



NAME	Required Documents Policy		
TYPE	Registration		
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Policy

As part of the initial assessment process, applicants for registration in the General Class are required to submit a number of documents. The CTCMPAO's registration decisions are based on these documents. The documentation required will vary but generally includes the following:

- A. Copy of proof of identity
- B. Proof of Language proficiency
- C. Submission of police background check
- D. Evidence of successful completion of a TCM and/or Acupuncture program
- E. Evidence of completion of supervised clinical experience in a TCM or Acupuncture program
- F. Evidence of successful completion of the approved examination
- G. Evidence of practising the profession
- H. Evidence of successful completion of the Safety Program Test and Jurisprudence Course Test
- I. Confirmation of registration in another jurisdiction
- J. Evidence of Professional liability insurance

A. Copy of proof of identity (government-issued photo ID)

- a. Approved documents:
 - I. Valid passport
 - II. Canadian Certificate of registration of birth abroad
 - III. Certificate of citizenship
 - IV. Certificate of Indian status
 - V. Registered Indian record
 - VI. Valid driver's licence
- b. A copy of documentation in support of proof of identity must be submitted with the application.
- c. All applicants are required to submit a passport sized photograph taken within 12 months from the date of application.



B. Proof of language proficiency

- a. Where the applicant's first language is not English or French and their relevant education was not in English or French, the applicant must demonstrate reasonable fluency in either language. See the [Language Fluency Policy](#) for more information.
- b. Approved documents:
 - I. A copy of a transcript and degree showing completion of an undergraduate degree from a recognized university or college in English or French; or
 - II. A copy of a transcript showing graduation from a secondary school with four consecutive English or French credits at the secondary school level; or
 - III. A copy of results from a CTCMPAO-approved test (made within two years of the date of the application for registration); or
 - IV. Applicant must be able to demonstrate fluency through a video conference interview with the Registrar or panel of the Registration Committee.

C. Submission of a criminal background check

- a. All applicants are required to submit a criminal background check using the database of the Canadian Police Information Centre (CPIC) operated by the RCMP.
- b. Approved document
 - I. CPIC report issued by the RCMP or local police.
 - II. Online checks by commercial vendors are NOT permitted.
- c. All searches must be completed within 6 months from the date of application.
- d. The cost relating to the criminal background check is borne by the applicant.
- e. Applicants are to submit the original police background check to the College

D. Evidence of successful completion of a Traditional Chinese Medicine (TCM) and/or TCM Acupuncture program

Graduates of a TCM or TCM Acupuncture program in Canada:

- a. Post-secondary program must consist of:
 1. At least four years of full-time education, or education that is of equivalent duration, for in the case of a full traditional Chinese medicine program
 2. At least three years of full-time education, or education that is of equivalent duration, for in the case of a traditional Chinese medicine acupuncture program
- b. Required documents:
 - i. An official, final transcript of the applicant's academic record.
 - ii. A program completion letter or a copy of degree or certificate
 - iii. A detailed curriculum or course outline of the TCM program, including a detailed list of courses and a description of the content of each course completed.
 - iv. Documents must be sent directly from the educational institution to the College.



Graduates of a TCM or Acupuncture program outside of Canada:

- a. In addition to the approved documents listed above, internationally educated applicants must submit a credential evaluation and authentication report with a course-by-course evaluation from the World Education Service.

E. Successful completion of Supervised Clinical Experience in TCM or TCM Acupuncture program

- a. Applicants must have successfully completed a program of clinical experience that is structured, comprehensive, supervised and evaluated and which consists of at least 45 weeks of clinical experience involving at least 500 hours of direct patient contact.
- b. Approved document
 - i. An original letter from the education institution/supervisor confirming successful completion of 500 hours of direct patient contact within 45 weeks of clinical experience in the TCM.

F. Evidence of successful completion of the Pan-Canadian Examination

- a. Approved document
 - i. For applicants who completed the exam with another jurisdiction, a copy of the Pan-Canadian Examination results letter.

G. Evidence of successful completion of the Safety Program Test and Jurisprudence Course Test

- a. Approved document
 - i. The Safety Program and Jurisprudence course must be completed within three years of submitting the application for registration.

H. Confirmation of registration in another jurisdiction

- a. Approved document
 - i. Where applicable, confirmation of registration with another jurisdiction with a Traditional Chinese Medicine Practitioner and/or Acupuncturist title.
 - ii. Verification of registration must be submitted directly to the CTCMPAO from the regulatory/licensing body.

I. Evidence of Professional Liability Insurance

- a. Approved document
 - i. A copy of the applicant's certificate of professional liability insurance must be submitted to the College that confirms the purchase of the insurance and includes the policy number and expiry date. The policy content must demonstrate that it meets CTCMPAO's requirements as prescribed in the bylaws.



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- b. The registrar shall not issue the certificate of registration until actual proof of coverage is received.
- c. To assist the applicant to obtain the proof of coverage before registration with the College, the College may issue a letter indicating the applicant's registration has been approved for him/her to take to the insurer.