STATE OF CALIFORNIA
DEPARTMENT OF CONSUMER AFFAIRS

BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDMUND G. BROWN JR.

ACUPUNCTURE BOARD
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(916) 515-5200 FAX (916) 928-2204 www.acupuncture.ca.gov

August 19, 2015 California Acupuncture Licensing Exam (CALE) Calendar

Please note the following dates and deadlines related to filing an exam application for the August 19, 2015 CALE in Sacramento, California (all dates are subject to change):

STUDENTS:

April 17, 2015

1. **Complete applications** and a **$75.00** application fee **must be postmarked** no later than **Friday, April 17, 2015**. (Any applications received without the required fee or any fee received without the required application, will be returned the same day it is received). Applications postmarked after this date will not be accepted.

2. **CPR -** Please attach a copy of your CPR - Adult Child CPR and First Aid at this time to speed the approval of your application. American Heart and Red Cross are currently the only approved providers per California Code of Regulations Article 3.5 Section 1399.434(f) (3) Online courses not accepted.

3. **Clean Needle Technique (CNT):**
   Council of Colleges of Acupuncture and Oriental Medicine CCAOM or Acupuncture Training Program
   a. **CCAOM CNT Certificates requirement:** If you have completed the Clean Needle Technique Course with the Council of Colleges of Acupuncture and Oriental Medicine (CCAOM) certificates must come directly from CCAOM to the Acupuncture Board. Although you can provide a copy as a place holder, this required application item will not be fulfilled until the Board receives a copy directly from the Council of Colleges of Acupuncture and Oriental Medicine. CCAOM Phone number 410-464-6040
   b. **Acupuncture Training Program CNT Certificates:** If you have completed your Clean Needle Technique Course and obtained the certificate at your Acupuncture School request for your school to include a copy of your CNT certificate along with your official transcript due from your school to the Acupuncture Board on April 24, 2015.

4. **Special Accommodations (Americans with Disabilities Act or religious)**: Required forms for **r**equesting special accommodations must **also be postmarked** by April 17, 2015 **(No exceptions).**
   These forms are available on our website at www.acupuncture.ca.gov/students/spec_accom.shtml
   Please refer to the following link on our web-site for instructions:
   www.acupuncture.ca.gov/students/spec_accom_proc.pdf

April 24, 2015

5. **Transcripts -** Students are responsible for:
   a. Transfer Credit - Requesting official transcripts from all colleges where they have received transfer credit per CCR Article 3.5 Section 1399.435 (g)
   b. Undergraduate - Requesting official transcripts that show successful completion of at least two (2) academic years (60 semester credits/90 quarter credits) of education at the **baccalaureate level** per CCR Article 3.5 Section 1399.435(a). All transcripts must be official issued directly from the schools (not student copy) and must be received by **April 25, 2015.**
   c. Graduation - When you complete your Acupuncture Training Program immediately request for your Acupuncture School to submit your graduation transcripts to the Acupuncture Board by the July 6, 2015 deadline per Business and Professions Code – Acupuncture Licensing Act, Chapter 12, Article 2 , Section 4938 (b)(1)

ACUPUNCTURE SCHOOLS:

April 24, 2015: Acupuncture Schools

Acupuncture School transcripts, transfer credit forms and courses in progress forms: The deadline for approved acupuncture training programs (schools) to have transcripts, transfer credit forms and courses in progress forms for their students to the Board.

Clean Needle Technique Certificate: If your Acupuncture Training program (School) provided the Clean Needle Technique course to meet this requirement please send in a copy of this certificate along with the student's transcripts.

ACUPUNCTURE BOARD:

Week of June 15, 2015:

Approval or Denial Letter: The Acupuncture Board will notify you as to whether you are qualify or do not qualify for the August 19, 2015 CALE. Your approval letter will indicate if you are fully approved or conditionally approved. Fully approved candidates have submitted all required documentation. Conditionally approved candidates have not yet completed their TCM program. Graduation transcripts are required to fully approve conditional candidates.

Preparation guides: Will be sent to those applicants who qualify (first-time and re-takers)

Examination Fee: At this time you will be asked to submit the $550.00 examination fee.

Live scan Fingerprints: Recommended that you complete this requirement at this time.

STUDENTS:

June 30, 2015 (Tuesday)

$550.00 examination fee for all examination candidates **must be postmarked no later than June 30, 2015.** Fees received with a postmark after this date will be returned and your application will be rejected.

ACUPUNCTURE SCHOOLS:

July 6, 2015

Acupuncture Schools - Final Graduation Transcripts due:

It is the Acupuncture School's responsibility to:

1. Provide final transcripts with a graduation date for all **conditional candidates.**
2. All transcripts must also include a **cover letter** which lists both: the names of those students who have completed their coursework and those who have not yet completed their TCM coursework.

Documents must be received at the California Acupuncture Board office by **July 6, 2015.**

ACUPUNCTURE BOARD:

Week of July 13, 2015

Examination information on the test site and scheduling will be mailed to exam candidates who have met all requirements.

CALIFORNIA ACUPUNCTURE LICENSING EXAMINATION:

August 19, 2015 - Wednesday

Written Examination – **Sacramento Convention Center**

1400 J Street, Sacramento, CA 95814