

Pan-Canadian Entry-Level Examinations

APPLICATION GUIDE



The College of Traditional Chinese Medicine Practitioners
and Acupuncturists of Newfoundland and Labrador (CTCMPANL)



Version 1 (2014)

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General Information

The Application Guide describes the policies and procedures for the *Pan-Canadian Entry-Level Examinations*.

Newfoundland and Labrador legislates and regulates Traditional Chinese Medicine Acupuncturists under a unique “Umbrella Legislation”. This is a two-fold regulatory system. The regulatory bodies for Traditional Chinese Medicine (TCM) Acupuncturists in Newfoundland and Labrador are the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Newfoundland and Labrador (CTCMPANL) and the Newfoundland and Labrador Council of Health Professionals (NLCHP). CTCMPANL will be referred to as ‘the College’ in this guide and NLCHP as “the Council”. These two bodies are responsible for governing Acupuncturists in accordance with the *Health Professions Act* and the *Acupuncturists Regulations*. The Registrar is the chief executive officer of the Council and the Chair of the College is the chief executive officer for the College.

Registration as a TCM Acupuncturist under the *Health Professions Act* assures the public that TCM Acupuncturists are capable of practicing competently and safely, and are accountable to the College and Council for their practice. Practitioners must meet minimum standards of competency in order to be considered eligible to become registered as a TCM Acupuncturist under the Act. Successful completion of the Pan-Canadian Examinations is one of the requirements for registration outlined in the College Bylaws.

The CTCMPANL Examination Board determines whether an individual has completed an educational program that qualifies the individual to write an examination. The College ensures that the examination process is done in a manner that is fair and consistent. All correspondence with the College should be addressed to the Chair.

At this time Newfoundland and Labrador has not been granted regulation for the full scope of Traditional Chinese Medicine, though this has been applied for. License or Registration is only applicable for TCM Acupuncturists. However, CTCMPANL can accept examination applications for TCM Herbalists and TCM Practitioners.

The Chair

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Examination Registration Policy

Important Notice:

- All applicants must submit the proof of completion of 2-year post-secondary health sciences education when applying for the competency examinations. See page 7 for further information.
- Both written and clinical examination results are valid for 3 years from the date of the examination result notification letter.
- Applicants for full registration must be authorized under the laws of Canada to work in Canada. This is not a requirement for examination applications but is mandatory for those who pass the examination and are ready to apply for registration.
- Recognition will be given for completion of programs offered by training institutions recognized by the respective provincial Regulatory College for Traditional Chinese Medicine Practitioners and Acupuncturists, or accredited by the respective provincial Regulatory body for Private Training Institutions or Department of Education.
- All applicants must complete the basic education or training program for registration as an acupuncturist within four consecutive years.
- There is a limited number of candidates who can be accommodated at each exam. Seating capacity is limited. You are not guaranteed a seat at the exam by submitting the application before the deadline.



Application, Fees and Eligibility

Candidates must be deemed eligible by the CTCMPANL Examination Board to take a Pan-Canadian Examination in NL, i.e. each candidate must meet the minimum requirements set out in CTCMPANL Examination Application Policy at the time of application. Each candidate must submit an application package to the College (Attention: Chair). A completed application form, all required fees and documents must be received at the CTCMPANL office by the application deadline. **Incomplete applications will be rejected automatically.**

Minimum required educational hours must be completed prior to submission of application.

Each candidate must be deemed eligible to take the exam by the CTCMPANL Examination Board. Eligibility for the examination is for the current examination process only. Candidates who withdraw from the current examination process, or do not take the current examination will **NOT** be eligible to take any subsequent examination. Candidates are required to re-apply for eligibility to take a subsequent exam and applications will be evaluated against the criteria in place at the time of application. That is, the candidate's eligibility to sit for the current examination does not guarantee that he/she will be eligible for subsequent examinations. The eligibility criteria are subject to change.

Title	Examinations required						Minimum required educational hours
	Acupuncturists		Herbalists		Practitioners		
	Written	Clinical	Written	Clinical	Written	Clinical	
R.Ac.	✓	✓	-	-	-	-	1,900 hrs including 450 hrs of practicum completed in a minimum of 3 academic years
R.TCM.H	-	-	✓	✓	-	-	1,900 hrs including 450 hrs of practicum completed in a minimum of 3 academic years
R.TCM.P	-	-	-	-	✓*	✓*	2,600 hrs including 650 hrs of practicum completed in a minimum of 4 academic years

* At this time Newfoundland and Labrador has not been granted regulation for the full scope of Traditional License or Registration is only applicable to TCM Acupuncturists. However, CTCMPANL can accept examination applications for TCM Herbalists and TCM Practitioners.

* Candidates may take either R.TCM.P Written and Clinical examinations or both the Acupuncturists and Herbalists Written and Clinical examinations to satisfy the examination requirements for the R.TCM.P title.

* To be registered in Newfoundland and Labrador, with full General Status or R.Ac., applicants will also be required to complete a practical examination.



Credential Evaluation Report

Graduates of TCM/A training programs outside Canada, or applicants who received their 2-year health sciences education outside Canada, are required to submit a BASIC credential evaluation report from the International Credential Evaluation Services (ICES). The ICES website address is www.bcit.ca/ices/. Please see detailed information about credential evaluation report from “Checklist of Required Application Documents” on this Application Guide.

Two-Year Health Sciences Requirement

Applicants are required to show completion of not less than two (2) years of health sciences study in an accredited college or chartered/approved university acceptable to the Examination Board.

To evaluate the eligibility of the courses,

- Quebec graduates and students - Quebec Ministry of Education issues a transcript confirming Diplome d'etudes collegiales (DEC). For university admission, these students are normally granted 30 credits of advanced standing, reducing a 120-credit requirement to 90 credits or 6 semesters. Some degrees require additional semesters for completion, i.e. B.Eng. Please note the citation on the CEGEP transcript will be:

 (Year, i.e. 2000) DEC (diplome d'etudes preuniversitaire)

The Quebec Ministry of Education transcript is preferable to the CEGEP transcript. The CEGEP DES (Diplome d'etudes secondaires) is NOT the same as the DEC.

- Other Canadian provinces: Please contact your university OR refer to a reference book available in most public libraries: Accredited Institutions of Postsecondary Education.
- Outside Canada. Please provide CTCMPANL with a basic credential evaluation report from ICES (International Credential Evaluation Services)

International Credential Evaluation Services (ICES),
 3700 Willingdon Avenue, Burnaby, British Columbia, V5G 3H2
 Telephone: 604-432-8800 Toll Free (N. America) 1-866-434-9197
<http://www.bcit.ca/ices/>

Exceptions: An applicant does Not have to provide proof of two years university education to CTCMPANL if

- The applicant is retaking the competency examination



Checklist of Required Application Documents

- Completed and signed application checklist
- Completed and signed application form
- Proof of TCM education
 - a) For TCM education completed within Canada:
 - Official transcript in an envelope sealed by the training institution
 - b) For TCM education completed outside Canada ***No exceptions***:
 - **Basic** Credential Evaluation report issued by ICES with copy of transcript attached – **original and sent directly to CTCMPANL by ICES (Please arrange to have an official transcript sent directly by the training institute to ICES to complete the request of credential report)**
- Proof of 2-year post secondary health sciences education.
 - a) Official transcript for 2-year University education completed **within Canada**
 - b) Original **Basic** ICES report for 2-year University education completed **outside Canada**
- Signed Consent Form for Criminal Record Check by Royal Newfoundland Constabulary
- All fees including Application Fee, Examination Fee (written and/or clinical), Translation Fee (if applicable)
- Recent photo (1½"W x 2"L)
- Photocopy of one piece of photo identification (i.e. passport, driver's license)

Refund Policy

Please note that the application fee is non-refundable.

Withdrawal:

Requests to withdraw from the examination must be made in writing and must be received by the Chair before the withdrawal deadline to obtain a refund of the examination fee. Verbal withdrawals are not accepted. If withdrawal requests are NOT received by the deadline, no portion of the application/examination fee will be refunded. Please note that NO deferral is allowed.

Absence from the Examination:

A candidate who is absent from the examination due to unforeseen circumstances (e.g. illness, death in the family) must submit written notification to the Registrar within ten (10) days of the examination date to apply for a refund.



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The CTCMPANL Examination Board will determine if a refund of the examination fee should be issued to the candidate.

Rescore Policy

To have an examination rescored, a candidate must submit a written request to the Chair within eleven (11) weeks of the date of the examination. The 11 weeks re-scoring period will not be extended. Candidates will be required to pay a fee when requesting a rescore.

Candidates who fail the examination should be aware that their examination answer sheets have been carefully scored according to psychometric best practices. The examination is considered valid and reliable. It should be noted that any additional re-scoring of the answer sheets is unlikely to alter the scoring results.

All results and decisions made by the College on the re-scoring of an examination are FINAL.

Dates and Location

The time, date and location at which each candidate takes the written and clinical examinations will be determined after the deadline for applications. The College will inform candidates of the time/location of their exam(s) via email and the information will be posted on the website (www.ctcmpanl.ca). If candidates do not have an email address, contact will be made by registered letter.

Accommodation for Special Needs

Introduction

If you have a disability that could adversely affect your performance on the examination and may require some accommodation in taking the examination, you should complete a *Testing Accommodation Candidate Application Form*. This form is available on the CTCMPANL website or by contacting CTCMPANL. **This form must be received by CTCMPANL by the deadline outlined in the Examination Application Form. Accommodations cannot be provided for requests received after the deadline.**



Documentation of Disability

Candidates are required to submit a formal diagnosis from a qualified health professional (eg. physician, psychologist registered with a professional regulatory body) that describes the disability.

Documentation (for example, physician's report or letter, educational assessment, accommodation provided by the institute of training) must be received with the application for consideration prior to the examination.

Candidates Request Guidelines

Candidates must seek approval from CTCMPANL prior to the examination for medical needs that do not affect their ability to write the examination but require the candidate to bring special materials into the examination room (e.g., hearing aids, medication(s), asthma pumps).

1. The candidate must submit the *Accommodation for Special Needs – Candidate Application Form* to CTCMPANL by the Deadline for Examination Applications as indicated in the Examination Application Form. The form is available on the CTCMPANL website or by contacting CTCMPANL.
2. The candidate is required to submit the *Accommodation for Special Needs – Documentation of Disability* to CTCMPANL by the Deadline for Examination Applications as indicated in the Examination Application Form. This form must be completed by an appropriate professional to certify the disability condition requires the requested test accommodation. This form is available on the CTCMPANL website or by contacting CTCMPANL.
3. On examination day, the candidate must complete the *Testing Accommodation Candidate Declaration Form* before the exam materials are distributed. This form will be available on the examination day.



Choice of Language

At this time, in Newfoundland and Labrador the examinations will be offered in English only.

French and Chinese translation may be offered in the future.

Rules for Repeating Examinations

- Examination results are valid for **three (3) years** from the date of the College notification of results.
- Candidates must take the clinical component of an examination while the results of the written exam component are still valid (within 3 years).
- A candidate who fails an examination may repeat the failed examination once within the next two consecutive sittings of the examination. If the candidate does not do this, a new application is required and will be evaluated according to policies in place at that time.
- Any candidate who fails an examination twice is not eligible to repeat the examination unless the candidate completes a **50-hour upgrading program** pre-approved by the College.
- Any candidate who fails an examination three or more times is not eligible to repeat the examination unless the candidate completes a **50-hour upgrading program** pre-approved by the College, and submits a new application to write the examination which will be evaluated according to policies current at that time.
- 50-hour Upgrading Program: if you are required to improve your skills/knowledge before repeating an examination, you must:
 - Submit the completed form, details of your proposed learning activities, with a description of the teacher/mentor, to the CTCMPANL for approval before you start the upgrading program.
 - Upon receiving approval, complete the proposed upgrading program before the exam application deadline.
 - Submit a request to the Examination Board for approval to repeat the exam - accompanied by proof of your completed upgrading program.



Additional Information

Limitations

The CTCMPANL **cannot** advise or provide detail on matters under the jurisdiction of other institutions or governments, such as:

- Federal and provincial statutes, regulations and policies governing TCM/Acupuncture registration;
- facilities available for general or specialized experience;
- training or employment opportunities;
- reciprocity between TCM regulation bodies within or outside Canada;
- the conditions imposed by the Government of Canada for immigration;
- Scholarships or funding.

Limits of Liability

While the CTCMPANL takes reasonable steps to ensure the accuracy and completeness of information, resources and reports, the CTCMPANL is not responsible for damages in the event of errors or omissions. The CTCMPANL is not responsible for impacts of a personal, professional or financial nature. This includes such impacts as loss of income, loss of salary and/or expenses incurred by an employer, a contractor or a candidate. It is the responsibility of each candidate in registering for the examination to have read and understood the limits of liability. Further it is the candidate's responsibility to advise those interested parties (e.g., employers) about the limits of liability. By participating in the examination, each candidate agrees that he or she shall take no action or other proceeding against the CTCMPANL or any of its officers, employees or agents for an act done in good faith or for any neglect or default related to the *Pan-Canadian Examinations*.

Financial Assistance

The CTCMPANL does not offer financial assistance or information on possible sources of financial assistance. The CTCMPANL cannot waive or alter examination fees except as noted elsewhere in this Application Guide.

The CTCMPANL is a non-profit organization. The funds necessary for the administration of the Pan-Canadian Examinations come from the fees paid for the examination by the candidates who take the examination.



Research

The CTCMPANL conducts research using non-identifying examination data, and may also provide this data to external researchers. By signing the application form, candidates consent to the use of non-identifying data for research purposes.

Privacy Policy

The CTCMPANL is committed to collecting, using and disclosing the personal information of its examination candidates responsibly and only to the extent necessary to provide effective services. The CTCMPANL is also committed to being transparent about how personal information of candidates is handled.