



April 1, 2025

Sent by email: rkarim@ccnm.edu, cramage@ccnm.edu

Rahim Karim
Canadian College of Naturopathic Medicine - Boucher
330 - 435 Columbia Street
New Westminster, BC V3L 5N8

ID-02647

Dear Rahim Karim:

Re: Issuance of Designation Certificate

The Private Training Institutions Regulatory Unit [**PTIRU**] has issued a designation certificate for the following location:

- 200 - 435 Columbia Street
New Westminster, BC V3L 5N8

The expiry date of the certificate is: **March 31, 2026.**

Certificate

Your designation certificate is included here as an attachment.

Certificates must be printed and posted in a prominent place at the location for which they have been issued and on your institution's website. Certificates must remain posted until expiry, surrender or cancellation.

Security

Based on considerations listed in s.14 of the *Fees and Student Tuition Protection Fund Regulation* [**Fees Regulation**], the registrar determined that you are not required to provide security.

Fees

Fees and payments to the Student Tuition Protection Fund for the term of your certificate were assessed based on the following factors:

Category assigned	1
Number of years certified	11 or more years
Type of certificate	Designation
Tuition revenue from approved programs	\$3,809,840
Institution Class (if applicable)	Regulatory Body

Please expect an invoice for fees and payments to the Student Tuition Protection Fund within 2 weeks.

Category Assignment

An institution's category is a factor in determining fees and payments to the Student Tuition Protection Fund, frequency of inspections, financial reporting requirements and whether security is required to issue a certificate.

Your institution has been assigned to category 1. An explanation of your category assignment is attached.

Category assessment is discussed in Chapter 6 of the [PTA Policy Manual](#).

Conditions on Certificate

The registrar may attach conditions to your certificate for the purposes of consumer protection and quality assurance.

The registrar has not attached a condition to your certificate.

Changes

Certain changes require notification to or the consent of the registrar. These are discussed in Chapter 3 of the [PTA Policy Manual](#). Please make sure you are familiar with these requirements before making any changes at your institution.

Inspections

Generally, you will receive advance notice of an inspection. However, PTIRU may conduct an inspection at any time.

Following an inspection, we will provide the inspection findings and you will have an opportunity to respond.

A designation review is an in-depth inspection conducted by ministry staff and/or subject matter experts appointed as inspectors by the registrar. Prior to conducting the designation review, we will schedule an orientation meeting to review the designation review process, including timelines and expectations. After the orientation meeting, you will be required to complete a self-assessment and submit specific records.

The fee for the designation review is \$1,500 plus \$1,750 per inspector for the first day and \$750 per inspector for any subsequent days. We will provide, in advance, an estimate of the fee, based on the number and types of programs you offer.

Following the designation review, we will provide a copy of our inspection report and you will have an opportunity to respond.

A designation review is generally conducted within one year of the registrar issuing a designation certificate for the first time and subsequent designation reviews will be conducted at least once every seven years.

Re-certification

Application for Re-certification

Certificates are not renewed automatically. Your certificate expiry date is: **March 31, 2026.**

If you wish to continue to be certified, you must apply for re-certification by: **January 31, 2026.**

Delays Due to Incomplete Application for Re-certification

If an institution submits an application for re-certification 60 days before the expiry date included in its current certificate, but does not provide its financial statements or student data report in the required format, the institution's current certificate will remain valid until the registrar issues a new certificate or the institution receives the registrar's decision refusing to issue a certificate.

Should the registrar issue a certificate after the expiry date of the current certificate, fees and payments to the Student Tuition Protection Fund will only be payable as a lump sum. The institution will not have the option of monthly payments.

Requirement for a Certificate

An institution that has held a certificate for the last 2 years must have provided an approved program in at least one of those years. An institution that does not meet this requirement will not be issued a certificate.

Student Data Report

Starting January 1, 2025, the student data report must be submitted for every 3-month period, within 30 days after the end of the 3-month period.

Quarterly reports of student data are to be provided as follows:

Period	Due Date
January 1 to March 31	April 30
April 1 to June 30	July 31
July 1 to September 30	October 31
October 1 to December 31	January 1

Appendix 16 of the [PTA Policy Manual](#) lists the information that must be submitted in the student data report.

Refer to PTIRU's Student Data Report Reference Guide available on the [Forms, Templates and Resources](#) page of the PTIRU website for more information about completing the report.

When uploading a partial student data report in the PTIRU Portal, please be sure to select 'Update student data only' as the purpose of your upload.

If you notice discrepancies between the information in the report (Programs, Locations, and Program Locations) and the approved programs you offer, please contact PTI@gov.bc.ca.

Financial Statements

You must submit your Financial statements by : **January 31, 2026**.

Reporting requirements are based on your category assignment and tuition revenue earned in respect of approved programs as reported in your financial statements. Your Category Assignment is **1**.

Note: New financial reporting requirements are in effect July 1, 2026. Appendix 17 of the [PTA Policy Manual](#) lists financial statement reporting requirements. We encourage institutions to forward this information to their Chartered Professional Accountant (CPA) as soon as possible to ensure financial statements are prepared in the required format.

For your reference, the *Private Training Act*, associated regulations and the Private Training Act Policy Manual are available on the PTIRU's website at www.privatetraininginstitutions.gov.bc.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'MLust'.

Monica Lust
Registrar

ML/nz

Attachments:

1. Designation Certificate
2. Category Assignment



Ministry of
Post-Secondary Education
and Future Skills

Designation Certificate

Legal name of Private Training Institution:

The Canadian College of Naturopathic Medicine

Operating Name:

Canadian College of Naturopathic Medicine - Boucher

Location:

200 - 435 Columbia Street, New Westminster, BC V3L 5N8

Registrar
Private Training Institutions Regulatory Unit
of the System Integrity Branch
Ministry of Post-Secondary Education and
Future Skills



Date of issue:
April 1, 2025

Expiry date of certificate:
March 31, 2026

Category Assignment

Category 1

INSTITUTION SUMMARY

Canadian College of Naturopathic Medicine - Boucher

ID-02647

Certificate Type

Designated

Institution Class

Regulatory Body

Under section 32 of the Fees and Student Tuition Protection Fund Regulation, the registrar will assign your institution a category based on the criteria listed below. The category is a factor in determining if you are required to provide financial security, the level of financial reporting required, fees and payments due to the Student Tuition Protection Fund, and the frequency of compliance visits. For all designated institutions, the registrar will assign a category based on the following framework:

CATEGORY 1	CATEGORY 2	CATEGORY 3
8 or more Category 1 ratings	6-7 Category 1 ratings	5 or less Category 1 ratings

Automatic Category Assignment:

Some institutions, including those seeking certification for the first time, will be assigned automatically to a category, as shown in the table below.

Description of institution	Automatic category assignment
The institution has continuously held a certificate under the PTA or was registered under the PCTI Act for less than two years	Category 3
The registrar has suspended any of the certificates issued to the institution, or the registration of the institution under the PCTI Act, within the past two years	Category 3
The institution is in the Indigenous institution class (operated by a first nation and/or Indigenous societies/corporations)	Category 1

Canadian College of Naturopathic Medicine - Boucher has been assessed as Category 1. Category ratings are based on the criteria shown in the table below. For the calculations for each criterion, see [Appendix 18](#). Your institution's assessment for each criterion is on the following page for the fiscal period ending August 31, 2024.

Assessment Criteria	Category 1	Category 2	Category 3
Criteria for all institutions:			
1. Student withdrawal ¹	Less than 3%	3% to 13%	More than 13%
2. Compliance orders	0 to 2	3	More than 3
3. Administrative penalties	0	1	More than 1
4. Claims against the Fund	0	2% or less	More than 2%
5. Current ratio ²	More than 1.5	1 to 1.4	Less than 1
6. Months of working capital ²	More than 1.5	1.25 to 1.5	Less than 1.25
7. Change in revenue ²	More than -10%	-10% to -30%	Less than -30%
8. Profit margin ²	More than 1%	0% to 1%	Less than 0%
9. True trust ²	More than 0	0	Less than 0
10. Change of control	No change in the last 5 years	Change within the previous 5 years but not the previous 2 years	Change in the previous 2 years
Additional criteria for institutions applying for or holding a designation certificate:			
11. StudentAid BC support ³	40% or less	41% to 60%	More than 60%
12. International student enrolment ¹	Less than 50%	50% to 69%%	70% or more

¹ Data for this criterion will be taken from the most recent student data report provided by the institution.

² Financial information for this criterion will be taken from the most recent financial statements provided by the institution.

³ Data for this criterion will be taken from Ministry of Post-Secondary Education and Future Skills data sources.

ENROLMENT SUMMARY

Int'l Enrolments in previous year	Total Enrolments in previous year	Student Withdrawal in previous year
6	287	11
Student Withdrawal		3.83% assessed as 2
% of International Enrolment from same country		2.09% assessed as 1

COMPLIANCE SUMMARY

Compliance Orders	Assessed as 1
Administrative Penalties	Assessed as 1
Claims Against the Fund	Assessed as 1

FINANCIAL SUMMARY

Per Most Recent Fiscal Year End

Current Ratio	Working Capital	Change in Revenue	Profit Margin	True Trust
1.26 assessed as 2	0.65 assessed as 3	8.88% assessed as 1	-1.73% assessed as 3	\$2,822,968.00 assessed as 1

OTHER

Change of Control	StudentAidBC Support
Assessed as 1	27.87% assessed as 1

Certified for less than 24 months	No
Certificate suspended in past 24 months	No
Institution is in the Indigenous institution class	No