



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

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

REGISTRATION RENEWAL GUIDE

Modified Date: January, 2025



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REGISTRATION RENEWAL GUIDE 2025-2026

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ABOUT THIS GUIDE

This guide is intended to assist members in completing the Registration Renewal process. Carefully review this guide prior to completing your registration renewal. Explanations are provided for each area of the form.

The College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (CTCMPAO) By-law requires you to provide the information requested in the form. Under section 36.1 of the [Regulated Health Professions Act, 1991](#), the Ministry of Health can request that regulatory Colleges collect and provide information about members for the purpose of health human resources planning to ensure the sufficiency and appropriate distribution of health providers.

All Ontario regulated health professionals are providing similar information to their Colleges for the Ministry. The information required by the Ministry was developed and standardized across all regulated health professions. Please read the questions and definitions carefully so that you are able to provide accurate data for your practice and the Traditional Chinese Medicine profession.

Every member holding a General, Student, or Inactive certificate of registration must renew their registration with the College annually, by March 31. The renewal period will run from February 1 to March 31 each year.

To renew, members are required to:

- pay an annual fee; and
- complete all sections of the online renewal form.

Members' certificates of registration may be suspended if they do not renew their registration. If a member wants to resign, he or she should advise CTCMPAO in writing. The College will follow-up with a resignation form to complete. Please note that resignation is distinct from being suspended from the CTCMPAO. For more information, please see the Registration/Status Change section.

REGISTRATION RENEWAL

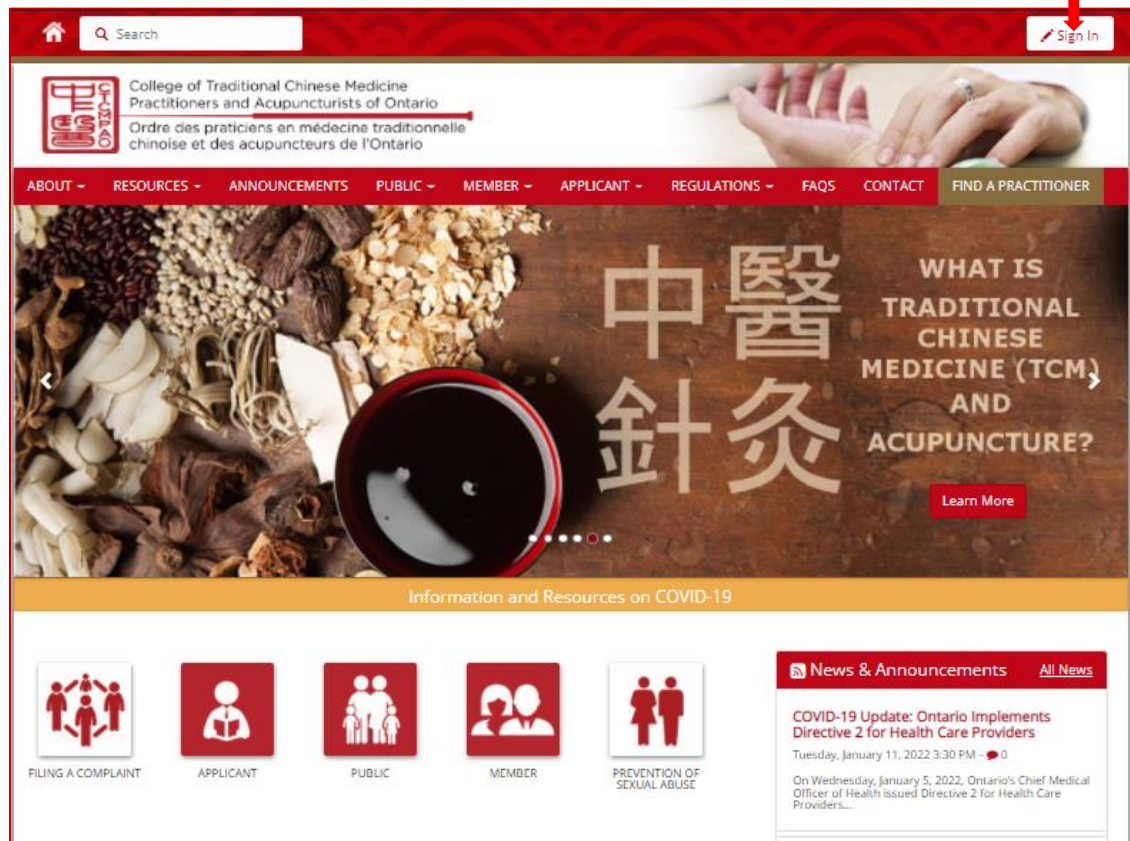
Where possible, the online renewal form is "pre-filled" with your previously reported information. You can update information displayed in the form by entering data in blank fields or typing over incorrect information, or adding a new record. Please ensure proper use of upper- and lower-case letters (e.g., street names, cities, postal codes, etc.).

To complete your registration renewal, please follow the steps outlined below:

Step 1: Access the CTCMPAO Web Page

Go to www.ctcmpao.on.ca

Click "Sign In" on the top right-hand corner of the web page



Step 2: Sign In to the Member Portal

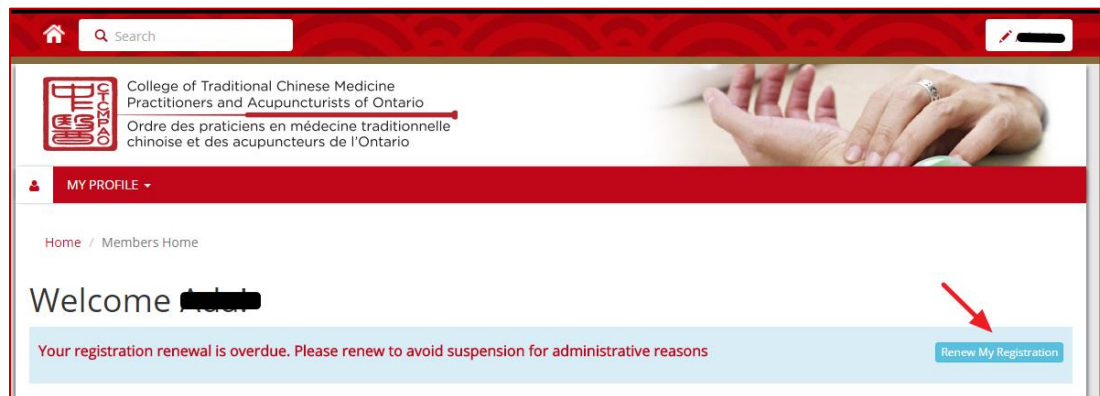
Sign In with the username and password you created.

If you forgot your username or password, please click "Forgot Your Username" or "Forgot your password" to retrieve the information.

The image shows the sign-in page of the CTCMPAO Member Portal. The header is red with a search bar and a 'Sign In' button. Below the header is a banner with a background image of traditional Chinese medicine ingredients and a bowl. The banner contains the text '中醫針灸' (Traditional Chinese Medicine Acupuncture) and 'WHAT IS TRADITIONAL CHINESE MEDICINE (TCM) AND ACUPUNCTURE?'. A 'Learn More' button is present. Below the banner is a section titled 'Information and Resources on COVID-19' with icons for 'FILING A COMPLAINT', 'APPLICANT', 'PUBLIC', 'MEMBER', and 'PREVENTION OF SEXUAL ABUSE'. On the right, there is a 'News & Announcements' section with a link to 'All News' and a news item about 'COVID-19 Update: Ontario Implements Directive 2 for Health Care Providers'. The main content area is white and contains a 'Sign In' button, a 'Redeem Invitation' link, and a 'Sign in' section with fields for 'User Name' and 'Password'. Below the fields are links for 'Forgot Your User Name?' and 'Forgot Your Password?'. There is a 'Sign In' button and a 'Remember me?' checkbox. At the bottom, there is a link for 'Don't have an account? Click here to Register'.

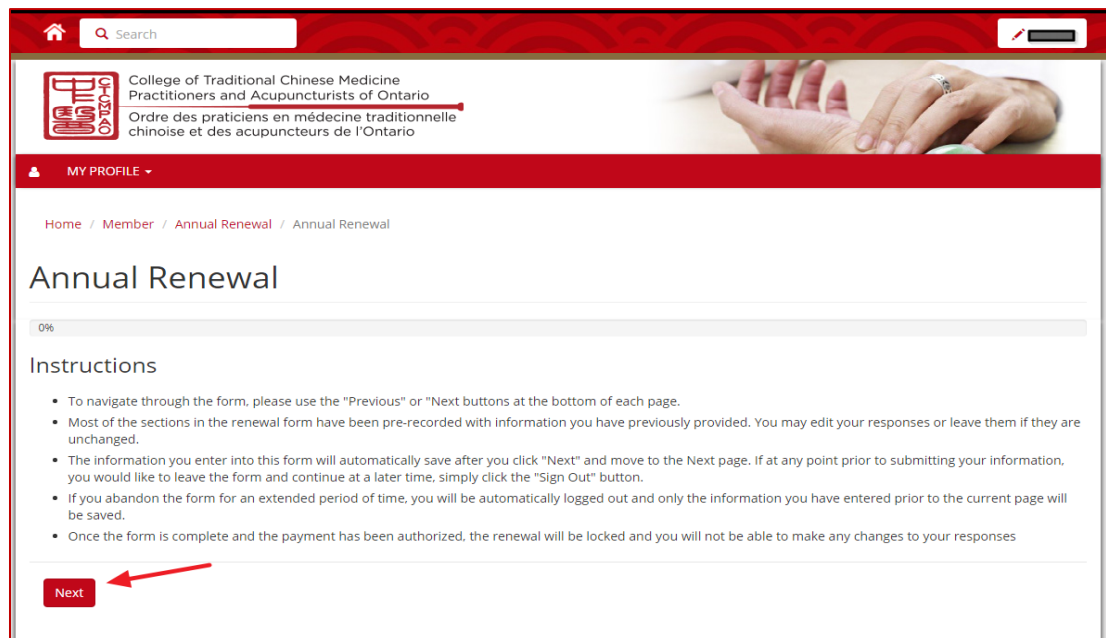
Step 3: Renew My Registration

Once you are signed in, you will be able to view the “Members Home” page. To begin your renewal, click on the blue button “Renew My Registration”.



Step 4: Annual Renewal Instructions

Carefully read all the instructions before starting the online annual renewal form. Click “Next” to proceed to page 1 of the annual renewal.



What Do You Need to Submit your Renewal Form?

Before you are ready to complete the form, you will need to have the following documents:

- Access to your professional liability insurance coverage;
- Any information and documentation about recent findings of guilt or current proceedings against you (since April 1 of the previous year);
- Credit card information.

CURRENT FEES

Annual Renewal Fees

General Class of Certificate	\$1,300.00
Student Class of Certificate	\$200.00
Inactive Class of Certificate	\$300.00

Other Fees

General Class Late Fee*	\$200.00
Student Class Late Fee*	\$50.00
Inactive Class Late Fee*	\$50.00

* Late fees will be levied on renewals that are incomplete after March 31.

Method of Payment

Members pay their renewal fees via online credit card payments.

To avoid delays in registration and late fees we recommend you complete your renewal as soon as possible after the renewal period opens on February 1st. The renewal is not complete until both the renewal information has been entered and payment has been processed online.

If you have any questions about the renewal process, please contact the registration staff at:

Telephone:	416.238.7359
Toll-free:	1.866.624.8483
Email:	registration@ctcmpao.on.ca
Mail:	55 Commerce Valley Drive West, Suite 705 Thornhill, ON L3T 7V9

Staff are available during regular office hours between 9 a.m. and 5 p.m. Monday to Friday. The CTCMPAO office experiences a high volume of calls during the last week of March. As such, we encourage you to contact us as early as possible to ensure that there is enough time for a response to be provided before the renewal deadline.

REGISTRATION/STATUS CHANGE

▪ **Transferring to the Inactive Class of Registration**

Members registered in the General Class of registration may apply for a Certificate in the Inactive Class of Registration. Members may choose to transfer into the Inactive Class of Registration if they are not practising the profession in Ontario for a period of time (for example when on parental, sick, or educational leave or practising in other jurisdictions).

Under the Registration Regulation, it is a condition of a Certificate in the Inactive Class of Registration that the Member not:

- Engage in the practice of the TCM profession in the province of Ontario;
- Supervise the practice of the TCM profession in the province of Ontario; or
- Make any claim to or representation of having any competence in the TCM profession in the province of Ontario.

Members who wish to change their class of registration to inactive must complete and submit the [Application for Certificate in the Inactive Class of Registration](#). Once CTCMPAO staff has determined that the member is eligible for the Inactive Class, they will contact the member and direct them to complete the online renewal and pay the applicable fees.

For more information on about the Inactive class of registration, please see the [Policy for Certificate in the Inactive Class of Registration](#).

▪ **Transferring from the Inactive Class of Registration**

Members registered in the Inactive class who wish to transfer to the General class of registration during the renewal period, must complete and submit the [Transfer Application for Certificate of Registration from the Inactive Class](#) before the March 31 renewal deadline. Once College staff has determined that the member is eligible to transfer from the Inactive Class, they will contact the member and direct them to complete the online renewal and pay the applicable fees.

For more information, please see the [Policy for Certificate in the Inactive Class of Registration](#).

▪ **Resignation**

Members who wish to resign should complete and submit a [Resignation Form](#) before the March 31 renewal deadline, to avoid being subject to renewal fees. The properly completed form may be emailed to registration@ctcmpao.on.ca.

▪ **Suspension (for non-payment of fees or for failure to submit renewal information)**

Members who fail to complete the renewal, and/or pay the annual renewal fee by March 31, risk having their certificate of registration suspended. A person whose certificate of registration has been suspended is not permitted to use the title of Traditional Chinese Medicine Practitioner and/or Acupuncturist and designation of R. TCMP and/or R. Ac, a variation or abbreviation or an equivalent in another language, or in any way hold himself/herself out as qualified to practise the profession in the province of Ontario until the

suspension has been lifted. The Public Register will be updated with the status change.

The suspension may be lifted if the Registrar is satisfied that the former member,

- a) has given the required information to the College;
- b) has paid any fees required under the by-laws for lifting the suspension;
- c) has paid any other outstanding fees required under the by-laws; and
- d) in the case of a former member whose certificate of registration was suspended more than three years prior to the date on which he or she made his or her application for reinstatement, he or she possesses the current knowledge, skill and judgment relating to the practice of the profession that would be expected of a member holding the type of certificate that is being applied for.

COMPLETING THE REGISTRATION RENEWAL

Please find below a detailed guide as to how to complete the Renewal Form.

1. MEMBER INFORMATION

Change in Name

To change a registered name, a Member must submit [Name Change Request Form](#) and verify the change by attaching a copy of a marriage certificate, change of name certificate or certificate of divorce, court order document or validation of identity signed by Legal Counsel. It is not possible to change a name online.

2. CURRENT HOME ADDRESS

Members are asked to provide their residential mailing address; this includes their postal code. The member's residential address will not appear on the Public Register unless it is designated as their business address.

Preferred Mailing Address

Members are asked to specify whether they prefer to receive CTCMPAO mailings at their home or primary business address.

3. EMAIL ADDRESS FOR COMMUNICATION

Email Address

The [College By-Laws](#) require that Members provide their email address. CTCMPAO's primary method of communication is through emails. CTCMPAO uses Members' email addresses to provide updates on current issues, reminders of upcoming deadlines and events, and to provide important information regarding the mandatory Quality Assurance Program.

To prevent unauthorized access, the preferred email address must be private and not shared with someone else.

4. LANGUAGE INFORMATION

Please state the most common language used in your practice.

Language Fluency

Members are not able to edit their English or French Fluency information. If there has been a change to this information since April 1 of last year, please contact CTCMPAO via email.

Additional Languages

Please list additional languages in which you are currently capable of providing professional services.

5. ANNUAL DECLARATION OF PRACTICE HOURS

It is a term, condition and limitation (TCL) imposed on Certificates in the General Class that members conduct a minimum of 500 TCM patient visits over each continuous 3-year period. If you have not conducted 500 TCM patient visits within this timeframe, you are required to have completed a refresher program in the 12 months prior to renewal, which has been approved by the Registration Committee. For more information on refresher courses, please review our [Refresher Program Guideline for Members](#). **If you do not complete a minimum of 500 patient visits or a refresher program, you will be referred to the Quality Assurance Committee for a peer and practice review.**

For the 2025-2026 Registration Renewal, members who were registered **on or before April 1, 2022** must indicate whether or not they have completed at least 500 TCM patient visits within the past three years. For information on what the Registration Committee considers a "traditional Chinese medicine patient visit", please see the [policy](#) posted on our website.

Regardless of when you were registered, you will also be asked to indicate the **estimated number of patient visits** you will have conducted in the registration year just ending (April 1, 2024 to March 31, 2025).

6. QUALITY ASSURANCE PROGRAM COMPLIANCE

Under [Ontario Regulation 28/13, Quality Assurance Program](#), all members are required to participate in annual self-assessment, continuing education and professional development activities in order to maintain the knowledge, skill and judgement required to practise the profession in accordance with the standards of practice and ethics set by CTCMPAO. Members must keep records of these activities in the form and manner approved by the Quality Assurance Committee. Members are required to complete 15 professional development hours per calendar year.

By checking yes, under the Quality Assurance question, you are declaring that you participate in an annual self-assessment, continuing education and professional development activities.

7. REGISTRATION IN OTHER JURISDICTIONS

Registration in Traditional Chinese Medicine Outside of Ontario

If you are or have been registered with another regulatory body outside of Ontario that regulates the practice of traditional Chinese medicine, indicate the name of the regulatory body(ies)/College(s) with which you are registered. Also indicate your **registration/licence number, date of initial registration, province/state you are registered in, and the country, if outside of Canada.**

Registration in Other Professions

If you are or have been registered with another regulated profession, indicate the profession(s), and the regulatory body(ies)/College(s) with which you are registered. Also indicate your **registration/licence number, date of initial registration, province/state you are registered in, and the country, if outside of Ontario**. Do not include details of your professional memberships.

Examples of registration in other professions include:

- Registration in another regulated health profession (e.g., Nurse, Chiropractor, etc.)
- Registration in a regulated profession outside of healthcare (e.g., Teacher, Lawyer, etc.)

8. CURRENT PRACTICE INFORMATION

You are required by the [Health Professions Procedural Code](#) and the [College By-Laws](#) to provide business address and business telephone number for **each practice location(s)** where you provide traditional Chinese medicine and traditional Chinese acupuncture services. Your business address information will be listed on the College's online [Public Register](#).

Your primary business address will also be the address used to determine your electoral district in which you are eligible to vote and to run for CTCMPAO Council.

For each business / practice location, provide your employer name, employment status, employment relationship, primary practice setting, primary role, major services provided and the age range of clients.

A member who provides services for his/her employer in a variety of settings should provide the full business address(es) of his/her employer. A member who is self-employed should provide the office or home address(es) where he/she practises as a TCM practitioner and/or an Acupuncturist.

Please be advised that it is your responsibility to provide CTCMPAO with any changes to your business / practice information that may occur throughout the year within **thirty (30) days of the change**.

The statistics collected about your business / practice(s) information assist the Ministry of Health and CTCMPAO in the development of policies and programs related to the traditional Chinese medicine profession.

Primary Business

Refers to the employment with an employer, or in a self-employed arrangement, that is associated with the highest number of usual weekly hours worked.

HEALTH PROFESSION DATABASE

The Ministry of Health and CTCMPAO are working together to learn more about the TCM profession by collecting demographic, geographic, educational, and employment information. This data collection is part of HealthForceOntario, the province's health human resources strategy. Your answers to these questions will help the Ministry develop policies and programs that address supply and distribution, education, recruitment and retention for your profession.

All of Ontario's regulated allied health professionals are providing this information as part of their annual registration and renewal process. To protect your privacy, the data we submit to the Ministry will be anonymous. You are required to provide this information under the *RHPA*.

The reliability of the information we receive and the quality of the decision making that follows depends on you. By completing this form accurately and thoroughly, you will help ensure that Ontarians have access to the services of your profession, when and where they need them.

A. Business Information

Members are required to provide details about ALL current practice locations

Employment Relationship

Select the one descriptor that best identifies your employment relationship for each place of employment/practice site.

Permanent Status with employer is permanent with an indeterminate duration (no specified end date) of employment and guaranteed or fixed practice hours per week.

Temporary Status with employer is temporary with fixed duration of employment, based on a defined start and end date, and guaranteed or fixed practice hours per week.

Self-Employed A person who engages independently in the profession, operating his or her own economic enterprise. The individual may be the working owner of an incorporated or unincorporated business or professional practice, or an individual in a business relationship characterized by a verbal or written agreement(s) in which the self-employed individual agrees to perform specific work in return for payment.

Employment Status

Select the one descriptor that best identifies your employment status for each place of employment/practice site.

Full-Time Official status with employer is full-time or equivalent, or usual hours of practice are equal to or greater than 30 hours per week.

Part-Time Official status with employer is part-time, or usual hours of practice are less than 30 hours per week.

Casual Status with employer is on an as-needed basis, with employment that is not characterized by a guaranteed or fixed number of hours per week. There is no arrangement between employer and employee that the employee will be called to work on a regular basis.

Primary Role

Indicate the type of position you hold at the specific place of employment. Only one can be selected per employer.

Administrator A person whose primary role is involved in administration, planning, organizing and managing.

- Consultant** Major role is the provision of expert guidance and consultation, without direct patient care, to a third-party.
- Manager** Major role is in the management of a particular team/group that delivers services.
- Owner/ Operator** An individual who is the owner of a practice site and who may or may not manage or supervise the operation at that site.
- Researcher** Major role is in knowledge development and dissemination of research.
- Sales Rep.** Major role is in the sales of health-related services/products.

Major Services

Indicate the type of service you provide for each place of employment.

- Acute Care** Services provided primarily to clients who have an acute medical condition or injury that is generally of short-duration.
- Administration/Management** Management of services or the development of policy and/or programs
- Chronic Disease Prevention** Services are provided primarily to address chronic diseases early in the disease cycle to prevent disease progression and reduce potential health complications. Diseases can include diabetes, hypertension, congestive heart failure, asthma, chronic lung disease, renal failure, liver disease, rheumatoid and osteoarthritis.
- Chronic/ Long Term Care** Includes general patient care activities that are related to the care of a patient's chronic condition.
- Comprehensive Primary Care** Services provided primarily to a range of clients, possibly at first contact, to identify, prevent, diagnose and/or treat health conditions.
- Consultation** Expert consultation is provided on the profession related to medical and/or legal matters.
- Continuing Care** Services provided primarily to clients with continuing health conditions for extended periods of time.
- Critical Care** Services provided primarily to clients dealing with serious life-threatening and/or medically complex conditions who require constant care, observation and specialized monitoring and therapies.
- Palliative Care** Services provided primarily to clients with the aim of relieving suffering and improving the quality of life for persons who are living with or dying from advanced illness or who are bereaved.
- Public Health** Services are provided primarily with the purpose of improving the health of populations through the functions of health promotion, health protection, health surveillance and population health assessment.

Quality Management Focus of activities is on the assurance of the operational integrity, based on compliance with staffing, technical and organizational requirements.

Research Focus of activities is in knowledge development and dissemination of research including clinical and non-clinical.

Sales Focus of activities is in the sales and/or service of health-related apparatuses or equipment.

Practice Setting

Identify the practice setting where you provide services (whether as an employee or self-employed) for each place of employment/practice site. This is at the service delivery level. Service delivery level refers to the location where you are directly engaged in your practice.

Assisted Living Residence/Supportive Housing

A retirement home or supportive housing that provides varying degrees of care to assist individuals/couples to live independently. Services include homemaking, meal preparation, low to daily personal care and availability of a personal support worker or staff on a 24-hour basis. These facilities include group homes, retirement homes, community care homes, lodges, supportive housing and congregate living settings.

Association/Government/Regulatory Organization/Non-Government Organization

An organization or governmental agency that deals with regulation, advocacy, policy development, program development, research and/or the protection of the public, at a national, provincial/territorial, regional or municipal level.

Board of Health or Public Health Unit

A public health unit that administers health promotion and disease prevention programs to inform the public about healthy lifestyles, communicable disease control including education in STIs/AIDS, immunization, food premises inspection, healthy growth and development including parenting education, health education for all age groups and selected screening services.

Cancer Centre

A facility that specializes in services related to the treatment, prevention and research of cancer.

Children Treatment Centres (CTC)

This centre is a community-based organization that serves children with physical disabilities and multiple special needs. The centre provides multiple health services. There are 19 CTCs in Ontario.

Client's Environment

The professional travels to one or more sites that may be the client's home, school and/or workplace environment to provide services.

Community Care Access Centre (CCAC)

A local organization that assists its clients to access government-funded homecare services and long-term care homes. The organization helps people to navigate the array of community support and health agencies in their communities.

Community Health Centre (CHC)

A CHC employs physicians and other interdisciplinary providers to serve high-risk communities and populations who have trouble accessing health services because of language, culture, physical disabilities, socioeconomic status or geographic isolation. CHCs emphasize health promotion, disease prevention and chronic disease management based on local population health needs. The organization must be recognized as a CHC and there are 54 CHCs throughout Ontario.

Family Health Team (FHT)

A Family Health Team is a group that includes physicians and other interdisciplinary providers. The FHT provides comprehensive primary healthcare services. The FHT provides services on a 24/7 basis through a combination of regular office hours, after-hours services and access to a registered nurse through the Telephone Health Advisory Service. The FHT emphasizes health promotion, disease prevention and chronic disease management based on local population needs. The FHT must enroll patients. The group must be recognized as a FHT and there are 150 FHTs in Ontario.

Group Health Centre

An interdisciplinary practice that includes many providers. The group provides comprehensive primary health services. The FHT provides services on a 24/7 basis through a combination of regular office hours, after-hours services and access to a registered nurse through the Telephone Health Advisory Service. The group emphasizes health promotion, disease prevention and chronic disease management based on local population needs. The group must enroll patients.

Health Related Business/Industry

A business or industry whose focus of activities is not in the direct delivery of healthcare services, but rather the health of workers, health-related product development or the selling of health-related products.

Hospital

A healthcare facility that offers a range of inpatient and outpatient healthcare services available to the target population. Includes specialty and complex continuing care hospitals not otherwise classified.

Mental Health and Addiction Facility

A healthcare facility that has as its primary focus the acute or post-acute, inpatient and/or outpatient care of individuals with mental health issues and illness and/or addictions.

Nurse Practitioner-Led Clinic

This clinic is led by a nurse practitioner and provides primary healthcare in collaboration with family physicians and other interdisciplinary healthcare providers. The focus of the clinic is on comprehensive primary healthcare services in areas where access to family healthcare is limited.

Other Group Practice Office

A community-based group (not already noted) professional practice or clinic that is composed of two or more health professionals working together to deliver health services. Clients typically come to the professionals' location to receive services. Other administrative support staff may also be involved; however, the health professionals are the focus of service provision.

Other Place of Work

Place of work is none of the above

Post-Secondary Educational Institution

A post-secondary institution, either a university or equivalent institution or a college or equivalent institution, with a primary focus on the delivery of education.

Preschool/School System/Board of Education

A preschool or elementary or secondary school (or equivalent institution) or the associated school board (or equivalent entity) that has responsibility for the governance and management of education funding issued by provincial governments.

Rehabilitation Facility

A healthcare facility that has as its primary focus the post-acute, inpatient and outpatient rehabilitation of individuals.

Residential/Long-Term Care Facility

A long-term care facility designed for people who require the availability of 24-hour nursing care and supervision within a secure setting. In general, long-term care facilities offer high levels of personal care and support. These facilities include nursing homes, municipal homes and charitable homes.

Sole Practice Office

A community-based professional practice/business composed of a single practitioner who delivers health services. Clients typically come to the professional's location to receive services. Administrative support staff may also be involved; however, the health professional is the focus of service provision.

Telehealth Ontario or other Telephone Health Advisory Services

A program that provides free, confidential 24/7 service that provides Ontario residents with easy access to health information.

Age Range of Clients

Select the age range that best represents the patient/client population that you most often work with for each employment site.

Adults

Clients between the ages of 18-64 years, inclusive

Paediatrics

Clients older than one month and up to the age of 17 years

Seniors

Clients older than 65 years

All Ages:

You do not treat more clients/patients in one age group than another.

B. Education Related to the TCM Profession

Complete this section if you have completed additional education related to the TCM profession. **Please do not include continuing education courses or professional development hours in this section.**

- Diploma*** Diploma or equivalent conferred by a community college, university or comparable institution.
- Baccalaureate*** An undergraduate degree conferred by a university or comparable institution (i.e., a Bachelor's degree).
- Master*** A graduate level university degree (i.e., a Master's degree).
- Doctorate*** A post-graduate level university degree.
- Professional Doctorate*** A first professional degree conferred by a university or comparable institution.

C. Education NOT Related to the TCM Profession

Complete this section if you have completed additional education not related to the TCM profession. Please do not include continuing education courses or professional development hours in this section.

- Diploma*** Diploma or equivalent conferred by a community college, university or comparable institution.
- Baccalaureate*** An undergraduate degree conferred by a university or comparable institution (i.e., a Bachelor's degree).
- Master*** A graduate level university degree (i.e., a Master's degree).
- Doctorate*** A post-graduate level university degree.
- Professional Doctorate*** A first professional degree conferred by a university or comparable institution.

Field of Study

Arts, Social Sciences and Humanities

Any instructional programs that focus on the systematic study of social systems, social institutions and social behaviour or independent or individualized studies in the liberal arts subjects, the humanities disciplines, literature, history and the general curriculum.

Biological and Biomedical Sciences

Any instructional programs that focus on the biological sciences and the non-clinical biomedical sciences, and that prepare individuals for research and professional careers as biologists and biomedical scientists.

Business, Management, Marketing and Related

Any instructional programs that prepare individuals to perform managerial, technical support, and applied research functions related to the operation of commercial and non-profit enterprises and the buying and selling of goods and services.

Education

Any instructional programs that focus on the theory and practice of learning and teaching, and related research, administrative and support services.

Engineering

Any instructional programs that prepare individuals to apply mathematical and scientific principles to the solution of practical problems.

General Rehabilitation Science

Any program that includes a systematic study of the physical and psychosocial dimensions of human function throughout the lifespan of individuals with impairments, disabilities and/or handicaps.

Gerontology

Any program that focuses on the human aging process and aged human populations, using the knowledge and methodologies of the social sciences, psychology and the biological and health sciences.

Health Administration/Management

Any program that prepares individuals to develop, plan, and manage health care operations and services within healthcare facilities and across health care systems.

Health Professions & Related Clinical Sciences

Any instructional programs that prepare individuals to practise as licensed professionals and assistants in the health care professions.

Kinesiology and Exercise Science

Comprises of any scientific program that focuses on the anatomy, physiology, biochemistry and biophysics of human movement, and applications to exercise and therapeutic rehabilitation.

Law

Any instructional programs that prepare individuals for the legal profession, for related support professions and professional legal research, and focus on the study of legal issues in nonprofessional programs.

Mathematics, Computer Information Sciences

Any general program that focuses on the analysis of quantities, magnitudes, forms and their relationships, using symbolic logic and language or any general program that focuses on computing, computer science and information science and systems as part of a broad and/or interdisciplinary program.

Medical Laboratory Science

Any program that prepares individuals to conduct and supervise complex medical tests, clinical trials and research experiments; manage clinical laboratories; and consult with physicians and clinical researchers on diagnoses, disease causation and spread, and research outcomes.

Physical Sciences

Any instructional programs that focus on the scientific study of inanimate objects, processes of matter and energy, and associated phenomena.

Psychology

Any instructional programs that focus on the scientific study of the behaviour of individuals, independently or collectively, and the physical and environmental bases of mental, emotional and neurological activity.

Public Administration

Instructional programs that prepare individuals to analyze, manage and deliver public programs and services.

Public Health

Any program that generally prepares individuals to plan, manage and evaluate public healthcare services and to function as public health officers.

D. Business / Practice Time Through the Year

In addition to providing information for the Health Professions Database, the information provided in these questions will help the College determine how current your skills are.

Number of Business / Practice Weeks in the Past 12 Months

Provide the **number** of weeks you have practised in some capacity during the past 12 months. The Ministry will use this information to measure the time spent practising throughout a typical year. Answers in this section should be whole numbers (no decimals)

Note: There are 52 weeks in a year; you may not enter a number larger than 52. Do not include your vacation, on-call, sick and leave time greater than one week. Working at least one day in any given week constitutes one week of practice.

Average Number of Weekly Business / Practice Hours in the Past 12 Months

Provide the average **number** of hours you spent practising the profession in each week that you were practising the profession. The Ministry will use this information to measure how much time Members spend practising the profession across all works sites/employers, which will help build an understanding of workload as well as actual availability of professional services.

Note: Your hours should include all practice hours, for example preparation and service provision, as well as travel between practice settings if your employment requires travel.

Your calculation should not include time spent commuting, doing volunteer work outside of the profession, or on-call hours when you were not working.

Average Number of On-Call Hours Per Week

Estimate the average **number** of hours per week that you were on-call, across all practice sites.

Hours indicated are inclusive of all on-call hours (worked and not worked).

The Ministry will use this information to help understand workload and burden, which can affect recruitment and retention.

Proportion of Weekly Practice Hours Spent on Each Activity

The Ministry collects this data as a measure of how much time is spent on each activity, giving them an indication of availability of services. Answers in this section should be whole numbers (no decimals).

Time Spent on Direct Professional Services

Estimate the **percentage** of your professional practice time each week spent providing professional services to your clients, across all employers/practice sites. Consider the regular professional functions of your job, including teaching individual clients or groups. This does not include things like staff meetings, formal research, teaching students in a health profession, or clinical education hours (providing professional services while teaching).

Time Spent Teaching

Estimate the **percentage** of your professional practice time each week spent on teaching to prepare students for a health profession (e.g. interns, medical students, nursing students). Education provided to clients (individuals or groups), as part of your regular professional functions should be included direct professional service. Education provided to a student while providing direct professional services should be counted under Clinical Education.

Time Spent on Clinical Education

Estimate the **percentage** of your professional practice time each week spent providing direct professional services while teaching (e.g. during the supervision of interns) across all practice sites.

Time Spent on Research

Estimate the **percentage** of your professional practice time each week spent on conducting formal research in the profession. Reviewing the literature to support client care should be counted as direct service. Reviewing the literature to support professional development should be counted under other.

Time Spent on Administration

Estimate the **percentage** of your practice time each week spent on administration in the profession.

Time Spent on All Other Activities

Estimate the **percentage** of your professional practice time each week spent on all other activities (excluding direct professional services, teaching, research, and administration). This would include things like staff meetings, continuing education or professional development, and recording workload measurement statistics.

9. PROFESSIONAL LIABILITY INSURANCE

[Ontario Regulation 27/13, Registration](#) and the [College By-Laws](#) require that Members who are practising the TCM profession must have the minimum liability insurance coverage that meets the following requirements:

1. Minimum of no less than \$1,000,000 per claim.
2. Aggregate coverage of no less than \$5,000,000.
3. A deductible of no more than \$1,000 per claim; and
4. Insurance is provided by an insurer licensed with the Financial Services Commission of Ontario.

In this section, you will be required to provide the following information:

- The name of the insurance provider.
- The policy number; and
- The expiry date of your coverage.

Members applying to renew their Inactive Class of registration are not required to have professional liability insurance during the period they are Inactive as they will not be practising the profession in Ontario.

For additional information, see the [*Professional Liability Insurance Policy*](#).

10. DECLARATION OF CONDUCT

You must answer all questions truthfully. Should you make a false declaration in this (or any other section) of the form, your action could be viewed as a **professional misconduct**.

In this section, members are required to report on their past behaviour including any offences or findings of professional misconduct that have been made against them **since April 1, 2024**. Please remember that if you answer “yes” to any of the questions in this section, you must provide CTCMPAO with written details in the comment box provided. If your answer to any of the questions in this section changes following your submission of your Renewal Form, you must advise CTCMPAO no later **than 30 days after the event occurs** (unless otherwise stated) and provide written details with respect to any change. You do not have to include in your answers matters that have previously been reported in writing on your original application for registration.

Members should not “self-select” which offences they believe are relevant or worthy of a report. CTCMPAO will determine which offences are relevant and if further inquiry is required.

Members are required to report to CTCMPAO if there has been a finding of professional negligence or malpractice made against them by a court.

If this section is not complete and/or you have not provided the required details, your registration Renewal Form will be delayed pending the completion of this information.

For Your Reference

- A “finding” occurs after a formal hearing or by a formal admission by you of wrongdoing or of incapacity (e.g., before a Discipline Committee or Fitness to Practise Committee).
- You are currently “facing a proceeding” if you have been notified that there will be a hearing held in respect to allegations of professional misconduct, incompetence, incapacity, or a similar issue (different words are used by different regulators to describe the same concept).
- You do not have to mention that a complaint has been made against you or that you are under investigation unless a decision has been made to hold a disciplinary or other hearing; in which case you are then “facing a proceeding.”
- An “offence” is a breach of law that is prosecuted in a court.

- An offence can be criminal in nature (e.g., a breach of the Criminal Code), or contrary to another federal statute (e.g., *Controlled Drugs and Substances Act*).
- Breaches of a provincial statute prosecuted in court can also be an offence (e.g. *Child and Family Services Act*, *Health Protection and Promotion Act*, *Health Care Consent Act*).
- Being “found guilty” means that a court has found that you committed the offence even if you were given a conditional or absolute discharge. You can be found guilty of an offence but not be convicted if you are given a discharge. Even if you were not convicted, you must report any finding of guilt.
- Offences “related to the practice of TCM” mean that it has some relevance to your practice of TCM or your suitability to practice the profession. An offence that is work-related or that involves significant dishonesty or a breach of trust should be reported (e.g., assault of a client, sexual abuse of a child).
- If in doubt, it is safer to report a finding of guilt than to risk failing to make a required report.
- Just because a report has been made does not mean that CTCMPAO will take action; all of the circumstances will be reviewed.
- You must report any criminal offence even if it does not relate to the practice of the profession.

11. MEMBER’S DECLARATION

The Renewal Form is a legal document. Providing false or misleading information could be viewed as professional misconduct. The declaration in this section applies to **ALL members**.

12. PAYMENT of FEES

Review your purchase summary before proceeding to payment. For a list of all renewal fees, visit the [fee schedule](#) on the CTCMPAO website.

Annual Renewal

93%

Member Information

First Name

Last Name

Email

Purchase Summary

Renewal Fee - Active	\$1,300.00
Total:	\$1,300.00

Home Address

Address

City

State/Province

Ontario

Postal Code

Country

Canada

Please review your purchase summary before proceeding to payment.


[Click here to finalize payment](#)

Step 6: View Available Receipts


If your payment was successfully processed, you will be able download your receipt from your member portal under "Official Receipts".

Home

Search



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario
Ordre des praticiens en médecine traditionnelle
chinoise et des acupuncteurs de l'Ontario



MY PROFILE

Home / Profile / Official Receipts

Your Available Receipts

Member's Home

Profile

Business Addresses

Education

Registrations in Other Regulated Professions

Professional Liability Insurance

Official Receipts

Security

Change Password

Change Email

Your payment was successfully processed. Download your receipt.

CTCMPAO # (Applicant/Member)	Full Name (Applicant/Member)	Name	Name/Order Type	Payment Method	Amount	
		Renewal for 2017/2018	Renewal	Credit Card	\$1,192.69	2/21/2017 <div>Payment was successfully processed.</div> <div>Download</div>

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PRIVACY

The personal information collected on the Registration Renewal form is used by CTCMPAO for its regulatory purposes (e.g., the registration and identification of the CTCMPAO registrants and for the administration of CTCMPAO) and to develop and provide aggregate or de-identified statistical information for human resource planning and demographic and research studies. It is collected under the authority of the *Regulated Health Professions Act, 1991*, the *Health Professions Procedural Code*, the *Traditional Chinese Medicine Act, 2006*, and the regulations and By-Laws made under the authority of these statutes. CTCMPAO does not sell this information nor does it provide the information to commercial entities in a format that facilitates mass marketing.