

Pan-Canadian Entry-Level Examinations in Traditional Chinese
Medicine (TCM) and Acupuncture

加拿大全國中醫針灸考試

APPLICATION GUIDE

考生申請指導守則



The College of Traditional Chinese Medicine Practitioners
and Acupuncturists of British Columbia (CTCMA)

卑詩省中醫針灸管理局

Version 9 – October 2024 Examination Administration
(Last Updated 2024-06-03 - Subject to Further Revision)

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Important Dates 重要日期

OCTOBER 2024 – PAN-CANADIAN EXAMINATIONS	
Application Starts:	Monday, June 3, 2024 (8:30 AM Vancouver Local Time) (Note: Taking a “refresher course” for the purpose of being eligible to take or re-take an examination can be done any time so that the course can be completed as required for the examination application to be approved.)
Application Deadline:	Monday, July 15, 2024 (4:30PM Vancouver Local Time)
Deadline for Special Accommodation Request:	Monday, July 15, 2024 (4:30PM Vancouver Local Time)
Application Fee Due Date:	48 hours after the payment link sent from CTCMA
Examination Fee Due Date:	Noon (Vancouver Local Time), Thursday, August 15, 2024 (the payment link will be sent to those approved candidates by Friday, August 9, 2024)
Deadline** for Withdrawal of Applications	Noon (Vancouver Local Time) Thursday, August 15, 2024 (application fee is non-refundable)
Date of TCM Herbalists Examination – HER	October 1 & 2, 2024
Date of TCM Practitioners Examination – PRA	October 3 & 4, 2024
Date of Acupuncturists Examination – ACU	October 23 & 24, 2024

Important Notes:

- A. *Please note that the October 2024 dates for the TCM Herbalists and TCM Practitioners examinations are under review and are currently scheduled for October 1-4, 2024. The exams were previously scheduled to overlap on October 2 & 3, 2024.*
- B. The computer-based Pan-Canadian Examinations will be delivered **IN-PERSON at TESTING CENTERS across Canada**. For the latest available testing center locations across Canada, please refer to the CARB-TCMPA website [HERE](#).
- C. Please refer to the CARB-TCMPA website for future exam dates [HERE](#).
- D. The PCE examinations for the October 2024 administration will be offered in the following language options:
 - PCE-ACU will be offered in all 3 languages: English, Simplified Chinese and Traditional Chinese
 - PCE-HER will be offered in all 3 languages: English, Simplified Chinese and Traditional Chinese
 - PCE-PRA will be only offered in English

Please refer to the Candidate Handbook for detailed information.

General Information 一般規定

The Application Guide describes the policies and procedures for applying to write the *Pan-Canadian Entry-Level Examinations* through the College of Traditional Chinese Medicine Practitioners and Acupuncturists of British Columbia (CTCMA) (**On June 28, 2024, CTCMA will amalgamate with other regulators to form a multi-profession college, called the College of Complementary Health Professionals of British Columbia, to continue to regulate TCM Professionals and Acupuncturists in BC**).

Please refer to the current Pan-Canadian Examination Candidate Handbook for important information about the examinations. This includes the examination content and format, preparation, registration, what to expect on examination days, and other information regarding the examination administration:

<https://carb-tcmpa.org/wp-content/uploads/2023/07/2023-07-25-CARB-TCMPA-Candidate-Handbook.pdf>

The regulatory body for Traditional Chinese Medicine (TCM) Practitioners, Acupuncturists and TCM Herbalists in British Columbia is the College of Traditional Chinese Medicine Practitioners and Acupuncturists of British Columbia (CTCMA) (**From June 28, 2024 onwards, the College of Complementary Health Professionals of British Columbia (CCHPBC)**). CTCMA (**and CCHPBC**) will be referred to as 'the College' in this guide. The College is responsible for governing TCM Practitioners, Acupuncturists and TCM Herbalists in accordance with the *Health Professions Act*, the Traditional Chinese Medicine Practitioners and Acupuncturists Regulation of British Columbia and the College Bylaws.

Registration as a TCM Practitioner, Acupuncturist and TCM Herbalist under the *Health Professions Act* assures the public that TCM Practitioners, Acupuncturists and TCM Herbalists are capable of practicing competently and safely and are accountable to the public for their practice. Practitioners must meet minimum standards of competency in order to be considered eligible to become registered as a TCM Practitioner, Acupuncturist or TCM Herbalist under the *Health Professions Act*. Successful completion of the Pan-Canadian Entry-Level Examinations in Traditional Chinese Medicine and Acupuncture is one of the requirements for registration outlined in the College Bylaws.

Founded in 2012, the Canadian Alliance of Regulatory Bodies of Traditional Chinese Medicine Practitioners and Acupuncturists (CARB-TCMPA) is a group of five provincial regulatory bodies that govern and monitor professionals practising Traditional Chinese Medicine (TCM) and Acupuncture in Canada to ensure that they provide safe, quality, and ethical health care services. The founding members comprise the regulatory bodies of TCM and/or Acupuncture of Alberta, British Columbia, Newfoundland and Labrador, Ontario, and Quebec.

The CARB-TCMPA administers the *Pan-Canadian Entry-level Examinations in TCM and Acupuncture (the “Pan-Canadian Examinations”)*. The *Pan-Canadian Examinations* assess occupational competencies of entry-level TCM and acupuncture professionals that are required for safe, competent, and ethical practice. Successful completion of the *Pan-Canadian Examinations* is required for registration as a TCM Practitioner, Acupuncturist or TCM Herbalist.

The Registration Committee of the College determines whether an individual has completed an educational program that qualifies the individual to write an examination and sets registration requirements and grants registration to those who are qualified to practise safely, effectively, and ethically.

All correspondences regarding this examination should be addressed to the Registration Department of the College.

Registration Department
CTCMA – Examination Applications
The College of Traditional Chinese Medicine Practitioners and Acupuncturists of British Columbia
900 – 200 Granville Street
Vancouver, BC Canada V6C 1S4

Telephone: (604) 742-6563 Fax: (604) 357-1963
E-mail: registration@ctcma.bc.ca Website: www.ctcma.bc.ca

Examination Eligibility 考試資格

Candidates must be deemed eligible by the Registration Committee to take the Pan-Canadian Examinations in BC. The Committee will consider if you, at the time of application, have satisfied the education requirements set out in section 60.3 and 60.4 of the College Bylaws and possesses the required competencies established in the Pan-Canadian Standard for Traditional Chinese medicine Practitioners and Acupuncturists: Entry-Level Occupational Competencies Profile.

The eligibility criteria are subject to change. The candidate's eligibility to sit for the current examination administration does not guarantee that he/she will be eligible for subsequent examinations. That is, candidates who withdraw from an examination administration, or do not take the examination administration that they are approved will not automatically be eligible to take any subsequent examination. Candidates are required to re-apply as a new applicant for future examinations and applications will be evaluated against the criteria in place at the time of application.

BC legislation requires each student to be a current student registrant of the College before undertaking clinical training in BC. Any clinical training hours undertaken in BC without appropriate student registration with the College will be reported to the Inquiry Committee.

1. TCM Education Requirements (CTCMA Bylaws S60.3(1)(ii) & (4))

Title	Examinations required			TCM Education Requirements (Refer to Schedule E of the College Bylaws for details)
	Acupuncturists	TCM Herbalists	TCM Practitioners	
R.Ac.	✓	-	-	Graduation from an Acupuncture training program with a minimum of 1,900 hrs including 450 hrs of practicum (at least 225 hrs must be in supervised practice) completed in a minimum of 3 academic years
R.TCM.H	-	✓	-	Graduation from an TCM Herbology training program with a minimum of 1,900 hrs including 450 hrs of practicum (at least 225 hrs must be in supervised practice) completed in a minimum of 3 academic years
R.TCM.P	-	-	✓*	Graduation from a TCM Practitioner training program with a minimum of 2,600 hrs including 650 hrs of practicum (at least 425 hrs must be in supervised practice) completed in a minimum of 4 academic years

- * Candidates may take either TCM Practitioners Examination OR **both** the Acupuncturists and TCM Herbalists Examinations to satisfy the examination requirements for the R.TCM.P title.

Currency Requirements (For NEW APPLICATIONS ONLY: these requirements do not apply to those who are applying to retake the same examination – For Rules for Repeating Examinations, please refer to Page 13):**

- a) *Proof of completion of pre-approved 50-hour Refresher course in TCM is required if you graduated from a TCM program for more than 3 but fewer than 5 years prior to the date of the application. (Bylaw S60.3(2))*
- b) *Proof of completion of pre-approved 100-hour Refresher course in TCM is required if you graduated from a TCM program for more than 5 years prior to the date of the application. (Bylaw S60.3(3))*

2. Two-year Study of Liberal Arts or Sciences Requirements

(CTCMA Bylaws S60.3(1)(a)(iii) & (4))

CTCMA Bylaws S60.3(1)(a)(iii)

Applicants are required to show completion of not less than two (2) years of liberal arts or sciences study (comprised of at least 60 credits) in an accredited college or chartered/approved university acceptable to the Registration Committee.

CTCMA Bylaws S60.3(4)

The registration committee may consider whether the applicant's knowledge, skills, and abilities are substantially equivalent to the standards of academic or technical achievement and the competencies or other qualifications set out in s60.3(1)(a)(iii).

Under this section, applicants can demonstrate to the Registration Committee how their education, work experience and other prior learning are substantially equivalent to the requirement for 60 Credits of Liberal Arts or Sciences Study.

Exceptions: An applicant does **NOT** have to provide proof of two years study of Liberal Arts or Sciences to the College if

- The applicant is retaking the registration examination, or

- The applicant is currently a full registrant with the College, or
- The College accepted an application for student registration before December 2009 which included proof of 2-year study of liberal arts or sciences.

Recommended Supporting Documents for 2-year Credentials completed in Canada:

1. Official transcript in paper format or electronic format if sent directly to CTCMA from the issuing agency.
2. Transfer Guide (i.e., BC Transfer Guide, Alberta Transfer Guide, Ontario Transfer Guide).

Recommended Supporting Documents for 2-year Credentials completed outside of Canada:

1. Credential evaluation report issued and sent directly by an agency that is a member of the Alliance of Credential Evaluation Services of Canada with a copy of transcript attached.
2. For courses completed and evaluated as comparable to the completion of a diploma, additional evidence, such as would be acceptable to be transferred to a program in a Canadian accredited college or chartered/approved university, is required to meet the requirement. Refer to the Recommended Supporting Documents for Proving Substantial Equivalency as below.

Recommended Supporting Documents for proving Substantial Equivalency:


1. Official Prior Learning Assessment Recognition (PLAR) report, including the program plan, and transfer/challenge/PLAR record.
2. Official Transfer Credit Records (e.g., Transcripts, summary, or other equivalent documentation).

The Registration Committee may request additional information and clarification of the information provided by the applicant. More details are available in the [Information Sheet](#) available on the College website which outline how the College accesses liberal arts and sciences credentials for meeting examination and/or registration requirement.

Examination Application 考試申請

The complete examination application and supporting documentation(s) must be received by the College no later than the application deadline. The candidate may complete the submission either by **Mailing** to CTCMA Office or by **Uploading through [October 2024 PCE Application Upload Site](#)**.

Uploading Procedures:

1. Click [October 2024 PCE Application Upload Site](#) which will bring you to the Registrant Portal log in page. If you do not have a file/registration number with CTCMA, please contact CTCMA at registration@ctcma.bc.ca
2. After logging into the Registrant Portal, you will be directed to the “October 2024 PCE Exam Application Upload Site”
3. On this upload site, please follow the instructions and upload the following documents:
 - a. Pan Canadian Examination Application Form -must be completed and signed - **Mandatory**
 - b. A Recent Photo – taken within 12 months – must be in high resolution - **Mandatory**
 - c. Copy of a valid Government issued photo ID - **Mandatory**
 - d. Proof of completion of required Refresher Program (must be pre-approved by CTCMA), if applicable
4. Click the ORANGE  button to import the uploaded documents to the Registrant Portal
5. Once the submission is successful, you will see on the screen **a green banner** with the text “Files Successfully Uploaded”.

Please note that both 2-year and TCM credentials (official transcripts and credential evaluation reports) must be sent to CTCMA directly from the credential issuing agencies. We do not accept any 2-year and TCM credential documents mailed/uploaded by applicants.

Checklist of Required Application Documents

- Completed and signed application checklist
- Completed and signed application form
- Proof of TCM education as per Schedule E of the College Bylaws – **must be sent to CTCMA directly from the issuing training institution and/or credential evaluation agency in Mail and/or Electronic Formats:**
 - a) Official **transcript** for TCM education completed **within** Canada (Click for [Transcript Requirements](#) posted on College website); OR
 - b) **Acceptable** Credential Evaluation report **with copy of transcript attached** for TCM education completed **outside** of Canada
- Proof of 2-year study of Liberal Arts or Sciences as per section 48 of the College Bylaws (if not submitted previously) – **must be sent to CTCMA directly from the issuing training institution and/or credential evaluation agency in Mail and/or Electronic Formats:**
 - a) Official **transcript** for the 2-year study of liberal arts and sciences completed **within** Canada; OR
 - b) **Acceptable** Credential Evaluation report **with copy of transcript attached** for 2-year study of liberal arts and sciences completed **outside** of Canada
- Photo taken within 12 months (1½"W x 2"L) – **not required for current CTCMA registrants**
- Photocopy of one piece of government issued photo identification (i.e. passport, driver's license)
- Proof of completion of Approved Refresher Course (if applicable) – see Currency Requirements on Page 7 & Rules for Repeating Exam on Page 13

Payment of Application and Examination Fees

- Application fee is to be paid by credit card online by following the instructions sent from the College after the College has received your application. This is due within 48 hours after the payment link sent from CTCMA. Applications will not be processed until after payment is received.
- Examination Fee is to be paid by credit card online by following the instructions sent from the College after your application has been approved. Approved candidates are **not** registered to participate in the examination until after payment is received. For the October 2024 administration, approved candidates will receive a payment link by Friday, August 9, 2024 to pay the required examination fee by noon of Thursday, August 15, 2024.

Credential Evaluation Report

Graduates of TCM/A training programs outside Canada, or applicants who completed their 2-year study of liberal arts or sciences outside Canada, are required to submit a **Basic** credential evaluation report from the International Credential Evaluation Services (ICES) **or** a report issued by an agency that is a member of the Alliance of Credential Evaluation Services of Canada. **The report must be sent directly from the credential evaluation agency with a copy of transcript attached to CTCMA.**

**International Credential Evaluation Services (ICES),
3700 Willingdon Avenue, Burnaby, British Columbia, V5G 3H2
Telephone: 604-432-8800 Toll Free (N. America) 1-866-434-9197 <http://www.bcit.ca/ices/>**

Exceptions: An applicant does not have to provide a credential evaluation report to the College if:

- the College accepted an application for student registration before December 2009 which included proof of 2-year education, or
- the College previously accepted an application to write a registration examination which included proof of TCM/A education completed outside of Canada.

Choice of Language

The PCE examinations for the October 2024 administration will be offered in the following language options:

- PCE-ACU will be offered in all 3 languages: English, Simplified Chinese and Traditional Chinese
- PCE-HER will be offered in all 3 languages: English, Simplified Chinese and Traditional Chinese
- PCE-PRA will be only offered in English

Matching with the Choice of Preferred Examination Locations

Please note that the final assigned examination locations may or may not match with the preferred location(s) indicated in the application form.

CARB-TCMPA's test administrator, Meazure Learning, manages the bookings for test centres. While Meazure Learning makes every effort to book candidates at their preferred location, they cannot guarantee the location because of test centre availability. If you are not booked into your preferred location, it is because that location is not available and Meazure Learning has selected the closest location with availability on your examination day.

*** Please check your application information (including examination type, language, # of attempt and preferred exam location) and status (including missing documentation) and confidential messages regarding your application at the Registrant Portal. Please report to CTCMA immediately if any application information on the Registrant Portal does not match with your application.**

Examination Policies 考試規定

Withdrawal from the Examination

Requests to withdraw from the examination must be made in writing with signature and must be received by CTCMA before the withdrawal deadline to obtain a refund of the examination fee. Application Fee is **non-refundable**. Verbal withdrawals are not accepted. If withdrawal requests are **not** received by the deadline, no portion of the examination fee will be refunded. **NO DEFERRAL IS ALLOWED.**

If you withdraw or absent from the current examination, you will NOT be automatically eligible to take subsequent examinations, You will be required to re-apply and your eligibility will be evaluated in accordance with the exam requirements and policies that are in place at the time of application.

Accommodation for Special Needs

The request and/or verification form(s) for Accommodation for Special Needs must be submitted to accommodations@carb-tcmpa.org **BEFORE** the Special Accommodation Application deadline. The form is available at CTCMA website. Please note that an Accommodation Request form is required for each specific examination administration, and the request when approved by CARB-TCMPA, will only apply to the **current** examination administration.

Please refer to the **Candidate Handbook** for important information regarding policies for **Special Accommodations, Cancelling the Examination, Late Arrival and No-show, and Extreme Circumstances.**

Information Regarding the “**Examination Day**”, including **Examination Procedures and Examination Misconduct**, can also be found in the **Candidate Handbook**.

Information regarding **examination scoring and passing scores** is available in the **Candidate Handbook**.

Notification of Examination Results

Examination results will be posted in the candidates’ accounts at the Registrant Portal and a hard copy will be mailed to candidates. Results will **not** be given over the telephone, by fax, or by email.

Rules for Repeating Examinations

- Any candidate who fails an examination may repeat the failed examination once within the next two consecutive sittings of the examination. If the candidate does not do this, a new application is required and will be evaluated according to policies in place at that time.
- Any candidate who fails a component of a registration examination or an examination once is not eligible to retake that component or that examination for the 2nd attempt until the applicant first completes a **50-hour refresher course or program of study in traditional Chinese medicine approved in advance by the registration committee.**
- Any candidate who fails a component of a registration examination or an examination twice is not eligible to retake that component or that examination for the 3rd attempt until the applicant completes a **100-hour refresher course or program of study in traditional Chinese medicine approved in advance by the registration committee.**
- Any candidate who fails a component of a registration examination or an examination 3 times is not eligible to attempt the same registration examination again.
- **Refresher Program:** if you are required to improve your skills/knowledge before repeating an examination, you must:
 - Submit the completed form, details of your proposed learning activities, with a description of the teacher/mentor, to the College for approval before you start the Refresher course.
 - Upon receipt of approval, complete the pre-approved Refresher course **before** the examination application deadline.
 - Submit an application for repeating the examination to the Registration Committee for approval - accompanied by proof of completing the Refresher course.

The candidate may complete the Refresher course through either training institutions or private clinics:

- Training institutions (For both Didactic and Clinical Training Programs) – Schedule H listed TCM schools or TCM schools approved by Board to be listed under Schedule H; or
- Registrant Preceptors (For Didactic Program Only) – The preceptor should be a full registrant of the College without limits or conditions, holding equivalent or higher registration title in good standing with CTCMA for a minimum of 7 years.

Note:

- The examination attempt of those candidates who failed the final December 2020 CCS retake examination were reset to 1 for taking the Computer-Based Examination starting in Fall 2021.

Please note that Bylaws 60.4(6) states that “An applicant who fails a component of a registration examination or an examination 3 times is not eligible to attempt the same registration examination again”.

For the October 2024 PCE ONLY, those candidates who have failed the examination for 3 or more times *before the April 2024* administration AND who did not write the April 2024 examination will be allowed to take the same registration examination one more time after completing a 100-hour refresher course or program of study in traditional Chinese medicine approved in advance by the registration committee.

Code of Conduct for Examinations

Candidates are subject to the Code of Conduct as described in Appendix B: Code of Conduct for Examinations in the [Candidate Handbook](#). Candidates who contravene the Code of Conduct may be denied participation, may have results invalidated, denied admission to, and/or retaking the examination. By applying to the examinations, the applicants agree to abide to the Code of Conduct for Examinations.

Additional Information 附加資料

Registration Requirements

Please refer to CTCMA website – “Registration” Page.

Exam Candidate Login at the Registrant Portal

The details of the examination will be updated through the Registrant Portal (available at CTCMA website) including:

- Information on your applied examination (i.e. examination type, examination language, # of attempt, preferred examination location, etc)
- status of your examination application;
- missing documentation;
- fees payment; and
- examination results

You must log-in to the Registrant Portal to access information of the examinations. Any update to mailing address can also be made in the Registrant Portal. Please report to CTCMA immediately if you find any information at the Registrant Portal in question.

After you log-in for the first time, you will be able to change your password. The College will not be able to retrieve changed password for you so please keep this information in a safe place.

NOTE: Please note that Registrant Portal is the platform for Pan-Canadian Exam Application with CTCMA. Once a candidate is approved and registered on the examination platform (approximately 4 weeks before the examination day), the candidate will receive login information to the “CARB-TCMPA Examination Platform Home Page” (<https://tcmpa.ysasecure.com/>),

A tutorial is available to registered candidates to help familiarize themselves with the testing platform and various question types used on the Pan-Canadian Examinations. The tutorial is available any time between examination registration on the testing platform and examination day.

Registered candidates must ensure the name they used for examination application to CTCMA matches the name shown in the “CARB-TCMPA Examination Platform Home Page” account set up by the examination administrator. If their name and address in their online profile have any problems, candidates must contact CTCMA as soon as possible. It must also match the valid government-issued photo ID for verification purpose on examination day.

Limitations

The College cannot advise or provide detail on matters under the jurisdiction of other institutions or governments, such as:

- federal and provincial statutes, regulations and policies governing TCM/Acupuncture registration;
- facilities available for general or specialized experience;
- training or employment opportunities;
- reciprocity between TCM regulation bodies within or outside Canada;
- the conditions imposed by the Government of Canada for immigration;
- scholarships or funding.

Limits of Liability

While the College takes reasonable steps to ensure the accuracy and completeness of information, resources and reports, the College is not responsible for damages in the event of errors or omissions. The College is not responsible for impacts of a personal, professional or financial nature. This includes such impacts as loss of income, loss of salary and/or expenses incurred by an employer, a contractor or a candidate. It is the responsibility of each candidate in registering for the examination to have read and understood the limits of liability. Further it is the candidate's responsibility to advise those interested parties (e.g., employers) about the limits of liability. By participating in the examination, each candidate agrees that he or she shall take no action or other proceeding against the College or any of its officers, employees or agents for an act done in good faith or for any neglect or default related to the *Pan-Canadian Examinations*.

Financial Assistance

The College does not offer financial assistance or information on possible sources of financial assistance. The College cannot waive or alter examination fees except as noted elsewhere in this Application Guide.

Research

The College conducts research using non-identifying examination data, and may also provide this data to external researchers. By signing the application form, candidates consent to the use of non-identifying data for research purposes.

Privacy Policy

The College is committed to collecting, using and disclosing the personal information of its examination candidates responsibly and only to the extent necessary to provide effective services. The College is also committed to being transparent about how personal information of candidates is handled.

By applying for the examination, candidates authorize the College to collect the personal information provided in the application form and to use that personal information for the purposes of processing the application for the purposes of registration under the Health Professions Act, RSBC 1996, c. 183 and candidates consent to the disclosure of that personal information to the Canadian Alliance of Regulatory Bodies of Traditional Chinese Medicine Practitioners and Acupuncturists (CARB-TCMPA) and Measure Learning. for the purposes of administrating the examination, processing the examination results and providing information regarding the examination results back to the College.