

## **IMPORTANT NOTICE:**

### **Please note CTCMA Bylaws amended effective December 28, 2009**

One significant change for applicants for student registration is:

- The requirement to complete two years of university education has been moved (not erased).
- Previously, students enrolling in BC education programs were required to have already completed this requirement (Schedule E, entrance requirement for acceptable training program).
- This requirement has now been moved into CTCMA Bylaw 48 – requirements for registration.

All applicants for registration must now have two years of university education – not just those attending BC schools. However this education does NOT have to be completed before the individual enters a TCM/A training program.

### **TCM/A training program – deadline for completion: policy effective Sept 1, 2009**

All applicants for registration must complete a basic training program (R.Ac. or R.TCM.H) within five (5) consecutive years.

## **Frequently Asked Questions for Students:**

### **1. Are TCM/A schools in British Columbia accredited by CTCMA?**

No. An “approved” training program/school must meet the requirements outlined in Schedule E of the CTCMA Bylaws (available on [www.ctcma.bc.ca](http://www.ctcma.bc.ca)) in order for students and graduates to be eligible for registration with CTCMA.

### **2. How can I find out which TCM/A training programs will be recognized by CTCMA?**

- Ask the school if the educational program meets the CTCMA requirements (see Bylaw Schedule E).
- If the school is in British Columbia, check with PCTIA [www.pctia.bc.ca](http://www.pctia.bc.ca) to see if the school is regulated by that agency.
- as of March 31, 2012, all BC schools must be **accredited** by PCTIA. PCTIA has two levels of approval, “registered” and “accredited”.

### **3. What is the basis for CTCMA “recognized/approved” educational programs?**

CTCMA recognized educational programs meet all the requirements in Schedule E. Schedule E describes programs built on the Core Competencies identified for Acupuncture, Herbology and Dr. TCM practice.

### **4. What is PCTIA?**

The **Private Career Training Institutions Agency (PCTIA)** regulates private training institutions including TCM programs in BC. PCTIA provides consumer protection to students attending private post-secondary programs.

**7. When should I register with CTCMA as a student registrant?**

- You are eligible to apply for student registration as soon as you are accepted as a student in a TCM/A program. It takes 6-8 weeks to process the application. You **must** be a student registrant before attending clinics and observing or delivering patient care.
- The clinical course credits of your BC program will be recognized by CTCMA only if you were a student registrant at the time.
- TCM/A students in BC institutions must be registered with CTCMA as student registrants before they begin clinical practice including clinical observation.
- Practicing without student registration is illegal. (CTCMA Bylaws Section 51 (2)).

**8. When does my CTCMA student registration expire?**

Your registration expiry date is written on your student registration card (I.D. tag). All student registrations expire on March 31 – **or 6 months after you leave school** – whichever date is earlier.

**9. How do I renew my CTCMA student registration?**

- Return the renewal package as soon as possible when you receive it – CTCMA should receive your renewal application by March 1 to make sure your registration is renewed before expiry on March 31.
- Send in the renewal form, fees and documents – incomplete applications will delay your renewal.
- If your registration expires, you may re-instate within 3 months (by June 30) **if you pay a re-instatement fee**.
- If renewal, or re-instatement, is not completed by June 30 – you must send in a **new** application for student registration.

**10. What are the student registration tags (I.D. tags) for?**

Your student registration I.D. tag must be worn in clinics to assure patients that you are properly registered with CTCMA – and will abide by the professional code of ethics. It is the responsibility of the school and clinical supervisor to ensure students have professional liability insurance coverage.

**11. What happens if I transfer to another TCM/A school?**

Your student registration is portable (no transfer fee) if you transfer to a different school.

- You must send CTCMA **written notification** of your transfer
- the new school must provide proof of
  - (1) qualified supervision of clinical practice and
  - (2) liability insurance.
- You must also send in a **recent photo** (exactly 1½”W X 2”L with your name printed on back) for a new student registration card.

**12. How can I get a copy of CTCMA Bylaws?**

From our website ([www.ctcma.bc.ca/Regulations.htm](http://www.ctcma.bc.ca/Regulations.htm)) or buy a copy from our office for \$20.