



February 2023

2023 Registration Renewal Information

All registrations expire on March 31 of each year and must be renewed for continuous registration.

The Renewal Period for 2023 begins February 24, 2023 and ends March 31, 2023.

This provides registrants with five weeks in which to renew current registration.

Please ensure you complete the online renewal form AND provide payment on or before March 31, 2023, for registration renewal. Be reminded that failure to renew your registration on or before 11:59pm on March 31, 2023, will result in immediate cancellation of your registration on April 1, 2023, and you will be required to apply for reinstatement. Failure to renew your registration(s) means that you must stop practising as of April 1, 2023.

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Be advised that during the Renewal Period, other registration applications (such as initial application, status transfer, and reinstatement) may take longer to process, potentially 8-12 weeks. Anyone requiring such registration is encouraged to ensure that submissions are received by our office *before* the Renewal Period begins; or they can renew first and then submit their applications after (except for those who wish to transfer from Practising status to Non-Practising status, please refer to the Changing to Non-Practising Registration section on page 3). **Renewal deadline must be met in order to stay registered with the College.**

We suggest that registrants check *now* to make sure that all requirements for registration renewal can be met and plan to complete registration renewal online early. If for any reason you are not able to renew your registration by the end of the Renewal Period (March 31, 2023), your practice could be affected negatively.

Recent new registrants, that is, those who will have been registered for less than one year as of March 31, should note that their registration will expire on March 31, and they are also required to renew by March 31, 2023. (*Check your Initial Registration Confirmation Letter to confirm the Expiry Date.)

To receive your new wallet-sized card and seal, or your student badge, *before* your current one expires, we suggest that registrants renew online and pay the required renewal fee online *by the first Monday in March, that is, by March 6, 2023. Registrants are encouraged to renew their registration once 2023 Registration Renewal begins.*

Detailed information can be found at the [Registration Renewal](#) page on the College website.

Full registrants: To renew your registration, complete your online renewal through the [Registrant Portal](#) and pay the registration fee. Please ensure your practice information is up to date. It is a requirement under section 21(2) of the Health Professions Act that the College makes accurate registrant information readily and publicly available, as part of its mandate to protect the public. Under Bylaws section 60, registrants are responsible to immediately notify the Registrar of any change of address, name or other registration information previously provided to the Registrar.

Student registrants (*who wish to continue undertaking clinical training in a Traditional Chinese Medicine education program in BC after March 31, 2023*): To renew your registration and continue to undertake clinical training in a Traditional Chinese Medicine education program in BC by completing your online renewal through the [Registrant Portal](#). Follow the instructions on the [Student Registration Renewal](#) webpage, pay the registration fee, and submit the required documentation.

Your school will send the “Confirmation of Education Standing” form to CTCMA directly. Your photo should be submitted in high-resolution digital format by emailing to registration@ctcma.bc.ca, clearly stating the photo(s) are for 2023 Student Renewal Application and provide your CTCMA registration number, legal name, and school’s name in subject line of the email, e.g., 2023 CTCMA Student Registration Renewal – 999999 Tracy DOE – Pacific Rim College. We recommend that you submit your documentation early to allow sufficient time for your application to be processed.

Student badges

Renewed badges issued during regular registration renewal period are sent to TCM schools to distribute. This is also to inform schools which students have valid student registrations with the College in the new registration year.

Dual registrants: You will receive an email from the College in the beginning of February 2023 requesting you to confirm if you would like to renew both of your registrations or just one. Please follow the instructions in the email, including submitting a completed “Request Form for Dual Registrants” if you intend to cancel your Student Registration and renew ONLY the Full Registration you hold. *Please allow sufficient time for processing by replying and including required documentation by the requested deadline (February 15, 2023).*

Please note: After your account is set up in accordance with your request, your account will be available for online renewal during the Registration Renewal period.

Important Information for Special Circumstances

Exception(s) to Declare during Registration Renewal

When a registrant has exceptions to declare in Section 7 of the Online Renewal Form, a review and an approval by CTCMA is required. If further information is required from you, you will be contacted in the 2-3 business days following your renewal form submission.

Changing to Non-Practising Registration

Registration renewal is a process for current registrants to renew their current status only.

If you wish to have your status changed from Practising status to Non-Practising BEFORE you apply for online renewal (by March 31, 2023), you must submit a separate application to CTCMA with respect to the status of registration for which you are applying, with all required documentations and fees as soon as possible and allow sufficient time for your application to be processed. (It is a separate process from registration renewal.)

Please ensure the Status Request Change application form is fully completed and all supporting documentation and fees are submitted as required. Otherwise, your application could not be processed. Please submit the completed status transfer application early as processing can be prolonged during the busy annual registration renewal period.

All registrants are reminded to renew their registrations online (<https://portal.ctcma.bc.ca/>) by the March 31, 2023 deadline, including those who wish to change their status to Non-Practising.

Registration Status Transfer application form can be found here:

<https://ctcma.bc.ca/media/2265/status-transfer-application-form.pdf>

Please see section 53 Non-Practising registration and section 58 Reinstatement in the [College Bylaws](#) regarding the requirements for changing status and reinstatement. Non-Practising and former (cancelled) registrants cannot practise TCM/Acupuncture in BC.

Former registrants can apply for reinstatement if they wish to re-register with the College. Non-Practising registrants are permitted to state that they are currently registered with the College if it is also stated that they are “Non-Practising.”

Please note that a “Request for Registration Cancellation” and a “Request from Practising to Non-Practising Status Transfer” are two separate processes and involve different application forms and supporting documentation. For example, notarization is required as part of status transfer application but not for registration cancellation. Registration is cancelled when a registrant does not complete the registration renewal process or when a registrant requests that it be cancelled.

More detailed information for reinstatement can be found here:

<https://ctcma.bc.ca/registration/reinstatement/>

Cancellation of Registration

If a registrant would like their registration to be cancelled, please complete a [“Registration Cancellation Request Form for Full or Non-Practising Registrant”](#). Once this application is received, the registration will be cancelled. Please consult the “Closing Practice / Leaving / Resignation” section of the [Practice Standard - Clinical Record Keeping](#), page 8, to follow up responsibly notifying patients, and transferring and retaining records.

Conditions of Full Registration Requirement and Audit

Sections 56 and 57 of the [CTCMA Bylaws](#) state the requirements and conditions for registration renewal. Section 57.1 of the CTCMA Bylaws contains two conditions of renewal for practising registrants. The renewal form includes declarations. By making The Declaration for Practising Registrants Only, practising registrants affirm that they are compliant with the requirements of these bylaws.

Continuing Education (CE)

- *Section 57(1)(a): A registrant (under full and grand-parenting registration) renewing a registration is required to complete 50 hours of continuing education every 2 calendar years.*
- *For details of how to meet the Continuing Education (CE) Requirement in the College's Quality Assurance Program, please refer to the [Quality Assurance Program \(QAP\)](#) page of the College website.*

Proof of Practice Exceeding the Minimum Level: Patient Visit (PV)

- *Section 57(1)(b): A registrant renewing a registration must have practiced acupuncture or traditional Chinese herbology or traditional Chinese medicine at a minimum level of 200 patient visits during any consecutive 24-month period within the last 4 years.*
- *For details of how to "Maintaining a Registrant File" to support practising above the minimum practice level, please refer to the guidance provided [here](#).*

Please keep your own "Registrant File" which includes your Continuing Education (CE) and Patient Visit (PV) records. Each year the College randomly selects a number of renewing registrants to audit the individual records of CE/PV. If you are selected for the audit, you will receive a written request via e-mail/mail to

1. send in specific documents, or
2. make an appointment for a site visit

The Registrant File is helpful to maintain and readily provide documents to support meeting these college requirements when requested by the College.