Toronto School of Traditional Chinese Medicine

Academic Catalog

2019-2020

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Message from the President

Welcome to the Toronto School of Traditional Chinese Medicine (TSTCM)!
TSTCM is the school for our students to succeed, for a respected profession, and for the health of the general public. I believe TSTCM will be your first step for good health and for an exciting and rewarding career!

Ever since I was a child, I dreamed to be a medical doctor. I have achieved beyond what I had ever dreamed of. In addition to being a doctor to help patients for their health, I became an educator to teach and mentor people who have been determined to dedicate to TCM career. In order to promote TCM as a medical science and a formal health profession, and to integrate TCM into the main stream health care system, I actively participated in establishing the regulation of TCM in Ontario. With consistent effort and hard work, Traditional Chinese Act was passed in 2006. The College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (CTCMPAO) was established in 2013. Since then, the Entry-Level of Occupational Competencies, the Performance Indicators, the Blue-Print for Examinations, the educational requirements, and the national examinations were all established and implemented. We are proud of these accomplishments and grateful to those who made all of these happen.

In 2017, TSTCM became the first private TCM School which is approved for the Ontario Student Assistant Program (OSAP) after 25 year endeavor to obtain the financial support from the government. Many people now are qualified to apply for government funding and loans to study acupuncture and TCM at TSTCM with or without financial ability.

Established in 1995, TSTCM has been striving to improve TCM education in North America. We are the first TCM School to offer the four year full time TCM Doctor Diploma program since 1998. We upgraded this program to a five year Advanced TCM Program in 2002 in order to match with the curriculum requirements for other professions authorized with the doctor title to help those who are determined to become doctor of TCM in the future. This program surpasses the doctor of TCM requirements in British Columbia, and the US doctoral degree program for Oriental medicine.

Student success is paramount at TSTCM. In addition to teaching our students the knowledge and skills for passing the national examinations, we also provide with rich clinical experiences to improve their clinical abilities for successful practice.

In our teaching, we follow all the six levels of education - acquiring, understanding, applying, analyzing, evaluating and creating, to ensure the students mastering the knowledge and skills of TCM foundation, the diagnosis
and treatments of diseases with a variety of modalities including acupuncture, tuina massage and Chinese herbal medicine. We provide our students with the fundamentals of biomedicine, interpersonal and practice management skills to ensure their future practices are ethical, safe and effective.

In our teaching clinics, we have excellent experienced TCM experts to provide guidance and supervision to our student practitioners for their diagnosis and treatments to large number of real patients with a variety of conditions. We also offer acupuncture treatments to terminally ill patients, their family members and staff at Dorothy Ley Hospice. Our faculty and students also volunteer in the community such as Yee Hong Senior Centers to promote TCM and serve the public.

We teach our students from our hearts with care and love! Our program is vigorous and the training is intense. We support our students in anyway that we can for their academic performance, and for physical and mental wellbeing. Over 90% of our students are able to successfully complete the programs, pass the national examinations, and become successful acupuncturists, TCM practitioners, or prospective TCM doctors in the future.

TSTCM has been a cradle for TCM professionals, educators and leaders. Many of our graduates have become the top rated acupuncturists in their cities, and won different awards. They give back to the community by volunteering, attending oversea missions, and offering educational presentations. Some of them have become excellent educators, and leaders of the profession.

TSTCM has trained over a thousand of students and hundreds of them have established successful careers and brought their dreams into reality. If you are passionate about TCM and wish to become a TCM professional, TSTCM is the best choice.

Please contact me if you have any questions, and I am here to help you on your journey to a successful and rewarding TCM career!

Most Sincerely,

Mary Xiumei Wu
M.D.(China, TCM), M.Sc.(Waterloo), R.TCMP, Dipl. O.M.(USA, NCCAOM)
Mission and Objectives

The Toronto School of Traditional Chinese Medicine (TSTCM) is dedicated to the promotion, education and service of Traditional Chinese Medicine (TCM) in order to benefit the health of the general public, as well as gain recognition and acceptance of TCM as a primary health care profession in Canada.

Our mission is to enable all students to reach high levels of achievement and to acquire the knowledge, skills, and values they need to become responsible members of a democratic society.

We value:

- Each and every student.
- A strong public education system.
- A partnership of students, schools, family, and community.
- The uniqueness and diversity of our students and our community.
- The commitment and skills of our staff.
- Equity, innovation, accountability, and accessibility.
- Learning environments that are safe, nurturing, positive, and respectful.

To accomplish our mission, we have established the following objectives:

- To provide excellent professional training to our students with the most comprehensive curriculum in TCM, acupuncture, Chinese herbal medicine and tuina massage through outstanding faculty and strong leadership.
- To prepare our graduates so that they succeed in their licensing exams, and subsequently become qualified and successful primary health care providers.
- To provide continuing education in advanced professional studies, support research and promote life-long learning.
- To provide a supportive and educational environment conducive to personal growth and academic advancement.
- To provide accessible and flexible learning opportunities in response to the needs and interests of students.
- To promote the integration of TCM and its modalities into the mainstream health care system as a complementary discipline.
- To provide high quality professional TCM services to the community.
TSTCM Aims High Standards and Ensures Competences

Traditional Chinese Medicine and Acupuncture is a serious and reputable health profession. A high-caliber education is essential for a successful professional career. TSTCM is committed to the success of its students through high standard excellence education that is focused on the delivery of competencies. The Canadian Alliance of Regulatory Bodies of Traditional Chinese Medicine Practitioners and Acupuncturists (CARB) have developed the Entry-Level Occupational Competencies, the Blueprint for the Pan-Canadian Examinations. The Assessment Strategies Inc., Canada's Testing Company has provided the tests starting October 2013. Although regulation of health profession is the jurisdiction of each province in Canada, all provinces where TCMA is regulated have joined the CARB and established the national standards. TSTCM programs were all designed according to the established and recognized standards in Canada and U.S.A. Many of our graduates have been approved for, and passed the examinations of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of British Columbia (CTCMA-BC), and/or the examinations of the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) in U.S.A.. The NCCAOM school code for TSTCM is FOR 70560. Since 2013 our graduates have taken the Pan-Canadian licensing exams and achieve 100% pass rate for the Pan Canadian Written exams for both 2013 and 2014. In 2014-2015 TSTCM achieved a combined pass rate of 92% for both written and practical exams. The national combined pass rate of year 2014-2015 for both written and practical exams is 45%.

TSTCM has contributed significantly for the first three years (2013-2015):.

- 52.3% of successful Ontario candidates (who passed both written and practical exams for the TCM practitioner and were trained in Ontario) received training at TSTCM;
- 20.4% of successful Ontario candidates (who passed both written and practical exams for the acupuncturist and were trained in Ontario) received training at TSTCM.

With the newly proclaimed TCM Act in Ontario, we have further improved our programs according to the legislative requirements and standard of practice set by the profession. We focus on three diploma programs in accordance with the three professional titles authorized to the TCM profession:

- Acupuncturist
- Traditional Chinese Medicine Practitioner
- Doctor of Traditional Chinese Medicine

Acupuncture Diploma Program qualifies graduates to become Acupuncturists
TCM Practitioner Diploma Program qualifies graduates to become TCM Practitioners

Advanced TCM Diploma Program could qualify graduates to become Doctor of TCM.

The following table compares TSTCM standards with recognized North American professional education standards.
Regulation of Traditional Chinese Medicine and Acupuncture in Ontario

In Ontario

Practice of Traditional Chinese Medicine and Acupuncture (TCMA) has become regulated since April 1, 2013 in Ontario. The College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (CTCMPAO) is established under the Regulated Health Professions Act (RHPA) and the Traditional Chinese Medicine Act (TCM Act) to ensure the public has access to safe, competent and ethical services from qualified traditional Chinese medicine (TCM) professionals.

Qualified TCM professionals are allowed to use the protected titles and to practice within the scope according to their education, experiences and demonstrated competencies.

- Doctor of Traditional Chinese Medicine (Dr.TCM)
- Traditional Chinese Medicine Practitioner (R.TCMP)
- Acupuncturist (R.Ac)

To become qualified, all applicants must: (a) "have successfully completed a four-year full time post-secondary traditional Chinese medicine program or a three-year full time post-secondary TCM acupuncture program; (b) "have successfully completed the registration examinations, set or approved by the Registration Committee"; (c) "successfully completed a structured, comprehensive, supervised and evaluated clinical program that is at least with 500 hours of direct patient contacts.

Doctor of Traditional Chinese Medicine

According to TCM Act, CTCMPAO will draft regulations to prescribe the standards and qualifications of members who may use the "doctor" title in the future.

In Canada

Although still relatively young, the practice of Traditional Chinese Medicine and Acupuncture is becoming more and more widely accepted and recognized as a formal health profession in Canada. Currently, acupuncture is regulated in Alberta and Quebec. Traditional Chinese medicine is regulated in Ontario, British Columbia, and Newfoundland. The Canadian Alliance of Regulatory Bodies (CARB) of Traditional Chinese Medicine Practitioners and Acupuncturists has developed the Entry-Level Occupational Competencies, the Blueprint and the Pan-Canadian examinations. The first national examination for TCM practitioners and acupuncturists took place on October 8th 2013 for written
The Toronto School of Traditional Chinese Medicine (TSTCM)

TSTCM Programs are designed according to the standards of education and competencies of the profession in North America. We have upgraded our curriculum according to the competencies and continue to improve the quality of teaching to ensure the success of our students with high standard, high quality and effective training. Many TSTCM graduates have been registered and established successful practices in Canada and abroad. TSTCM has lived up to the time-honoured standards of the past while meeting the responsibilities of today, and we will meet the requirements tomorrow.

School Registration and Accreditation

The Toronto School of Traditional Chinese Medicine is a registered Ontario Corporation and approved by the Minister of State, Human Resources and Skills Development, and Revenue Canada Agency.

The diploma programs offered at TSTCM are designed and conducted in accordance with the essential requirements of the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) in the United States. Graduates of these programs have been evaluated and approved for eligibility to the Pan-Canadian Licensing exams in Canada and the examinations provided by NCCAOM in U.S.A. (school code: FOR 70560)

TSTCM is a OSAP designed institution with school code: EPNQ.

TSTCM is a Designated Learning Institution (DLI) for international students with DLI# O244866794117.

TSTCM is a founding member for Council of Traditional Chinese Medicine and Acupuncture Schools of Ontario (CTCMASO) and Federation of Traditional Chinese Medicine Colleges of Canada (FTCMCC)
Application and Admission

Prospective applicants are welcome to schedule a pre-application appointment with the registrar, who will assist in making application decisions.

It is the school's aim to admit applicants who have demonstrated a strong desire and determination to enter the field of TCM, and have the ability to appreciate and take advantage of the unique curriculum offered by TSTCM. The Admission Committee will examine each applicant carefully for evidence of those qualities appropriate to the practice of TCM, including general education, motivation, level of maturity, academic ability and communication skill.

Admission Requirements

- Two or more years of post-secondary education. For foreign education the Educational Credential Assessments by WES or ICES is required; OR High School diploma (OSSD or equivalent) plus two or more years of work experiences.
- English proficiency. If the post-secondary education is not in English proof of English proficiency is required. For TOEFL IBT: minimum 80 or higher; For IELTS: minimum overall band score of 6.0 or higher.

Application Deadlines

Applications must be received by the same date two months prior to the beginning of the term. Applications received after the deadline will only be considered if there is space. Applicants are strongly encouraged to submit all required application documents as early as possible since class size is limited.

Once the application file is completed and evaluated, the student will be contacted to schedule a personal interview. An admission letter will be sent out by email within two weeks after interview.

Application Procedures

Prospective applicants for admission to TSTCM must provide the school with the following:

- A properly completed Application for Admission form;
- Official transcripts of all post-secondary education sent directly from the institution;
- For foreign education a credential evaluation report from WES or ICES;
- English test result (TOEFL iBT or IELTS) if post secondary education is not in English. For TOEFL IBT: minimum 80 or higher. For IELTS: minimum overall band score of 6 or higher.
- A non-refundable $113.00 ($226 for international applicants) application fee;
- Two letters of recommendation;
- A statement of purpose reflecting the applicant's capabilities; how he/she became interested in pursuing a career in TCM; his/her vision as a future TCM practitioner and why he/she chose TSTCM;
- Two passport photos taken within the last 3 months.
- A financial statement (for international applicants).

**Application Steps**

- Check out the website, visit the school and talk to our academic advisors. Sit in on a class, have a treatment at TSTCM teaching clinic and shadow the teaching clinic. We encourage prospective students to explore the diploma programs in details before working on the application. All the detailed information can be found from the TSTCM website. The school Academic Catalog offers very detailed information in one place and can be downloaded from the TSTCM website.
- Complete and send application form, together with required documents and applicable fees. We will contact you to arrange an interview when we receive all the required documents. Within two weeks following the interview the admission decision will be sent out by email.
- Accepted applicants can confirmed the enrollment at TSTCM by submit the tuition deposit of $500 before the registration starting date. Accepted applicants can directly complete the course registration after the registration starting date.

**Start Dates**

New students may start the programs in January, May or September. Please check the academic calendar for details. The registration deadline is one month prior to the start of the term. To register, the properly completed and signed registration form together with tuition payment in certified cheque, money order or bank draft must be submitted.

**Financial Aid**

Toronto School of Traditional Chinese Medicine is an OSAP designated
Students enrolled in the Acupuncture Diploma Program, TCM Practitioner Diploma and Advanced TCM Diploma Program may be eligible, if qualified, for assistance under one or more components of the following:

- Ontario Student Loan Program
- Canada Student Loan Program
- Ontario Student Grants
- Canada Student Grants
- Living and Learning Grant
- Bursary for Students with Disabilities (BSWD) and Canada Study Grant for Students with Permanent Disabilities

The financial aid consists of two parts: grants and loan. The grants part may cover tuition and some living expanse: Tuition Free Study.

**How to Apply OSAP**

- Go to the OSAP website (https://www.ontario.ca/page/osap-ontario-student-assistance-program) and set up your OSAP account.
- Search the school by "Toronto School" or the full name "Toronto School of Traditional Chinese Medicine".
- Select one of diploma programs.
  - Search program with "Acupuncture" for the Acupuncture Diploma;
  - Search program with "Practitioner" for the TCM Practitioner Diploma;
  - Search program with "Advanced" for Advanced TCM Diploma.
- Select your program for example "ACUPUNCTURE"
- For students start study in January using start date January 6, 2020 and the end date December 21, 2020.

A student may only apply from the province of residence in which he or she has most recently lived for at least 12 consecutive months, excluding time spent as a full-time student at a post-secondary institution. Please contact a TSTCM admissions and student services officer for alternative sources of financial aid.
OSAP Requirements and Compliance

Active Participation Policy

All students receiving OSAP or other provincial loans are required to adhere to applicable OSAP regulations and conditions, including active participation and satisfactory scholastic progress to the full extent of TSTCM's satisfactory academic progress requirements. Students will be disqualified from eligibility for OSAP or government loans and withdrawn from loan arrangements if they fail to meet the requirement of 20 hours of instruction per week for four consecutive weeks. Withdrawal from OSAP eligibility is automatic and does not require written notification.

In addition, all students receiving OSAP must achieve satisfactory scholastic progress (a minimum of 70 per cent or a PASS mark in each course) while maintaining all of the conditions stated above. Students not meeting the scholastic progress requirement will be subject to the following consequences and remedies, as required by the Ministry of Training, Colleges and Universities:

<table>
<thead>
<tr>
<th>Scholastic Situation</th>
<th>Consequence</th>
<th>Remedy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to achieve satisfactory scholastic standards during one academic year.</td>
<td>Student put on probation; student remains eligible for OSAP in next FULL academic year.</td>
<td>Must succeed in all following academic years to maintain continuous CSL/CSG*/OSL eligibility.</td>
</tr>
<tr>
<td>Failure to achieve satisfactory scholastic standards during two successive academic years</td>
<td>Student loses CSL/CSG/OSL eligibility for a minimum of 12 months.</td>
<td>Must maintain CSL/CSG/OSL in good standing with lending institution during the 12-month period.</td>
</tr>
</tbody>
</table>

*CSG = Canada Study Grant

Classes at TSTCM are classified into three types: in class course, lab course and practicum course.

80% or better attendance is required for in class and lab courses;
100% attendance is required for practicum courses; missed practicum classes need to be made up during holiday clinics.

Attendance records for all the classes and all the students are kept.

All the courses of in class type and lab type have examinations (mid-term and final exams). For practicum courses each student is evaluated.

The marks for all the courses are kept. Transcript is available upon request.
FAO at TSTCM will notify the Minister of any student receiving assistance under OSAP who has not successfully earned a credential by the end date of the student's Approved Program of Study. Such notification will be communicated to the Minister within thirty (30) calendar days of the end date of the student's Approved Program of Study.

**Loan repayment responsibilities - OSAP/CSL**

Loan repayment begins six months after the completion of your studies, or when you have stopped being a full-time post-secondary student. Interest accrues on the loan from the time you are no longer a full-time student. The rates and conditions for repayment are set at the time of repayment.

It is the borrower's responsibility to understand the terms and conditions of the loans. Specific information is available on each of the provincial loan program websites. For students who temporarily cannot repay their loans due to low income, interest relief and/or debt-reduction programs may be available to aid you in paying the interest on your loans. Applications are available from Admissions and Student Services or from your lender.

**Withdrawal**

Students who withdraw from TSTCM for any reason must give written notice to the Student Services Office. The letter must be dated and signed by the student. If no letter is received, the last date of attendance will be the effective date of withdrawal and will be the date used to close out the student's account. Any tuition refunds or remaining financial obligations to the school will be assessed based on the last date of attendance. Failure to attend for 10 consecutive scheduled class days without notice will be deemed to constitute a withdrawal from the School.

**Voluntary Withdrawals**

To begin the process of voluntary withdrawal, either from the diploma program or from a specific course or courses, students should inform the Registrar, in writing, of their intent to withdraw.

**Withdrawal from the Diploma Program**

A student who chooses to cease his or her course of studies in the diploma program at TSTCM should advise the Registrar of this intent by letter. The letter must be dated and signed by the student. If no letter is received, the last date of attendance will be the effective date of withdrawal and will be the date used to close out the student's account.

**Refund Calculation for Withdrawal from courses or program**

Upon providing written notice of their decision to withdraw from courses or program, the student's refund will be assessed based on the refund policy of TSTCM.
Financial Information

(Tuition fees for the certificate and diploma programs are HST exempted)

**Tuition:**

The tuition rate is $11.50/hour. Therefore for a 60 hour course the tuition is $690. Tuition fee for retaking a failed course is half price. The tuition fee for retaking a passed course is **free.** The tuitions for the diploma programs are listed as below:

<table>
<thead>
<tr>
<th>Program</th>
<th>Full time</th>
<th>Part time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acupuncture Diploma Program</td>
<td>2260h/2y</td>
<td>2260h/3-5y</td>
<td>$25990</td>
</tr>
<tr>
<td>TCM Practitioner Diploma Program</td>
<td>3060h/3y</td>
<td>3060h/4-7y</td>
<td>$35190</td>
</tr>
<tr>
<td>Advanced TCM Diploma Program</td>
<td>4220h/4y</td>
<td>4220h/6-8y</td>
<td>$48530</td>
</tr>
</tbody>
</table>

**Registration and Payment Deadline**

The deadline for registration, tuition and fee payment is 6:00pm on the day one month before the term starts.

**Fees and Expenses:**

A. Mandatory Fees: (apply to all students, and must be paid in full in order to graduate.)

   Application Fee: (non-refundable)
   - Canadian Resident: $100.00
   - International Students: $200.00

   Tuition Deposit: (non-refundable, included in the tuition fee)
   - $100.00 per course

   Graduation Exam Fee: (non-refundable)
   - $100-$200/exam

**Registration and tuition fee due date:**

One month prior to the beginning of the term.

Students with financial difficulties may pay the total tuition fee in two equal payments. The first payment is due one month prior to and the second payment is due one month after the term begins. Post-dated cheques for both payments must be received at the time of registration. There is $20.00 charge paid with first payment.
Optional Fees (assessed only if applicable. Fees may vary)

Deferred enrolment / temporary withdrawal: $100.00
Change/add a program: $100.00
Application for credit transfer: $50 per course / $300 maximum
Academic Standard Committee consideration: $50.00 per issue
Official Re-read $50.00 per exam
Challenge/deferred/re- exam: $50.00 per course
Late registration/payment: $20.00 per course + $2.00 per course per subsequent day
Returned cheque: $20.00 per cheque plus late fee up to 31 days
Add or drop a course fee: $20.00 per course
Change class: $20.00 per course
Certificate: $20.00 / certificate
Diploma: $50.00 / copy / diploma
Transcript: $10.00
Text books: $300.00-$500.00/term
Lecture notes/course material: $50.00/course
Other clinical supplies: $200/term
Malpractice insurance: TBD

All fees are subject to change without notice. This list is not exhaustive. Other fees may occur where applicable. All fees are in Canadian funds and subject to applicable taxes.

Tuition Payment

Tuition for each term is due in full before 6:00pm on the day one month prior to the beginning of the new term. Students with special needs may arrange a two payment plan with a $10.00 fee for each installment if they are unable to pay in full at the time of registration. The second payment is due before 6:00pm on the day one month after the term begins. The late fee applies for overdue tuition. The student may be suspended if payment is not received within two weeks of the payment due date. Returned cheques will incur a fee in addition to late fee.
The issuance of any certificate, diploma, credit or transcript for any course or for clinical training will only occur after the student’s financial obligations have been completely met.

**Cancellation and Refund Policy**

A student who wishes to terminate enrollment or withdraw from courses must do so in writing. Refunds will be issued after the 10th week of the term. Students who cancel enrollment before the end of the fifth week of the term will be given tuition refunds based on the refund policy described in the school policies and procedures. No refund is issued after the fifth week of the term.

A student will receive full tuition refund if the enrollment contract is cancelled within the 48-hour of cooling contract cancellation period.

**Official Receipt for Tax Credit**

The Toronto School of Traditional Chinese Medicine is a post-secondary educational institution recognized by Human Resources Development Canada and Canada Customs and Revenue Agency. T2202a forms are issued at end of year.

**Late Fee**

Late fee charge begins on the day after registration or payment deadline. It accumulates until full payment is received up to a maximum of 31 days and for a maximum of 4 courses. Late fee is calculated as below:

1st day late: $20.00 / per course
Subsequent days late: $2.00 / per course / day

**NSF cheque for tuition**

It is the full responsibility of the student to maintain sufficient funds in the bank account from which the cheque is issued until it is cashed. In the case of insufficient funds, a $20 administration fee per cheque plus late fee will be charged. Late fees will be calculated from the due day of payment, as stated in the Late Fee section above.

To avoid unnecessary costs associated with tuition payment, students are advised to make payments by bank draft or certified cheque.

To graduate or be issued a certificate, transcript, or tuition receipt, all fees - current and past - must be paid in full. The school reserves the right to change any or all fees without prior notice.

All above fees are subjected to a 13% HST tax and are non refundable except otherwise indicated.

**Tuition refund policy**

None of the fees paid at the time of enrollment and during period of study
with the exception of tuition, will be refundable in the event of cancellation of enrollment/courses. Books and other materials purchased or ordered by the student at the school are the property of that student. The school will not accept return of purchased materials nor make refunds for services.

For refund purposes, a registered student must terminate enrollment in person with written request or by registered mail only. Verbal, email or telephone, fax withdrawal notice will not be accepted. Termination notice submitted by mail takes effect on the date the mail is received by the school. There is a $20.00 charge for each course cancellation plus $100.00/course non-refundable tuition deposit. Refund will be issued after the 10th week of the term. Failure to submit written request will result in full tuition charge for the term.

**Tuition Refund after Registration**

A student will receive full tuition refund if the enrollment contract is cancelled within the 48-hour of cooling contract cancellation period.

After the cooling contract cancellation period the refund will be calculated using the following rule:

(One week is from 9:00am Saturday to 6:00pm Friday)

- Withdrawal before the end of the first week: 90% refund
- Withdrawal during the second week: 80% refund
- Withdrawal during the third week: 70% refund
- Withdrawal during the fourth week: 60% refund
- Withdrawal during the fifth week: 50% refund
- Withdrawal after the fifth week: No refund

**Course Withdrawal**

Refund for a course withdrawal is calculated from the date the written request is received by the school. Failure to submit a written request will result in no refund. In addition to $100.00/course non-refundable tuition deposit there is a $20.00 charge for each course withdrawal. Tuition refunds will follow the guideline described above.

**Course Addition**

A student wishing to add a course after registration should submit a written request. A $20.00/course charge applies plus late fee. Addition of a course after the class starts requires full tuition payment. Enrollment of the added course can only be permitted if space is available in the class.
**Change Classes/courses:**
Students wishing to switch class times or switch courses after registration must complete and submit Change Classes/Courses Request Form within the first two weeks of the term. A $20.00/course charge applies.

**Course Cancellation**
If the school due to insufficient registration or other reason cancels a scheduled course a full refund of tuition for the canceled course will be issued. There is no service charge for the cancelled course.

If the school due to special reasons cancels a course after the term starts, refund will be issued proportionally for the classes cancelled unless the missed classes are re-arranged. There is no service charge.

All classes are conducted at the scheduled time unless notified by the school directly.

**Program Cancellation**
The school will try its best to carry on and complete the proposed programs. However, the proposed program is not a contract between the school and the students. The school reserves the right to cancel or eliminate any program when it becomes necessary either due to inadequate registration or any other reasons. Students registered in the cancelled program will be placed in the new program if such a program is available. The school will issue a certificate for the training attended at the school. There is no refund for unpaid cancelled program/courses related to the program.

**Program Modification**
Programs developed by the Toronto School of Traditional Chinese Medicine are based on the standards of acupuncture and Traditional Chinese Medicine educational programs in the United States, Canada and China in the best interest of Canadian students. The school reserves the right to upgrade, modify, add or cancel any program/course when it deems necessary.

**Outstanding fee balances**
Students with outstanding balances for tuition and other fees for more than two weeks will not be permitted to attend the classes, nor be issued a transcript, certificate or diploma and receipt. These students are not allowed to register for classes for the following term until payment is received in full. Re-admission in special cases may be considered.
Student Services

Student Counseling
For academic issues please talk to one of our academic advisors. Please contact the front desk administrator to setup an appointment with the advisors. For non-academic issues please contact the director of student services.

Robert H Chi, Director of Student Services
rchi@tstcm.com
416 782 9682 Ext: 103

Medical Insurance
Medical insurance is mandatory for all students enrolled in TSTCM. International students can enrolled in a health plan from one of insurance companies such as: Manulife, TuGo, RSA, Allianz and Blue Cross. Detailed information about these insurance companies can be founded from this website:

Visitors to Canada Medical Insurance
{https://www.visitorsinsurance.ca/#/}

Transportation and Public Transit
TSTCM is located in Lawrence Square Mall which is adjacent to Lawrence West Subway station. Using public transit is very convenient and is encouraged.

Parking
TSTCM offers free parking for all enrolled students. To obtain parking permit please contact the school administration at info@tstcm.com.

Housing
Due to the central location of TSTCM find a place to stay is not difficult. TSTCM maintains an extensive housing resource to help students to find a place to stay. Please contact our director of student services to get help. Here are some very useful resources:

  - Toronto Apartment Rentals - TorontoRentals.com?
  - Viewit Apartment Rentals - Viewit.ca?
  - http://www.rentseeker.ca/;
  - Toronto Apartments for Rent;
  - http://www.ccnm.edu/prospective_students/housing_listings
www.51.ca

**Living in Toronto**

With a population of 6 million people, Toronto is Canada’s largest city and the 4th largest city in North America. As one of the world’s most multicultural cities, it is no surprise that there are over 100 languages spoken in the city. Students will fit quickly into the friendly neighbourhoods and ample green spaces of the city. Toronto has several professional sports teams – hockey, baseball, basketball and more. Toronto has been consistently ranked as one of the best city in the world to live. For more living in Toronto please visit:

www.torontotourism.com/Visitor

Find a church {http://churchdirectory.ca/browse/?p=ON&c=Toronto};

Find a community centre
{http://www1.toronto.ca/parks/prd/facilities/recreationcentres/};

Find a foreign consular offices {http://www.ontario.ca/page/consular-offices}

Find TTC maps {https://ttc.ca/Routes/index.jsp};

Find Sports & Entertainment
{http://www.seetorontonow.com/category/sports-recreation/}

**Orientation for new students**

Orientation will be hold in the first week of the term to help new students to know better the program, the professional regulation, student study life at TSTCM and the living in Toronto. The orientation will help international students to settle in the city of Toronto and get to know the organizations they will deal with down the road such as the consular office for his/her country, churches, cultural centres, shopping and banking need.

**Accommodations for temporary stay**

Holiday Inn Toronto-Yorkdale

Holiday Inn Toronto Bloor Yorkville

**Work off Campus**

International students will enroll as full-time students. With about 26 hours of classes per week the study load is pretty heavy. However some of our students do carry some part-time works. For work off campus please visit:

http://www.cic.gc.ca/english/study/work-offcampus.asp
Policies and Procedures

The academic policies at TSTCM have been developed to protect the rights and responsibilities of students and to maintain the academic integrity and ethical standards of the institution. TSTCM reserves the right to change academic policies and procedures.

TSTCM Student Code of Conduct: Regulated Practice

Student enrolled in TSTCM is bound by and shall comply with the statutes, regulations, standards, guidelines and policies governing the profession in Canada and any applicable province or state in which they may be residing or visiting.

Unless otherwise approved in writing by a school official, in no circumstance shall a student to perform TCM treatments or allowing themselves to be treated by another student without the supervision and/or direction of a registered member of the profession and a faculty at TSTCM.

Unless otherwise approved in writing by a school official, a student is prohibited from providing diagnosis, treatments, advice, or acting in a clinical manner as it relates to a health profession for which he/she is not licensed or registered in Ontario, with any person inside or outside of TSTCM without the supervision and/or direction of a registered member of the profession and a faculty at TSTCM.

Consent of an individual is not justification for inappropriate conduct by a student.

TSTCM reserves the right to initiate disciplinary action for any breach of conduct involving academic integrity, morality, ethics, or legality on or off TSTCM property or in cases where a student conducts himself/herself in a manner unbecoming a member of the educational institution or the profession.

Attendance Policy

Definition

Tardiness: not present in person at the time attendance is taken or not returning to the classroom on time after break resulting in class attendance no less than 2/3 of the total class time

Early leave: leaving the class before the end of scheduled time resulting in class attendance no less than 2/3 of the total class time

Absence:

Arriving after the first third; leaving before the completion of the 2/3 of the class session;
- Not present in person for more than 1/3 of the class; or
- Leaving the class without signing out

Students are expected to attend and be on time for all classes, including reviews, exams, required shows, seminars and other activities. A minimum of 80% class attendance is required. Unconditional failure of the course will result for more than 20% absences. Attendance is taken at the start of each class. Students are required to sign out at the end of each class. All work missed due to absence or arriving late/leaving early must be made up in order to receive credit for the course. It is the students' responsibility to obtain lecture notes (handouts) from other students. Missed exams can be arranged by the student with the instructor outside the regular class hours.

Instructors may, at their own option, arrange make-up exam/quiz for students with excused absence. Instructors are not obliged to provide make-up exam for students with unexcused absence or tardiness, and can assign a zero grade or failure to the missed exam/quiz. Make-up exams must be conducted in the school outside of regular class time.

10% of the total mark for each course is allocated to attendance to reward perfect attendance. Except for conditions detailed below, there is a 3% deduction of the total mark for each absence and 1.5% of the total mark for each tardy or early leave, up to 10% of the total mark. More than three absences will result in the failure of the course. Student must retake the course. Absence without notifying the school for more than three weeks will result in the elimination of the student from the program.

Exceptions of class attendance

No class attendance will be taken under any of the circumstances listed below:

- Officially announced school closure or class cancellation
- Other universities or colleges located in the surrounding area is shut down due to inclement weather
- Other circumstances as explicitly advised by the school that class attendance is not required

Exceptions of mark deduction from excused absences/tardiness/early leave

If any of the following situations occurs, students may be exempted from mark deduction for class absence(s) with acceptable document, but missed class is still recorded.

- Birth of child by the student or by the student's partner;
- Death of direct family members including spouse, partner, fiancée, child, parents, parents-in-law, grandparents, brother, brother-in-law, sister, and
sister-in-law;

Serious illness, injuries, or hospitalization. An original doctor's note clearly stating the date and student's inability to attend the class, or a copy of hospitalization document, or a copy of treatment record issued by the emergency must be provided to the instructor for records.

To be exempt from above-defined absences, student must notify the instructor within one week from the day the class is missed. When excusable absences have exceeded the maximum of 3 absences, the Administration Office must be notified within one week.

Students are required to meet TSTCM expectations regarding attendance in all aspects of the curriculum. There are 10% of the total mark is allocated for each didactic course and a minimum of 80% attendance is required in order to pass the course and to receive credit. Lateness or early leave in excess of 1/3 of the entire class will be recorded as an absence.

Students are required to attend 100% of the clinical courses except statutory and school official holidays. A minimum of 80% attendance is required during scheduled clinical courses. Missed clinics must be made up at the convenience of the clinic such as events and holiday clinics.

**Conduct**

At the TSTCM, we strive to treat our students fairly and with respect. Students attending TSTCM all share a common goal and passion. It is hoped that each student will contribute in making this one of the most wonderful experiences of their lives by maintaining a mature attitude and respectable conduct. For this reason we expect and insist that students show the same respect to their instructors and fellow students. This includes dressing appropriately and being on time for class, respecting other's opinions- in and outside of the classroom, being courteous in class and not speaking when others are sharing with the class or when the instructor is lecturing. We are proud of the diverse student background that we have at our school and have chosen only the most qualified and dedicated students.

The seating in the lunchroom is limited, therefore during the class breaks eating and drinking in the main classroom is accepted. We would appreciate that only the tables at the rear of the classrooms are used and that all garbage is cleaned off the tables at the end of every break. Students are expected to show consideration to others by cleaning up after themselves and avoid spilling and dropping food or drink on the floor. This includes tables, chairs, sinks, cups and garbage in both the lunchroom and classrooms.

In the event that any school property is damaged, it will be the responsibility of those involved to repair or replace the damaged item. If the involved
parties cannot be determined, the students must share the responsibility equally.

**Appearance**

Students must reflect the standards and quality of the profession and the school, not only through their skills but also through their appearance. When representing the school at public functions (health shows, seminars etc.) students are expected to be well groomed and well kept. At the teaching clinic and health shows, white lab coat and nametag must be worn at all times. The outfit must look professional and meet the school standards.

**Transfer/Advanced Standing credits**

The transfer policy and procedure ensures that a student's previous training at another institute is equivalent to TSTCM standards and the transferred student will be placed at an appropriate level. Transfer credit is applicable only if the students have been trained at recognized institutes. The transferred courses are evaluated on an individual basis. All students applying for transfer of credit must submit official transcripts, lecture notes and course descriptions detailed with content, hours of training to the Academic Standard Committee for evaluation. Students must take challenging exam for TCM courses where credit is transferred and receive a minimum of 70% of marks. Exemption from challenging exam may apply to students who have completed the courses equivalent to those offered at TSTCM with evidence of comprehension. Courses will be exempted after the evaluation and challenging exam and credit will be transferred with the mark obtained from the challenging exam. A maximum of 50% of the total credit is allowed for transfer for each program. Correspondence and self-study or apprenticeship is not accepted for transfer.

Recognized health care professionals such as medical doctors, chiropractors, naturopaths who are licensed or actively involved in the profession may transfer credit and be exempted from all or some Western medicine courses without taking the challenging exams by submitting the official licensing certificate. Other health care professionals such as nurses, physiotherapists, massage therapists and shiatsu therapists may transfer credit for some of the Western medicine courses such as anatomy, physiology and pathology. This exemption clause is determined by the Academic Standards Committee on an individual basis. Challenging exam may be required. The school reserves the right to accept or reject transfer of credit for any student from any other institute.

**Transfer/Advanced standing application deadlines**

Applications for advanced standing will not be accepted under any circumstances after the deadlines: the class start date for the term.
Important Note about Advanced Standing and Student Loans

If you are granted advanced standing, your federal and provincial student loans office (i.e., OSAP, etc.) will need to be notified of the change in your course load. Student Services will notify you of the course load change so that you can make the necessary changes to your loan application. If the loan has already been processed for the term, a tuition refund may be issued to the student loan lender. Please contact Student Services for further information.

Examinations and evaluations

Student performance is evaluated by examinations (written, practical or oral), quizzes, attendance, in-class participation/presentation, academic reports/assignments, skill demonstrations, clinical proficiency and professional behavior and comportment.

The evaluation of the student's academic performance is through written and/or practical examinations, quizzes and clinical evaluations. Generally speaking, each course is composed of a midterm and final exam. There are also quizzes for some courses. Mark distribution and the format of examinations are determined by the instructors with the Dean's approval. Written and practical examinations are considered separately. Students must pass both written and practical exams respectively. The passing grade for all courses is 70%.

Grading Standards:

Students are graded on a 100% scale for most courses and Pass or Fail for some practical courses and clinical training. The minimum grade required to pass the course and to receive credit is 70%. Students are allowed to rewrite the final exam a second time if he or she failed to pass the course with less than 70% total mark. The student may be allowed to take the course again with 50% of regular tuition on academic probation.

An incomplete will be assigned if the student has not completed all the requirements of the course. It must be converted to a passing grade in the following term after completing all the requirements, or converted to a failure (F) without credit within the first two weeks of the term. The course must be repeated.

Examination Procedures:

The seating of students is arranged by the instructor/proctor during exams. No books, computers, dictionaries, calculators, measuring devices or notes are allowed on the table. Cell phones must be turned off. There will be no eating, drinking, washroom breaks or speaking to other students during the course of
the exam. Two blank sheets of paper with student's name on them are allowed on the table. These papers must be submitted together with the exam.

Any form of cheating during exams is strictly prohibited. Automatic failure of the exam/course, and dismissal from the program will result if cheating is discovered.

**Failing an Examination:**

It is the student's responsibility to check their grade to determine if he/she has passed all their courses. Instructors will advise students of any failure. Re-exam is permitted once within the first two weeks of the following term. Only a passing grade (70%) will be issued for re-exam. The re-exam shall be scheduled in agreement with, and at the convenience of the instructor/school. A fee of $50.00 per re-exam will be charged one week before the exam. If a student fails to appear for the exam, the fee is forfeited. The student may reapply for permission to be re-tested and must pay an additional fee.

Students may be allowed to repeat the course with 50% tuition fee if failing the second re-exam. There are no re-takes for failed quizzes. Due to excused absences, make up quizzes and associated fee may be arranged with the instructor.

**Failure to attend an Examination:**

Without prior authorization by the Academic Standards Committee or without a committee approved reason, failing to attend any examination shall result in a failing grade. No make-up examination can be authorized. The student must repeat the course and pay repeat course tuition.

A student may be excused from taking an examination as scheduled by reason of childbirth, documented illness or injury, death in the immediate family, or other emergency situations acceptable to the Academic Standards Committee. Students must apply for a make-up examination on an Examination Application form. The request must be endorsed by the course instructor and approved by the Committee and special fees will be assessed.

No instructor is required to offer make-up exams. It is within the instructor's authority to give a failing grade for any examination a student does not take on time. Students wanting to take make-up or re-exam, or taking the exam early or late, must receive authorization from the Academic Standards Committee. An examination Application Form from the Registrar must be submitted and a fee will be assessed. Either the instructor or the school will administer the test. In the case of makeup exams, the student will be given the grade of Incomplete (Inc) for the course. The examination must be completed before the end of the second week of the next term. The Registrar will be notified of the outcome.
**Grades posting and recording**

Grades submitted by instructors after completion of courses are considered final. Any adjustments to grades due to special circumstances must come from the instructor and will be considered on a case-by-case basis by the Academic Standards Committee.

Each student will receive an official transcript every term after the 10th week of the following term. Students who have failed a course (s) will be notified and are allowed write the exam again during the third week of the following term. Application for re-exam must be submitted together with exam fee ($50.00) one week before the scheduled re-exam time. It is the students responsibility apply and prepare for the re-exam or to make arrangement for the completion of the course requirement in order to complete the course if is incomplete or failed.

**Graduation Requirements:**

In order to graduate or receive certificate/diploma/transcript, students must successfully complete all required courses and other academic requirements as well as clear all financial responsibilities.

**Transcripts, certificate and diploma**

Transcripts are issued on a term basis to actively enrolled students after the 10th week of the term. Additional transcript may be issued upon request for a nominal charge (refer to Financial Information).

Certificates are issued every term. Diplomas are issued on an annual basis upon request of the student when all requirements of the program have been successfully completed and all financial obligations have been met. An application form and applicable fee must be submitted within the first two weeks of the following term.

**Student Dispute Resolution Process**

Students who have a dispute with a student, a specific staff or a faculty member are asked first to attempt to resolve the situation with that individual. If that student believes that his/her dispute is not resolved satisfactorily, the student is encouraged to submit his/her dispute in writing to either the chair of the Academic Standard Committee (for academic issues), or the Director of Student Services (for all other issues). The administrator who receives the case will acknowledge receipt of the dispute and respond to the student with his/her recommendation for resolving the matter within 12 business days.

If the student is dissatisfied with this response/recommendation for the resolution, the student may present his/her case in person to the President's
advisory committee. The President’s advisory committee will review the case and respond to the student within 12 business days.

The student is permitted to have the assistance of a representative in asking for further review by the school official. This process will be completed within a time frame of 24 business days. External expert may be invited to join the process. There will be one meeting including the student, the representative for the student, the director for student service, the president and possibly an external expert. The director of student services will communicate with the student in writing for the recommendation for the resolution.

**Patient Recruitment**

A successful career in the practice of TCM largely depends on the ability of the practitioners to recruit and maintain clients. Training and practice in patient recruitment is essential for acquiring these skills during their study at the school. TSTCM also believes the importance of creating and maintaining a dynamic clinical learning environment with adequate patients and wide arrange of conditions to ensure the clinical experience and sufficient numbers of direct patient contacts of our students. While the school works very hard to recruit patients, all students are encouraged to participate promotional events and to recruit patients to the school clinic.

**Academic Honesty Policy**

TSTCM recognizes the responsibility of all students, faculty, employees and applicants to foster standards of academic honesty and integrity, and to be knowledgeable of, and act in accordance with such standards. It is a breach of academic honesty to plagiarize or falsely claim credit for the ideas, writings, projects or creations of others, cheat, aid or abet another individual in an act of academic dishonesty. Students, faculty and staff are expected to be vigilant regarding breaches of academic honesty and are responsible for taking appropriate action when it is believed that a breach of academic honesty has occurred. Any member of TSTCM who fails to report the existence of a violation by another member may be found guilty of participating in the violation. All suspected breaches of academic honesty will be investigated and may be subject to disciplinary action and penalty, which may include the imposition of a fine, restitution, suspension or expulsion from TSTCM.

**Academic Evaluation**

Student academic performance is evaluated and graded by examinations. The composition of a final grade may include but is not limited to attendance, quizzes, assignments, small group studies, presentation, practical, midterm and final examinations. Clinical assessments are performed by supervisor periodically with case study reviews. There is graduation examination for each
program.

**Academic Probation**

Students must achieve a minimum of 70% or higher in order to pass and receive credit for each course and obtain a passing grade for practical and clinical courses. A student is allowed to repeat a course once. If a student fails to achieve these standards, he or she will be placed on academic probation for one term. The student must demonstrate satisfactory progress while on probation in order to be allowed to continue the program.

**Conduct**

Students are expected to conduct themselves at all times in a professional and ethical manner during their attendance in class and clinical training on and off the school premises. Disruptive behaviour is not permitted. Violation of this policy will result in an administrative warning, probation, fine, or dismissal from the school.
ACADEMIC PROGRAMS

The TSTCM offers a range of academic programs from professional diploma programs to general interest courses. Individuals may start with interest courses and progress to the advanced professional education, which provides the students with the competencies required to become acupuncturist, TCM practitioners and doctor of TCM.

Professional Diploma Programs

The TSTCM diploma programs prepare students for practice as acupuncturists, TCM practitioners, and doctors of TCM in the 21st century. With a strong foundation in traditional Chinese medicine, and the compassion of humanity, the TSTCM diploma programs are educating some of the best TCM professionals anywhere.

Advanced TCM Diploma Program (5 years, 4220h, 1340h clinic)

After completing this program, the student is expected to be able to function as a primary, independent healthcare professional with broader and in-depth knowledge, comprehensive understanding of TCM, the ability to communicate accurate diagnosis, and to provide effective and integrative treatment modalities including acupuncture, Chinese herbal medicine, tuina massage, medicated diet and exercise for more complicated, critical and serious conditions. This program is designed according to the standard of doctoral degree program in Oriental Medicine in the United States. It exceeds the requirements for doctor of TCM (3250 h) in British Columbia. This program could qualify graduates to use the title doctor of TCM in Ontario.

TCM Practitioner Diploma Program (4 years, 3060h, 920h clinic)

After completing this program, the student is expected to have the knowledge, skills, judgment and practical experience necessary to be an independent TCM practitioner who will be able to provide patients with quality and effective treatments using acupuncture and Chinese herbal medicine for a wide range of common conditions. This program is equivalent to the master's degree program in Oriental Medicine in the United States. Graduate of this program could qualify as registered TCM practitioner in Canada and certified Diplomat of Oriental Medicine in USA by NCCAOM.

Acupuncture Diploma Program (3 years, 2260h, 680h clinic)

After completing this program, the student is expected to be able to practice
acupuncture and related modalities such as tuina massage for common diseases as an independent practitioner. This program is equivalent to the Master Degree program in acupuncture in the United States. Graduates of this program could qualify as registered acupuncturist in Canada and certified Diplomat of Acupuncture in USA by NCCAOM.

**Certificate Programs:**

Our certificate programs offer students the basic theory and diagnostic methods and specific modalities at an introductory level including Herbal Medicine (360h), Tuina Massage (420h), TCM Nutrition and Medicated Diet (300h) and Acupuncture (450h). Students will be able to apply the knowledge and modality into their daily life for health promotion, or to use acupuncture within their scope of practice upon the completion of the 450h Acupuncture Certificate Program.

**Acupuncture Certificate Program: (450h)**

This program is specifically designed for regulated health professionals who are interested in practicing acupuncture for pain management, rehabilitation and sports injuries. Students will acquire the knowledge and understanding of the basic theory of TCM, meridians and points, diagnostics and treatment principles, the practical techniques for acupuncture, moxibustion, cupping and skin scraping, with the ability to apply acupuncture safely within their scope of practice to enhance the effectiveness of their treatments for patients.

**Continuing Education**

Advanced and specialization training in all aspects of TCM including clinical practice, teaching and research are provided through continuing education. It constitutes life-long learning and supports the development of TCM profession.

**Public Education and General Interest Courses**

To educate the general public about the benefits of TCM, TSTCM offers general interest and introductory courses, workshops and presentations to the general public, special groups and organizations upon request and with sufficient interest.
### Courses Required for the Diploma Programs

<table>
<thead>
<tr>
<th>Programs</th>
<th>Departments</th>
<th>Levels</th>
<th>Hour</th>
<th>Courses Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acupuncture</td>
<td>TCM Theory &amp; Diagnostics</td>
<td>I-IV</td>
<td>240</td>
<td>101, 102, 103, 104, 201, 2011, 202, 2021, 203, 2031, 204, 2041, 205, 206, 207</td>
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<td>Diploma</td>
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<td></td>
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<td>120</td>
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<td>Tuina</td>
<td>I-II</td>
<td>120</td>
<td>401, 402</td>
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<tr>
<td></td>
<td>Western Medicine</td>
<td>I-VI</td>
<td>360</td>
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</tr>
<tr>
<td></td>
<td>Enrichment</td>
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<td>180</td>
<td>705, 706, 707, 713, 714</td>
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<tr>
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<td>Clinical Training</td>
<td>8011-8037</td>
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<td>Graduation Exam</td>
<td>11100</td>
<td>20</td>
<td>11101</td>
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<tr>
<td>Minimum Requirements</td>
<td></td>
<td></td>
<td>2260</td>
<td>3 academic years, 2 years intensive, 3-6 years part time</td>
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<td>TCM Theory &amp; Diagnostics</td>
<td>I-IV</td>
<td>240</td>
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<td>Minimum Requirements</td>
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<td>Tuina</td>
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<td>Minimum Requirements</td>
<td></td>
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<td>4220h</td>
<td>5 academic years, 4 years intensive, 5-8 years part time</td>
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</tbody>
</table>

Each student must complete the minimum required hours of study and pass all the required courses listed herein in order to graduate. However, additional courses can be taken.

### Courses Required for the Certificate Programs

<table>
<thead>
<tr>
<th>Programs</th>
<th>Departments</th>
<th>Levels</th>
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**Total**

| 2260 |
| 3060 |
| 4220 |
COURSE DESCRIPTIONS

The objectives of the professional diploma programs are aimed to ensure not only the entry level occupational competencies for the safe and effective practice of traditional Chinese medicine and acupuncture, but also to ensure the success of our graduates in this ever exciting and competitive environment as newly regulated professionals. TSTCM offers systematic and comprehensive courses classified into ten Departments: TCM Theory and Diagnostics, Acupuncture, Chinese Herbal Medicine, Tuina Massage, Western Medicine, TCM Treatments, TCM Enrichment, Clinical Training, TCM Classics and Integrated Treatments. Courses are taught in a sequential order from basic to advanced, which represents the gradual progress for deeper and broader understanding of theory, diagnosis and treatments, as well as more skillful techniques. All departments are complementary and strengthen each other. All theoretical and practical training are taught in tandem with each other, with a method that bridges book knowledge with applicable hands on clinical skills.

Department of TCM Theory and Diagnostics

The department of TCM theory and diagnostics is the foundation for all other TCM departments. It provides our students with a thorough knowledge of TCM views of human health and diagnosis of disease. Each course increases the student’s knowledge of the fundamental theories, universal approach to understand health, the causes and mechanism, the diagnosis, prevention and treatment of disease. The contents of these courses are abstracted from various classical and modern texts to create a solid framework for the application of theoretical concepts and diagnostics to clinical practice.

101. TCM Theory and Diagnostic I (60h)

The theory of TCM is deeply rooted in ancient Chinese philosophy and in an understanding of the relationship between the human body and nature. This course introduces the history and characteristics of the Chinese medicine, studies the basic philosophy and the general laws of the universe through an introduction to the classical theories of yin yang and five elements. The normal physiology of the human body is studied through the concepts of zang fu organs and spirit, essence, qi, blood, body fluids, channels and collaterals. The TCM concepts of body constitutions and onset of diseases, the pathogenic factors, pathogenesis and their influence on the equilibrium of the human body as well as health maintenance and disease prevention, treatment principles and methods are also an important part of this course.

Prerequisite: None

102. TCM Theory and Diagnostics II (60h)

This course focuses on the four diagnostic methods: 1) Inquiring about a
patient’s current and past medical history, collecting detailed information about the cause, symptoms and development, as well as diagnosis and treatment of diseases; 2) palpation of the body and the pulse; 3) inspection of the tongue and the general appearance; 4) auscultation and olfaction. Practice of these diagnostic methods especially history taking, and pulse and tongue diagnosis, case studies and presentations are incorporated into this course.

Prerequisite: TCM Theory I or simultaneously

103. TCM Theory and Diagnostics III (60h)

The focus of this course is differentiation of syndromes (Bian Zheng), which manifest as conceptual differences between TCM and western medicine. For a TCM professional, the different aspects of a disease are always studied in their correlation to the state of health of each individual patient. Differentiation of syndromes constitutes the fundamental characteristic for the practice of TCM and it is the determine factor for safe and effective treatments. Students learn the differentiation of syndromes according to eight principles, pathogenic factors and pathogenesis, qi, blood and body fluids, zang fu organs and five elements, the four levels (wei, qi, ying and xue) and three warmers, the six channels, the channels and collaterals. The contents and format of patient records will be introduced and practiced.

Prerequisite: TCM Theory II

104. TCM Theory and Diagnostics IV (60h)

This course focuses on the differentiation and treatment principles of common symptoms and case studies. Students are expected to be able to differentiate common symptoms, establish treatment principles, and suggest basic treatment with acupuncture, herbal medicine and tuina massage. It further enriches and consolidates the students’ knowledge and understanding of TCM theory, diagnosis and treatments.

Prerequisite: TCM Theory and Diagnostics III
Department of Acupuncture

This department offers seven courses and four practical sections to emphasize both the theoretical and practical aspects of acupuncture. They provide students with the theory of channel and collaterals, acupuncture points, acupuncture needling technique, moxibustion and related techniques, as well as the diagnosis and treatments of common diseases with acupuncture. The practical courses concentrate on the practice of accurate point location, needling and other techniques with the emphasis of precaution, safety and effectiveness. These courses integrate with TCM theory, herbal medicine and tuina massage; prepare students for their clinical training and further studies.

201. Acupuncture I (60h)

The first step towards clinical proficiency is the ability to accurately locate acupuncture points while understanding the theory of channels and collaterals. This course provides a general introduction to channel and collateral system, acupoints and basic needling techniques, as well as methods of accurate point location through lecture, demonstration and hand-on practice. Students study the pathways of six channels (Lung, Large Intestine, Stomach, Spleen, Heart and Small Intestine) and their points including the nature, location, function, application, needling methods and contraindications.

Prerequisite: None

2011. Acupuncture I-P (30h)

This course is a practical course for Acupuncture I. Students practice accurate points location on each other under supervision.

Prerequisite: Acupuncture I or simultaneous

202. Acupuncture II (60h)

Students continue to study the remaining eight channels (Urinary bladder, Kidney, Pericardium, Sanjiao, Gall bladder, Liver, Ren and Du) and their points as outlined in Acupuncture I.

Prerequisite: Acupuncture I or simultaneous

2021. Acupuncture II-P (30h)

This course is a practical course for Acupuncture II. Students practice accurate points location on each other under supervision.

Prerequisite: Acupuncture II or simultaneous

203. Acupuncture III (60h)

After studying the fourteen primary channels and points, students learn the other six extra channels, extra points, ear and scalp acupuncture, and further
study acupuncture points according to body regions such as the extremities, trunk, head, face and neck. The applications of specific points and the eight extra channels as well as the principles of point combination are discussed in details. This course consolidates the knowledge, deepens the understanding and enhances the practical skills of the students with regard to point location and selection.

Prerequisite: Acupuncture I & II

2031. Acupuncture III-P (30h)

This course is a practical course for Acupuncture III. Students practice accurate points location based on body parts and groups of specific points, function and the clinical application of acupuncture points.

Prerequisite: Acupuncture I & II or simultaneous

204. Acupuncture IV (60h)

Having gained the knowledge of channels collaterals and points, students now learn needling techniques from basic needling to more advanced techniques such as tonifying, reducing and even methods. To ensure safe practice, this course starts with clean needle technique and all students must pass the CNT test before needling patient in the clinic. Different types of needles and equipment are introduced with a focus on safety and effectiveness. Ear, scalp, electronic acupuncture and other TCM techniques such as moxibusion, cupping, guasha, heating lamps are additional aspects of this course. A brief introduction to acupoint injection, intra-dermal needles and intra-dermal tack needles, three edge needling and blood-letting are briefly introduced.

Prerequisite: Acupuncture III

2041. Acupuncture IV-P (30h)

This course is a practical course for Acupuncture IV. Students practice needling and other techniques learned in Acupuncture IV under close supervision. CNT procedures and safe practice for all modalities are emphasized.

Prerequisite: Acupuncture IV or simultaneous

205. Acupuncture V (60h)

The most widely accepted and proven effects of acupuncture is for pain managements. Pain is the most common symptoms seen in clinics especially for acupuncturists. This course discusses the diagnosis and treatments of various pains according to both TCM and western medicine based on the areas of the body and the channels and collaterals. Students will gain the knowledge and practical skills regarding pain managements and able to effectively treat pain disorders with acupuncture. This course also includes the acupuncture treatment for rehabilitation and sports injuries.

Prerequisite: Acupuncture IV
206. Acupuncture VI (60h)

Acupuncture VI and VII provide students with the knowledge, understanding and the ability of applying all TCM principles for the diagnosis and treatments of common diseases with acupuncture. Students will learn the definition, etiology and pathogenesis, diagnosis of the diseases, and the differentiation and treatments of various syndromes.

In addition to the general introduction of acupuncture treatments, Acupuncture VI discusses the diseases in the departments of emergency, internal medicine, obstetrics and gynecology.

Prerequisite: Acupuncture III

207. Acupuncture VII (60h)

This course discusses the treatment of diseases in the departments of external medicine, dermatology, orthopedics and traumatology, eyes, ears, nose and throat, and pediatrics following the same format as Acupuncture VI.

Prerequisite: Acupuncture III
Department of Chinese Herbal Medicine

Chinese herbal medicine is the central discipline of traditional Chinese medicine, although not as well known as acupuncture in Canada at the present time. While acupuncture treats disharmony and diseases from the exterior of the human body, herbal medicine acts from the interior to support the normal qi, blood and body fluids, to correct the dysfunction of the internal organs, and to dispel pathogenic factors. Following the lead of modern Chinese medical universities in China, our curriculum places the knowledge of herbal medicine and the prescription of herbal formulas, in conjunction with acupuncture, at the heart of TCM training. The combination of herbal medicine and acupuncture is fundamental to our TCM programs.

Chinese herbology is the world’s most sophisticated medical herbal system. Through the study of six courses offered in our herbology curriculum, students will receive a solid working knowledge of more than 300 individual herbs and more than 150 classical and modern formulas. Advanced courses also teach students application and modification of classical formulas, and the comparison of herbs and formulas. All herbs and formulas are taught using Pinyin and translated English names. The understanding of the theory and clinical application of Chinese herbal medicine are further strengthened with the study in the department TCM treatments, integrated treatments and TCM classics.

**301. Herbal Medicine I (60h)**

This course offers a general introduction to Chinese herbal medicine and covers the category of herbs releasing exterior, herbs clearing heat, purgative herbs, aromatic herbs for resolving dampness, herbs inducing diuretics and excreting dampness, and herbs for warming the interior, food stagnation removing herbs, and parasites expelling herbs. It presents the history and development of Chinese herbal medicine, the preparation, dosage range, relevant combinations, traditional incompatibilities and a comprehensive overview of the theory of herb categories in TCM pharmacopoeia. Students study the names (Chinese pinyin, Latin and common English names), entering channels, tastes, property, functions and indications, cautions and contraindications and dosage range of each herb. Physical identification of herbs is introduced.

Prerequisite: Herbal Samples

**302. Herbal Medicine II (60h)**

Students continue to study additional herbs of the TCM pharmacopoeia, in the same format as Chinese Herbal Medicine I. It includes the categories of qi regulating herbs, stop bleeding herbs, invigorating blood and remove blood stasis herbs, herbs resolving phlegm and relieving cough and asthma, tranquilizing herbs, herbs calming the liver and pacify wind, resuscitative herbs, tonic herbs, astringent herbs, herbs promoting vomiting and topical use herbs. Physical identification of herbs is
introduced.
Prerequisite: Herbal Samples

**303. Herbal Medicine III (60h)**
The art of Chinese herbal medicine is based on the practitioner’s competence in combining a variety of herbs into a well-balanced and harmonious formula specifically tailored to the individual condition of a patient. In this course, students are introduced to the relationship of formulas to differentiation and treatment principles, and principles of creating herbal formulas, the dosage forms, preparation and administration of Chinese herbal formulas. Classical and well recognized formulae discussed in this course include formulae releasing exterior, purging, harmonizing, heat clearing, interior warming and tonifying formulae. Students learn the name, source, composition and dosage, preparation and administration, action and indication, analysis, caution and contraindication of each formula. Modification and important variations of formulae may also be included.
Prerequisite: Herbal Medicine I & II

**304. Herbal Medicine IV (60h)**
This course follows the same format as Herbal III. It covers tranquilizing, astringing, qi regulating, blood regulating, stop bleeding, wind expelling, dryness moistening, dampness eliminating, phlegm eliminating, digestion improving, parasites eliminating formulae and formulae that opening orifice and treating abscess.
Prerequisite: Herbal Medicine I & II

**305. Herbal Medicine V (60h)**
This course provides students with the knowledge and practical skills required in a clinical practice setting in order to prepare students for their internship. Students study the application of herbal medicine for the treatment of common syndromes according to TCM differentiation. It includes the application and combination of formulae for syndromes differentiated according to the eight principles, pathogenic factors, zang fu organs, qi, blood and body fluids, five elements, six channels, four stages and san jiao.
Prerequisite: Herbal Medicine III & IV

**306. Herbal Medicine VI (60h)**
This course provides a clinical guide to Chinese herbs and formulas. It covers the similarities and differences between herbs of a similar nature or action, the combination of two or more herbs that commonly appear as a group within large formulae, and combinations and comparisons of commonly used formulas. The guiding principles in formulating prescriptions according to the various treatment methods are also part of this advanced course.
Prerequisite: Herbal Medicine III & IV
Department of Tuina Massage

Tuina constitutes one of the primary treatment modalities in TCM. With the emphasis on acupuncture and herbal medicine, this modality may serve as a complementary remedy in clinical practice for acupuncturists or TCM practitioners, as well as an independent modality for health promotion, and for treatment and prevention of a wide range of conditions.

401. Tuina I (60h)

This course introduces a brief history, general principles, channels and points, and the basic manipulations of tuina massage for adults with an emphasis on hands-on practice of the commonly used manipulations, different manipulation techniques for specific parts of the body, and self tuina for common conditions. Practice of manipulations is arranged within the course schedule.

Prerequisite: None

402. Tuina II (60h)

This course teaches tuina treatments of common conditions in adults and children. Adult tuina include internal medicine, surgery, traumatology, gynecology etc according to the theory of TCM. Children tuina focus on commonly used manipulations for conditions that can be treated with tuina safely and effectively. The main emphasis is to establish the clinical evaluation that determines the specific therapeutic tuina treatments. Practice of manipulations is arranged within the schedule.

Prerequisite: Tuina I
Department of Western Medicine

The new generation of TCM practitioners must have fundamental knowledge and understanding of western medical sciences to ensure safe, effective and quality TCM services. The purpose of these courses is to provide students with the basic knowledge of western medicine in anatomy, physiology, pathology, pharmacology, diagnostic analysis and clinical treatments, to enable them to apply biomedical concepts and western medical diagnostic and treatment approaches to TCM practice, and to work in the dynamic healthcare network as one of the primary health care provider in the future. However, our western medicine courses do not qualify students to practice allopathic medicine.

501. Anatomy (60h)

This course provides students with a basic understanding of the structure and the western terminology of the human body essential to Traditional Chinese Medicine and Acupuncture (TCMA) Professionals. It focuses on the study of the regions, hierarchy, structure and basic function of the body related to safe and effective TCMA practice. It covers the skeletal, muscular, nervous, endocrine, immune, cardiovascular, respiratory, digestive, and genitourinary systems.

502. Physiology (60h)

Following an understanding of the human anatomy, the physiology course introduces students to how the body performs vital functions. This course focuses on cellular and tissue levels of organization and physiology of all the systems introduced in the anatomy course as well as the functional relationships between different systems.

Prerequisite: Anatomy

503. Pathology (60h)

Pathology is the modern study of the nature and mechanism of disease. This course will expose students to the basic knowledge of pathoanatomy and pathophysiology of some common diseases in clinical practice. It focuses on the study of cellular adaptation and injury, genetic control of cell function and inheritance, genetic and congenital disorders, mechanisms of infectious disease, inflammation and repair, the immune response and alterations in the immune response, pathology of the integumentary, digestive, respiratory, cardiovascular, urinary, musculoskeletal system, neuropathology and endocrine pathology.

Prerequisite: Physiology

504. Western Diagnosis (60h)

This course composed of three parts. Part one is the introduction and practice of standard adult physical examinations of a modern medical practice. This
includes history taking, palpation and auscultation techniques for the body.
Part two is the study of laboratory diagnosis and part three is differential diagnosis of common and critical symptoms and signs.

Prerequisite: pathology

**505. Western and TCM Herbal Pharmacology (60h)**
Many patients seeking TCM treatments are already taking western drugs. This course provides the students with the knowledge of western drugs regarding the existing groups and fundamental principles, actions, indications, contraindications, side effects, interactions and so on. It also provides the students with the knowledge of major known ingredients, pharmacological properties, efficacy, safety, adverse effects, interactions between herbal – drug, herbal – herbal, herbal – natural health products and research findings of commonly used TCM herbs. This course provides the students with the competencies for safe and effective practice of TCM related to western drugs and Chinese herbal medicine.

Prerequisite: Western Diagnosis

**506. Western Clinic (60h)**
This course briefly introduces the etiology, pathophysiology, diagnosis, prevention and treatments of diseases from western medical aspect, with an emphasis on most common and critical diseases commonly treated by TCMA practitioners in the departments of internal medicine, surgery, gynecology, pediatrics, dermatology and otolaryngology. It provides students with the knowledge and ability to identify critical and serious conditions where immediate actions and referrals are needed, and for inter professional collaborations for safer and more effective integrated health care of the patients.

Prerequisite: Western Diagnosis & Pharmacology

**507. Biochemistry and Microbiology (60h)**
This course introduces the students with basic biochemistry related and microbiology pertaining to human body function and to disease transmission, infection control, sterilization and disinfections. It also covers basic clinical bacteriology and virology related to the diagnosis and treatments of diseases.

Prerequisite: None
Department of TCM Treatments

While courses in TCM theory, acupuncture, and herbal medicine teach students the basic concepts, TCM treatments provide students with the clinical knowledge for the diagnosis, differentiation and treatment of various diseases, including internal medicine, external medicine, gynecology and TCM pediatrics. In these courses, students will learn how to diagnose diseases and differentiate syndromes using the theories they learned from the TCM foundations and diagnostics, as well as both herbal and acupuncture treatment plan for the common syndromes of these diseases. Through the study of these courses, students will obtain solid foundation of the theory and ability for the diagnosis and treatment of common disease with both acupuncture and Chinese herbal medicine.

601. TCM Treatment I (60h)

This course in combination with TCM treatment II teaches diseases in the department of internal medicine, identified by TCM names. Starting with an introduction to TCM Internal Medicine, this course introduces the definition, characteristics, procedure and principles of diagnosis and treatment, as well as therapeutic principles and methods of internal diseases in TCM. The pathogenesis and syndromes of qi, blood diseases, wind, cold, dryness and fire, dampness, phlegm and fluids, zang fu organs, six channels and four levels are also reviewed and discussed. Students learn the TCM definition, etiology and pathogenesis, diagnosis, differentiation and treatment of a wide range of disease using Chinese herbal medicine, acupuncture, and other TCM modalities. This course focuses on diseases of respiratory, digestive system, urinary and genital system.

Prerequisite: TCM Theory IV, Acupuncture IV, Herbal Medicine IV, Western Medicine VI.

602. TCM Treatment II (60h)

Following the format of TCM Treatment I, students study diagnose and treatment of common diseases of cardiovascular system, nervous system, endocrine and immune system and other diseases in the department of internal medicine.

Prerequisite: Same as TCM Treatment I

603. TCM Treatment III (60h)

This course discusses aspects of external medicine, orthopedics and traumatology. It provides students with a general introduction and detailed discussion of the TCM diagnosis and treatments of illnesses of external of the body, orthopedics and traumatolgy including skin, breast, rectum and anus,
genitourinary area, eyes, ear, nose, and throat, muscular skeleton, and other miscellaneous conditions. Diseases are examined as identified by their western medical names or by their TCM titles, their TCM descriptions, etiology and pathogeneses, and the appropriate treatments using TCM remedies with the emphasis of Chinese herbal medicine and acupuncture.

Prerequisite: Same as TCM Treatment I

604. TCM Treatment IV (60h)

The focus of this course is women’s diseases. The physiology and pathology, aetiology and diagnosis, the methods of treatment for gynecological and obstetrical diseases are introduced. Common obstetric and gynecological diseases are examined with respect to their TCM titles including menstrual diseases, pregnancy diseases, postpartum disease and miscellaneous diseases.

Prerequisite: Same as TCM Treatment I

605. TCM Treatment V (60h)

This course provides the students with the knowledge and applicable skills in the diagnosis and treatments of diseases in the department of pediatrics and geriatric. The definition, etiology and pathogenesis, diagnosis and differentiation of syndromes and appropriate treatment with TCM remedies are discussed.

Prerequisite: Same as TCM Treatment I
Department of TCM Enrichment

Qualified, competent and successful TCM practitioners and acupuncturists require all rounded knowledge and skills. In addition to Acupuncture, Chinese herbal medicine and tuina massage, other TCM modalities such as nutrition, medicated diet, taiji qigong are also important ways to support and enhance the healing process. Professionalism and communication, business and practice management, ethics and inter professional collaborations, and safety are all essential components for qualified and successful practitioners. Chinese language, research, acupuncture anatomy and herbal pharmacology could enrich and broaden the students knowledge to enhance their learning and to improve the safety of effectiveness of their treatments. These enrichment courses provide students with additional knowledge and skills that will enrich their professional skills and serve as an extension of the core courses to enhance the better understanding and more advanced technical skills in the practice of TCM. Some of these courses are mandatory while others may be electives.

701. Chinese TCM Language (60h)
This course offers a general introduction to pinyin, spoken and written Chinese language (modern Mandarin). The main focus is on the correct pronunciation and spelling of pinyin, and Chinese characters for common TCM terminology.

702. Taiji Qigong (60h)
Taiji qigong is now used successfully in the treatment of chronic diseases and health promotion. This course provides a brief introduction of the history and various forms of Taiji qigong exercise with practical training. For professional training as Taiji Master or Taiji Instructor, please check the Taiji Qigong Department.

703. Special Needling Techniques (30h)
This course teaches advanced and new techniques derived from ancient and modern research and practice on acupuncture and Chinese medicine. Both theoretical and practical aspects will be included.

704. TCM Dietetics (30h)
Great ancient Chinese physicians have always understood the profound influence of diet on a person’s well-being. This course examines a large number of common agricultural food products according to their TCM categorization. In analogy to medical herbs, food is classified by its nature, temperature, taste, indications and contraindications in the treatment of diseases and the maintenance of health.

705. Professionalism and Communication (60h)
Practice of traditional Chinese medicine and acupuncture has been regulated since April 1, 2013. This course gives students an overview of the health care system and
professional landscape, and provides a context early in their education for subsequent development of TCM professional knowledge, skills, attitudes and values. Upon the completion of this course, students will acquire basic knowledge of applicable legislation, CTCMPAO by-laws, standard of practice, policies and safety requirements. Students will develop self-awareness and keen assessment skills, learn critical thinking and effective communications, professional and the ethic roles of a health care professional.

706. Practice Management (30h)
This course provides the students with the knowledge and skills of managements for the practice of TCMA regarding marketing, record keeping, financial planning and general practice management. Realistic personal and professional goals are encouraged through visiting and / or discussion of different clinic practice, business arrangements, the choice of a location, the establishment of a brand for clinic/practice, and the development of marketing strategy and business plan. Basic accounting procedures, financial strategies, office policy and procedures, and human resource management are provided toward the successful management of the business aspects of private practice. This course is mandatory for all diploma programs.

707. Safety Course (30h)
This course is designed according to the competence requirements set by the regulatory bodies for the practice of traditional Chinese medicine and acupuncture related to safety. It strengthens the knowledge and skills for safe and ethical practice of acupuncture, Chinese herbal medicine and other TCM modalities. It not only helps the students to prepare and pass their safety course tests, but also to reassure the awareness and procedures for safe and ethical practices. This course is mandatory for all diploma programs.

708. Business Promotion (30h)
This course provides students with the knowledge and practical skills in business promotion specifically client recruitments and retention. Invited speakers may include business owners, TCM practitioners, coaching specialists, and government officials.

709. Modern Research (60h)
This course is required for students registered in the Advanced TCM program and it is elective for students registered in other programs. It covers the current research and development in the field of acupuncture and traditional Chinese medicine. It is conducted with a combination of lecture, discussion, research and presentation. It can also be an independent study where individual student work on specific research project under the guidance of faculty or in collaboration with other
research institutes.

**710. Clinical Research (60h)**

Clinical research is conducted with the supervision of qualified faculty for the study of effectiveness and safety of acupuncture, Chinese herbal medicine and other treatment modalities. This course will only be offered to students who have a strong desire and ability for research when a qualified supervisor is available, and the research proposal of the student is acceptable. It can be an independent study where individual students work on specific research project.

Prerequisite: Preliminary study with research proposal approved by the Research Committee.

**711. Nutrition and Medicated Diet (60h)**

This course is a study of nutrition and medicated diet from the perspective of western and Traditional Chinese Medicine. It includes the study of the basic nutrition according to biomedicine, TCM nature and characteristics of foods and their effect on health, as well as the application of Chinese herbal medicine into daily diet for the purpose of health promotion, disease prevention and as a supplementary modality for treatments.

**712. Health Promotion (60h)**

This course provides the students with the theory and application skills for health promotion, disease prevention and longevity. Basic qigong exercise, self tuina, TCM nutrition and medicated diet are introduced and practiced. Students will acquire the knowledge, understanding and applicable skills for their personal health through proper diet, metal and physical exercises and for educating their patients.

**713. TCM Herbal Pharmacology (60h)**

This course provides students with the knowledge of the major known ingredients, pharmacological properties and research findings of commonly used TCM herbs. It also covers the efficacy, safety and adverse effects of common herbs as well as herbal and drug interactions.

**714. Acupuncture Anatomy (60h)**

This course is a detailed study of acupuncture point location and needling in relation to anatomical regions, nerves, bones, muscles, tendons, vessels and internal organs. It provides students with in depth knowledge and assurance in safe and effective use of acupuncture. It is required for all diploma programs.
Department of Clinical Training

TSTCM offers over 1300 hours of supervised clinical training for the Advanced TCM Diploma program, over 900 hours for TCM Practitioner Diploma program, and over 600 hours for the Acupuncture Diploma program. Students work in a busy and dynamic clinical setting under the supervision of TCM experts. This intensive clinical training prepares students to become competent and excellent professionals through observation, assistant and internship with the emphasis on professionalism, communication, diagnosis and treatment of patients.

All students are required to complete the courses related to jurisprudence, safety, CPR & First Aid, Clean Needle Technique, and the Health Surveillance Clearance before entering the clinical internship stage. Malpractice insurance is required for interns.

Stage I. Clinical Observation (120h, 8011 and 8012)

8011. Clinical Observation I (60h)

Clinical observation I is conducted in classroom setting where students get the first hand opportunity to familiarize with and understand the general code of ethics, procedures, and principles of TCMA profession and practice. It involves demonstration, discussion and practice of TCM diagnosis, differentiation and treatments with scheduled mock patients.

Prerequisite: TCM theory I, TCM theory II

8012. Clinical Observation II (60h)

The second level of clinical observation is conducted in the teaching clinic and/or in classroom where observers are paired up with interns to observe the entire process of clinical practice in the clinic or practice on each other in class on history taking, clinical recording, diagnosis and treatments.

Prerequisite: Clinical Observation I (8011)

Upon the completion of observation courses, students are expected to be familiarize with general clinical procedures, able to perform basic diagnose, differentiate common syndromes, establish treatment principles, and provide suggestions for acupuncture treatments, maintain compete and accurate clinical records, and write up case studies following the school format.

Stage II. Clinical Assistance (120h, 8021 and 8022)

This stage of the clinical training provides students with the opportunity to become more familiar with all aspects of TCM practice in the clinic by working together with senior interns. Supervised and guided by faculty members, students will assist interns in greeting and preparing patients, dispensing herbs, performing non-invasive techniques such as tuina, checking patients
during needle retention, and start needling common and safe points. Students will be evaluated and assigned more responsibilities according to the level of competencies each student acquired. Upon the completion of clinical assistance, students will have good ideas about clinical procedures with the ability to apply TCM knowledge in the diagnosis and treatments of common diseases with guidance and supervision from expert and senior interns.

Prerequisite: Clinical Observation II (8012)

**Stage III. Clinical Internship (540h, 8031 to 8039)**

Classroom study and practical training are challenged and refined by treating real patients in clinical internship. Internship is not the beginning of the study at TSTCM, it is the culmination and a time when textbook cases become living, breathing human beings: human beings with both mental and physical needs, pains, discomfort, and concerns. It is a time for our interns to apply the compassion produced by an abundance of knowledge, confidence, and self-esteem developed in the classroom. Students are guided to develop and maintain the highest standards of professionalism and responsibility for patients until such standards become habits. The development of these positive character traits will ensure the acceptance of acupuncture and TCM in today’s culture in North America. While closely supervised in the first few months of internship, interns are always expected to think by themselves and to present diagnoses and treatment plans for review and critique.

Activities of interns include collecting, summarizing, and analyzing the information, diagnosing a disease, differentiating syndromes, establishing treatment plan and performing acupuncture, tuina massage and other TCM techniques, prescribing and dispensing herbs. Interns are also involved with general clinical maintenance and management regarding patient care. With growing knowledge, improved skills and increased clinical experience, interns are expected to become more independent with reduced supervision for the general management of patient care.

Selected interns may participate in research and public promotion projects or events to raise the awareness and to educate the public regarding the health benefits of TCM, and to practice their communication, interpersonal and professional skills. Additionally, the TSTCM is often invited to participate wellness fairs, workshops and giving presentations. Interns, usually accompanied by a school representative, will have the opportunity for public services and promotional events such as the Total Health Show, Whole Life Expo, CNE and other Wellness Fairs.

The clinical courses are registered in order and each course is 60 hours. Full time intern students usually take three to four courses a term.
Prerequisite: Clinical Assistance II (8022)

**Stage IV: Advanced Clinical Internship (540h, 8041 to 8049)**

Prerequisite: Clinical Internship (8031 to 8039)

This stage is the highest level of the clinical training at TSTCM. It offers additional opportunities to the students in assessment, diagnosis, intervention and treatment modalities of TCM in order to further their competence in core, specialty and clinical areas. It furthers their understanding of the theory, diagnosis and treatment of diseases from both TCM and western medical aspects. During this stage, students also enrich their biomedical assessment knowledge, skills and abilities in order to facilitate patient care in collaboration with other health care professionals. Students are not only involved in clinical treatment of patients, but may also participate in TCM promotion/education to the public and research projects.

**805. CPR (Cardiopulmonary Resuscitation & First Aid) (20h)**

This course provides students with the working knowledge of basic emergency procedures to be used in a first responder situation. In addition to the general CPR & First Aid, TCM modalities for emergency situation are also introduced. It is taught and practice in a classroom setting and it's included in the clinical training. It is required prior to internship.
Department of TCM Classics

The fundamental theory, diagnostic methods and treatment modalities are all documented and extracted from the TCM classic and developed continuously throughout generations. After the systematic study of all the aspects of TCM in modern terms, students now are ready to seek the root of TCM. The study of TCM classics provides the students with an insight into the origin and development of TCM in order to better understand the theory and clinical application of traditional Chinese medicine. These courses will enrich the students knowledge and extend the clinical understanding and application of TCM.

901. Huang Di Nei Jing (60h)

This course contains the study and interpretation of the fundamental theories of traditional Chinese medicine as presented in the classic texts, Yellow Emperor's Internal Medicine (Huang Di Nei Jing).

902. Shang Han Lun (60h)

This course covers the classic theories of infectious diseases caused by exogenous wind and cold factors. It includes the etiology, clinical manifestations, pulse and tongue signs and complications at different stages of each disease. The course also covers basic therapeutic herbal formulas applicable to different diagnoses of syndromes and different stages of disease progression centered on six channel differentiation and treatment namely, Taiyang disease, Yangming disease, Shaoyang disease, Shaoyin disease, Taiyin disease and Jueyin disease.

903. Jin Gui Yao Lue (60h)

This course covers the chapters on miscellaneous diseases from the Synopsis of Prescriptions of the Golden Changer (Jin Gui Yao Lue). Advanced theory, differential diagnosis, and treatment methods are covered and discussed as presented in this classic. Basic herbal formulas and their application to different diseases are also included.

904. Wen Bing (60h)

This course covers the classical theories of infectious diseases caused by exogenous heat or warm factors. It includes the etiology, clinical manifestations, pulse and tongue signs, and different stages of each syndrome. It also covers the basic therapeutic herbal formulas applicable to different syndromes or different stages, namely Wei, Qi, Ying and Xue, of disease progression as described in this classic.
Department of Integrated Treatments
These courses provide students with the knowledge, better understanding and more advanced skills in the diagnosis and treatment of diseases from both TCM and western medical perspectives with the emphasis on how TCM is integrated with western medicine for the best health benefits of the patients. A minimum of 180 hours of these courses is required for the advanced TCM diploma program. They are also available to students, graduates and practitioners for continuing education. Courses are offered with sufficient registration only and may be extended with another 60 hours if necessary.

1001. Internal Medicine (60h)
This course deals with the diagnosis and treatment of diseases of the internal organs using both TCM and western medicine. It includes the respiratory system, digestive system, cardiovascular system, nervous system, endocrine system and urinary system. This course may be extended for an additional 60 hours if it is necessary. The emphasis of this course is the differentiation and treatments of these diseases using herbal medicine and acupuncture.

1002. Gynecology (60h)
This course deals with the diagnosis and treatment of disease of the female reproductive system using both TCM and western medicine. It covers the introduction of western medical approaches and detailed diagnosis and treatment of female diseases with Chinese herbal medicine and acupuncture for both obstetrics and gynecology. Emphasis is placed on the common complaints of women and the herbal and acupuncture treatment of these complaints using TCM. This course may be extended for an additional 60 hours if it is necessary.

1003. Immune Disorders (60h)
This course deals with the diagnosis and treatments of immune diseases from both TCM and western medicine aspects. It covers an introduction to the diagnosis and treatment of immune disorders with western medicine and detailed differentiation and treatments of these diseases using traditional Chinese medical approaches such as acupuncture, Chinese herbal medicine and tuina massage.

1004. Oncology (60h)
This course deals with the diagnosis and treatment of cancerous tumors with both TCM and western medicine. It covers an introduction of western medical approaches and detailed diagnosis and treatment of cancer of different systems with the emphasis on the differentiation of cancer patients and treatment using Chinese herbal medicine and acupuncture.

1005. Geriatrics (60h)
This course concentrates on geriatric disorders. It covers an introduction to the
diagnosis and treatment of geriatric disorders using western medicine and
detailed analysis, differentiation and treatment of these disorders using
Chinese herbal medicine, acupuncture and tuina massage.

1006. Sports Medicine (60h)
This course deals with the diagnosis and treatment of sports injuries from both
TCM and western medicine aspects. It covers an introduction of western
medical approaches and detailed differentiation and treatment of these
conditions with TCM approaches such as acupuncture, tuina massage and
herbal medicine.

1007. Pediatrics (60h)
This course deals with the diagnosis and treatment of pediatric disorders from
both TCM and western medicine aspects. It covers an introduction of western
medical approaches and detailed differentiation and treatment of these
conditions with TCM approaches with the emphasis on herbal medicine tuina
massage and acupuncture.

1008. Dermatology (60h)
This course deals with the diagnosis and treatments of skin diseases from both
western and TCM prospective. Students will acquire advanced and specific and
broader knowledge and further understanding of the etiology, pathogenesis,
diagnosis and differentiation, treatments and prognosis of skin disease, the
ability of relate western medical diagnosis and treatment approaches to TCM
practice, and integrate TCM and biomedicine concepts to improve the
effectiveness of treatments with various TCM modalities.

1009. Pain Management (60h)
Pain is one of the most common symptoms, which can be debilitating. TCM
provide safe and effective treatments to both acute and chronic pain. This
course covers the etiopathology of pain including endorphin theory, the
diagnosis and treatment of pain from both TCM western medical aspects. The
focus of this course is on the differentiation and treatment of pain using
acupuncture, Chinese herbal medicine and tuina. Current research of pain and
TCM will also be covered.

1010. TCM Rehabilitation
This course examines the various traditional Chinese modalities used in the
field of physical rehabilitation with emphasis on stroke rehabilitation.
Acupuncture techniques, tuina massage, herbal medicine and therapeutic
exercises such as Taiji-qigong are covered.
Department of Graduation Examinations

These courses enhance student learning and prepare them for graduation and registration examinations.

Prerequisite: Completion of 80% or more of the courses included in each department.

11100. Graduation Examinations (20h)

There are three graduation examinations for the diploma programs of acupuncture, TCM practitioner and advanced TCM respectively. All students must pass the graduation examination in order to receive a diploma in their respective program.

11101. Graduation Examination for Acupuncture Diploma Program

11104. Graduation Examination for Practitioner of TCM Diploma

Students who wish to receive the TCM Practitioner Diploma must submit their request and pass the graduation exams for both Acupuncture (11101) and Chinese Herbal Medicine (11102) Diploma Programs, or to pass the graduation examination for the TCM Practitioner Diploma Program.

11106. Graduation Examinations for Advanced TCM Diploma

Graduates of the Advanced TCM Diploma program must pass this examination in addition to the graduation exams for both Acupuncture (11101) and the Chinese Herbal Medicine (11102) Diploma programs, or pass the graduation examination for the TCM Diploma Program.
Department of Continuing Education

While the professional diploma programs provide the entry level occupational competencies needed for entering the profession and starting their practice, our continuing education department furnishes graduates and practitioners further understanding of TCM philosophy, more in depth knowledge, and more advanced techniques to enable better quality of services and a more rewarding career. At TSTCM, we are committed to the promotion of life-long learning and personal growth for the continuous professional development of our graduates and the profession. These courses are offered only with sufficient interest and registration.

1201. Advanced and Specialized Training in China

These courses are carefully designed and structured to meet the specific needs of our graduates and other TCM practitioners while maximizing the learning experience in TCM and Chinese culture. Students will observe and learn the practice of TCM and/or the integration of TCM with western medicine for the diagnosis and treatments of a wide range of diseases by top specialist experts. These courses/programs will be designed according to the interest of the students with contents and duration. Specialization programs can be available in the following areas:
- Acupuncture;
- Herbal medicine;
- Tuina massage;
- Internal medicine;
- Oncology;
- Dermatology;
- Gynaecology;
- Paediatrics.

1202. TCM Chinese Language

This course is designed for individuals who are interested in learning the Chinese language for high level of understanding the medicine and the culture. It will teach students oral and written Chinese language related to TCM terminology and practice, and how to translate and understand TCM classics.

1203. Case Study

This course provides students an opportunity to discuss difficult cases in their practice. Advice will be provided by the instructor and fellow classmates in order to learn from each other and to improve the knowledge and clinical skills.

1204. Research Development

This course exposes students to current research in TCM and acupuncture. Research papers will be presented and discussed in the class. Topics will be selected according to the interest of the students which may include clinical trials and theoretical explorations.

1205. Seminars for Special Topics

Invited experts will present on special topics related to professional development. The topics may include TCM theory and diagnostics, acupuncture, treatment of specific diseases, research, business managements, marketing and so on.
Our Faculty

Excellent teaching is delivered by outstanding instructors. Our well-known faculty at the Toronto School of Traditional Chinese Medicine is one of the most respected in the country. Faculty members have been selected for their ability to convey both a deep appreciation of Traditional Chinese Medicine and an understanding of the problems that affect patients in today's western culture. High caliber professionals with extensive experience and training are in touch with the latest trends in their fields. They are enthusiastic and willing to pass on their knowledge and skills to students. Our faculty members have the ability to teach in a manner familiar to western students. Fun, friendship, knowledge and humor intermingle in every lecture. The TSTCM faculty has the ability to understand students' problems, stimulate their interest, explore their potential and guide them to greater understanding and achievement.

Our faculty members recognize their responsibility as role models and mentors. They are an important resource during students' educational period and beyond into their professional practice and professional development.

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George Zhengguo Wu, R.TCMP, R.Ac
M.D. (China, TCM), Shandong University of Traditional Chinese Medicine, 1992
M.Sc., (China, TCM) Luzhou Medical College, 2002
Ph.D., (China, TCM) Traditional Chinese Medicine College of Hebei Medical University, 2006

Clinic location: 82 Redstone Road, Richmond Hill

**Mort Neek, R.TCMP, R.Ac**

ATCMD, Toronto School of Traditional Chinese Medicine, 2009

Clinic location: 332 Brown's Line, Etobicoke

**Aric Shu-Cheng Chang, R.TCMP, R.Ac**

ATCMD, Toronto School of Traditional Chinese Medicine, 2010

Clinic location: 335 Sheppard Ave E, Toronto

**Katherine Chekhter, R.TCMP, R.Ac**

ATCMD, Toronto School of Traditional Chinese Medicine, 2015

B.A., York University, 2002

Clinic location: 7368 Yonge St. 1A, Thornhill, ON

**Effy Germanis, R.Ac, ND**

Acu. Dipl., Toronto School of Traditional Chinese Medicine, 2016

ND, Bastyr University, 2012

B.Sc., Human Biology and Biomedical Ethics, University of Toronto, 2008

**Zhidu Wang**

M.D. (China), Sun Yat-sen University of Medical Science, 1995

M.Sc., Sun Yat-sen University, 2005

**Shelley Shuang Yu, R.Ac**

Acu. Dipl., Toronto School of Traditional Chinese Medicine, 2017

B.A., English of Science & Technology, Tianjin University of Technology, 1992

**Maria Florentin, R.Ac.**

Acu. Dipl., Toronto School of Traditional Chinese Medicine, 2014

Doctor of Medicine, UERMMMC, 1989

Clinic location: 4120 Yonge Street, Suite 306, Toronto

**Justin Lee, R.Ac**

Acu. Dipl., Toronto School of Traditional Chinese Medicine, 2015
B.Math, Applied Math w/Econ Option, CO-OP, University of Waterloo, 2009

Clinic Location: 326 Adelaide St West Suite 202, Toronto

**Atanu Nandy**

Bachelor of Medicine, University of Calcutta

Doctor of Medicine (MD) Degree, Medical Microbiology, University of Mangalore

Diploma in Medical Virology (DMV), University of Pune

**Gang Liang, R.TCMP, R.Ac**

Acu. Dipl., Toronto School of Traditional Chinese Medicine, 2014

TCMP Dipl., Toronto School of Traditional Chinese Medicine, 2016

Clinic location: Unit 202, 2000 Credit Valley Road, Mississauga

**Amy Xiaoxia Du, R.TCMP, R.Ac**

Acu. Dipl., Toronto School of Traditional Chinese Medicine, 2014

TCMP Dipl., Toronto School of Traditional Chinese Medicine, 2016

M.D. (China), Shandong University, 1995

M.Sc., Shandong University, 2001

**Bodhi Batista, R.Ac**

B.A., University of Western Ontario, 1996

Acupuncture Dipl., Toronto School of Traditional Chinese Medicine, 2015

Clinic location: 235 Danforth Ave., Suite 401, Toronto

**Yuan Xu, R.Ac**

Acu. Dipl., Toronto School of Traditional Chinese Medicine, 2017

B.Sc, Forging Process, Shanghai Jiaotong University, 1993

**Tony Qing Xia, R.TCMP, R.Ac**

M.D. (China, TCM), Hubei University of Traditional Chinese Medicine, 1984

M.Sc., Hubei Medical University, 1999

Clinic location: 281 Rosedale Heights Dr, Thornhill

**Eric Ahn, R.TCMP, R.Ac**

ATCMD, Toronto School of Traditional Chinese Medicine, 2015
TCMP Dipl., Toronto School of Traditional Chinese Medicine, 2013
Clinic location: 10040 Keele St. Unit 5, Maple, ON

**Ryan Longenecker, R.TCMP, R.Ac**
ATCMD, Toronto School of Traditional Chinese Medicine, 2011
B.Sc., McMaster University, 2008
Clinic location: 1896 Avenue Road, 2nd floor, Toronto

**Yu Juan Huang, ND**
ND, Canadian College of Naturopathic Medicine
M.D. (China), Sun Yat-sen University of Medical Science, 1995
Clinic location: 403 Dundas St W, Toronto

**Carmina Articona, R.TCMP, R.Ac**
TCMP Dipl, Toronto School of Traditional Chinese Medicine, 2015
Clinic Location: 470 Bronte St S, Suite 202, Milton

**Alex Biing Hann Lin, R.TCMP, R.Ac**
TCMP Dipl., Toronto School of Traditional Chinese Medicine, 2015
B.A., East Asian Studies, University of Toronto, 2010
Clinic location: 1605-18 Hillcrest Ave, North York

**Xiaoxue Yin, R.TCMP, R.Ac.**
M.D. (China, TCM), Shaanxi University of Traditional Chinese Medicine, 1994
M.Sc, Shaanxi University of Traditional Chinese Medicine, 1997
Ph.D, Beijing University of Traditional Chinese Medicine, 2003
Clinic Location: 69 scenic mill way, North York

**Shannon Williams, R.TCMP, R.Ac**
Acu. Dipl., Toronto School of Traditional Chinese Medicine, 2008
ATCMD, Toronto School of Traditional Chinese Medicine, 2009*
Clinic location: 1 South-2914 Dundas Street W, Toronto

**Jeffrey Chung, R.Ac**
Acu. Dipl., Toronto School of Traditional Chinese Medicine, 2009
ADTCM, Toronto School of Traditional Chinese Medicine, 2010*
Diploma in Advertising, George Brown College, 2005
Clinic location: 3080 Yonge Street, Unit 3024, Toronto

**Alina Rehkopf, R.TCMP, R.Ac**
TCMP Dipl., Toronto School of Traditional Chinese Medicine, 2017
Clinic location: 19 Yorkville Ave #200, Toronto

**Xinsheng Liu, R.TCMP, R.Ac, RMT**
M.D.(China, TCM), Hebei Medical University, 1996
M.Sc., Guangzhou University of Traditional Chinese Medicine, 1999
Clinic location: 3621 Highway 7 East, Suite 312, Markham, ON

**Yuxiang Wang, R.TCMP, R.Ac, Dipl. Ac. & C.H. (NCCAOM)**
M.D. (China, TCM), Tianjin University of Traditional Chinese Medicine, 1983
M.Sc., Tianjin University of Traditional Chinese Medicine, 1986
Clinic location: 2951 Lakeshore Blvd W, Etobicoke

**Qin Amanda Liu, R.TCMP, R.Ac**
M.D. (China, TCM), Shandong University of Traditional Chinese Medicine, 1985
M.Sc, Shandong University of Traditional Chinese Medicine, 1988
Ph.D., Beijing University of Traditional Chinese Medicine, 2001

**Wendy Yaoyu Ding, R.TCMP, R.AC**
M.D. (China, TCM), Tianjin University of Traditional Chinese Medicine, 1985
Clinical location: 10M-100 Bain Avenue, Toronto

**Poney Chiang, R.TCMP, R.Ac, Dipl. Ac. & C.H. (NCCAOM)**
M.Sc., Pacific College of Oriental Medicine, 2009
B.Sc. University of Toronto, 2001
Ph.D. University of Toronto, 2005
Clinic location: 126-8787 Woodbine Ave. Markham

**Bernadette Yu, R.TCMP, R.Ac**
ATCMD, Toronto School of Traditional Chinese Medicine, 2012
B.A., Economics, Carleton University, 1998

**Matthew Richardson, R.Ac**
Acu. Dipl., Toronto School of Traditional Chinese Medicine, 2013  
Diploma in Computer Engineering, Humber College, 2002  
Clinic location: 420 Main St. East unit 102-103, Milton

**Heather Trueman, R.TCMP, R.Ac**

ATCMD, Toronto School of Traditional Chinese Medicine, 2016  
TCMP Dipl., Toronto School of Traditional Chinese Medicine, 2015  
Acu. Dipl., Toronto School of Traditional Chinese Medicine, 2013  
BScH Bio-Psychology, Queens University, 1995  
B.Sc. Biology, Queens University, 1993.  
Clinic location: 30 Duncan St. Ste 102, Toronto

**Kenneth Choi, R.TCMP, R.Ac**

ATCMD, Toronto School of Traditional Chinese Medicine, 2013  
B.Sc., Human Biology, University of Toronto, 2007  
M.Sc., Biotechnology, McGill University, 2010

**Kevin Juliano, L.Ac.(NY), Dipl. O.M. (NCCAOM)**

ATCMD, Toronto School of Traditional Chinese Medicine, 2009  
B. A. University of Buffalo, 2001  
M. Sc. Oriental Medicine, New York College of TCM, 2012  
Clinic location: Tonawanda, New York

**Zhaohui Liang, R.TCMP, R.Ac**

M.D. (China, TCM), Guangzhou University of TCM, 2003  
Ph.D., Guangzhou University of TCM, 2003  
M.A, Information Systems and Technology, 2007
## Academic Calendar 2018-2021

<table>
<thead>
<tr>
<th>Semester</th>
<th>1st Day of Classes</th>
<th>Last Day of Classes</th>
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<tbody>
<tr>
<td><strong>Fall 2018</strong></td>
<td>Tuesday, September 10th</td>
<td>Monday, December 22nd</td>
</tr>
<tr>
<td><strong>Winter 2019</strong></td>
<td>Monday, January 7th</td>
<td>Saturday, April 20th</td>
</tr>
<tr>
<td><strong>Spring 2019</strong></td>
<td>Monday, April 29th</td>
<td>Saturday, August 10th</td>
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<tr>
<td><strong>Fall 2019</strong></td>
<td>Monday, September 9th</td>
<td>Saturday, December 21st</td>
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<tr>
<td><strong>Winter 2020</strong></td>
<td>Monday, January 6th</td>
<td>Saturday, April 18th</td>
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<tr>
<td><strong>Spring 2020</strong></td>
<td>Monday, April 27th</td>
<td>Saturday, August 8th</td>
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<tr>
<td><strong>Fall 2020</strong></td>
<td>Tuesday, September 8th</td>
<td>Monday, December 21st</td>
</tr>
<tr>
<td><strong>Winter 2021</strong></td>
<td>Monday, January 4th</td>
<td>Saturday, April 17th</td>
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<tr>
<td><strong>Spring 2021</strong></td>
<td>Monday, April 26th</td>
<td>Saturday, August 7th</td>
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<tr>
<td><strong>Fall 2021</strong></td>
<td>Tuesday, September 7th</td>
<td>Monday, December 20th</td>
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