



CALIFORNIA ACUPUNCTURE LICENSING EXAM (CALE) FOREIGN APPLICANT CHECK LIST

This check list is to be used by foreign applicants for the CALE only. All completed applications must be postmarked by the date listed on the exam calendar.

Questions? Email the Board: acupuncture@dca.ca.gov

1. **Exam application form and instructions:** Read the instructions thoroughly and fill out the four page exam application: Here are links to this form.
 - a) Exam Application and Instructions:
http://www.acupuncture.ca.gov/pubs_forms/examapp.pdf
 - b) It is recommended that you send your application package by registered or certified mail with return receipt requested.
2. **Exam application fee:** Include \$75.00 check or money order made out to the Acupuncture Board. Credit cards not accepted. All checks or money orders must be in US funds from a US bank.
3. **Clean Needle Technique Certificate:** Copy of your Clean Needle Technique (CNT) certificate.
 - Council of Colleges of Acupuncture and Oriental Medicine (CCAOM) offers the Clean Needle Technique Course overseas as well as locations in the United States. To find a course, click on the link: <http://www.ccaom.org/cntschedul.asp>
 - Board Approved Schools sometimes offer the Clean Needle Technique courses to Foreign Applicants. Please contact them directly to see if they offer the CNT course to students not currently attending their school.
<http://www.acupuncture.ca.gov/students/schools.shtml>
 - Clean Needle Technique Certificates **MUST** come directly from the Council of Colleges of Acupuncture and Oriental Medicine (CCAOM) or from the Board approved Acupuncture school where the course was taken and mailed directly to the California Acupuncture Board.
 - You must have already completed this requirement before you apply for the exam.
4. **Copy of your CPR & First Aid certificate:** (from American Red Cross or American Heart Association).
 - CPR course **must** include **adult/child CPR and first aid.**
 - It **cannot** be **online** as it must include the hands-on component.
 - It **can** include the **AED** portion - automated external defibrillator.

5. **Certificate of Degree:** Contact your Traditional Chinese Medicine University and arrange for a “Certificate of Degree” be sent directly to the California Acupuncture Board. “Documentation submitted by or on behalf of the applicant shall be certified by the appropriate official or governmental seal or authority.”
Copies of your degree from you will not be accepted.

California Code of Regulations (CCR) Section 1399.411. Certification of Documentation (**Translated & notarized in the city of your school will be accepted**)

6. **Official Transcript:** Contact your Traditional Chinese Medicine University and arrange for an official transcript be sent directly to the California Acupuncture Board. (**Translated & notarized in the city of your school will be accepted**)

CCR Section 1399.411. Certification of Documentation.

“Documentation submitted by or on behalf of the applicant shall be certified by the appropriate official or governmental seal or authority.”

CCR Section 1399.412. Translation Required.

“All documentation submitted in a language other than English shall be accompanied by a translation into English certified by a translator other than the applicant who shall attest to the accuracy of such translation under penalty of perjury.”

CCR Section 1399.415. Documentation of Training.

“(a) Each applicant shall have completed the education or tutorial requirements set forth in these regulations as documented by the registrar of each school from which the applicant attended or from the applicant's tutor, in the case of a tutorial program.”

7. **Course-by-course evaluation report** Arrange to have a course by course evaluation done on your graduation transcript by a member of National Association of Credential Evaluation Services (NACES.org) per 1399.416 <http://www.naces.org/members.htm>

CCR Section 1399.416. Equivalent Training and Clinical Experience Qualifying for Licensure.

“All foreign trained applicants are required to submit their original 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.”

- Please arrange to have an original transcript sent to one of the evaluation agencies that are members of the naces.org web-site so they can do a course by course evaluation of your transcript(s).
- Have the Evaluation agency send your course-by course evaluation directly to us. It is recommended that you have the agency send your course by course evaluation to us using registered or certified mail.

8. **Curriculum Requirement Form:**

All foreign trained applicants are required to complete a curriculum requirement form, as per CCR Section 1399.416:

- The CRF is the form that the “applicant shall document that such education and experience meets the requirements of Section 1399.436, subsections (a), (b), and (c) or, if applicable, Section 1399.434”
 - Use the Curriculum Requirement Form 1399.434 if you began your TCM program after January 1, 2005.
 - Use the Curriculum Requirement Form 1399.436 if you began your TCM program before Jan 1, 2005.
- Please review the course requirements at http://www.acupuncture.ca.gov/pubs_forms/laws_regs/art35.shtml prior to completing the CRF.

Instructions for completing Curriculum Form:

1. Fill out the Curriculum Requirement Form listing the coursework that you had at your university or college in the block beside the course requirement listed.
2. Provide the number of hours completed for the courses.
3. If the course name you provide does not match the course requirement you will be asked to contact your TCM University and ask them to provide a course description and course syllabus to substantiate whether these courses with different names meet the course requirements per our regulations. (An example of this would be if you list English VII as meeting the course requirement of Medical Terminology.)

Both the course description and syllabus need to be notarized and translated into English and sent directly from your TCM school to the California Acupuncture Board

(The Acupuncture Board staff will then review your Curriculum Requirement form, matching the courses and hours you listed with your official transcripts and your course by course evaluation.)

Links to Curriculum Requirement Forms:

- Use the following Curriculum Requirement Form 1399.434 if you began your TCM program after Jan 1, 2005.
http://www.acupuncture.ca.gov/pubs_forms/foreign_tcm1399434
- Use the following Curriculum Requirement Form 1399.436 if you began your TCM program before Jan 1, 2005.
www.acupuncture.ca.gov/pubs_forms/foreign_tcm1399436

9. Upcoming Exam Calendar

http://www.acupuncture.ca.gov/students/exam_calendar.shtml

It is recommended that you send your application package by registered or certified mail with return receipt requested.

For further information, please review all information on our website:

<http://www.acupuncture.ca.gov/students/education.shtml>

Questions? Email the Board: acupuncture@dca.ca.gov or call 916-515-5200.