



## TCMA Quality Assurance Program Frequently Asked Questions

The College of Complementary Health Professionals of British Columbia (CCHPBC) is committed to ensuring that all TCMA registrants are aware of and understand the requirements of the Quality Assurance (QA) program. This FAQs page will be updated on a regular basis.

### **1. Why are regulated health professionals required to participate in continuing education throughout their professional careers?**

CCHPBC is the professional authority regulating the practice of TCMA in BC. Its mission is to serve and protect the public interest.

By participating in CCHPBC's TCMA quality assurance program throughout the course of your career, you demonstrate that you are committed to maintaining your competence to practise, that you take seriously the obligation to develop professionally, and that you are committed to the protection of the public.

### **2. When should I start the PSP?**

QA cycles begin every year on April 1 and reporting takes place on March 31 of every year.

If you are a new TCMA registrant, you should start the PSP as soon as possible following registration in order to provide maximum time to fulfill your CE requirements. As an initial new TCMA full registrant, you might want to 'practice' a bit in order to gain more insight into your practice before conducting your actual *Self-Reflective Assessment*.

Your answers at this early stage may well help you not only with the assessment of your practice but also with your *Professional Development Plan*.

You can always return to and revise your *Professional Development Plan* as you learn more about yourself, your practice, strengths and areas for growth.

As a new TCMA registrant, your QA cycle may not immediately coincide with the official TCMA QA cycle start and finish dates. This means that your first QA cycle



may be longer than the usual 24-month cycle. An example of what this could look like is provided below.

Example: A **NEW** TCMA registrant is registered with the College on May 1, 2024. The date of their first QA cycle started on the day of registration, May 1, 2024, and will end on March 31, 2027. This means that their first a QA cycle will be 35 months, rather than the usual 24 months.

The start of their second QA cycle (April 1, 2027) will then coincide with the usual 24-month cycle and run April 1, 2027-March 31, 2029.

If you have been a TCMA registrant for some time, your personal QA cycle is already coordinated with the official start and end dates. You will begin working on the PSP at your official QA cycle start date, April 1.

### **3. How do I know when my QA cycle begins and ends?**

The beginning of a QA reporting cycle is April 1 of any given year, ending on March 31 two years later. If, within the registrant portal, “CE next due year” shows “2026”, it means you are required to complete CE requirements by March 31, 2026. If, within the registrant portal, “CE next due year” shows “2027”, it means you are required to complete CE requirements by March 31, 2027.

To check your current reporting cycle, simply sign into the [Traditional Chinese Medicine Practitioners and Acupuncturists Registrant Portal](#). Click the 'MY ACCOUNT' button near the top right corner of the window. You will be taken to the information under the 'About Me' tab, where you will see the "Continuing Education Next Due Year" information at the bottom left under Registration Info.

### **4. Can the College approve my learning activities for PSP Step 3? What should I consider when choosing learning activities?**

The College does not endorse or approve specific courses or professional development activities. TCMA registrants are advised to use their own judgment when selecting courses and should maintain documentation of these activities in case of an audit, which happens annually.

Before enrolling in or selecting a learning activity for PSP Step 3, consider the following:

- Complete PSP Steps 1 and 2 before proceeding to Step 3 (PSP Step 1 is also available in the [TCMA registrant's online portal](#)).



- Does the course content align with the learning goals you've identified in PSP Step 2?
- Does it relate to the [14 Career-Span Competencies](#) under the PSP?
- Does it meet the [TCMA Continuing Competency Requirements](#)?
- If the course is instructor-led, does the instructor have the appropriate qualifications and experience?
  - Instructors must have at least 7 years of experience in the treatment, competency, or skill they are teaching OR hold a university degree with 3 years of experience in the treatment, competency, or skill they are teaching, and
  - Instructors must demonstrate thorough knowledge of the subject matter or possess credentials recognized by the College.

There are three categories of learning activities that can qualify for CE credit:

### **1. Direct Participatory, Formal Programs**

This includes **live, in-person, or online** interactive workshops, seminars, or training where attendance is taken and monitored and where there is an assessment tool for the course.

#### **Examples:**

- Live in-person seminars presented by a professional association.
- Recorded online courses with password log-in and tracking access and which include quizzes.
- Some courses are hybrid, that is, with both online and in-person components.

### **2. Self-Study**

This includes a TCMA registrant's own review of academic journals, professional publications, bylaws, and standards. It can also include online and distance learning courses, and webinars, when no attendance is taken and/or when no assessment tool is available.

#### **Examples:**

- Recorded courses or webinars offered with no tracking access or assessment quiz.
- Reading of academic journals or other publications.

### **3. Structured Interactive Activities**

These are regularly scheduled or routine consultations with peers, or case conferences.

#### **Examples:**



- AGM and related education seminar attendance.
- Case discussion with peers.
- Clinical rounds held for practitioners.

TCMA registrants may find this [Learning Resource Guide](#) by the Career-Span Competence Collaborative helpful in identifying learning opportunities.

Note:

- there is no minimum or maximum hour requirement for each category, but a **minimum of 4 hours must focus on ethical practice.**
- Standard First Aid and Level C cardiopulmonary resuscitation (CPR-C) training that TCMA registrants complete to fulfill TCMA registration requirements **cannot** be counted as CE credits.

## 5. Can I update my Professional Development Plan after it has been drafted?

Yes, you can update your *Professional Development Plan* after it has been drafted. If you do update your *Professional Development Plan*, you might find that you also need to update one or more of the four templates in *the Professional Development Plan*, modifying and updating your learning plan.

Please note that re-doing templates will not grant additional CE credits.

## 6. Can I re-assess my professional practice in the middle of my QA cycle by using the Self-Reflective Assessment Tool?

If you have completed your first Self-Reflective Assessment and would like to re-assess in mid-cycle, you are welcome to do so. Note that you will **not** receive additional CEs for taking the Self-Reflective Assessment more than once.



## 7. Do I need to upload proof of my CE activities to the Registrant Portal?

The College does not require TCMA registrants to upload proof/documentation of their completed CE at the end of a cycle. Instead, TCMA registrants are required to keep record of their completed PSP steps & CE /learning activities in their own personal “Registrant File.” A TCMA registrant who is selected for a Quality Assurance Audit, may be required to provide proof/documentation of their completed CE requirements to the College at that time.

## 8. What needs to be kept in my personal Registrant File?

Your personal “Registrant File” is kept by you, it is not maintained on the College website, or the registrant portal.

Your personal “Registrant File” should include record of Continuing Education (CE), Currency of Practice (CP) records, current and valid Standard First Aid and CPR-C Certifications, and Professional Liability Insurance etc.

Information on maintaining a registrant file can be found on the [TCMA Full/Non-Practising Registration Renewal](#) tab of the College website (see below). Once you open the tab, you will need to scroll down to the section titled “Maintaining a Registrant File.

The screenshot shows the website's navigation bar with links for About The College, For The Public, For Professionals, Applicants & Registrants, News, Contact Us, and Registrant Portals. Below this, a breadcrumb trail shows the user is in the 'For Professionals' section under 'Traditional Chinese Medicine Practitioners and Acupuncturists'. A sidebar on the left lists 'Applicants' (New Graduates of an Education Program in BC, New Graduates of an Education Program Outside BC, Internationally Trained Practitioners, Practitioner Registered in Another Canadian Jurisdiction, Become A Student Registrant, Transcript Requirements, Citizenship/PR or Working/Study Permit, Standard First Aid and CPR-C Certifications, Good Character) and 'Registrants' (None available). The main content area shows a list of renewal options: RENEWALS, FULL / NON-PRACTISING REGISTRATION RENEWAL (highlighted with a red box and arrow), STUDENT REGISTRATION RENEWAL, REINSTATEMENT, and CHANGE OF REGISTRATION TITLE / CLASS.



## 9. Can teaching/lecture hours count as CE?

Teaching hours do not qualify as CE/learning activities.

The purpose of learning activities (Step 3) is for TCMA registrants to select learning opportunities that best fulfill their identified learning goals (Step 2).

Teaching hours can be used towards the total number of professional service hours required under the [Currency of Practice](#) renewal requirements.

## 10. What is the difference between Continuing Competency Requirements and Currency of Practice Hours?

[Continuing Competency Requirements](#) are part of the requirements **related to the College's Quality Assurance Program (QAP)**. They include completing 50 hours of continuing education (CE) within each 24-month quality assurance cycle. Registrants must sign a declaration at registration renewal attesting that they are meeting the requirements of the College's QAP.

Information about the QAP and Continuing Competency requirements for TCMA registrants can be found on the [Traditional Chinese Medicine Practitioners and Acupuncturists - Resources - CCHPBC](#) webpage under the [Quality Assurance Program](#) and [Continuing Competency Requirements](#) tabs.

In contrast, [Currency of Practice \(CP\) Hours](#) refer to the required number of hours spent delivering "Professional Services" in order to maintain eligibility for **license renewal** with the College. The required hours and acceptable activities for "Professional Services" are outlined in [Schedule 11 of the College bylaws](#). Full practising registrants must maintain documentation in their personal registrant file demonstrating compliance with the currency of practice hours requirement and be prepared to provide it to the College upon request.

Information about registration renewal requirements can be found on the [Traditional Chinese Medicine Practitioners and Acupuncturists - Registrants - CCHPBC](#) webpage under the [Full/Non-Practising Registration Renewal](#) tab.