College of Traditional Chinese Medicine Practitioners
and Acupuncturists of British Columbia

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Upgrading Program Application Form (50-hour)

Required for Candidates who have failed an examination two (2) or more times.

This form requires two submissions to CTCMA. The first time is prior the commencement of the proposed upgrading program in order to obtain pre-approval by the Standards of Education Committee. The second time is to be submitted together with the exam application package before the exam application deadline in order to verify completion of the pre-approved upgrading program. **Please note that the upgrading program must be completed prior to submitting the exam application package.**

On first submission, you are required to complete **Section A and B**. When your proposed upgrading program has been reviewed by the Standards of Education Committee, it will be returned to you with decision and/or comments in **Section C**. When your proposed upgrading plan has been completed, please have **Section D** completed by the preceptor(s).

Section A – General Information (To be filled out upon first submission)

Your Name:_____ **Registration or Application number:** _____

Exam Failed: (the exam that you wish to Retake)

- ❒ Acupuncture written exam
- ❒ Herbology written exam
- ❒ Dr.TCM written exam
- ❒ Acupuncture practical exam
- ❒ Herbology practical exam
- ❒ Dr.TCM practical exam

Number of times that you have failed the above selected exam: _____

Section B – Proposed Upgrading Program (To be filled out upon first submission)

(**Please bear in mind when choosing your upgrading program that the purpose of this is to allow yourself to improve on areas that you are weak on in order to increase your chance of passing the exam in the future.** There are different ways of upgrading yourself. For example, you may take upgrading courses offered at the TCM Schools or you may apprentice under a practitioner in a clinic. The preceptor is required to have at least 7 years of teaching/practice experience and must be a current CTCMA registrant in good standing. Please provide as much information as you can about your proposed upgrading program. You may attach course descriptions or course outlines etc. when submitting this form.)

Subject	Hours	Name of preceptor	Preceptor's registration #

Section C – Standards of Education Committee Decision / Comments (To be completed by CTCMA)

❒ **Proposed upgrading plan was pre-approved on _____**
❒ **Proposed upgrading plan was not approved (please adjust your proposed upgrading plan according to the comments stated below and submit another Upgrading Program Application Form to CTCMA)**

Comments:

_____

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Section D – Completion of Upgrading Program (To be completed by the preceptor. You may have 1 or more preceptors)

The proposed upgrading program has been completed on _____. The whole program was a total of _____ hours and was completed from _____ to _____.

1. _____
Signature of Preceptor
_____
Date

2. _____
Signature of Preceptor
_____
Date

3. _____
Signature of Preceptor
_____
Date