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## March 16, 2016 California Acupuncture Licensing Exam (CALE) Calendar

Please note the following dates and deadlines related to filing an exam application for the March 16, 2016 CALE in Ontario, California (all dates are subject to change):

### STUDENTS:

#### **November 13, 2015**

1. **Complete applications** and a **\$75.00** application fee **must be postmarked** no later than **Friday, November 13, 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 Association and the American 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 November 20, 2015.
4. **Special Accommodations (Americans with Disabilities Act or religious):** Required forms (both Attachment A and Attachment B) for requesting special accommodations **must be postmarked by November 13, 2015** (No exceptions).  
These forms are available on our website at [www.acupuncture.ca.gov/students/spec\\_accom.shtml](http://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](http://www.acupuncture.ca.gov/students/spec_accom_proc.pdf)
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 and issued directly from the schools (not student copy) and **must be received by November 20, 2015**.
  - c. **Graduation** - When you complete your Acupuncture Training Program immediately request that your Acupuncture School submit your graduation transcripts to the Acupuncture Board by the January 29, 2016 deadline per Business and Professions Code – Acupuncture Licensing Act, Chapter 12, Article 2, Section 4938 (b)(1).

### ACUPUNCTURE SCHOOLS:

#### **November 20, 2015**

The **Acupuncture School transcripts, transfer credit forms and courses in progress forms must be received** at the Acupuncture Board office **by November 20, 2015**.

**Clean Needle Technique Certificate:** If your Acupuncture Training program 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 January 4, 2016:**

**Approval or Denial Letter:** The Acupuncture Board will notify you as to whether you qualify or do not qualify for the March 16, 2016 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:**

**January 29, 2016 - Friday**

**\$550.00** examination fee for all examination candidates **must be postmarked** no later than **January 29, 2016**. Fees received with a postmark after this date will be returned and your application will be rejected.

**ACUPUNCTURE SCHOOLS:**

**January 29, 2016**

**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 **January 29, 2016**.

**ACUPUNCTURE BOARD:**

**By February 5, 2016**

**Identification Notices** with examination details will be mailed by February 5, 2016 to exam candidates who have met all requirements.

**CALIFORNIA ACUPUNCTURE LICENSING EXAMINATION:**

**March 16, 2016 - Wednesday**

Written Examination – **Ontario Convention Center**  
**2000 E Convention Center Way, Ontario, CA 91764**

