

Requirements for Official Transcript Issued by TCM Schools Not Requiring ICES Report

*Transcript requirements include, but are not limited to, the following information – **must be in English***

1. School information:

- a. School name
- b. School contact information including address, telephone number

2. Student information:

- a. Legal name
- b. Student number
- c. Birth date
- d. Gender

3. Dates:

- a. Transcript issued
- b. Enrolment date
- c. Completion date

4. Type of training program (Acupuncture, Herbology, Practitioner, Doctor)

5. Course information listed according to Schedule E

- a. Course hours, credits and grade earned
- b. Instructor names and qualifications (for each course)
- c. Starting and ending dates for each course
- d. Courses must be listed by academic year and in chronological order
- e. Clinical training courses must be identified
- f. Clinical training to specify hours for Acupuncture and Herbology separately

6. Total course hours/credits earned by

- a. Each academic year (Subtotal of course hours/credits earned)
- b. Current date (Total of course hours/credits earned)

7. Transfer course requirements

- a. Identification of all transfer credits
- b. Hours and credits assigned to each transfer course
- c. Original transcript from institution providing the transferred course(s)
- d. ICES report if the other institution is located outside Canada

8. Official signature and school stamp:

- a. Signature of School Official and date of signature
- b. Printed name and Title of School Official

9. Additional transcript requirements

- a. Information to convert credits into course hours
- b. Final transcript: signed statement that the training program has been successfully completed in accordance with Schedule E.

