



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

Ordre des praticiens en médecine traditionnelle
chinoise et des acupuncteurs de l'Ontario

Safety Program Test Guideline

February 2025

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1.0 Introduction

The College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (CTCMPAO) is mandated by the Ontario provincial government to serve the public interest and to ensure that members of the College provide safe, competent and ethical care to patients.

The College of Traditional Chinese Medicine Practitioners and Acupuncturists of British Columbia (CTCMA-BC) and the Transitional Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (CTCMPAO) jointly developed a [Safety Program Handbook](#) for “Traditional Chinese Medicine Practitioners and Acupuncturists” for the purpose of:

- preparing practitioners in traditional Chinese medicine (TCM) to practise according to expected safety standards, procedures and processes when offering TCM services to patients, and
- ensuring registered members engage in safe practices, and continue to maintain and upgrade their competencies in safe practices.

The safety program provides materials and standards for safe practices, as well as tools for assessment. It also contains practical references for ongoing professional learning and upgrading.

Successful completion of the Safety Program Test (also referred to as Safety Test) is one of the requirements for registration with CTCMPAO.

This instructional booklet describes the procedures for testing, specifically for individuals wishing to register with CTCMPAO. For complete and up-to-date information about the registration requirements, please go to the CTCMPAO website: www.ctcmpao.on.ca.

2.0 Overview of the Safety Test

The Safety Test is based on the content from the [Safety Program Handbook](#) (December 2012, Revised December 2018). There are 4 main sections contained in the *Safety Program Handbook*. A brief overview of each section is shown below.

Note: R. Ac candidates are not required to answer questions related to Herbology.

- **Infection Prevention and Control**
 - how infectious diseases can be prevented and controlled in a TCM practice
 - standards for clean practices, environment and equipment
 - responsibilities of practitioners and staff
- **Risk Management of TCM Practice**
 - identifying and managing risks related to TCM practice
 - anticipating and managing emergencies
 - managing patient records
 - informed consent
- **Safe Procedures and Processes: Acupuncture**
 - clean needle technique
 - needlestick accidents
 - contraindications and precautions
 - adverse reactions and side effects
- **Safe Procedures and Processes: Herbology** (required for R. TCMP candidates only)
 - overview of adverse reactions
 - dosage guidelines
 - storage and handling of herbs
 - requirements for writing and filling prescriptions, dispensing herbs

It is strongly recommended that all candidates carefully read and understand the material contained in the *Safety Program Handbook*, including all **appendices**, prior to taking the test.

Note: The Safety Test may include questions based on the material found in the appendices of the *Safety Program Handbook*.

Any web links, text references, or additional resources that are cited in the *Safety Program Handbook* are intended to supplement and provide guidance for further study. They will not be used for evaluation of candidates' responses.

- When registering for the Safety Test, be very clear on the title designation you would like to apply for so that the appropriate version of the test is made available.
 - Candidates pursuing the designation **R. Ac** will only be asked questions related to infection control, risk management and acupuncture practices.
 - Candidates pursuing the designation **R. TCMP** will be asked questions related to infection control, risk management, acupuncture practices, and herbology practices

- The Safety Test is an **online, proctored test**. Online proctored test delivery allows candidates to take the test from their home or office while being monitored by a proctor via their computer camera. For more information, please refer to the **Online Delivery and Proctoring** section.
- The Safety Test is a **multiple-choice test** with **40 questions**.
- Candidates have **120 minutes** (2 hours) to answer the 40 multiple-choice questions. There are no questions that require candidates to create a written response or provide an oral response.
- The Safety Test is an **open-book test**, which means candidates may reference certain (but not all) materials during the test. A printed copy of the *Safety Program Handbook* is permitted to be used during the test. Candidates are expected to use their personal printed paper copy of the *Safety Program Handbook*. Candidates may NOT reference the *Safety Program Handbook* electronically during the test.
- Although the Safety Test is an open-book test, there are **strict requirements** on what is allowed and what is not allowed during the test. For more information, please read the **Test Security and Confidentiality and Items Required during the Test** sections carefully so that you are fully informed of the requirements and restrictions.
- The Safety Test is a **secure test**. Any act of cheating, disruption to the proceeding of the test, breaching confidentiality or compromising the test questions or the overall security of the test may result in termination of participation in the test, invalidation of a test result and/or other necessary action as decided by the CTCMPAO. It may also be seen as evidence of unprofessional conduct that might affect your ability to become registered with the CTCMPAO. For more information, please see the **Test Security and Confidentiality** section.
- The Safety Test requires the candidate to read and understand **English**, with or without the use of supporting dictionaries.
- The fee for the Safety Test is \$100.00.
- The service provider for the online test is Captus Press Inc. The online proctoring is provided by Meazure/ProctorU .

If you have questions about the Safety Test, please direct your inquiries to registration@ctcmpao.on.ca.

3.0 Test Rules and Procedures

3.1 Test Security and Confidentiality

Any act of cheating, breach of test confidentiality, disruption to the proceeding of the test, or compromising the test questions or the overall security of the Test may result in dismissal from a test administration, invalidation of a test result and/or other necessary action as decided by the CTCMPAO. It may also be seen as evidence of unprofessional conduct that might affect the candidate's ability to become registered with the CTCMPAO.

Candidates are strictly prohibited at all times from disclosing to any person or organization, copying (by electronic or by any other means) and/or publishing any of the Test content.

Candidates are prohibited from engaging in any actions that could undermine the integrity of the test, including but not limited to the following:

- Communicating, in any manner, with another person other than the test proctor during the test administration. Candidates are not permitted to talk or receive assistance from other people during the test. If a third party is detected, the test will be immediately terminated.
- Having access to or using any electronic, communication or recording device other than those listed as required for the Test.
- Using any form of translation tool (e.g. translation software or device) during the Test.
- Taking notes.

Candidates will be permitted to take breaks up to five minutes in length to use the restroom during the test, as necessary. The test clock will continue during breaks. If the break takes longer than five minutes, the proctor may terminate the test session.

3.2 Identification Requirements

Candidates are required to show the proctor a valid, government issued **photo ID**, such as a driver's licence, passport, Canadian Permanent Resident Card, etc. If acceptable documentation is not provided to the proctor, the proctor will terminate the test session.

3.3 Additional Items Permitted during the Test

In addition to identification, candidates are permitted to bring the following:

- A printed paper copy of the *Safety Program Handbook*.
- A paper copy of unmarked dictionary (e.g., Chinese and English dictionaries)
- Water in a clear, unmarked bottle.
- Any other items are prohibited.

3.4 Online Delivery and Proctoring

- The Safety Test is an online proctored test.
- The test is delivered online through a secure, browser-based platform. Candidates may access the test through their laptops or desktop computers.
- The proctoring is conducted online, where candidates are being monitored by proctors via computer cameras.
- Captus Press Inc. and Measure/ProctorU facilitate the online proctoring.
- Before the test administration, candidates will be asked to consent to audio and video monitoring and recording of themselves and their location during test delivery. **If you do not wish to be recorded (either by video or audio), then the test cannot proceed.**

3.5 Technical Requirements

- To complete the online test, candidates will need a desktop or laptop computer with a camera, microphone and a stable internet connection. Tablets, Google Chromebooks, and cell phones are not supported.
- Candidates must ensure, in advance of the Test, that they have the following minimum system requirements:
 - A computer with Windows 10 or higher, or macOS 11 or higher.
 - A steady internet connection with a minimum upload speed of 8Mbps.
- Candidates are strongly recommended to take the following steps to ensure they meet the minimum system requirements:
 - Read the [“Equipment Requirements”](#) section on ProctorU’s website.
 - Install [Guardian Browser](#).
 - [Test their equipment](#) to make sure the system is compatible with ProctorU.

3.6 Test Location Requirements

- Candidates must ensure their test environment is quiet, comfortable, and free of interruptions.
- Candidates’ test location/room must include:
 - A desktop or laptop computer with monitor and webcam
 - A cleared desk or tabletop
 - Any items listed in the Permitted Items section must be within reach
 - Adequate lighting (note that the proctor will advise the candidate if the lighting is sufficient)
- No other person can be allowed in the room while the candidate is writing the test.
- The test location/room must be clear of paper, notepads and electronic devices (e.g., cell phones, tablets, smart watches). Any Bluetooth enabled devices must be disabled. Any additional monitors must be disabled and turned facing away.
- Before the start of the test, the proctor will ask the candidate to provide a 360° view of the room/location. Any items permitted during the test must be displayed during the 360° room scan (e.g., the *Test Program Handbook*).

3.7 Rescheduling/Cancellation of Online Tests

Candidates may reschedule or cancel a confirmed test appointment through their ProctorU account without extra scheduling charges **at least 72 hours before their test appointment**.

The ProctorU Platform offers scheduling features that allow test-takers to schedule an exam on an “on-demand” basis (usually within 24-72 hours before the selected test time). Exams scheduled on demand may incur [additional fees](#).

Candidates will be required to reschedule with ProctorU and **pay for the proctoring fee** under the following circumstances:

- They do not start their online tests on time, which is considered a “no-show”; or
- They do not meet the requirements on the day of the Test and are not authorized to proceed with the Test on that date.

3.8 Accommodation for Special Needs

CTCMPAO will provide reasonable special accommodations for candidates with special needs, a religious reason that prevents them from writing on the scheduled Test date, or for other medical situations deemed appropriate by the organization.

If you require accommodation, please complete the [Testing Accommodation Application Form](#).

4.0 Registering for the Safety Program Test

Step 1: Test Application and Fee Payment

Candidates can submit their Safety Test application and pay the \$100.00 test fee online through their CTCMPAO [Applicant Portal](#).

- Candidates pursuing the title **Acupuncturist** with the designation **R. Ac** should complete the **Safety Test (R. Ac)** test application.
- Candidates pursuing the title **TCM Practitioner** with the designation **R. TCMP** should complete the **Safety Test (R. TCMP)** test application.

After the Safety Test application is approved, candidates will have **six months** to complete the Test.

Step 2: Scheduling the Test Date and Time

Candidates will receive two email notifications within a week after submitting the test application. The first email from Captus Press Inc. contains their Candidate Code for accessing the online test. The second email from Meazure/ProctorU invites candidates to schedule their test. If this is the candidate’s first time writing an exam with Meazure/ProctorU, they will be asked to set up their account and profile.

The Test is offered seven days a week with a blackout period in the early morning. After the test has been scheduled, candidates will receive a confirmation email from Measure/ProctorU.

CTCMPAO cannot guarantee or reserve an available time for an online proctored test appointment. We recommend that you schedule your Test as soon as possible. Test availability is limited, and access will be based on a first-come-first-serve basis.

5.0 Test Day Procedures

It is strongly recommended that candidates check their equipment before the test is scheduled to begin. Candidates must ensure that the testing room/location environment meets the requirements listed under the Test Location Requirements.

Candidates are also encouraged to view the [demonstration video](#) to familiarize themselves with the test day procedures.

Before the Start of the Test:

- **Session Start and Pre-Checks:** Candidates should log in to their ProctorU account 2-3 minutes before the appointment and click "Start Session" when the timer reaches zero. Ensure the Guardian Browser is downloaded, accept the exam guidelines, and complete all equipment checks.
- **Identity Verification:** Candidates must take a photo of themselves and their valid ID for verification.
- **Proctor Connection and Exam Rules:** Candidates will be greeted by their proctor, who will confirm candidate's identity, review exam rules, and check any permitted resources. The proctor will also remotely ensure no unpermitted software is running.
- **Room Inspection:** Candidates must show their room and desk space to the proctor via webcam. They may be asked to use a mirror or phone camera to show their monitor and must keep their cell phone out of reach during the exam.

During the Test:

- **Navigation Bar:** The left-side navigation bar displays all test questions. Questions will appear in red if unanswered and in green if answered. Candidates have **120 minutes** to answer the 40 multiple-choice questions
- **Technical Support:** Candidates will have access to technical support from Captus Press Inc. through the support chat icon. They may also contact ProctorU at 1-855-772-8678. The proctor will continue to monitor candidates throughout the test and will be able to communicate via audio.

After the Completion of the Test:

- **Notify the Proctor:** Candidates should inform their proctor through the chat box that they have finished the exam; the proctor will oversee the submission process.

- **Review Answers:** Candidates can navigate to the Review page using the navigation bar link or 'Review' button to check or edit their answers.
- **Submit the Test:** Candidates must check the checkbox and click "Final Submit" on the Review page. **Should you fail to click "Final Submit", a score of zero will be recorded.**

6.0 Scoring and Standards of the Test

- A candidate is deemed to have successfully completed the test by **correctly answering 70% of the questions.**
- All questions are weighed equally.
- Candidates are expected to select the best or most suitable answer from the choices available, based solely on the content that is provided in the *Safety Program Handbook*.
- All questions are scored as either correct (1 mark) or incorrect (0 marks).

6.1 Results of the Test

- Candidates will be notified of their results (Pass or Fail) by CTCMPAO within two weeks of completing the test.
- Candidates will **not** be provided with their final score during the test.
- All tests that have scores below 70% will be re-scored to verify results. After scores have been verified, the candidate may not appeal the decision.
- The CTCMPAO will notify candidates who do **not** successfully complete the test on the next steps needed to complete the Safety Course requirements.
- The Safety Program Test results are valid for three years.

7.0 Test Questions: Types and Samples

7.1 Types of Questions

There are only **multiple-choice questions** on the test. Candidates should elect **1** of the 4 statements that BEST completes a sentence or answers a question based on *Safety Program Handbook*.

Sample Multiple-Choice Question

Which of the following is an infectious agent?

- A. disinfectant
- B. bacteria
- C. germicide
- D. portal

Answer: The best answer is B, bacteria.

7.2 Preparing for the Test

- The best preparation for the test is to carefully read the [*Safety Program Handbook*](#) and to become familiar with the question types by doing the sample Test questions provided in the Handbook. Candidates seeking R. Ac designation are not required to answer questions related to the section on Safe Procedures and Processes: Herbiology in the *Safety Program Handbook*.

Note: remember that questions may require you to access information or tables that are included in the appendices of the *Safety Program Handbook*.

- There is no added penalty for incorrect answers. If you are unsure of an answer, it is best to choose one answer from the available choices as you will not want to leave a question unanswered.
- The candidate is expected to answer the questions based on the materials contained in the *Safety Program Handbook*, and **not** based on personal opinions and preferences, or references outside of the program materials.

7.3 Sample Test

The pages that follow provide a sample test to help you understand the types of questions that are asked on the test. Answers are provided.

- These sample questions are NOT on the test.
- **These sample questions are NOT intended to indicate the level of difficulty, scope of the questions, or challenge of the test.** This is not preparation for the content of the test. It is solely to make you aware of the format of questions that you will encounter.

1	Tuberculosis is an infection of the A. kidneys B. liver C. spleen D. lungs
2	The person infected by an infectious agent can be referred to as the A. reservoir of infection B. vulnerable host C. portal of entry D. fomite
3	In most cases, how many years must a practitioner keep a patient's records after the records are closed? A. 2 years B. 5 years C. 10 years D. 20 years
4	An infection as a result of being contaminated by the splatter from a nearby patient's sneeze is an example of A. droplet transmission B. direct contact transmission C. airborne transmission D. vector transmission
5	Practitioners must be cautious when needling KI-18 (Shiguan)

	<p>and KI-16 (Huangshu) because</p> <ul style="list-style-type: none"> A. deeper needling may damage the spinal cord B. deep needling may penetrate the peritoneal cavity C. deep perpendicular or oblique needling may puncture the lung D. perpendicular insertion carries a substantial risk of inducing a pneumothorax
6	<p>Which of the following processes is most likely to kill the greatest number of pathogenic micro-organisms on a piece of equipment?</p> <ul style="list-style-type: none"> A. sterilizing B. disinfecting C. sanitizing D. cleaning

Answers to Sample Test

1. D (see page 12 of *Safety Program Handbook*)
2. B (see page 10 of *Safety Program Handbook*)
3. C (see page 61 of *Safety Program Handbook*)
4. A (see page 9 of *Safety Program Handbook*)
5. B (see Appendix 1 page 111-12 of *Safety Program Handbook*)
6. A (see page 22 of *Safety Program Handbook*)

8.0 Contact Information

If candidates have any questions regarding the test application process, policies and procedures, they should contact CTCMPAO Registration Staff at:

Telephone: 416.238.7359 Toll-free: 1.866.624.8483

Email: registration@ctcmpao.on.ca

If candidates have questions about the technical requirements at any time, they are encouraged to contact Captus Press Inc. by phone at 1-866-348-7888 or by email to Support@captus.com.

If candidates encounter problems with scheduling or connecting with Meazure/ProctorU, they should contact Meazure/ProctorU by using their Live Chat feature within your Meazure/ProctorU Account or telephone, 1-855-772-8678.