occupational Competencies, Performance Indicators, and Assessment Blueprint for the Practice of TCM in Canada for the Practice of TCM in Canada*” document (i.e. “EOCPIA Blueprint” in Schedule E).

- Form A-2-i (common) should be the form to include all the common courses that are applicable to multiple or all training programs offered
- Form A-2-ii (Acupuncture) should be the form to include all the courses that are unique to the acupuncture content in a training program
- Form A-2-iii (Herbology) should be the form to include all the courses that are unique to the herbology content in a training program
- Form A-2-iv (Doctor of TCM) should be the form to include all the courses that are unique to the “Doctor of TCM” content in a training program

Step 3: Complete Form Bs for each training programs offered at school to list for each course how competencies are assessed using the identified Performance Indicators in the *Entry-Level Occupational Competencies, Performance Indicators, and Assessment Blueprint for the Practice of TCM in Canada for the Practice of TCM in Canada*” document (i.e. “EOCPIA Blueprint” in Schedule E).

- Form B-i (common) should be the form to include all the common courses that are applicable to multiple or all training programs offered
- Form B-ii (Acupuncture) should be the form to include all the courses that are unique to the acupuncture content in a training program
- Form B-iii (Herbology) should be the form to include all the courses that are unique to the herbology content in a training program
- Form B-iv (DTCM) should be the form to include all the courses that are unique to the “Doctor of TCM” content in a training program

Submissions will be reviewed by the EPR experts and feedbacks will be provided for further updates within one month if any discrepancies are identified. If the self-study is accepted, the program will then become eligible for the Review of Student Clinical Activity.

#### *b) Review of Student Clinical Activity*

Schools must ensure that their student clinic meets CTCMA requirements. Schools must undertake a self-study to demonstrate compliance and report the results to CTCMA in a predetermined format.

Two steps will be involved:

Step 1: Initial review of the clinical facility *before the clinic is open to students and patients*

The school will be required to do a self-study based on Form C and then submit information on the clinical facility including videos, photos and scanned documents to the EPR experts for review; an on-site visit will be arranged to follow up the submission. Feedback and suggestions will be made to help the school in compliance with the CTCMA standards and requirements. The school will not be approved to enrol students to clinical training until this step is successfully completed.

After this step is completed successfully, a conditional EPR approval will be granted to the school.

Step 2: Follow-up review on the clinic *after the clinic is in full operation*

After the clinic is in full operation, submission of the *Self-Study Report on Student Clinical Activity (Form C)* is required for review; and if accepted, an onsite review will be conducted including reviewing the clinical facility, evaluating the clinical records and interviewing students and instructors. CTCMA's on-site reviewer(s) will make a final determination of the level of the clinic's compliance with the requirements.

If the school successfully completed this step, full EPR approval will be granted to the school with recommendation to the Board for approval to be listed under Schedule H of CTCMA Bylaws.

For each site-visit, at least 75% of both students registered for clinical training courses during the day of site-visit and the clinical instructors teaching those students must be available for interview during the on-site review. The on-site review cannot be completed unless the required number of students and instructors are available.

Online survey might be adopted to collect feedbacks and suggestions from students enrolled for clinical training courses for the current semester.

## 2. Monitoring Current Programs

CTCMA will monitor and support programs on a regular basis including subsequently scheduled review of student activity and/or review required when there are changes to the approved programs.

### *a) Subsequent Scheduled Review of Student Clinical Activity*

CTCMA will conduct subsequent reviews of Student Clinical Activity of recognized school programs. The safe, effective and ethical treatment of the public in teaching clinics is of paramount importance. **The clinical training programs raising concerns in the education delivery and/or public interest(s) might be suspended until it is adjusted/corrected to meet the entry-level competency requirements.**

The 1<sup>st</sup> subsequent review will be conducted one year after the approval of the new school program. After that, the subsequent reviews will be conducted every two years if there are no changes or concerns/complaints raised to the school clinical training activities.

Unscheduled or additional review is conducted when there are concerns identified from previous reviews or when the College receives complaints and/or concerns from students, stakeholders, and/or the public.

The review includes review of documents and review of clinical activities, which typically includes an on-site review visit.

The fee for the “Subsequent Scheduled Review of Student Activity” is listed in the Fee Schedule.

The fee for additional review will be charged based on the hourly rate of EPR for time required for review of correspondences and documents if the cost for the review is higher than the fee for a “Subsequent Scheduled Review of Student Activity” as listed in the Fee Schedule. Otherwise, the “Subsequent Scheduled Review of Student Activity” fee is charged.

#### *b) Changes to Programs*

**Any change to a training program listed in Schedule H must be pre-approved by CTCMA prior to coming into effect. Students’ educational hours (both didactic and clinical hours) will only be recognized by CTCMA for registration purpose, including examination eligibility, after the revised curriculum has been approved.**

##### ➤ *Changes to the curriculum and structure of the program*

Submission of revised curriculum (Form As and Bs) is required with proposed changes identified in the documents. The revised curriculum cannot be adopted until approval of CTCMA is received.

##### ➤ *Changes to Student Clinical Activity*

Additions of school clinics and/or changes to current school clinic facilities will need to be pre-approved by CTCMA before they can be operated as a school clinic site. A site visit might be arranged after review of document submission. The on-site review cannot be completed unless the required number of students and instructors are available.

#### **C. EPR Results**

Those who have successfully completed the initial full EPR will be recommended by the Registration Committee to the Board for approval on being listed on Schedule H of CTCMA Bylaws.

## Recommendations

Feedbacks and recommendations will be provided to TCM schools in the Education Program Review reports. The schools might be requested to provide follow up reports on improvements made based on the feedbacks and recommendations.

## Remedy

Any concerns raised during the Program Review process will be addressed via monthly report, additional reviews/site visits and other monitor activities.

## Removal and Reinstatement of Schedule H Listing

School program that fails to continue to meet CTCMA requirements or other school operational standard required by the Ministry of Post-Secondary Education and Future Skills of the BC Government can be removed from the Schedule H listing when the Registration Committee determines that the removal of the listing can protect the public.

In order to be reinstated, the school is required to go through the EPR process by re-submitting the application forms and documents for initial submission.

## **II. Program Length, Structure and Learning Outcome Requirements**

### **A. Definitions**

“Academic year” means 8 months, or 2 semesters, or 3 quarters, or 2 trimesters of study.

“Clinical Instruction” includes:

- Practice observation: supervised observation of clinical practice;
- Diagnosis and evaluation: the application of TCM diagnostic procedures in evaluating patients;
- Supervised practice: the clinical treatment of patients.

“EOCPIA Blueprint” means the Entry-Level Occupational Competencies, Performance Indicators and Assessment Blueprint, which is approved by the CTCMA Board from time to time, and published on CTCMA’s website.

#### **1. Acupuncturist Programs**

Acupuncturist programs shall consist of a minimum of 1,900 hours of study over 3 academic years, including a minimum of 450 hours of clinical instruction of which at least 225 hours must be in supervised practice.

Acupuncturist programs shall provide for the learning outcomes identified as “Common” and “Acupuncture” in the EOCPIA Blueprint for TCM Practitioners and Acupuncturists and include a minimum of 450 hours of clinical instruction in acupuncture that provides for learning outcomes consistent with the indicators identified as “Clinical” for the Assessment Requirements in Education Program in the EOCPIA Blueprint for TCM Practitioners and Acupuncturists.

#### **2. Traditional Chinese Medicine Herbalist Programs**

Traditional Chinese Medicine Herbalist programs shall consist of a minimum of 1,900 hours of study over 3 academic years, including a minimum of 450 hours of clinical instruction of which at least 225 hours must be in supervised practice.

Traditional Chinese Medicine Herbalist programs shall provide for the learning outcomes identified as “Common” and “Herbology” in the EOCPIA Blueprint for TCM Practitioners and Acupuncturists and include a minimum of 450 hours of clinical instruction in herbology that provides for learning outcomes consistent with the indicators identified as “Clinical” for the Assessment Requirements in Education Program in the EOCPIA Blueprint for TCM Practitioners and Acupuncturists.

#### **3. Traditional Chinese Medicine Practitioner Programs**

Traditional Chinese Medicine Practitioner programs shall consist of a minimum of 2,600 hours of study over 4 academic years, including a minimum of 650 hours of clinical instruction of which at least 425 hours must be in supervised practice.

Traditional Chinese Medicine Practitioner programs shall provide for the learning outcomes identified as “Common”, “Acupuncture” and “Herbology” in the EOCPIA Blueprint for TCM



Practitioners and Acupuncturists and include a minimum of 650 hours of clinical instruction in acupuncture and herbology that provides for learning outcomes consistent with the indicators identified as “Clinical” for the Assessment Requirements in Education Program in the EOCPIA Blueprint for TCM Practitioners and Acupuncturists.

4. **Doctor of Traditional Chinese Medicine Programs**

Doctor of Traditional Chinese Medicine programs shall consist of a minimum of 3,250 hours of study over 5 academic years, including a minimum of 1,050 hours of clinical instruction of which at least 825 hours must be in supervised practice.

Doctor of Traditional Chinese Medicine programs shall provide for the learning outcomes listed in the EOCPIA Blueprint for the Doctor of Traditional Chinese Medicine and include a minimum of 1050 hours of clinical instruction that provides for learning outcomes consistent with the indicators identified as “Clinical” for the Assessment Requirements in Education Program in the EOCPIA Blueprint for the Doctor of Traditional Chinese Medicine.

B. **Self-Study Report Format for Program Length, Structure and Learning Outcomes**

Schools must complete and submit to CTCMA all required forms that are applicable to their programs:

1. Form A-1s (one for each program)
2. Form A-2s (see table as below; only one copy of each Form A-2 is required)

	<b>Form A-2-i Common Content</b>	<b>Form A-2-ii Acupuncture Content</b>	<b>Form A-2-iii Herbology Content</b>	<b>Form A-2-iv Dr.TCM Content</b>
<b>Acupuncturist Program</b>	X	X		
<b>TCM Herbalist Program</b>	X		X	
<b>TCM Practitioner Program</b>	X	X	X	
<b>Doctor of TCM Program</b>	X	X	X	X

3. Form Bs (see table as below; only one copy of each Form B is required)\_

	<b>Form B-i Common Content</b>	<b>Form B-ii Acupuncture Content</b>	<b>Form B-iii Herbology Content</b>	<b>Form B-iv Dr.TCM Content</b>
<b>Acupuncturist Program</b>	X	X		
<b>TCM Herbalist Program</b>	X		X	
<b>TCM Practitioner Program</b>	X	X	X	
<b>Doctor of TCM Program</b>	X	X	X	X

Further information on Forms As and Bs is included in Appendix A.

### C. Student Clinical Activity Requirements

#### 1. Clinical Instructors

Clinical instruction must be provided by experienced persons holding the appropriate level of Full Registration in good standing with CTCMA. In Acupuncturist courses, clinical instructors must have R.Ac. or R.TCM.P or Dr.TCM registration; in TCM Herbalist courses, clinical instructors must have R.TCM.H. or R.TCM.P or Dr.TCM registration; in TCM Practitioner courses, clinical instructors must have R.TCM.P or Dr.TCM registration; in Doctor of TCM courses, clinical instructors must have Dr.TCM registration.

#### 2. Clinical Training Procedure

Each student must have a designated clinical supervisor in a clinical training course.

Each student must hold a valid student registration with CTCMA.

Institutions are required to directly supervise all clinical instruction of the training program, whether such instruction occurs in clinics owned and operated by the institutions themselves or in independent clinics engaged to provide clinical instruction for the training program.

For the initial 200 hours of supervised practice in Acupuncture, TCM Herbalist, TCM Practitioner and Doctor of TCM programs, the supervisor shall be physically present at all times during the diagnosis and treatment of the patient. For the remaining hours, the supervisor may be in close proximity to the location at which the patient is being treated which means that the supervisor must be physically present on the premises of the student clinic. **If a school plans to use any practitioners' private clinics as teaching clinic locations, please note that they are more appropriate for clinical activity after the initial 200 hours for a limited number of students at a time as the private clinic facility is not usually equipped to accommodate a group of students. Please**

note that each clinical location affiliated with a school must be included in the school's insurance to cover the student's clinical activity in order to be approved as a training clinic location with the school. Each clinic location needs to be reviewed to be approved before students can start their clinical training there.

The student must consult with the supervisor before and after each treatment. Each consultation between student and supervisor must be recorded in the program's clinical records, including the patient record with dates, print names, registration titles/numbers and signatures of both students and supervisors. Student clinical performance must be assessed in a manner consistent with the definition of entry-level proficiency and the assessment requirements contained in the Introduction to the EOCPIA Blueprint.

Clinical records will be reviewed by CTCMA. Clinical supervisors may be contacted by CTCMA reviewers to verify student supervised practice.

Students undergoing clinical training will be called upon by the reviewer(s) during the site visit to demonstrate their competency with respect to the clinical performance indicators.

#### **D. Self-Study Report Format for Student Clinical Activity**

Schools must complete and verify the checklist in Form C (see Appendix) and insert comments as appropriate. The completed Form C must be submitted to CTCMA for review in advance. Items noted in the Form will be examined by reviewer(s) during the on-site visit.

**III. Fee Schedule**

**EDUCATION PROGRAM REVIEW (Revised in November 2023)**

Activity	Fee	Note
Curriculum Review (Initial)	<ul style="list-style-type: none"> <li>• \$2000 per program</li> <li>• \$500 per additional program reviewed at the same submission</li> </ul>	Flat fee for initial curriculum review of ONE program
Curriculum Change Review	<ul style="list-style-type: none"> <li>• \$1000 per program change application</li> </ul>	If the change requires more than 4 hours of review time, additional cost at an hourly rate of \$100/hr applies.
Student Clinical Activity Review (Initial and Regular Subsequent Visit)	<ul style="list-style-type: none"> <li>• \$3000 per initial visit / \$2000 per regular subsequent visit</li> <li>• \$500 per additional clinic site (located within 1 hr drive) reviewed during same on-site visit</li> </ul>	Flat fee for on-site visit for the school’s training clinic. If schools have additional clinic locations, additional fees apply.
Clinical Site Visit (Special Visit)	<ul style="list-style-type: none"> <li>• \$2000 per review, including on-site visit</li> </ul>	Flat fee for on-site visit for ONE clinic location.
Hourly Rate	<ul style="list-style-type: none"> <li>• \$100/hr for curriculum review</li> <li>• \$200/hr for clinical activity review</li> </ul>	

#### **IV. Appendix A**

The following forms are available from CTCMA electronically, in editable format:

- Application Form
- Form A-1 Curriculum: Self-Study Report on Program Length and Structure
- Form A-2-i Curriculum (Syllabus): Self-Study Report on Program Length and Structure, Common Content
- Form A-2-ii Curriculum (Syllabus): Self-Study Report on Program Length and Structure, Acupuncture Content
- Form A-2-iii Curriculum (Syllabus): Self-Study Report on Program Length and Structure, Herbology Content
- Form A-2-iv Curriculum (Syllabus): Self-Study Report on Program Length and Structure, Dr.TCM Content
- Form B-i Self-Study Report on Learning Outcomes, Common Content
- Form B-ii Self-Study Report on Learning Outcomes, Acupuncture Content
- Form B-iii Self-Study Report on Learning Outcomes, Herbology Content
- Form B-iv Self-Study Report on Learning Outcomes, Dr.TCM Content
- Form C Self-Study Report on Student Clinical Activity