

*Pan-Canadian Entry-Level Examinations*

APPLICATION GUIDE



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

Version 3 – Spring 2022 Examination Administration



Version 2 (2022)

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## General Information

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The Application Guide describes the policies and procedures for applying to write the *Pan-Canadian Entry-Level Examinations* through the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Newfoundland and Labrador.

**Please refer to the current Pan-Canadian Examination Candidate Handbook for important information about the examinations. This includes the examination content and format, preparation, registration, what to expect on examination days, and other information regarding the examination administration:**

<http://carb-tcempa.org/wp-content/uploads/2020/04/CARB-TCMPA-Candidate-Handbook.pdf>

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. Please refer to the Newfoundland and Labrador Council of Health Professionals for the additional registration requirements for practice in Newfoundland and Labrador <http://www.nlchp.ca/>.

Note: Successful completion of the Pan Canadian national exam does not automatically allow a successful candidate to be registered in a regulated jurisdiction. Please review registration requirements within the specific jurisdictions for a complete understanding of registration requirements in that jurisdiction.

- Ordre des Acupuncteurs du Quebec <http://www.o-a-q.org/>
- College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario <http://www.ctcmpao.on.ca/>
- College and Association of Acupuncturists of Alberta <http://acupuncturealberta.ca/>
- College of Traditional Chinese Medicine Practitioners and Acupuncturists of British Columbia



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<http://www.ctcma.bc.ca/>

- College of Traditional Chinese Medicine Practitioners and Acupuncturists of Newfoundland and Labrador  
<http://www.ctcmanl.ca/>

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.

Chair CTCMPANL Examination Committee

The College of Traditional Chinese Medicine Practitioners and Acupuncturists of Newfoundland and Labrador  
47 Leslie Street, St. John's NL, A1V 2E7

Please contact one of the below numbers for more information on electronic submission

Telephone: (709) 738-0158      Fax: (709) 722-5527

Website: [www.CTCMPANL.ca](http://www.CTCMPANL.ca)

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## ACKNOWLEDGEMENT

The College of Traditional Chinese Medicine Practitioners and Acupuncturists of Newfoundland and Labrador (CTCMPANL) would like to acknowledge the College of Traditional Chinese Medicine Practitioners and Acupuncturists of British Columbia (CTCMA) for permission to amend their application guide for the Pan-Canadian Entry-Level Examinations in Newfoundland and Labrador



## Examination Registration Policy

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### Important Notice:

- Applicants are required to provide proof, by official transcript and of successful completion, of any post-secondary education in health sciences or other disciplines.
- Applicants are required to provide proof, by official transcript and of successful completion, where there has been education in any allied alternative health discipline.
- Both written and clinical examination results are valid for 4 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.
- For the Objective Structured Clinical Evaluation (OSCE/practical exam), there is a limited number of candidates who can be accommodated at each exam.
- You are not guaranteed acceptance for 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 Board. Eligibility for the examination is for the current examination process only. Candidates who withdraw from the current examination process 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 Chinese Medicine. License or Registration is only applicable to TCM Acupuncturists.**

\* To be registered in Newfoundland and Labrador, with full General Status or R.Ac., applicants will also be required to complete the NL Clinical Competency exam.



## **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/](http://www.bcit.ca/ices/). Please see detailed information about credential evaluation report from “Checklist of Required Application Documents” on this Application Guide.

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/>

## **Liberal Arts or Sciences Requirement**

Applicants are required to provide proof, by official transcript and of successful completion, of any post-secondary education in health sciences or other disciplines.

AND/OR

Applicants are required to provide proof, by official transcript and of successful completion, where there has been education in any allied alternative health discipline,

A two-year post-secondary liberal arts or science education is recommended, however equivalencies in education and experience will be reviewed and must be deemed acceptable by the Board.

Where program transcripts do not meet the National Competency requirements, additional education may be recommended.

**Exceptions:** An applicant does **Not** have to provide proof of additional Health Sciences 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
    - **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 liberal arts or health sciences.
  - a) Official transcript for 2-year University education completed **within Canada**
  - b) Original **Basic** ICES report for 2-year University education completed **outside Canada**
  - c) Official transcript where there has been education in any allied alternative health discipline,
- All fees including Application Fee, Examination Fee (written and/or clinical), Translation Fee (if applicable)
- **Certified** recent photo (1½"W x 2"L)
- **Certified** photocopy of one piece of photo identification (i.e. passport, driver's license)

## Accommodation for Special Needs

The request and/or verification form(s) for Accommodation for Special Needs must be submitted to [accommodations@carb-tcmpa.org](mailto:accommodations@carb-tcmpa.org) before the Special Accommodation Application deadline. The forms are available at CTCMPANL website. Please note that an Accommodation Request form is required for each specific examination administration, and the request when approved by CARB-TCMPA, will only apply to the **current** examination administration.

Please refer to the **Candidate Handbook** for important information regarding policies for **Special Accommodations, Cancelling the Examination, Late Arrival and No-show, and Extreme Circumstances**.

Information Regarding the “**Examination Day**”, including **Examination Procedures and Examination Misconduct**, can also be found in the **Candidate Handbook**.

Information regarding **examination scoring and passing scores** is available in the **Candidate Handbook**



## Refund Policy

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**Please note that the application fee is non-refundable.**

### **Withdrawal:**

Requests to withdraw from the examination must be made in writing or electronically 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.

If you withdraw or absent from the current examination, you will NOT be automatically eligible to take subsequent examinations, You will be required to re-apply and your eligibility will be evaluated in accordance with the exam requirements and policies that are in place at the time of application.

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

## Notification of Examination Results

Examination results will be sent by hard copy and be mailed to candidates. Results will not be given over the telephone, by fax, or by email.

## Choice of Language

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At this time, in Newfoundland and Labrador the examinations will be offered in English Simplified Chinese and Traditional Chinese translation is available.

## Rules for Repeating Examinations

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- Examination results are valid for **four (4) years** from the date of the notification of results.
- Candidates must take the clinical case component of the examination while the results of the written exam component are still valid (within 4 years of the written exam).
- 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



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completes an **additional 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 **further additional upgrading** 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.
- **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 Board for approval to repeat the exam - accompanied by proof of your completed upgrading program.



## Additional Information

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### 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.

By applying for the examination, candidates authorize the College to collect the personal information provided in the application form and to use that personal information for the purposes of processing the application for the purposes of registration under *Health Professions Act*, <http://www.assembly.nl.ca/business/bills/Bill1017.htm> and candidates consent to the disclosure of that personal information to the Canadian Alliance of Regulatory Bodies of Traditional Chinese Medicine Practitioners and Acupuncturists (CARB-TCMPA) and Yardstick Assessment Strategy Inc. for the purposes of administrating the examination, processing the examination results and providing information regarding the examination results back to the College.