



February 10, 2024

2025 Registration Renewal Information

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

**The Renewal Period for 2025 begins
February 21, 2025 (Friday) and ends March 31, 2025 (Monday).**

This provides registrants with more than 1 month in which to renew current registration.

Please ensure you complete the online renewal form AND make payment on or before March 31, 2025, for registration renewal. Be reminded that failure to renew your registration on or before 11:59pm on March 31, 2025, will result in immediate cancellation of your registration on April 1, 2025. **Failure to renew your registration(s) means that you must stop practising as of April 1, 2025.**

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Be advised that during the Renewal Period, other registration applications (such as initial application, class 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 Registrant Class to Non-Practising Registrant Class before renewal, please refer to the Changing to Non-Practising Registration section on page 4). **Renewal deadline must be met 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, 2025, you must stop practising as of April 1, 2025. This may have a negative effect on your practice.

Recent new registrants, that is, those who will have been registered for less than one year as of March 31, 2025 **are also required to renew by March 31**, as their current registration will also expire on March 31. (*Check your Initial Registration Confirmation Letter to confirm the Expiry Date.)

To receive your new registration confirmation letter with card, 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 3, 2025*. **Registrants are encouraged to renew their registration early in the 2025 Registration Renewal Period.**

Please note that under CCHPBC Bylaws, **a wall certificate is no longer issued, and registrants are no longer required to display the wall certificate with a valid registration seal to show to the public that they are registered.** The “confirmation of registration renewal letter” can be used to confirm registration status with the College. The public and patients may also check the latest registration status of a practitioner on the College’s Licence Verification Tool, as it provides the most current information on a practitioner’s registration title, class, status, contact information, and registration record.

IMPORTANT: KEEPING INFORMATION IN REGISTER CURRENT
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 the CCHPBC Bylaws, Schedule 11 Paragraphs 4.33-4.35 (Responsibility to Update Information in Register), 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 14 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 (paragraph 4.35).

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](#) (for Traditional Chinese Medicine & Acupuncture [TCMA] registrants) and pay the annual registration fee. Only registrants with valid Full registration can practice the profession. Please note the “Registration Conditions of Full Registration Renewal” on the website. The CCHPBC Bylaws includes the following three conditions of renewal, among other requirements, for Full **Practising** registrants: Continuing Education (CE), Currency of Practice (CP) – not required to declare at 2025 renewal but will be required at next year’s renewal in 2026, and Standard First Aid and CPR-C Certification. See further information later in the section “**Full Practising Continuing Registration Requirement and Audit**” in this information package.

Student registrants (who wish to continue undertaking clinical training in a Traditional Chinese Medicine education program in BC in the next registration year between April 1, 2025 – March 31, 2026): 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 CCHPBC 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, 2025 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 continue participating 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 School’s clinical training locations. Student Registrants are not allowed to practise individually or outside of their school without supervision before holding Full (Practising) registration.

Dual registrants: Please respond to the email sent to each Dual registrant on February 10, 2025 and complete the form attached in the email. **If you'd like to only renew the professional registration (i.e. Full Practising / Non-practising registration AND not to renew the Student registration.)**, please reply by February 14, 2025 so that staff can update your account information for next registration year and bill the correct renewal fee. Only Dual registrants who wish to cancel their Student Registration should complete the form and return to registration@cchpbc.ca by email with the title "[TCMA] Dual Registrant's Request to cancel Student Registration – Registrant Number, Full Legal Name" by February 14, 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 renewing your Full (Practising) Registration or Non-Practising Registration **ONLY**.

- Renewing Full (Practising) Registration means you will continue to practise within your scope of your Full (Practising) registration in BC with your title as either an R.Ac., R.TCM.H., or R.TCM.P., or Dr.TCM. in the next registration year from April 1, 2025 AND you will NOT be a Student Registrant undertaking clinical training classes anymore from April 1, 2025.
- Renewing Non-Practising Registration means you will not practise the profession but you have previously held Full (Practising) registration with the College before; you wish to continue to hold this registration in the next registration year from April 1, 2025 AND you will NOT be a Student registrant undertaking clinical training classes anymore from April 1, 2025.
- After completing the renewal form, please check carefully that the invoice amount corresponds to the annual registration fee for Full Practising (\$850) or Non-Practising registration (\$425) accordingly. Contact the college immediately (registration@cchpbc.ca) if the invoice 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 renewing BOTH your Full (Practising) Registration AND your Student Registration

Renewing BOTH Full (Practising) Registration and Student Registration means 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, 2025 AND 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, 2025.

- Renewing BOTH Non-Practising registration and Student Registration means you will not practise the profession but you have previously held Full (Practising) registration with the College before, and you wish to continue to hold this registration in the next registration year from April 1, 2025 AND 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, 2025.

- After completing the renewal form, please check carefully that the invoice amount corresponds to the annual registration fees for Full Practising (\$850) PLUS Student registration (\$200), i.e. \$1,050, or Non-Practising (\$425) PLUS Student registration (\$200), i.e. \$625, accordingly. Contact the college immediately (registration@cchpbc.ca) if the invoice 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 registration and 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 the College 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 Schedule 5, heading 6.0 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, 2025), you must submit a separate application to CCHPBC 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 by the deadline—March 31, 2025—including those who wish to change their status to Non-Practising.

Please see Schedule 5 Heading 4.0 and Paragraph 6.5 Non-Practising registration and Schedule 5 Heading 7.0 Reinstatement in the CCHPBC Bylaws regarding the requirements for changing status and reinstatement. Non-Practising and former (cancelled) registrants cannot practise TCM/Acupuncture in BC, 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 (i.e. Current Full registrants who may apply to change their registration class from Full to Non-Practising according to the College Bylaws) can be found here:

<https://cchpbc.ca/for-professionals/traditional-chinese-medicine-and-acupuncturists/registrants/#changeofstatus>

More detailed information for Reinstatement (i.e. Former or currently registered Non-Practising registrants who may wish to apply to practise the profession as a Full (Practising) registrant in BC) can be found here:

<https://cchpbc.ca/for-professionals/traditional-chinese-medicine-and-acupuncturists/registrants/#reinstatement>

Cancellation of Registration

If a registrant would like their registration to be cancelled, they should 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 CCHPBC Bylaws states the requirements and conditions for registration renewal.

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

Continuing Education (CE)

- *Schedule 15, Paragraph 1.1: Registrants in the Registrant classes of Traditional Chinese Medicine and Acupuncture: Full, Limited, and Non-Practising must complete 50 hours of continuing education or the Quality Assurance Program approved by the Quality Assurance Committee in a 24-month period from the beginning of a fiscal year as determined by the Quality Assurance Committee.*
- *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)

- *Schedule 15, Paragraph 2.1: A Registrant in the Registrant class of Traditional Chinese Medicine and Acupuncture: Full 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” (as defined in Schedule 11) 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 Certification

- *Schedule 5, Paragraph 6.2.1.7 [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.*
- *New for 2025 – If a new first aid and/or CPR-C certification course has been completed since last renewal, registrant has the option to upload a copy of the certificates while renewing their registration. (Please refer to the “Registrant File” information below of what kind of information should be kept in a “Registrant File” and what documents the College may request during an audit.)*

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 CCHPBC 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. The Registrant File is helpful for ALL REGISTRANTS to maintain and readily provide documents to support meeting these College requirements when requested by the College. For details, please refer to “Maintaining a Registrant File” on the College website.

Student Continuing Registration Requirements

During renewal, a student registrant completes the renewal form and makes 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. Student Registration in the TCM and Acupuncture profession only allows for a student registrant to participate in clinical training courses in their TCM program at the recognized TCM school specified in their registrant record. All clinical training must be done under supervision of clinical instructors while enrolling in the specified educational program.

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.

NOTE: Please ensure your TCM school provides the confirmation of your enrollment / standing in the TCM program at the school **and the student clinic insurance information to the College prior to March 3, 2025.** 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 Registrant Class in the Traditional Chinese Medicine & Acupuncture Profession

Non-Practising Registrant

1. I will continue to be registered with the College as a Non-Practising Registrant as described in Bylaw Schedule 5 Paragraph 6.5.
2. I have read the provisions of Bylaw Schedule 5, Paragraph 6.5.1.4 and declare that I will not practise anywhere in British Columbia, Canada within the scope of practice as defined in the Traditional Chinese Medicine Practitioners and Acupuncturists Regulation (*Health Professions Act*) while registered as “Non-Practising.” 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 Schedule 5, Heading 7.0 that apply to applications for reinstatement. I must meet the reinstatement requirements that are enforced at the time to be reinstated.

Practising Registrant

WHEREAS Schedule 5 Paragraphs 6.2 and 6.2.1 the Bylaws of the **College of the Complementary Health Professionals of BC (CCHPBC)** state

Registration Renewal

6.2 A Registrant in the Registrant classes of Traditional Chinese Medicine and Acupuncture: Full or Traditional Chinese Medicine and Acupuncture: Limited, 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...

6.2.1 a completed application form for registration renewal...

6.2.1.4 a declaration of compliance with the continuing education requirements as set out in Schedule 15 [*Quality Assurance*];

6.2.1.5 a declaration of compliance with the currency of practice requirements as set out in Schedule 15 [*Quality Assurance*];

Quality Assurance (Schedule 15: Traditional Chinese Medicine and Acupuncture: Quality Assurance)

1.0 Continuing Education

1.1 Registrants in the Registrant classes of Traditional Chinese Medicine and Acupuncture: Full, Limited, and Non-Practising must complete 50 hours of continuing education or the Quality Assurance Program approved by the Quality Assurance Committee in a 24-month period from the beginning of a fiscal year as determined by the Quality Assurance Committee.

1.2 Registrants in the Registrant classes of Traditional Chinese Medicine and Acupuncture: Full, Limited, and Non-Practising must provide evidence of compliance with paragraph 1.1 on request.

2.0 Currency of practice

2.1 A Registrant in the Registrant class of Traditional Chinese Medicine and Acupuncture: Full 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.

2.2 A Registrant in the Registrant class of Traditional Chinese Medicine and Acupuncture: Full must provide written proof of compliance with paragraph 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 Schedule 15, Paragraph 1.1 (completion of Continuing Education). 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 Schedule 15, Paragraph 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.

7.4 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, CCHPBC 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 College in a timely manner and will provide College 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 Schedule 5, Paragraph 9.0.

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 for Student Badge.

These items will be submitted to the College as soon as possible and no later than March 31, 2025. 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, 2025.

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

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, CCHPBC Bylaws, including Schedule 11 which specifies the professional responsibilities and the Code of Ethics and Standards of Practice that registrants must act in accordance with.
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 College in a timely manner and will provide the College 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 for Student registrants) in Canada.
8. I am insured against liability as described by the Bylaw Schedule 5, Paragraph 9.0.

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.