

# Fair Registration Practices Report

## Traditional Chinese Medicine Practitioners and Acupuncturists (2019)

The answers seen below were submitted to the OFC by the regulated professions.

This Fair Registration Practices Report was produced as required by:

- the Fair Access to Regulated Professions and Compulsory Trades Act (FARPACTA) s. 20 and 23(1), for regulated professions named in Schedule 1 of FARPACTA
- the Health Professions Procedural Code set out in Schedule 2 of the Regulated Health Professions Act (RHPA) s. 22.7 (1) and 22.9(1), for health colleges.

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### 1. Qualitative Information

#### a) Requirements for registration, including acceptable alternatives

##### i. Describe any improvements / changes implemented in the last year.

No changes this year

##### ii. Describe the impact of the improvements / changes on applicants.

No changes this year

##### iii. Describe the impact of the improvements / changes on your organization.

No changes this year

#### b) Assessment of qualifications

##### i. Describe any improvements / changes implemented in the last year.

The Required Documents Policy and Alternative Documentation Policy were revised on December 12, 2018. The changes, implemented in 2019, require that internationally educated applicants submit World Education Services (WES) credential evaluation and authentication reports (or an equivalent credential assessment) report to the College. For Canadian educated applicants, all education documents must be sent from their TCM school directly to the College.

##### ii. Describe the impact of the improvements / changes on applicants.

Canadian educated applicants, must contact their TCM school and ask their school to submit all education documents directly to the College.

Internationally educated applicants need to provide the College with a World Education Services (WES) credential evaluation and authentication report, or an equivalent third-party credential assessment. For information about the credential evaluation process and fees, applicants need to contact the credential assessment provider directly.

##### iii. Describe the impact of the improvements / changes on your organization.

These policy changes help the College determine the legitimacy and authenticity of applicants' education.

Furthermore, these policy changes enhance the College's ability to protect the public by ensuring that all applicants have the required education.

**c) Provision of timely decisions, responses, and reasons**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**d) Fees**

**i. Describe any improvements / changes implemented in the last year.**

The College has removed the harmonized sales tax (HST) on all fees, effective February 1, 2019. Furthermore, the College has decreased the fees for obtaining a Certificate of Authorization – Professional Corporation.

**ii. Describe the impact of the improvements / changes on applicants.**

The removal of the harmonized sales tax (HST) on all fees has reduced the financial impact for:

- applicants (e.g., applicants are no longer required to pay HST on their application and examinations fees); and
- members (e.g., members are no longer required to pay HST on their annual registration fees)

The decreased Professional Corporation fees have reduced the financial impact for members who hold Certificates of Authorizations - Professional Corporations.

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**e) Timelines**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**f) Policies, procedures and/or processes, including by-laws****i. Describe any improvements / changes implemented in the last year.**

- The College has updated the Supervision Policy on March 13, 2019 and the Refresher Program Guideline for Applicants on March 18, 2019.
- The revised Supervision Policy clarifies the supervision requirements for members of the College who require supervision, and for those who act as supervisors.
- The Refresher Program Guideline was updated with a list of courses that have been pre-approved by the Registration Committee.
- The Registration Committee made a standing directive on September 19, 2019, allowing staff to approve standard title variations for members who apply to change their title from R. Ac to R. TCMP, R. AC, and who meet all requirements for the requested title. R. AC members who wish to add the R. TCMP designation are required to complete the following:
  - The Traditional Chinese Medicine Registration Examination;
  - The Safety Program R. TCMP Test; and
  - Meet the College's currency requirement.

**ii. Describe the impact of the improvements / changes on applicants.**

- The Supervision Policy clarifies what is expected from members of the College who act as supervisors to other members, applicants, or students in the practice of traditional Chinese medicine.
- The Refresher Program Guideline has created a more transparent and streamlined process for applicants who are required to take refresher courses. Applicants can use this guideline as a reference when choosing their refresher courses.
- The updated process for title variation does not have a direct impact on applicants. However, it does affect R. Ac. members who are requesting to add the R. TCMP designation.

**iii. Describe the impact of the improvements / changes on your organization.**

The updated process for title variation, allows staff to approve applications that meet certain requirements. This has improved our processing timelines.

**g) Resources for applicants****i. Describe any improvements / changes implemented in the last year.**

- The updated Refresher Program Guideline for Applicants has been posted on the College website.
- The College has uploaded the updated version of the Safety Program Handbook.
- A number of legislative changes have gone into effect due to the proclamation of the *Protecting Patients Act, 2017*. As such, an updated version of the Jurisprudence Course Handbook was approved on November 20, 2019. The Handbook was posted online in January 2020.
- Annually, the College updates the application forms and supporting documents to ensure applicants receive the most up-to-date information.

**ii. Describe the impact of the improvements / changes on applicants.**

- The Refresher Program Guideline has created a more transparent and streamlined process for applicants who are required to take refresher courses. Applicants can use this guideline as a reference when choosing their refresher courses.
- The updated Safety Program Handbook and Jurisprudence Course Handbook provide applicants and members with the most up to date information regarding safety, ethics and the legislative requirements that apply to their practice.

**iii. Describe the impact of the improvements / changes on your organization.**

The updated Refresher Program Guideline has helped the College streamline its processes and improve application timelines when reviewing applications from applicants who do not meet the College's currency

requirement.

#### **h) Review or appeal processes**

##### **i. Describe any improvements / changes implemented in the last year.**

No changes this year

##### **ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

##### **iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

#### **i) Access to applicant records**

##### **i. Describe any improvements / changes implemented in the last year.**

No changes this year

##### **ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

##### **iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

#### **j) Training and resources for registration staff, Council, and committee members**

##### **i. Describe any improvements / changes implemented in the last year.**

No changes this year

##### **ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

##### **iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

#### **k) Mutual recognition agreements**

##### **i. Describe any improvements / changes implemented in the last year.**

No changes this year

##### **ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

##### **iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**I) Other (include as many items as applicable)**

**i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**Describe any registration-related improvements/changes to your enabling legislation and/or regulations in the last year**

No changes this year

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## 2. Quantitative Information

**a) Languages**

Indicate the languages in which application information materials were available in the reporting year.

Language	Yes/No
English	Yes
French	No

Other (please specify)

Additional comments:

**b) Gender of applicants**

Indicate the number of applicants in each category as applicable.

Gender	Number of Applicants
Male	44
Female	121
None of the above	0

Additional comments:

**c) Gender of members**

Indicate the number of members in each category as applicable. Select the option that best corresponds to the terminology used by your organization.

Gender	Number of Members
Male	965
Female	1553

None of the above 0

Additional comments:

**d) Jurisdiction where applicants obtained their initial education**

Indicate the number of applicants by the jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
110	20	5	China 17 France 1 Hong Kong 1 Korea 2 Total 21	9	165

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

Additional comments:

**e) Jurisdiction where applicants who became registered members obtained their initial education**

Indicate the number of applicants who became registered members in the reporting year by the jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
97	19	5	China 12 France 1 Hong Kong 1 Korea 2 Total 16	9	146

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

Additional comments:

**f) Jurisdiction where members were initially trained**

Indicate the total number of registered members by jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
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Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
707	63	22	Austria 4 China 284 France 1 Germany 1 Hong Kong 10 Israel 4 Italy 1 Japan 7 Moldova, Republic Of 1 Pakistan 2 Russia 2 Korea 16 Sri Lanka 1 Taiwan, Province Of China 2 Total 336	1390	2518

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

Additional comments:

#### g) Applications processed

Indicate the number of applications your organization processed in the reporting year:

Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	110	20	5	21	9	165
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	14	2	0	6	0	22
Inactive applicants (applicants who had no contact with your organization in the reporting year)	0	0	0	0	0	0
Applicants who met all requirements and were authorized to become members but did not become members	2	1	0	0	0	3
Applicants who became FULLY registered members	97	19	5	16	9	146

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applicants who were authorized to receive an alternative class of licence <sup>3</sup> but were not issued a licence	0	0	0	0	0	0
Applicants who were issued an alternative class of licence <sup>3</sup>	8	1	0	0	0	9

<sup>1</sup> An alternative class of licence enables its holder to practice with limitations, but additional requirements must be met in order for the member to be fully licensed.

**Additional comments:**

The numbers for fully registered members may include those who applied before January 1, 2019

**h) Classes of certificate/license**

Indicate and provide a description of the classes of certificate/license offered by your organization.

You must specify and describe at least one class of certificate/license (on line a) in order for this step to be complete.

#	Certification	Description
a)	General Class	<b>Description (a)</b>
		Intended for applicants who have met all of the requirements for registration, including formal education and training in the TCM profession, and successful completion of the registration examinations.
b)	Student Class	<b>Description (b)</b>
		Student Registration is a means for the College to engage and assist individuals in their preparation for registration as General class members while they are undergoing formal education, preparing for registration examinations, and/or when they are acquiring clinical experience under a registered member.
c)	Inactive Class	<b>Description (c)</b>
		Members in the General class may apply to the Inactive class of membership. The purpose of the certificate in the Inactive class of registration is to allow General class members to remain as members of CTCMPAO when they anticipate that they will not be practising in Ontario for a period of time (for example when on parental, sick or educational leave or practising in other jurisdictions).



Additional comments:

**i) Reviews and appeals processed**

State the number of reviews and appeals your organization processed in the reporting year (use only whole numbers; do not enter commas or decimals).

Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applications that were subject to an internal review or that were referred to a statutory committee of your governing council, such as a Registration Committee	26	4	1	10	4	45
Applicants who initiated an appeal of a registration decision	0	0	0	0	1	1
Appeals heard	0	0	0	0	1	1
Registration decisions changed following an appeal	0	0	0	0	0	0

Additional comments:

**j) Paid staff**

In the table below, enter the number of paid staff employed by your organization in the categories shown, on December 31 of the reporting year.

When providing information for each of the categories in this section, you may want to use decimals if you count your staff using half units. For example, one full-time employee and one part-time employee might be equivalent to 1.5 employees.

You can enter decimals to the tenths position only. For example, you can enter 1.5 or 7.5 but not 1.55 or 7.52.

Category	Staff
Total staff employed by the regulatory body	15
Staff involved in appeals process	4
Staff involved in registration process	4

Additional comments:

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I hereby certify that:

Name of individual with authority to sign on behalf of the organization:

Ann Zeng

**Title:**

Registrar & CEO

**Date:**

2020/03/02

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