

## APPLICATION FOR EXAMINATION

### COMPLETION INSTRUCTIONS

*Read Carefully Before Completing Application*

**IMPORTANT:** Completion and submission of this application to the Acupuncture Board does not give the applicant a right or privilege to practice acupuncture. All answers are made under penalty of perjury. False information may result in denial or revocation of a license. If space on the application is not sufficient, attach additional sheets.

**FEES: \$75.00. DO NOT SEND CASH.** Enclose a certified check, money order or personal check for **\$75.00** (application fee). **Make checks payable to the Acupuncture Board.** If fees are not submitted with the application, it will be returned and must be re-submitted. Applications re-submitted after the official deadline will not be accepted under any circumstances. If a check is returned for non-sufficient funds, a cashiers check or money order (including all returned check charges) will be required.

#### ITEM

1. } Self-explanatory.
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4. }
5. Disclosure of social security number (SSN) is mandatory. Section 30 of the Business and Professions Code and 42 USC Section 405(c)(2) authorize collection of your SSN. **If you fail to disclose your SSN, your application for initial license will not be processed** AND you will be reported to the Franchise Tax Board, which may assess a \$100.00 penalty against you.
6. } Self-explanatory.
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8. Applicants from Acupuncture Board Approved Schools:  
**Original transcripts from all educational institutions where study of acupuncture and related subjects were completed** (including transcripts from community colleges **where transfer credit was accepted**) **must** be sent directly from these institutions to the Acupuncture Board. In cases where a transcript is unavailable (i.e., school closure) the Acupuncture Board will accept a letter from your most recent school stating that they have a copy of the original transcript from the previous school(s). This letter must be on official letterhead and bear the school's official seal, and a copy of the transcript attached. In addition, the school sending this letter must identify on your transcript which courses/credits they accepted.
9. Foreign Trained Applicants: All foreign trained applicants are required to submit their transcripts for evaluation by a foreign credential evaluation service to determine if the applicant's course work is equivalent to that required of an applicant from a board approved training program. In addition, all foreign trained applicants are required to complete a curriculum requirement form and submit it with **original** documents--copies **will not be** accepted.  
Exception: Government notarized copies of diplomas from the appropriate government agency in mainland China will be accepted in lieu of the original diploma. **All foreign language documents must be translated into English and an original notarized declaration attached.**
10. For tutorial applicants only: Identify your supervisor and give dates of training. Attach a \_\_\_\_\_ notarized completion letter of the tutorial program from the supervisor.
11. } Self-explanatory.
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19. }

**PHOTOGRAPH AND PHYSICAL DESCRIPTION:** Self-explanatory.

**DATE AND SIGN UNDER PENALTY OF PERJURY:** Self-explanatory

### **ADDITIONAL APPLICATION DOCUMENTS TO BE SUBMITTED**

**CPR Certificate:** A photocopy of your current CPR Certificate or certification from your school that you have completed a minimum of eight (8) hours in a certified course offering first-aid and adult/child cardiopulmonary resuscitation must be submitted with your application.

**Clean Needle Technique (CNT) Certificate:** A photocopy of your CNT Certificate or certification from your school that you have completed an approved course in clean needle technique.

**Requests for Special Accommodations:** If you will need special accommodations for taking the examination, you **must** submit the required forms with your application for examination by the filing deadline. The required forms may be found at [www.acupuncture.ca.gov/students/spec\\_accom.shtml](http://www.acupuncture.ca.gov/students/spec_accom.shtml) or you may request the forms by calling the Acupuncture Board office at 916-515-5200.

**APPLICATION SUBMISSION:** Mail your completed application to the following address:

**Acupuncture Board  
1747 N. Market Blvd, Suite 180  
Sacramento, CA 95834**

It is the applicant's responsibility to ensure his/her application is postmarked by the final filing date. Please do not call the Acupuncture Board to verify receipt of your application, as this delays the processing of all examination applications. If you wish to ensure that your application is received, **it is recommended that you send your application package by registered or certified mail with return receipt requested.** The Acupuncture Board is not responsible for those applications that do not arrive at the Acupuncture Board office (i.e. lost in mail, etc.).

### **POSSIBLE DISCLOSURE OF PERSONAL INFORMATION**

The Acupuncture Board makes every effort to protect the personal information you provide us. The information you provide may be disclosed, however, as permitted in response to a Public Records Act request (California Government Code section 6250 et seq.), as permitted by the Information Practices Act (California Civil Code section 1798 et seq.), to another government agency as required by state or federal law, in response to a court or administrative order, a subpoena, or a search warrant.

### **RIGHT TO ACCESS YOUR PERSONAL INFORMATION**

The Information Practices Act, California Civil Code Section 1798 et seq., provides you with the right to access a record of your personal information. You may contact the Acupuncture Board 916-515-5200 for additional assistance.