

ACUPUNCTURE BOARD

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TUTORIAL PROGRAM INFORMATION

An acupuncture tutorial is a training program designed to provide a trainee with a structured learning experience in all the basic skills and knowledge necessary for the independent practice of acupuncture.

The following requirements are applicable to persons who commenced a tutorial and registered with the Board, as provided in Section 1399.424, on or after January 1, 1999.

Tutorial Program (Program) Requirements (per Section 1399.424 through 1399.428):

- 1) The program shall be made available regardless of sex, race, religion, creed, color or physical handicap.
- 2) No person shall practice acupuncture or supervise any person in an acupuncture tutorial without the prior approval of the Board.
- 3) An application for the supervisor and another for the trainee must be submitted to the Board for approval on a form provided by the Board at its Sacramento office and accompanied by the application fee (see 'Fee' Section).
- 4) An acupuncture tutorial, which is in the nature of on-the-job training, may be a full time or part time employment relationship, however, the training plan and proposed supervision shall be contained in a written agreement between the supervisor and trainee. *There shall be no tuition fees charged to the trainee by the supervising acupuncturist.*
- 5) Applications must also be accompanied by a *Written Agreement*, signed and dated by the Supervisor and the Trainee outlining the 'training plan' (consisting of courses) that will be followed for the duration of the Tutorial Program.

If the training plan is substantially modified at a later time, then a report of such modification shall be filed with the Board. There shall be no charge for filing such a report.

- 6) In addition to the Written Agreement, the Tutorial Supervisor must also submit 'Supervising Guidelines' which lists the responsibilities of the Supervisor during the clinical training.
- 7) Provide a recent photograph of yourself, taken within the past six months, approximately 2"x3" in size.
- 8) The coursework shall extend over a minimum period of four (4) academic years, or eight (8) semester, or twelve (12) quarter, or nine (9) trimesters, or thirty-six (36) months. **No more than 1,500 hours of clinical training and/or theoretical and didactic training is to be completed per twelve- (12) month period.**
- 9) As a condition of approval, or continued approval, all Programs are subject to an on-site visit

by representatives of the Board to review and evaluate the clinic and training provided to the trainee. In lieu of a clinic site visit, current photographs of the clinic site, including photographs and written descriptions of the outside building, front office area, herbal pharmacy, treatment rooms, that include close up photographs of instrument/needle tray, hazardous waste containers, and any additional rooms relevant to the site visit. A floor plan of the clinic should also be included. Please keep in mind what the Board would be looking for in an on-site visit.

- 10) The Board must be notified, in writing ten (10) calendar days of the termination of any Program for any reason. At the time of such notification, the registration of both the supervisor and trainee shall be cancelled. If the supervisor or trainee subsequently participate in an acupuncture tutorial, a new application for registration shall be filed with the Board as set forth in Section 1399.424.
- 11) At the completion of the tutorial the trainee may file an application for examination.

Supervising Acupuncturist Requirements

- 12) Must be licensed to practice acupuncture in this state and that license is current, valid, and has not been suspended or revoked or otherwise subjected to disciplinary action.
- 13) Has filed with the Board the name of each trainee to be trained and a training program satisfactory to the Board.
- 14) Does not train more than two acupuncture trainees at any one time.
- 15) Has at least ten (10) years of experience practicing as an acupuncturist and has been licensed in the State of California for at least five (5) years.
- 16) Is found by the Board to have the knowledge necessary to educate and train the trainee in the practice of an acupuncturist.
- 17) Be responsible for and provide supervision of the work performed by the trainee.
- 18) Shall only assign those patient treatments, which can be safely and effectively performed by the trainee.
- 19) Shall provide continuous direction and immediate supervision of the trainee when patient services are provided.
- 20) Shall be in the same clinic/facility as and in proximity to the location where the trainee is rendering services and shall be readily available at all times to provide advice, instruction and assistance to the trainee.
- 21) Shall insure that patient informed consent is obtained when necessary.
- 22) Shall insure that the objectives of the training plan submitted are provided and met by the trainee, and that the required theoretical training is obtained in accordance with subsection (c) of Section 1399.425.

- 23) Quarterly Reports: It is the responsibility of the Supervising Acupuncturist to file a tutorial progress report (also called “Quarterly Reports”) within 30 days after the completion of the first quarter of the tutorial and a quarterly report for every quarter, thereafter, for the duration of the tutorial program. The Acupuncture Board will issue a blank Quarterly Report form upon approval of the Program; however, it will be the responsibility of the supervisor to make additional copies for timely quarterly submissions to the Board.
- 24) Quarterly Self-Assessment Questionnaire: This questionnaire should also be completed each quarter first by the trainee then by the supervisor and sent to the Board. The purpose of this assessment is to evaluate the work of the trainee in the clinic and to give feedback on the trainee’s clinical development.
- 25) Shall insure that when rendering services or otherwise engaging in professional activity the trainee always identifies himself or herself as an *acupuncture trainee* and wears at such times the identification badge.
- 26) There shall be no separate billing by the trainee.
- 27) Shall comply with provisions of the acupuncture law, the acupuncture regulations and applicable laws and regulations governing wages and compensation paid to employees or apprentices, maximum hours and working conditions. Any overtime worked by the trainee shall not interfere with or impair the training program and shall not be detrimental to the health and safety of the trainee or patients.
- 28) Upon completion of the tutorial, the supervisor must issue a ‘Certificate of Completion’ that will include the start and ending dates of the Program and the number of hours completed by the trainee. The Certificate must be notarized and forwarded to the Board for completion review.

Trainee Responsibilities

- 29) Must be at least eighteen (18) years of age.
- 30) Must have successfully graduated from an approved high school course of study or have passed a standard equivalency test.
- 31) Any prior training and experience obtained by the trainee must have been obtained within ten (10) years of the date of the Tutorial Program application. If the prior training and experience meets the standards of the Board, it may be considered when developing a training plan between a supervisor and trainee and may be reduced on account of such prior training and experience. Evidence of such prior training and experience should be documented and submitted to the Board for approval; documentation must contain names and addresses of instructors/supervisors, dates of training/experience, names and locations of organization where training occurred; and letters of recommendation from supervisors clarifying clinical instruction provided, and quality of work performed by the student.
- 32) Shall not provide acupuncture services autonomously or without the required supervision, and shall not provide any service for which he or she is not trained or competent to perform.

- 33) Services provided by the trainee shall be done so in a manner, which does not endanger the health and welfare of patients, receiving such services.
- 34) Shall not render acupuncture services to any patient unless the patient has been informed that such services will be rendered by the trainee. ***The patient, on each occasion of treatment, shall be informed of the procedure to be performed by the trainee under the supervision of the supervising acupuncturist and have consented in writing prior to performance to permit such rendering of the acupuncture procedure by the trainee.*** These requirements shall also be applied to those instances when the trainee is to assist the supervisor in the rendering of acupuncture services.
- 35) Shall wear an identification badge on an outer garment and in plain view, which states the trainee's name and the title "Acupuncture Trainee".
- 36) Shall report to the Board any delay, interruption or termination of the acupuncture tutorial not reported by the supervisor.
- 37) Shall maintain a written log of the patients whom he or she has seen during the clinical training. The log shall obtain the date and time of the patient visit and a description of the acupuncture services provided by the trainee to the patient. The log shall be made available to the Board upon request.

Fees

- 38) There shall be no tuition fees charged to the trainee by the supervising acupuncturist.
- 39) The application fee to supervise a trainee is two hundred dollars (\$200).
- 40) The annual renewal fee for approval to supervise an acupuncture trainee is fifty dollars (\$50).
- 41) The application fee for a trainee is twenty-five dollars (\$25).
- 42) The annual renewal fee for a trainee is ten dollars (\$10).
- 43) The delinquency fee (for annual renewals) is 50 percent of the renewal fee.
- 44) The annual renewal fees shall be due within 30 days from the anniversary of the date the Program was approved.
- 44) If the photographs or video of the clinic are insufficient and do not meet the Board standards, a site visit will occur. It will be the responsibility of the trainee and supervisor to reimburse the Board for direct costs incurred in conducting the on-site clinic visits. The Board is responsible for scheduling these site visits and will submit an invoice to the tutorial trainee and supervising acupuncturist for reimbursement of expenses incurred after the visit has been performed.