CCTCM Admissions and Credit Transfer Policy

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Approving Body	Academic Council
Date Adopted	Pending
Effective Date	Pending
Date of Last Review	N/A
Supersedes	N/A

1. Purpose

This policy establishes admissions standards, procedures, pathways, and credit transfer provisions for the Honours Bachelor of Traditional Chinese Medicine (HBTCM) program at the Canadian College of Traditional Chinese Medicine (CCTCM). It ensures transparent, fair, and academically appropriate admissions processes and credit recognition that align with PEQAB standards and Ontario Qualifications Framework requirements for second-entry bachelor's degree programs.

2. Scope

This policy applies to all applicants seeking admission to the HBTCM program and all students seeking credit transfer or prior learning recognition, including direct-entry applicants holding bachelor's degrees, TCM diploma graduates with bachelor's degrees seeking advanced standing, and TCM diploma graduates without bachelor's degrees seeking admission through the ladder program.

For the Diploma of Acupuncture and Diploma of Traditional Chinese Medicine, section 4A sets out the applicable international admission requirements. The existing HBTCM and ladder-program provisions, including TOEFL iBT 80 or IELTS 6.5, are retained for the PEQAB application and remain subject to Ministerial consent.

3. Definitions

Second-entry bachelor's degree: A bachelor's degree program requiring completion of a prior bachelor's degree as an admission prerequisite.

Advanced standing: Credit awarded for prior postsecondary learning that demonstrates equivalency to specific HBTCM courses, allowing students to enter the program at an advanced point.

Transfer credit: Academic credit granted for coursework completed at another recognized postsecondary institution that demonstrates equivalency to specific HBTCM course learning outcomes, content, and contact hours.

Ladder program: A preparatory program addressing breadth requirements for TCM diploma graduates without prior bachelor's degrees, consisting of eight courses (45 hours each) covering political, cultural, philosophical, and communication foundations.

Recognized TCM program: A diploma or certificate program in Traditional Chinese Medicine that has been approved by a provincial regulatory authority or meets CARB-TCMPA entry-to-practice standards.

Recognized postsecondary institution: A postsecondary institution that holds degree-granting authority or institutional accreditation from a recognized provincial, national, or international accrediting body. CCTCM does not accept credentials from unaccredited private institutions.

PART A: ADMISSIONS

4. General Admission Requirements

All applicants to the HBTCM program must:

- Have completed secondary school education or equivalent
- Demonstrate English language proficiency (if primary education was not completed in English)
- Submit a complete application package including all required documentation
- Demonstrate understanding of healthcare professional responsibilities

4A International admission to the diploma programs

Applicants must provide a scanned original secondary-school leaving or graduation certificate and high-school transcripts showing courses and grades for all years. The certificate must show at least 65% or C in relevant subjects. Notarized English translations are required for documents in another language.

The application package includes the completed admission form, two recommendation letters, a 200–300 word personal statement, and evidence of understanding the responsibilities of a healthcare professional. The published application charges are $250 plus an additional $100 for international applicants.

Applicants whose first language is not English, or whose previous education was in another language, must submit IELTS Academic results with an overall score of at least 6.0 and no band below 5.5. This diploma requirement is separate from the TOEFL iBT 80 or IELTS 6.5 requirement retained for the proposed HBTCM program.

Diploma admission decisions are reviewed by Pierre Chen and Lucian Yu, Academic Dean. Transfer-credit applicants provide official transcripts, course descriptions or syllabi, and grading schemes, with notarized English translations where necessary. Overseas credentials require verified transcripts and a WES evaluation. Prior coursework requires at least 60% or C and normally more than 60 contact hours or demonstrated equivalence to the target course. Courses older than five years are reviewed for current relevance; assessment testing may be required.

Current admission information: https://cctcm.ca/international-students/ The complete diploma admission and academic policies may be requested by past, current and prospective

international students from the Administration Office at info@cctcm.ca or 905-606-0062. Public policy download page: https://cctcm.ca/policy/.

5. Admission Pathways

CCTCM offers three admission pathways to accommodate diverse applicant backgrounds:

Pathway 1: Direct Entry (Bachelor's Degree Holders)

Applicants who have completed a three- or four-year bachelor's degree in any field from a recognized postsecondary institution are eligible for direct admission to Semester 1 of the HBTCM program. No specific undergraduate prerequisites are required beyond the bachelor's degree.

Pathway 2: TCM Diploma Graduates with a Prior Bachelor's Degree

Graduates of recognized TCM diploma programs who hold a bachelor's degree from a recognized postsecondary institution are eligible to enter the HBTCM program at Semester 10, receiving advanced standing credit for Semesters 1–9. Applicants must:

- Hold a bachelor's degree from a recognized postsecondary institution
- Hold a diploma from a recognized TCM program
- Submit official transcripts from both programs
- Complete a credential evaluation demonstrating diploma program equivalency with HBTCM Semesters 1–9

Pathway 3: TCM Diploma Graduates without a Prior Bachelor's Degree

Graduates of recognized TCM diploma programs who do not hold a bachelor's degree may apply for advanced standing following successful completion of the CCTCM ladder program (§8). Upon successful completion, applicants undergo credential evaluation, and those demonstrating diploma program equivalency with HBTCM Semesters 1–9 receive advanced standing and enter at Semester 10. Applicants must:

- Hold a diploma from a recognized TCM program
- Successfully complete the CCTCM ladder program
- Submit official transcripts from the diploma program
- Complete a credential evaluation demonstrating diploma program equivalency with HBTCM Semesters 1–9

6. Application Requirements

Required Application Materials

All applicants must submit:

- Completed application form (available on the CCTCM website)
- Official transcripts from all secondary and postsecondary institutions attended
- Personal statement (200–300 words) detailing abilities, purpose, and motivation
- Demonstration of understanding of healthcare professional responsibilities

- Government-issued photo identification

Additional Requirements for International Applicants

- Verified transcripts and credential evaluation reports from World Education Services (WES) or equivalent recognized credential evaluation service
- Notarized English translations for all documents in languages other than English
- Proof of English language proficiency if primary education was not completed in English (minimum TOEFL iBT 80 or IELTS 6.5)

Additional Requirements for Advanced Standing Applicants (Pathways 2 and 3)

- Course syllabi and descriptions for all TCM diploma courses for which credit is requested
- Grading schemes from the diploma program
- Proof of current or previous CTCMPAO registration (if applicable)

7. Credential Evaluation and Advanced Standing

Evaluation Criteria

Credential evaluation considers:

- Institutional accreditation or recognition
- Program alignment with CARB-TCMPA competency standards
- Total contact hours and clinical practice hours
- Course learning outcomes and assessment methods
- Currency of education (typically within the past 10 years)
- Academic performance (minimum 60% or equivalent)

Credential Evaluation Decisions

Following evaluation, applicants receive written notification indicating:

- Approval for advanced standing entry at Semester 10
- Conditional approval requiring remedial coursework
- Denial of advanced standing with explanation

8. Ladder Program Requirements

The ladder program is a preparatory program for Pathway 3 applicants, designed to address the breadth requirements of a second-entry bachelor’s degree program. Students enrolled in the ladder program must:

- Successfully complete all eight ladder courses
- Achieve a minimum grade of 60% in each course

- Complete the program within two years of enrolment
- Demonstrate university-level academic skills and professional conduct

Students who fail any ladder course must repeat that course before matriculating to the HBTCM program.

9. Application Process and Timeline

Applications are accepted on a rolling basis. Complete applications are reviewed by the Academic Dean, with decisions provided within four (4) weeks of submission. Applicants receive written notification via email including the admission pathway, entry point, any conditions, advanced standing credits awarded (if applicable), and next steps for enrolment.

10. Admission Appeals

Applicants may appeal admission decisions by submitting a written appeal to the Academic Dean within thirty (30) days of receiving their decision. Appeals must specify the grounds for appeal, including procedural error or additional evidence not available at the time of the original decision. The Academic Dean provides a written response within fifteen (15) business days. Admission appeal decisions are final.

PART B: CREDIT TRANSFER AND PRIOR LEARNING ASSESSMENT

11. Credit Transfer Eligibility

TCM diploma graduates entering through the advanced standing pathways (Pathways 2 and 3) receive credit for Semesters 1–9. This recognizes the substantial equivalency between recognized TCM diploma programs and HBTCM foundational coursework.

For all other transfer credit, CCTCM may grant credit for individual courses on a case-by-case basis, up to a maximum of 50% of total HBTCM program credits. This ensures students complete sufficient coursework at CCTCM to demonstrate achievement of program learning outcomes.

To be eligible for individual course transfer credit, prior coursework must:

- Be completed at a recognized postsecondary institution
- Demonstrate equivalency to HBTCM course learning outcomes and content
- Meet minimum contact hour requirements (45 hours)
- Achieve a minimum grade of 60% or C equivalent
- Be completed within the past 10 years

12. Transfer Credit Requirements and Procedures

Applicants requesting transfer credit must submit:

- Official transcripts showing course titles, grades, and credit hours
- Detailed course syllabi including learning outcomes, topics, and assessment methods
- Grading scale documentation
- For international credentials: WES evaluation reports or equivalent

- For non-English documents: notarized English translations

The Academic Dean evaluates requests within thirty (30) business days, considering institutional recognition, learning outcome alignment, content coverage, contact hours, and academic performance. Assessment testing may be required to verify competency when documentation is insufficient.

13. Transfer Credit Decisions

Approved transfer credits appear on transcripts with notation of the originating institution, designated as “transfer credit” with no grade recorded. Credits count toward degree requirements but do not affect the CCTCM GPA.

Transfer credit may be granted conditionally, requiring successful completion of assessment testing or related coursework. Requests are denied when coursework lacks equivalency, contact hours are insufficient, grades are below 60%, coursework is not current, or institutional accreditation cannot be verified.

Applicants may appeal transfer credit decisions within thirty (30) days by submitting a written appeal to the Academic Dean specifying the grounds for appeal. The Academic Dean responds within fifteen (15) business days. Transfer credit appeal decisions are final.

14. Prior Learning Assessment

CCTCM awards credit for demonstrated learning, not for work experience. Prior learning assessment (PLA) evaluates whether learning acquired through professional practice, continuing education, or independent study is equivalent to specific HBTCM course outcomes.

Prior learning is assessed through:

- **Portfolio assessment:** Documentation of learning experiences with evidence of competency
- **Challenge examinations:** Written and/or practical examinations equivalent to course assessments
- **Demonstration of skills:** Practical competency assessment by qualified faculty

PLA requires achievement of a minimum of 60% on assessments and currency of learning (typically within 10 years). Combined transfer credit and PLA may not exceed 50% of total program credits. Clinical practicum requirements (CLIN courses) must be completed at CCTCM under faculty supervision.

15. Related Policies

- Academic Integrity Policy
- Academic Probation and Dismissal Policy
- Attendance and Evaluation Policy
- Student Complaint and Appeal Policy
- Student Records Management Policy
- Student Rights and Responsibilities Policy

16. Policy Review

This policy shall be reviewed every three (3) years, or sooner as necessitated by changes in regulatory requirements or institutional circumstances.

17. Contact Information

For questions about admissions, credit transfer, or prior learning assessment:

Office of Admissions

Canadian College of Traditional Chinese Medicine
Phone: 905-606-0062
Email: info@cctcm.ca