



Title	Examination Policy
Date of Approval	December 8, 2021
Date of Amendment	December 15, 2021
Date of Future Review	August 1, 2022
Approval for Policy Statement	Council
Authority for Associated Procedures and Guidelines	Registrar

Purpose: The purpose of this policy is to establish rules and requirements surrounding the registration examination.

Application: This policy applies to CAA staff, Council and applicants.

Policy Statements:

1. Introduction

Registration examinations are one of the registration requirements for the College of Acupuncturists of Alberta (CAA) to assess and ensure a successful candidate demonstrates the minimum level of competence expected of an entry-level acupuncturist. The registration examination, along with other registration requirements, ensures public safety when an applicant becomes a regulated member of the CAA.

2. Registration Examination

Council of the CAA approved the following components of the registration examination:

- a) Pan-Canadian Examinations for Acupuncturists – computer-administered written exams that evaluate competency based on the Entry-Level Occupational Competency Profile.
 - i. Multiple-choice (MC) question component – consists of 125 independent multiple-choice questions.

- ii. Clinical case (CC) question component – consists of 40 case-based questions of various type: multiple-choice, multiple-select, and reorder questions.
- b) CAA Safety Examination – written exam consists of 30 multiple-choice questions that focus on the evaluation of safety and risk management knowledge with respect to acupuncture practice.
- c) CAA Modalities Examination – practical exam that evaluates knowledge and hands-on skills for acupuncture needling, moxa on a needle, fire-cupping over a needle, clean needle techniques, and infection prevention and control.
- d) CAA Acupuncture Points Examination – practical exam that evaluates knowledge and hands-on skills for acupuncture point locating, understanding of precautions and contraindications, and surface anatomy.

3. Eligibility

a. Alberta Educated Applicants

Applicants must be enrolled in an acupuncture education program that has been approved by the Council of the CAA. Applicants may apply to register the registration examinations once they are enrolled in the final year of their acupuncture program. (amended December 15, 2021)

Council of the CAA approved the following acupuncture education program:

- a) MacEwan University, Acupuncture program
- b) Alberta College of Acupuncture and Traditional Chinese Medicine, Acupuncture program
- c) Calgary College of Traditional Chinese Medicine and Acupuncture, Acupuncture diploma program
- d) Canadian Institute of Traditional Chinese Medicine and Acupuncture, Acupuncture diploma program
- e) Reeves College, Acupuncture Program (Reeves College is not accepting new students and will cease operation in March 2021)

b. Non-Alberta Educated Applicants

Non-Alberta educated applicants must follow their respective application process for new Canadian graduates (outside of Alberta) or international graduates. A non-Alberta educated applicant's qualification is assessed by the Registrar or Registration Committee before being permitted to attempt the registration examination.

4. Required Documents

Applicants are required to provide:

- a) Two pieces of identification:
 - i. Primary identification, examples:

- Driver's License or Learner's license (must have your photo)
 - Canadian birth certificate
 - Passport
 - Canadian Citizenship Card
 - Permanent Resident Card
 - Canadian Record of Landing/Canadian Immigration Identification Record
- ii. Secondary Identification, examples:
- School Identification Card (student card)
 - Foreign birth certificate (a baptismal certificate is not acceptable)
 - Canadian or U.S. driver's licence
 - Secure Certificate of Indian Status
 - Naturalization certificate
 - Canadian Forces identification
 - Vehicle registration (only if applicant's signature is shown)
 - Picture employee ID card
 - Social Insurance Card (new style without signature strip not acceptable)
- b) Proof of education:
- Unofficial Transcript, or
 - Diploma

5. Exam Dates, Fees, and Locations

The registration examinations are offered twice a year, in April and October. Each year, by July, Council will be provided with information from the Director of Education and Competency to assess the exams; the information including the number of students, income/expenses, pass/fail rates, number of appeals, and any issues that occurred.

By August of each year or a reasonable date prior to exam administration, the Director of Education and Competency shall determine and make public on the CAA website:

a) Dates

- application open and close dates, refund deadline, exam fees due date, special accommodation due date, and exam dates*

b) Fees

- application fee, retake application fee, and exam fees

c) Locations

- exam locations*

*Exam dates and locations may not be available until closer to exam administration.

6. Withdrawal

Applicants may make a written request to withdraw from any or all components of the registration examination at any time. Written requests must specify the exam component(s) for which the applicant wish to withdraw. Applicants are exempted from a withdrawal administrative fee for their first withdrawal, but a \$50 withdrawal administrative fee will apply for their second (or more) consecutive withdrawal per exam component. Refund of the exam fee(s) will be subject to the following Refund section. There will not be an option to defer exams.

7. Refund

Applicants must make a written request to apply for a refund of the exam fee(s). Written requests specifying the exam components that the applicant wish to withdraw and obtain a refund must be received by the CAA before the exam fees due date. There will be no refund after the exam fees due date. Exam application fee and retake application fee are non-refundable.

If an applicant is not able to attend the exam(s) due to extenuating circumstances, they must submit a written notification to the CAA within ten (10) business days of the exam administration date detailing the circumstances that prevented them from attending the exam. Refund of exam fee(s) due to extenuating circumstances shall be at the sole discretion of the Registrar or their designate. (Examiner error will be considered in making this determination)

8. Exam Validity Period

A pass result of a registration examination component is valid for a period of three (3) years from the administration date of the exam. After the three (3) year period, applicants must retake the exam component to be considered for registration as a regulated member of the CAA.

9. Exam Attempts

An applicant is allowed three (3) attempts on each component of the registration examination. The Registrar or Registration Committee may grant permission to an applicant to attempt the examination for a 4th and final time if the Registrar or Registration Committee is of the opinion that extenuating circumstances exist. A decision log will be kept, without names, with reasons for decisions and explanations regarding decisions on each file. This log will be used to support consistency of decisions.

The Registrar or Registration Committee may require an applicant to successfully complete upgrading before attempting the registration examination for a 4th and final time.

Withdrawal or absence from the registration examination does not count as an exam attempt.

10. Rescore

An applicant may request a rescore for the CAA Safety, Modalities, and/or Acupuncture Points Exam. Applicants must submit a written request indicating the exam component(s) they wish to

apply for rescore, along with payment of the rescore fee(s) to the CAA within thirty (30) days of the examination results release date.

Refunds of the rescore fee shall be at the discretion of the Registrar or their designate.

11. Appeal for the Pan-Canadian Examinations for Acupuncturists

Applicant must follow the [Pan-Canadian Examinations Appeals Policy](#) to make a request for an appeal. Appeal request is only available for the Pan-Canadian Examinations for Acupuncturists.