



CALIFORNIA ACUPUNCTURE LICENSING EXAM (CALE) FOREIGN APPLICANT CHECK LIST

Please read instructions below as you complete each item.

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| 1. <input type="checkbox"/> Exam application form | 5. <input type="checkbox"/> Two (2) Official Transcripts |
| 2. <input type="checkbox"/> Exam application fee | 6. <input type="checkbox"/> Certificate of Degree (if applicable) |
| 3. <input type="checkbox"/> Clean Needle Technique Certificate | 7. <input type="checkbox"/> Course-by-course evaluation report |
| 4. <input type="checkbox"/> Copy of your CPR & First Aid certificate | 8. <input type="checkbox"/> Curriculum Requirement Form |

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: acuexamunit@dca.ca.gov

California Code of Regulations (CCR §1399.416 Equivalent Training and Experience) provides a pathway for foreign applicants to apply for the California Acupuncture Licensing Exam (CALE). Also reference CCR § 1399.411-415.

Foreign applicants apply by providing documentation that their foreign education meets the curriculum requirements of CCR § 1399.434.

Only your foreign education can count towards these course requirements. If you are missing required coursework it must be taken outside of the United States. You cannot take missing classes in the U.S. If you are missing coursework please contact the Acupuncture Board for options.

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:** (CNT).
 - a. 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>



- b. 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>
- c. Clean Needle Technique Certificates **MUST** be sent directly to the board from either the Council of Colleges of Acupuncture and Oriental Medicine (CCAOM) **OR** from the Board approved school, where the course was taken.

You must complete the CNT course prior to being approved for the exam.

4. **Copy of your CPR & First Aid certificate:** (from American Red Cross or American Heart Association ONLY).
 - a. Certificate(s) **must** include **adult/child CPR and first aid.**
 - b. It must include the hands-on component.
5. **Two (2) Official Transcripts:** Contact your Traditional Chinese Medicine University and arrange for official transcripts (Translated & notarized in the city of your school will be accepted) to be sent to the following agencies:
 - a. One to be sent directly to the California Acupuncture Board.
 - b. The other transcript needs to be sent to a NACES approved evaluator (see #6 Below)

*The Board can only accept official documents, in the original sealed envelope.
Photocopies and previously opened documents cannot be accepted.*

6. **Certificate of Degree:** If your transcript does not provide a graduation date we will require a Certificate of Degree as well. Contact your Traditional Chinese Medicine University and arrange for a "Certificate of Degree" be sent directly to the California Acupuncture Board.
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) per 1399.416 <http://www.naces.org/members.htm>
 - a. Please arrange to have an official transcript sent to one of the evaluation agencies that are members of the www.naces.org web-site so they can do a course by course evaluation of your transcript(s).
 - b. Have the Evaluation agency send your course-by course evaluation directly to the board. 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 (CRF):

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

- a. The CRF is the form where the applicant shall document that their education and experience meet the requirements of C.C.R. Section 1399.434
- b. Please review the course requirements of 1399.434 prior to completing the CRF. http://www.acupuncture.ca.gov/pubs_forms/laws_regs/art35.shtml.

Instructions for completing Curriculum Requirement Form:

1. Fill out the Curriculum Requirement Form listing the course(s) that you had at your university or college in the box beside the course requirement listed.
2. Provide the number of hours completed for the courses. If you list the course more than one time divide the hours between the number of entries.
3. Be sure to list the course name as it appears on your transcript.
4. If the course name you provide does not match the course requirement listed, please contact your TCM University and ask them to provide a course description and syllabus to substantiate course content.

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 including a cover sheet with your name.

Links to Curriculum Requirement Forms:

Use the following Curriculum Requirement Form.

http://www.acupuncture.ca.gov/pubs_forms/foreign_tcm1399434