



# TCMA Quality Assurance Program Frequently Asked Questions

The College of Complementary Health Professionals of British Columbia (CCHPBC) is committed to ensuring that all TCMA registrants are aware of and understand the requirements of the Quality Assurance (QA) program. This FAQs page will be updated on a regular basis.

## 1. Why are regulated health professionals required to participate in continuing education throughout their professional careers?

CCHPBC is the professional authority regulating the practice of TCMA in BC. Its mission is to serve and protect the public interest.

By participating in CCHPBC's TCMA quality assurance program throughout the course of your career, you demonstrate that you are committed to maintaining your competence to practise, that you take seriously the obligation to develop professionally, and that you are committed to the protection of the public.

## 2. When should I start the PSP?

QA cycles begin every year on April 1 and reporting takes place on March 31 of every year.

If you are a new TCMA registrant, you should start the PSP as soon as possible following registration in order to provide maximum time to fulfill your CE requirements. As an initial new TCMA full registrant, you might want to 'practice' a bit in order to gain more insight into your practice before conducting your actual *Self-Reflective Assessment*.

Your answers at this early stage may well help you not only with the assessment of your practice but also with your *Professional Development Plan*.

You can always return to and revise your *Professional Development Plan* as you learn more about yourself, your practice, strengths and areas for growth.

As a new TCMA registrant, your QA cycle may immediately coincide with the official TCMA QA cycle start and finish dates. If it does not, by the time you are

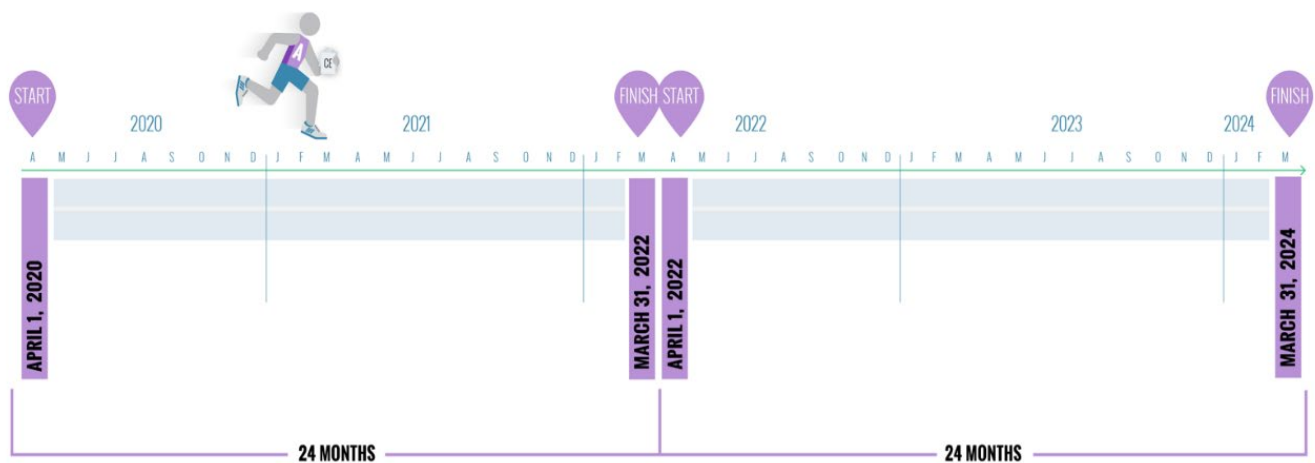


ready to start your second QA cycle you will be coordinated with the standard April 1 start, and March 31 finish. This is because a full QA cycle is a minimum of 24 months, the first QA cycle a new TCMA registrant completes includes the time between the first month of initial full registration and the following April 1, *plus* 24 months. An example of what this looks like for a TCMA registrant is provided below.

If you have been a TCMA registrant for some time, your personal QA cycle is already coordinated with the official start and end dates. You will begin working on the PSP at your official QA cycle start date, April 1.

The examples of **TCMA registrant A** and **TCMA registrant B** below show the difference in the length of the first QA cycle between starting on the official QA cycle start date, April 1, and starting one or more days later. A one-day difference in start date can result in a first QA cycle period that differs quite significantly from the normal length!

**TCMA Registrant A** first registered with the College on April 1, 2020. Their first QA cycle started that day and ended March 31, 2022, a QA cycle of 24 months. Their second QA cycle started the next day, April 1, 2022, and will end March 31, 2024.

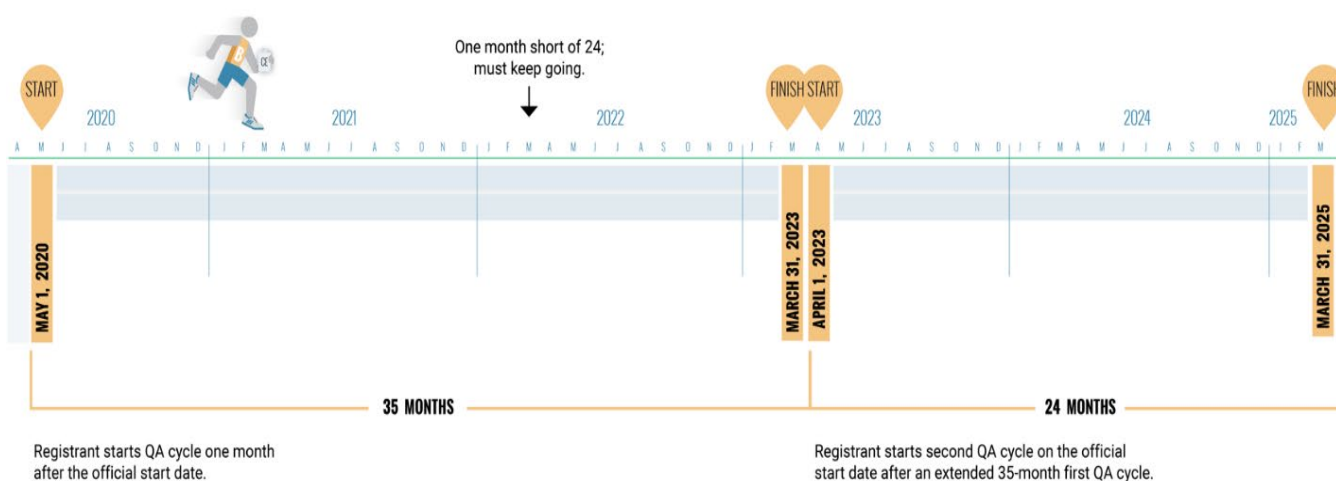


Registrant starts QA cycle on the official start date.

Registrant starts second QA cycle on the official start date after a normal 24-month first QA cycle.



**TCMA Registrant B** first registered with the College on May 1, 2020. Their first QA cycle started that day, May 1, 2020, and ends on March 31, 2023, a QA cycle of 35 months. The start of their second QA cycle will then naturally coincide with the official April 1, 2023 QA cycle start date and will end on March 31, 2025, providing a normal 24-month QA cycle.



### 3. How do I know when my QA cycle begins and ends?

The beginning of a QA reporting cycle is always April 1 of any given year, ending on March 31 two years later. If “CE next due year” shows “2023”, it means you are obliged to complete CE by March 31, 2023. If it shows “2024”, the QA cycle needs to be completed by March 31, 2024, and so on.

To check your current reporting cycle, simply sign into the [Traditional Chinese Medicine Practitioners and Acupuncturists Registrant Portal](#). Click the ‘MY ACCOUNT’ button near the top right corner of the window. You will be taken to the information under the ‘About Me’ tab, and you will see the “Continuing Education Next Due Year” information at the bottom left under Registration Info.

If you are a new TCMA registrant, don’t worry that your first QA cycle might be shortened because when you first registered with the College, the current QA cycle had already started. Your first cycle will always be at least 2 years, and never less than 2 years.



The table below shows the first QA cycle start date and reporting date when initial full registration as a TCMA practitioner begins on various hypothetical dates. Due to the differences in the first QA cycle reporting dates, the second QA cycle will start and end in accordance with the normal 24-month period. TCMA registrant A and TCMA registrant B are coloured below to correspond with the depictions above.

Initial full registration & first QA cycle start date	First QA cycle reporting date	Second QA cycle start date & reporting date (Regular 24-month QA cycle)
Before April 1 in 2019	March 31, 2021	April 1, 2021 - March 31, 2023
On April 1 in 2019	March 31, 2021	April 1, 2021 - March 31, 2023
After April 1 in 2019	March 31, 2022	April 1, 2022 - March 31, 2024
Before April 1 in 2020	March 31, 2022	April 1, 2022 - March 31, 2024
On April 1 in 2020 ( <b>Registrant A</b> started on April 1, 2020)	March 31, 2022 (24 months)	April 1, 2022 - March 31, 2024
After April 1 in 2020 ( <b>Registrant B</b> started on May 1, 2020)	March 31, 2023 (35 months)	April 1, 2023 - March 31, 2025
Before April 1 in 2021	March 31, 2023	April 1, 2023 - March 31, 2025
On April 1 in 2021	March 31, 2023	April 1, 2023 - March 31, 2025
After April 1 in 2021	March 31, 2024	April 1, 2024 - March 31, 2026
Before April 1 in 2022	March 31, 2024	April 1, 2024 - March 31, 2026
On April 1 in 2022	March 31, 2024	April 1, 2024 - March 31, 2026
After April 1 in 2022	March 31, 2025	April 1, 2025 - March 31, 2027

#### 4. Can the College approve my learning activities for PSP Step 3? What should I consider when choosing learning activities?

The College does not endorse or approve specific courses or professional development activities. TCMA registrants are advised to use their own judgment when selecting courses and should maintain documentation of these activities in case of an audit, which happens annually.

Before enrolling in or selecting a learning activity for PSP Step 3, consider the following:



- Complete PSP Steps 1 and 2 before proceeding to Step 3 (PSP Step 1 is also available in the [TCMA registrant's online portal](#)).
- Does the course content align with the learning goals you've identified in PSP Step 2?
- Does it relate to the [14 Career-Span Competencies](#) under the PSP?
- Does it meet the [TCMA Continuing Competency Requirements](#)?
- If the course is instructor-led, does the instructor have the appropriate qualifications and experience?
  - Instructors must have at least 7 years of experience in the treatment, competency, or skill they are teaching OR hold a university degree with 3 years of experience in the treatment, competency, or skill they are teaching, and
  - Instructors must demonstrate thorough knowledge of the subject matter or possess credentials recognized by the College.

There are three categories of learning activities that can qualify for CE credit:

### 1. Direct Participatory, Formal Programs

This includes **live, in-person, or online** interactive workshops, seminars, or training where attendance is taken and monitored and where there is an assessment tool for the course.

#### Examples:

- Live in-person seminars presented by a professional association.
- Recorded online courses with password log-in and tracking access and which include quizzes.
- Some courses are hybrid, that is, with both online and in-person components.

### 2. Self-Study

This includes a TCMA registrant's own review of academic journals, professional publications, bylaws, and standards. It can also include online and distance learning courses, and webinars, when no attendance is taken and/or when no assessment tool is available.

#### Examples:

- Recorded courses or webinars offered with no tracking access or assessment quiz.
- Reading of academic journals or other publications.

### 3. Structured Interactive Activities



These are regularly scheduled or routine consultations with peers, or case conferences.

**Examples:**

- AGM and related education seminar attendance.
- Case discussion with peers.
- Clinical rounds held for practitioners.

TCMA registrants may find this [Learning Resource Guide](#) by the Career-Span Competence Collaborative helpful in identifying learning opportunities.

Note:

- there is no minimum or maximum hour requirement for each category, but a **minimum of 4 hours must focus on ethical practice**.
- Standard First Aid and Level C cardiopulmonary resuscitation (CPR-C) training that TCMA registrants complete to fulfill TCMA registration requirements **cannot** be counted as CE credits.

## 5. Can I update my Professional Development Plan after it has been drafted?

Yes, you can update your *Professional Development Plan* after it has been drafted, but you might find that you need to redo one or more of the four templates in *the Professional Development Plan* from time to time throughout your QA cycle as you feel the need to modify and update your learning plan. Please note that re-doing these templates will not grant additional CE credits.

## 6. Can I re-assess my professional practice in the middle of my QA cycle by using the Self-Reflective Assessment Tool?

If you have completed your first Self-Reflective Assessment and would like to re-assess in mid-cycle, you are welcome to do so. Note that you will **not** receive additional CEs for taking the Self-Reflective Assessment more than once.



## 7. How can I complete my CE requirements if my current QA cycle began before August 2023?

The College encourages all TCMA registrants to complete all 5 steps of the PSP to earn a minimum of 50 Continuing Education (CE) credits in their QA cycle.

If your current QA cycle started **before** August 1, 2023, you are only required to complete PSP Step 1. Completion of PSP Step 1 will result in earning 10 CE credits towards your required 50 CE credits. The remaining CE credits can be achieved by either completing PSP steps 2 to 5 or completing Category A, B, C, D as outlined in the [TCMA Continuing Competency Activity Log \(Pre-August 1, 2023 Cycle\)](#).

Please note that a minimum of 4 CE hours must be focused on ethical practice.

Going forward, for QA cycles starting on or after August 1, 2023, TCMA registrants are required to complete the full five-step PSP process to fulfill all 50 CE credits.