

Frequently Asked Questions for Registrants

1. I am an acupuncturist/TCM practitioner in another country; can I transfer my registration to BC?

No, you must fulfill all requirements for registration (CTCMA Bylaw 48) including

- pass the CTCMA competency examination (s) (<http://www.ctcma.bc.ca/competency.asp>),
- successfully complete mandatory safety course(s) (<http://www.ctcma.bc.ca/safety.asp>) and
- all other registration requirements listed in CTCMA Bylaw section 48. (<http://www.ctcma.bc.ca/upload/091228%20Amended%20CTCMA%20bylaw%20without%20Schedules.pdf>)

2. I am an acupuncturist/TCM practitioner in another Canadian province; can I transfer my registration to BC?

You may be eligible to apply for “reciprocal” registration if you are a registrant in good standing in a statutory regulatory body in a Canadian province. The provincial regulatory body (college) must be established by provincial legislation for the purpose of regulating the practice of acupuncture in that province. Please refer to the page of Reciprocity Registration Application for application package. (http://www.ctcma.bc.ca/upload/Reciprocity%20Registration%20Application%20Package_Revised.pdf)

At the present time (April 2010) the only provinces regulating acupuncture by statute are Alberta and Quebec.

Please note that British Columbia is the ONLY Canadian province regulating the practice of Herbology and traditional Chinese medicine practitioners (R.TCM.H; R.TCM.P; Dr.TCM).

3. Do I have to renew my registration each year?

All registrations expire on March 31 – each year. In order to ensure that your Registration Renewal is processed BEFORE it expires, your completed renewal application should be received by CTCMA on or before **March 5**.

Your registration will be cancelled on April 1. When your registration is cancelled, you are no longer permitted (by law) to practice TCM and acupuncture in British Columbia or to represent yourself as “registered” or to use the titles granted by the College including full titles and abbreviations for R.Ac., R.TCM.H, R.TCM.P, Dr.TCM.

After registration is cancelled, you may apply for reinstatement within 3 months (by June 30, 2010) by paying the registration renewal fee plus a 35%

reinstatement fee and satisfying all requirements (CTCMA Bylaw 59). After June 30, you will need to re-apply for registration according to the provisions of CTCMA Bylaw 58. In this case, you must first apply as a non-practicing registrant before applying to be restored to the full/grandparented register.

4. What *DECLARATIONS* are needed when I renew registration.

CTCMA Bylaw S57 sets “conditions for renewal” for full/grandparented registrants.

S57.1 – CONTINUING EDUCATION: every registrant must complete 25 hours of continuing education every 2 years. Every 2nd year you are asked to sign a declaration to this effect.

S.57.2 – MINIMUM PATIENT VISITS: every registrant must treat 200 patients (within 24 consecutive months) in a 4 year period. Every 4th year you are asked to sign a declaration to this effect.

PROOF: You must establish your personal registrant file in your record keeping system to keep all CTCMA related information.

- For continuing education events: file information with details of programs attended (i.e. receipts, certificates, brochures, course descriptions and handouts).

For patient visit record, keep a log sheet with patient names, dates of visit, and contact information – or a copy of your appointment book and receipts issued.

5. I am a CTCMA registered acupuncturist/TCM Practitioner, can I use the title “Dr” in my advertisements?

The Health Professions Act prohibits the use of protected titles including “Dr.” or Doctor. You may use the title Dr. only if you are

- *CTCMA registered Dr.TCM*
- *registered with another BC College such as College of Physicians and Surgeons, College of Naturopathic Physicians, College of Psychologists.*

6. How soon can I start practising after I submit my initial registration application?

It takes at least 4 weeks for CTCMA to process your initial registration application. You cannot practice until you receive an approval letter from CTCMA and have purchased liability insurance.

7. How can I get my registration certificate?

Your registration certificate will be ready to pick up in person from the CTCMA office approximately 1 month after approval – or you can arrange to have the certificate couriered to you within Canada. CTCMA will not mail the certificate to you.

This is a very important document – KEEP IT SAFE. If you lose your certificate, you must APPLY for a replacement and include

- detailed explanation and
- replacement fee.

This request may or may not be granted.

8. How do I receive approval for a clinic/corporation name?

If you are a CTCMA registrant in good standing:

1. apply to the BC Registry Services (BC government department).
2. after the name request is approved you will receive **Result of Name Request** form (which contains name approval number, the name approved and applicant information).
3. submit a copy of this form to CTCMA along with a signed request . If CTCMA approves your use of the clinic/corporation name, we will fax a consent letter to BC Registry Services.

9. I will not practice next year. What do I do about registration?

Check information on our website under “Change of Registration Status” (<http://www.ctcma.bc.ca/upload/extracts.pdf>) to find out how to change your registration status to non-practising.

Please note that this change must be approved by the Registration Committee so it takes a few weeks.

10. Does BC’s Medical Services Plan (MSP) cover acupuncture treatments for my patients?

Patients with extended MSP coverage may have limited coverage IF

1. you are a CTCMA registrant in good standing
2. you are registered as a provider with HIBC (Health Insurance BC).

Contact MSP for information: 604-456-6950, 1-866-456-6950)

If MSP asks for your initial CTCMA registration date, please refer to the date on your certificate or letter of approval.

11. Why do I have to repeat the criminal record check? What’s the difference between Criminal Records Review Program (CRRP) criminal record check and police criminal record check?

CTCMA must follow the requirements of all provincial laws. BC’s *Criminal Records Review Act (CRRRA)* requires health profession colleges to have all

applicants checked by a BC government department (CRRP). The *ACT* was amended in 2008 and now requires CTCMA to re-check registrants every 5 years.

The CRRP criminal record check fall under the *Criminal Records Review Act* which limits the review of an individual's criminal record to a limited number of offences deemed relevant to determining the risk that individual may pose in a position where they have unsupervised access to children.

The CRRP check is NOT the same as a check conducted by your local police department. The CRRP

- covers a narrow range of offences (police check ALL offences)
- includes pardons, juvenile records and charges (police do not include these).

12. Do I need liability insurance?

YES – practising and non-practising registrants must follow the requirement of CTCMA Bylaw Section 90, *all registrants and their employees must be insured against liability for negligence in an amount of at least \$1,000,000 per occurrence.* One provider is University Insurance (604-221-7080).

13. How must I keep patient files?

According to CTCMA Bylaw section 83 (2), personal information must be retained for a period of at least 10 years.