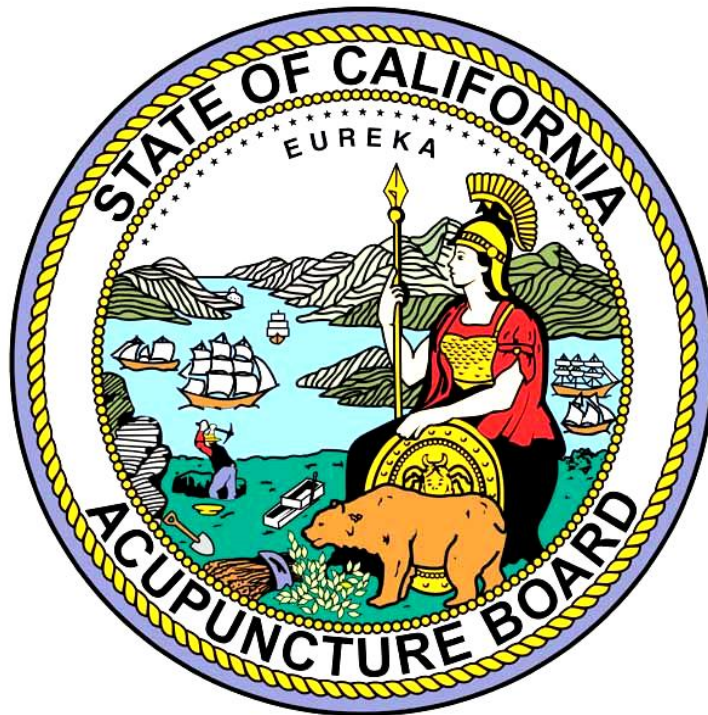


**California Acupuncture Board Meeting
February 20, 2015**

HQ 2 Hearing Room

**1747 N. Market Blvd.
Sacramento, CA 95834**



Board Members

*Michael Shi, L.Ac – President
Kitman Chan – Vice President, Public Member
Hildegarde Aguinaldo, J.D., Public Member
Francisco Hsieh – Public Member
Jeannie Kang, L.Ac
Jamie Zamora – Public Member*

Legal Counsel

Michael Santiago

Staff

*Terri Thorfinnson, J.D. - Executive Officer
Tammy Graver – Board Liaison
Terry Sinkovich – Examination Coordinator
Cricket Borges – Enforcement Coordinator
Ben Bodea – Continuing Education Coord.
Katie Le – Education Coordinator
Marc Johnson – Policy Coordinator*

California Acupuncture Board

Committee Roster – 2015

Education Committee: Michael Shi – Chair
Jeannie Kang, Jamie Zamora, Francisco Hsieh

Enforcement Committee: Hildy Aguinaldo – Chair
Jeannie Kang, Kitman Chan

Exam Committee: Kitman Chan – Chair
Jeannie Kang, Michael Shi

Executive Committee: Michael Shi – Chair
Kitman Chan, Jamie Zamora, Jeannie Kang, Francisco Hsieh



Department of Consumer Affairs
ACUPUNCTURE BOARD

Contact Us | Accessibility

Search

• This Site • California



ABOUT US

CONSUMERS

LICENSEES

STUDENTS

EDU PROVIDERS

FORMS/PUBS



Education

[VIEW COURSES](#)

Verify a License

[VIEW LICENSES](#)

Important Dates

[VIEW DATES](#)

Change Text Size - [T](#) [T](#) [T](#)

Visit His Website
Governor

Edmund G. Brown Jr.



Secretary



ANNA M. CASTALEJO

Director



AWET KIDANE



State of California
Acupuncture Board
1747 North Market Blvd, Suite 100
Sacramento, CA 95824



Quick Hits

Acupuncture FAQs



Alerts:

POTENTIAL LICENSE DENIAL OR SUSPENSION FOR FAILURE TO PAY TAXES



Announcement:

Updated March 2015 CLE filing deadlines

Attention Resistant Licensees

Attention Military Spouses

I'm a Consumer, and I want to...

Select an item from the List

I'm a Student, and I want to...

Select an item from the List

I'm a CEU Provider or School, and I want to...

Select an item from the List

I'm a licensed Acupuncturist, and I want to...

Select an item from the List

ACUPUNCTURE BOARD

1747 North Market Boulevard, Suite 180, Sacramento, CA 95834
(916) 515-5200 FAX (916) 928-2204 www.acupuncture.ca.gov

NOTICE OF ACUPUNCTURE BOARD MEETING

February 20, 2015

**Department of Consumer Affairs
1747 North Market Blvd., HQ2 Hearing Room
Sacramento, CA 95834**

**Teleconference Meeting Location:
2747 S. Kihei Road, #B230
Kihei, HI 96753**

The Board plans to webcast this meeting on its website at <https://thedcapage.wordpress.com/webcasts/>. Webcast availability cannot, however, be guaranteed due to limitations on resources. If you wish to participate or to have a guaranteed opportunity to observe, please plan to attend at a physical location.

<https://thedcapage.wordpress.com/webcasts/>

AGENDA

FULL BOARD MEETING - 9:00 a.m.

1. Call to Order and Establishment of a Quorum.
2. Opening Remarks.
3. Election of Officers: President, Vice President
4. Approval of Board Meeting Minutes for:

November 14, 2014

5. President's Report.

6. Executive Officer's Report.

- Staff Update
- Budget Update
- BreEZe Update
- School Oversight and Enforcement: Site Team
- Exam Update: Audit of NCCAOM exam
- Enforcement: Data Report

Acupuncture Board Members

Michael Shi, L.Ac, President, Licensed Member
Kitman Chan, Vice President, Public Member
Hildegard Aguinaldo, Public Member
Francisco Hsieh, Public Member
Jeannie Kang, L.Ac, Licensed Member
Jamie Zamora, Public Member
Vacant, Licensed Member

7. **Board Administrative Manual revisions**
8. **Report and Recommendations By Education Committee Regarding Schools Seeking Approval of Acupuncture Training Programs**
 - **Yuin University**
 - **Hongik International University**
9. **Occupational Analysis Report presentation by Office of Professional Examination Services**
10. **CPR equivalence course approval. The regulations recognize the American Red Cross and American Heart Association as the only approved providers of CPR. However, the regulations also provide that other providers must request board approval of their course to be deemed “equivalent.” (Assign to Education Committee)**
11. **CPR issue regarding revised CPR course work by American Red Cross and American Heart Association non- compliance with Board regulations. In 2011, the American Red Cross course streamlined from 8 hours to 6.5 hours. The American Heart Association streamlined from 8 hours to 5-7 hours. (Assign issue to Education Committee)**
12. **Sunset Review Update**
13. **Strategic Plan Update**
14. **Legislative Implementation**
 - SB 1159 Tax Payer Identification (TIN) number**
 - AB 1057 Military Service on Applications**
15. **Regulatory Update**
 - **Acupuncture Advertising Guidelines**
 - **Continuing Education Ethics Requirement**
 - **Consumer Protection Enforcement Initiative (CPEI)**
 - **Sponsored Free Health Care Events**
 - **Uniform Standards Related to Substance Abuse and Recommended Guidelines for Disciplinary Orders and Conditions of Probation**
 - **Hygiene guidelines**
 - **Prostitution Prevention regulation**
 - **BPC 138 Implementation of Notice to Consumers of Licensure by California Acupuncture Board**

CLOSED SESSION.

16. Pursuant to Government Code Section 11126(a) (1) the Board will meet in closed session to conduct the annual evaluation of the Executive Officer

OPEN SESSION – Announcement Regarding Closed Session.

17. Request for Re-instatement of License

Ben Hekmania
Anna Bonas

18. Future Agenda Items.

19. Public Comment on Items Not on the Agenda.

Public Comment on items of discussion will be taken during each item. Time limitations will be determined by the Chairperson. Times are approximate and subject to change. Action may be taken on any item listed on the Agenda.

20. Adjournment

**THE AGENDA, AS WELL AS BOARD MEETING MINUTES, CAN BE FOUND ON THE
ACUPUNCTURE BOARD'S WEBSITE AT**

www.acupuncture.ca.gov

Please Note: Board meetings are open to the public and are held in barrier free facilities that are accessible to those with physical disabilities in accordance with the Americans with Disabilities Act (ADA). If you need additional reasonable accommodations, please make your request no later than five (5) business days before this meeting. Please direct any questions regarding this meeting to the Board Liaison, Tammy Graver at (916) 515-5204; FAX (916) 928-2204

ACUPUNCTURE BOARD

1747 North Market Boulevard, Suite 180, Sacramento, CA 95834
(916) 515-5200 FAX (916) 928-2204 www.acupuncture.ca.gov



Draft

**California Acupuncture Board
Meeting Minutes**

November 14, 2014

**Embassy Suites San Diego-La Jolla
Embassy Ballroom
4550 La Jolla Village Drive
San Diego, CA 92122**

Board Members Present

Michael Shi, L.Ac, President, Licensed Member
Kitman Chan, Vice President, Public Member
Jeannie Kang, L.Ac, Licensed Member
Jamie Zamora, Public Member
Hildegard Aguinaldo, Public Member – absent
Francisco Hsieh, Public Member – absent

Legal Council

Spencer Walker

Staff Present

Terri Thorfinnson – Executive Officer
Tammy Graver – Board Liaison

- 1. Call to Order and Quorum established.**
- 2. Opening Remarks** – Michael announced that Hildy and Francisco were unable to attend the Board meeting.
- 3. Approval of Board Meeting Minutes for:**

February 14, 2014 – Jeannie made a motion to approve the minutes and Jamie seconded the motion. The motion passed unanimously.

May 23, 2014 – Kitman made a motion to approve the minutes and Jeannie seconded the motion. The motion passed unanimously.

September 12, 2014 – Jeannie made a motion to approve the minutes and Jamie seconded the motion. The motion passed unanimously.

4. **Chair's Report** – Michael announced that the “Chair” and “Vice-Chair” titles will now be “President” and “Vice President”. He also brought up the point that the Committees have not been meeting due to work being done for the Sunset Review. However, Committee meetings will be resuming. School site visits are in the process of taking place, one has already been done at a university downtown Los Angeles and a couple more are scheduled before the end of the year. There are currently five or six members on the site visit team and they are looking for more experienced experts to join the team. Terri and staff have been very busy with the backlog of site visits to be done. Jeannie expressed interest in joining the site visit team. There is a backlog of eight schools in terms of new applications to be approved by the board. There are 38 approved schools and all of those are on the list for follow-up enforcement visits, since we've never have done follow-up enforcement visits.
5. **Executive Officer's Report.**
 - **Staff Update** – One staff member retired so Terri is in the process of recruiting and also reclassifying that position. Terri is also in the process of creating some temporary support staff for enforcement and education.
 - **Budget Update** – Personnel has an increase due to three people that were hired in July, which did not show up on past budgets. An increase in staffing also brings with it a proportional increase in overhead for DCA expenditures. Enforcement is also ramping up so costs have increased. The surplus is significantly decreasing as a result of increased staffing, increased workload for enforcement, exam, education and overhead. The Board is approaching a structural deficit that we will have to address with a combination of fee increases and creation of new fees. We have not increased our fees. We need more staff so we will need to increase revenues.
 - **Exam: Occupational Analysis Update, August 2014 exam statistics** – OPES is preparing the analysis of the survey results that they received and those are scheduled to be on time, presented and released in February. August CALE: We are showing that the first time test takers are passing at higher rates in the 70's than the re-takers.
 - **801 form and Canadian training programs** – The Board approved these issues but they did not get into our Sunrise bill. As a result, we will have to address them in future legislation. Terri will work with the B & P Committee to see if they're considered non-controversial and if they can be added to what they call their omnibus bill.
 - **Enforcement: Data Report** – There is a spike in our complaints, in the volume because we started sending out our citations, something that we have held back with. These have a very strict time frame so Terri has to make sure that she has availability. This number will be continuing to increase.
6. **Presentation on National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) by CEO, Kory Ward-Cook, PhD., MT (ASCP), CAE**

Kory gave a broad overview of what the NCCAOM does, discussing their certification programs and their testing program. Also discussed was how they provide services to all the states in the US, and could provide these services to California. Kory also explained about professional ethics and the disciplinary committee, which is a major area with the states. Kory's presentation and additional documents can be found at acupuncture@dca.ca.gov. There was discussion about whether California licensed acupuncturists could be grandfathered in NCCAOM certification

if it is determined to eliminate the CALE. "Grandfathering" would require a statutory change, but would not be allowed for accreditation purposes. However, if the audit of the national certification exam determines the exam to be substantially equivalent, then NCCAOM contends that it would not be "grandfathering."

7. Legislative Update.

TT explained that these signed bills could have some impact on us. There is a summary of each bill, and the actual bill language and bill analysis that went through the legislature, included in the following link: acupuncture.ca.gov under November 14, 2014 board meeting "materials".

SB 1246 (Lieu) Acupuncture Board Sunrise Legislation

AB 1702 (Patterson) Delay of Denial of Licensure Due to Incarceration

AB 2396 (Bonta) Denial of Licensure for Prior Convictions

AB 2720 (Ting) Requires State Agencies to Record Individual Votes in Meeting Minutes

SB 1159 (Lara) Professions and Vocations: License Applicants: Federal Tax ID

SB 1243 (Lieu) Professions and Vocations: Meeting Notice for Webcasts

SB 1256 (Mitchell) Medical Services: Credit for Consumers

JZ requested that the Board share the DCA list of bills tracked so the Board is given the opportunity to take position on them.

8. Regulatory Update.

- Acupuncture Advertising Guidelines – In progress
- Continuing Education Ethics Requirement – In progress
- Consumer Protection Enforcement Initiative (CPEI) – At DCA
- Sponsored Free Health Care Events – In progress
- Uniform Standards Related to Substance Abuse and Recommended Guidelines for Disciplinary Orders and Conditions of Probation – Making changes related to updated disciplinary guidelines
- Hygiene guidelines – In progress
- Prostitution Prevention regulation – In progress

CLOSED SESSION.

- 9. Pursuant to Government Code Section 11126(a) (1) the Board will meet in closed session to conduct the annual evaluation of the Executive Officer.**

OPEN SESSION – Announcement Regarding Closed Session.

10. Future Agenda Items

Jeannie asked why CPR certification is not required for license renewal and requests that the board address this issue. It has been brought up by the public several times and she would like this on the February 20, 2015 agenda.

Jamie asked that Terri give a quick update of the Sunset Review tasks and items that have been completed to make sure we are on track. He also would like an update on the Strategic Planning for 2015 so we stay on track.

11. Public Comment on Items Not on the Agenda.

The following issues/concerns were brought up by the public:

Can the Board and the legislature rectify the issue of what Asian massage means? The scope of practice in the statute states that Acupuncturists are allowed to do Asian massage with no further explanation of what that is.

Concern was brought up regarding a board member meeting with a Senator and staff members of the Governor's office.

Another comment was for the Board to consider adding the NCCAOM as an option to the current California licensing exam for licensure in California.

A request was made that the Board have reciprocity where California licensed acupuncturists can receive certification so they can practice in other states.

Exam security was brought up and Terri answered the concern that candidates don't have access to the afternoon exam.

A comment was made about California education being the best in the country and not sure changing exams is the issue. California's is unique because of its scope, training to be a primary care provider and we need to continue to strengthen standards.

One person asked for assistance related to curriculum requirements and exam eligibility. Staff assisted her following the meeting.

A request for the consumer guide to be available, since it has not been available for almost two years.

The meeting was adjourned at 12:05p.m.

**THE AGENDA, AS WELL AS BOARD MEETING MINUTES, CAN BE FOUND ON THE
ACUPUNCTURE BOARD'S WEBSITE AT**

www.acupuncture.ca.gov

Please Note: Board meetings are open to the public and are held in barrier free facilities that are accessible to those with physical disabilities in accordance with the Americans with Disabilities Act (ADA). If you need additional reasonable accommodations, please make your request no later than five (5) business days before this meeting. Please direct any questions regarding this meeting to the Board Liaison, Tammy Graver at (916) 515-5204; FAX (916) 928-2204

Budget Update

ACUPUNCTURE BOARD - 0108
BUDGET REPORT
FY 2014-15 EXPENDITURES
Dec-2014

FISCAL MONTH 6

OBJECT DESCRIPTION	FY 2013-14		FY 2014-15				
	ACTUAL EXPENDITURES (MONTH 13)	PRIOR YEAR EXPENDITURES 12/31/2014	BUDGET ACT 2014-15	CURRENT YEAR EXPENDITURES 12/31/2014	PERCENT SPENT	PROJECTIONS TO YEAR END	UNENCUMBERED BALANCE
PERSONNEL SERVICES							
Salary & Wages (Staff)	319,354	156,201	496,694	202,355	41%	449,031	47,663
Statutory Exempt (EO)	81,975	40,200	84,180	42,930	51%	85,440	(1,260)
Temp Help Reg (Seasonals)	61,334	24,285	19,000	17,710	93%	40,908	(21,908)
BI 12-03 Blanket	0	0	0	0			0
Temp Help (Exam Proctors)	0	0	0	0			0
Board Member Per Diem	8,800	1,900	7,463	4,300	58%	9,000	(1,537)
Committee Members (DEC)	0	0	0	0	0%		0
Overtime	396		5,000	7,379		16,000	(11,000)
Staff Benefits	171,986	81,017	330,638	118,858	36%	260,037	70,601
TOTALS, PERSONNEL SVC	643,845	303,603	942,975	393,532	42%	860,416	82,559
OPERATING EXPENSE AND EQUIPMENT							
General Expense	48,614	13,432	67,671	41,327	61%	84,000	(16,329)
Fingerprint Reports	2,374	1,256	20,045	980	5%	3,000	17,045
Minor Equipment	19,599	5,206	6,000	0	0%	6,000	0
Printing	9,771	4,673	17,331	16,651	96%	34,000	(16,669)
Communication	2,347	953	16,958	2,048	12%	4,500	12,458
Postage	24,411	14,276	26,773	21,594	81%	46,000	(19,227)
Insurance	0	0	0	0			0
Travel In State	42,908	13,849	32,141	22,070	69%	45,000	(12,859)
Travel, Out-of-State	0	0	0	0	0%		0
Training	307	0	3,129	0	0%	500	2,629
Facilities Operations	120,750	116,529	65,195	119,707	184%	120,500	(55,305)
Utilities	0	0	0	0			0
C & P Services - Interdept.	0	41,000	8,771	0	0%		8,771
C & P Services - External	0	0	3,965	0	0%		3,965
DEPARTMENTAL SERVICES:							
Departmental Pro Rata	111,043	64,538	145,867	71,600	49%	145,867	0
Admin/Exec	81,360	40,236	91,833	43,990	48%	91,833	0
Interagency Services	0	0	650	0	0%	0	650
IA w/ OPES	303,906	210,824	333,119	422,935	127%	422,935	(89,816)
DOI-ProRata Internal	2,608	1,294	2,863	1,378	48%	2,863	0
Public Affairs Office	3,014	1,818	2,808	1,344	48%	2,808	0
Consumer and Community	2,973	1,546	104,673	50,732	48%	104,673	0
INTERAGENCY SERVICES:							
Consolidated Data Center	370	275	2,604	289	11%	389	2,215
DP Maintenance & Supply	13,903	1,514	5,494	0	0%	10,000	(4,506)
Central Admin Svc-ProRata	108,549	54,275	141,674	70,837	50%	141,674	0
EXAM EXPENSES:							
Exam Supplies		0	0	0			0
Exam Freight		0	25	0			25
Exam Site Rental		0	0	0			0
C/P Svcs-External Expert Administrative	351,075	337,075	286,772	324,491		324,491	(37,719)
C/P Svcs-External Expert Examiners	60,026	20,395	83,944	28,843		70,000	13,944
C/P Svcs-External Subject Matter	2,565	1,565	0	0			0
ENFORCEMENT:							
Attorney General	177,391	66,607	379,123	101,675	27%	260,000	119,123
Office Admin. Hearings	41,173	4,200	106,670	12,865	12%	39,000	67,670
Court Reporters	1,765	397	0	542		2,000	(2,000)
Evidence/Witness Fees	30,792	16,136	10,795	21,131	196%	40,000	(29,205)
DOI - Investigations	309,938	152,052	405,713	195,652	48%	405,713	0
Major Equipment	20,866		18,000	0	0%	18,000	0
Special Items of Expense							0
Other (Vehicle Operations)			2,650	0			2,650
TOTALS, OE&E	1,894,398	1,185,921	2,393,256	1,572,681	66%	2,425,746	(32,490)
TOTAL EXPENSE	2,538,243	1,489,524	3,336,231	1,966,213	107%	3,286,162	50,069
Sched. Reimb. - External/Private		(715)					
Sched. Reimb. - Fingerprints	(1,960)	(931)	(22,000)	(784)	4%	(2,000)	(20,000)
Sched. Reimb. - Other	(3,075)		(1,000)	(1,175)		(3,000)	2,000
Unsched. Reimb. - Other	(20,522)	(13,226)		(20,560)		(18,000)	18,000
NET APPROPRIATION	2,512,686	1,474,652	3,313,231	1,943,694	59%	3,263,162	50,069
SURPLUS/(DEFICIT):							1.5%

0108 - Acupuncture

Analysis of Fund Condition

Prepared 02/02/2015

(Dollars in Thousands)

	ACTUAL 2013-2014	Governor's Budget CY 2014-15	BY 2015-16
BEGINNING BALANCE	\$ 2,088	\$ 2,127	\$ 1,921
Prior Year Adjustment	\$ 9	\$ -	\$ -
Adjusted Beginning Balance	\$ 2,097	\$ 2,127	\$ 1,921
REVENUES AND TRANSFERS			
Revenues:			
125600 Other regulatory fees	\$ 45	\$ 45	\$ 47
125700 Other regulatory licenses and permits	\$ 792	\$ 980	\$ 1,086
125800 Renewal fees	\$ 1,697	\$ 2,067	\$ 2,073
125900 Delinquent fees	\$ 14	\$ 12	\$ 13
141200 Sales of documents	\$ -	\$ -	\$ -
142500 Miscellaneous services to the public	\$ 1	\$ -	\$ -
150300 Income from surplus money investments	\$ 5	\$ 6	\$ 6
150500 Interest Income From Interfund Loans	\$ -	\$ -	\$ -
160400 Sale of fixed assets	\$ -	\$ -	\$ -
161000 Escheat of unclaimed checks and warrants	\$ 1	\$ -	\$ -
161400 Miscellaneous revenues	\$ -	\$ -	\$ -
Totals, Revenues	\$ 2,555	\$ 3,110	\$ 3,225
Transfers from Other Funds			
Proposed GF 11-12 Loan Repayment			
Transfers to Other Funds			
GF Loan per item 1110-011-0108, Budget Act of 2011			
Totals, Revenues and Transfers	\$ 2,555	\$ 3,110	\$ 3,225
Totals, Resources	\$ 4,652	\$ 5,237	\$ 5,146
EXPENDITURES			
Disbursements:			
1110 - Program Expenditures (State Operations)	\$ 2,513	\$ 3,313	\$ 3,421
8880 - Financial Information System for California	\$ 13	\$ 2	\$ 5
Total Disbursements	\$ 2,526	\$ 3,315	\$ 3,426
FUND BALANCE			
Reserve for economic uncertainties	\$ 2,127	\$ 1,921	\$ 1,720
Months in Reserve	7.7	6.7	5.9

NOTES: A. ASSUMES WORKLOAD AND REVENUE PROJECTIONS ARE REALIZED IN BY+1 AND ON-GOING.

B. ASSUMES APPROPRIATION GROWTH OF 2% PER YEAR BEGINNING BY+1.

C. ASSUMES INTEREST RATE AT 0.3%

**School Oversight
And
Enforcement:
Site Team**

California Acupuncture Board, Education Unit - Subject Matter Experts

Name	# of Years Licensed	Education Background	Work Experience - School Related	Work Experience - Professional Development	Research
Anyork Lee	37	National Taiwan University, B.S California State University, Stanislaus, M.B.A Asian American Acupuncture College, San Diego, Dr. of Acupuncture Medicine	Dean of Doctor's Program, Alhambra Medical University (1 Year) Clinic Director, Alhambra Medical University (1 Year)	Operates Two Private Clinic	
David Chen	37	International Acupuncture University and Research Institute Yuin University, Hor Ph.D	Board of Director, Samra University School of Oriental Medicine (1999-2012)	Operates One Private Clinic	Publication, Food Therapy and Nutritional Information on Vegetables, Fruit and Meat Publication, Contraindication-- Food, Vitamins and Herbs Publication, Perspiration and Your Health Publication, Weight Control in Oriental Medicine Publication, Oriental Medicine Examine Sheet Publication, Weight Control Publication, The Gift of Life-Qi Gung Publication, Why the Doctors check your tongue and pulse in Oriental Medicine Publication, What to Eat and What Not to Eat Publication, How Weather Affects Us Publication, Water Consumption & Good Health Publication, General Concept Regarding Herbal Medicine Publication, Acupuncture and Chronic Pain Control
De Ming Huang	22	GuangZhou University of Traditional Chinese Medicine, Master Degree Liberty University, Ph.D	Instructor, Stanford University of Medicine	Medical Provider, Stanford Clinic for Integrative Medicine	Key Research, Stanford University (2014) Research, Stanford Hospital, REI (2008) Publication, ZHONGGUO ZHONGCHENG YAO YOUXUAN. People's Military Medical Press, China 2014. Publication, Common gynecology disease prevention & treatment, HeBei, China. 2010 Publication, the basic formulated types of medicine in China. 2nd edition, China Publication, Hair loss prevention and maintenance. Hongkong, China
Francisco Kim	19	South Baylo University, Master of Oriental Medicine Han Kook University of Foreign Studies, English Literature/Biology	*Adjunct Clinic Faculty, Touro University of California, College of Osteopathic *Instructor, Nine Star University *Instructor, Five Branches University Instructor, Kyung San University School of Oriental Medicine (1 year)	Operates One Private Clinic Clinic Manager, St. Francis Clinic (8 years) Staff Acupuncturist, St. Thomas Clinic (4 years)	
Amy Chang	9	Texas Christain University, B.S in Registered Nursing Southern California University of Health Sciences, MSTCM & Salutatorian		Operates One Private Clinic	
Jay Herdt	30	San Francisco State University, B.A American College Of Traditional Chinese Medicine, MSTCM Morehead State University, M.B.A Morehead State University, Health Systems Management Certificate		Operates One Private Clinic Founder of QuestHealth LLC	
Sherry Yang	12	Shanghai Medical University, Bachelor of Medicine Shanghai Medical University, Master of Medical Psychology Academy of Chinese Culture and Health Sciences, MSTCM American College of Traditional Chinese Medicine, DOAM	Faculty, American College of Traditional Chinese Medicine (5 Years) Faculty & Academic Director, Academy of Chinese Culture and Health Sciences (9 Years) Lecturer and Physician, Department of Medical Psychology, Shanghai Medical University (1 Year) Assistant Professor, Department of Clinical Biochemistry, Shanghai Medical University (2 Year) Assistant Professor, Department of Clinical Biochemistry, Shanghai Medical University (3 Years)	Operates One Private Clinic Physician, Zhongshan Hospital (1 Year) Physician, Shanghai Mental Health Center (1 Year)	Primary Investigator, Evaluating Treatment and Its Effectiveness for Menopausal Insomnia Acupuncture Case Studies on Perimenopausal Insomnia, Berkeley Acupuncture Center, 2011 Primary Investigator, Research on analysis of medical students' psychological problems and prevention strategies, Youth Science Foundation of Shanghai Medical University, 1991 Investigator, Research of Type A Behavior pattern and cardiac heart disease, Zhongshan Hospital, 1989 Publication, Sheng-peng Yang, Health, Disease and Psychology Publication, Sheng-peng Yang and Jun-mian Xu, Clinical Psychological Counseling for College Students with Psychological Disorders Publication, Zhi-guang Zheng, Sheng-ping Yang and Shou-Kang Shi, Outcome Analysis of SCL-90 for Medical Students

*Presently Working

Enforcement:

Data Report

ACUPUNCTURE BOARD

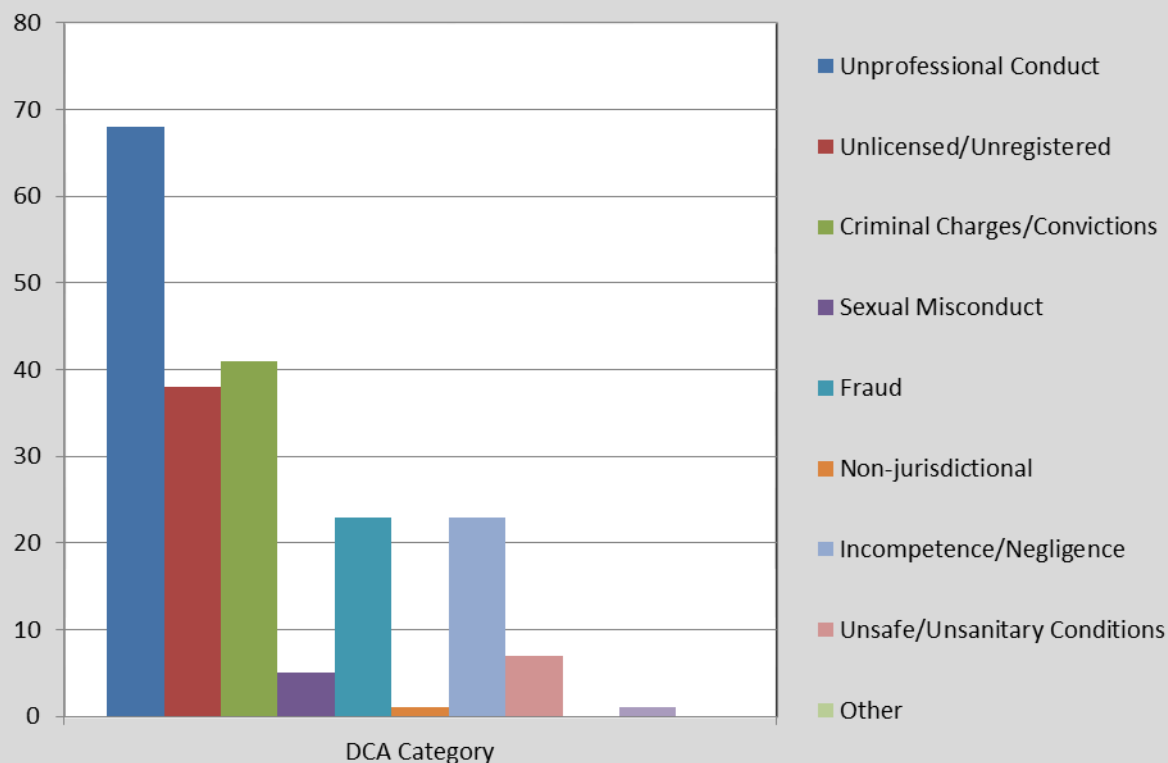
1747 North Market Boulevard, Suite 180, Sacramento, CA 95834
(916) 515-5200 FAX (916) 928-2204 www.acupuncture.ca.gov

DATE	February 20, 2015
TO	All Board Members
FROM	Cricket Borges Enforcement Analyst
SUBJECT	Enforcement Update for October 21, 2014 to January 26, 2015

COMPLAINTS/CONVICTIONS & ARRESTS

DCA Category	Received	Closed/Referred to Investigation
Unprofessional Conduct	11	12
Unlicensed/Unregistered	5	6
Criminal Charges/Convictions	24	30
Sexual Misconduct	1	1
Fraud	5	6
Non-jurisdictional	0	0
Incompetence/Negligence	4	4
Unsafe/Unsanitary Conditions	0	0
Other	0	0
Substance Abuse/Drug & Mental/Physical Impairment	0	0
Discipline by Another State Agency	0	0
Total	50	59
Average Intake Time: 9 days		

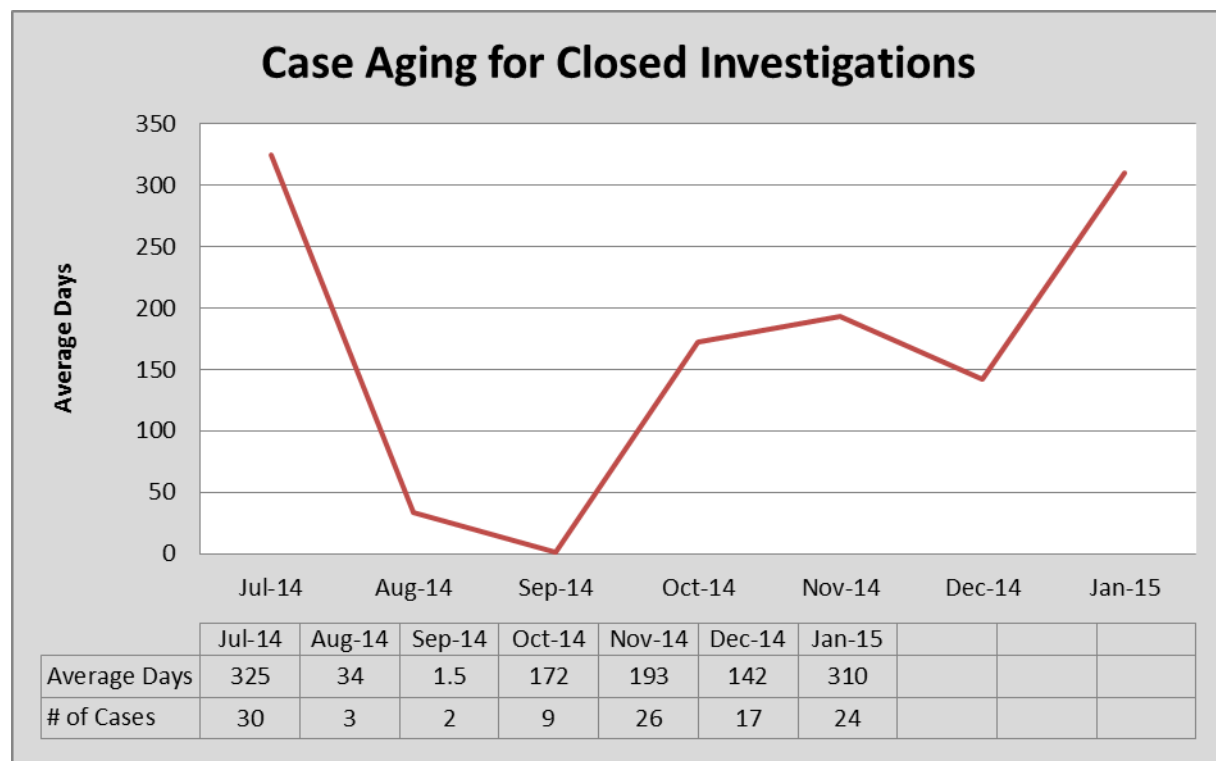
Complaint Volume from 7/1/14 - 1/26/15



*INVESTIGATIONS

DCA Category	Initiated	Pending	Closed
Unprofessional Conduct	11	68	24
Unlicensed/Unregistered	6	38	12
Criminal Charges/Convictions	26	41	29
Sexual Misconduct	1	5	1
Fraud	6	23	2
Non-jurisdictional	0	1	0
Incompetence/Negligence	4	23	3
Unsafe/Unsanitary Conditions	0	7	1
Other	0	0	0
Substance Abuse/Drug & Mental/Physical Impairment	0	1	0
Discipline by Another State Agency	0	0	1
Total	54	207	73
Average days		248	221

*Includes formal investigations conducted by DOI and desk investigations conducted by staff



DISCIPLINARY ACTIONS

Requested	2
Pending	29
Accusation/SOI Filed	3
Decisions	2
Revoked	2
Voluntary Surrender	0
Probation	0
License Denied	0
Public Reprimand	0
Avg. Overall Process Time	946 days
Open Probation Cases	15

State of California

**California Acupuncture Board
Board Member
Administrative Manual**

Adopted February 20, 2015



Edmund G. Brown Jr., Governor
State of California

Members of the Board

Michael Shi, L.Ac, President, Licensed Member
Kitman Chan, Vice President, Public Member
Hildegarde Aguinaldo, J.D., Public Member
Francisco Hsieh, Public Member
Jeannie Kang, L.Ac, Licensed Member
Jamie Zamora, Public Member
Vacant, Licensed Member

Executive Officer

Terri Thorfinnson, J.D.

This procedure manual is a general reference including a review of some important laws, regulations, and basic Board policies in order to guide the actions of the Board members and ensure Board effectiveness and efficiency.

This Administrative Procedure Manual, regarding Board Policy, can be amended by a majority of affirmative votes of any current or future Board.

TABLE OF CONTENTS

CHAPTER 1. Introduction	Page
Mission Statement.....	5
Brief History.....	5
Function of the Board.....	6
State of California Acronyms.....	6
General Rules of Conduct.....	6
 CHAPTER 2. Board Members and Meeting Procedures	
Membership.....	8
Board Meetings.....	8
Quorum.....	8
Board Member Attendance at Board Meetings.....	8
Public Attendance at Board Meetings.....	9
Agenda Items.....	9
Notice of Meetings.....	9
Notice of Meetings Posted on the Internet.....	9
Mail Ballots.....	9
Holding Disciplinary Cases for Board Meetings.....	10
Record of Meetings.....	10
Tape Recording.....	10
Meeting Rules.....	11
Public Comment.....	11
 CHAPTER 3. Travel & Salary Policies & Procedures	
Travel Approval.....	12
Travel Arrangements.....	12
Out-of-State Travel.....	12
Travel Claims.....	12
Salary Per Diem.....	12
 CHAPTER 4. Selection of Officers and Committees	
Officers of the Board.....	14
Election of Officers.....	14
Officer Vacancies.....	14
Board Member Addresses.....	14
Board Member Written Correspondence.....	14
Communications: Other Organizations/Individuals/Media.....	14
Committee Appointments.....	14
Committee Meetings.....	15
Attendance at Committee Meetings.....	15

CHAPTER 5. Board Administration and Staff

Executive Officer	16
Board Administration	16
Executive Officer Evaluation.....	16
Board Staff	16
Board Budget	16
Communication with Organizations & Individuals	17
Business Cards	17

CHAPTER 6. Other Policies & Procedures

Board Member Disciplinary Actions.....	18
Terms and Removal of Board Members.....	18
Resignation of Board Members	18
Conflict of Interest	19
Contact with Licensees and Applicants	19
Contact with Respondents.....	19
Service of Legal Documents.....	19
Serving as an Expert Witness	19
Gifts from Licensees and Applicants.....	20
Ex Parte Communications	20
The Honoraria Prohibition.....	21
Board member Orientation	21
Ethics Training.....	21
Sexual Harassment	21

CHAPTER 1. Introduction

Mission Statement

To protect, benefit, and inform the people of California by exercising the licensing, regulatory, and enforcement mandates of the Acupuncture Licensure Act and Acupuncture Regulations.

Brief History

The Board of Medical Examiners (now called the Medical Board of California) began regulating acupuncture in 1972 under provisions that authorized the practice of acupuncture under the supervision of a licensed physician as part of acupuncture research in medical schools. Subsequently, the law was amended to allow acupuncture research to be conducted under the auspices of medical schools rather than just in medical schools.

In 1975, Senate Bill 86 (Chapter 267, Statutes of 1975) created the Acupuncture Advisory Committee (committee) under the Board of Medical Examiners and allowed the practice of acupuncture but only upon prior diagnosis or referral by a licensed physician, chiropractor or dentist. In 1976 California became the eighth state to license acupuncturists. Subsequent legislation in 1978 established acupuncture as a "primary health care profession" by eliminating the requirement for prior diagnosis or referral by a licensed physician, chiropractor or dentist; and Assembly Bill 2424 (Chapter 1398, Statutes of 1978) authorized MediCal payments for acupuncture treatment.

In 1980 the law was amended to: abolish the Acupuncture Advisory Committee and replace it with the Acupuncture Examining Committee within the Division of Allied Health Professions with limited autonomous authority; expanded the acupuncturists' scope of practice to include electroacupuncture, cupping, and moxibustion; clarified that Asian massage, exercise and herbs for nutrition were within the acupuncturist's authorized scope of practice; and provided that fees be deposited in the Acupuncture Examining Committee Fund instead of the Medical Board's fund. Most of these statutory changes became effective on January 1, 1982.

In 1982, the Legislature designated the Acupuncture Examining Committee as an autonomous body, and effective January 1, 1990, through AB 2367 (Chapter 1249, Statutes of 1989) the name was changed to the Acupuncture Committee to better identify it as a state licensing entity for acupuncturists. On January 1, 1999, the committee's name was changed to the Acupuncture Board (SB 1980, Chapter 991, Statutes of 1998) and removed the Committee from within the jurisdiction of the Medical Board of California (SB 1981, Chapter 736, Statutes of 1998).

Function of the Board

The Acupuncture Board's (Board) legal mandate is to regulate the practice of acupuncture and Asian medicine in the State of California. The Board established and maintains entry standards of qualification and conduct within the acupuncture profession, primarily through its authority to license. The Acupuncture Licensure Act commences with Business and Professions (B&P) Code, Section 4925 et seq. The Board's regulations appear in Title 16, Division 13.7, of the California Code of Regulations (CCR).

The primary responsibility of the Acupuncture Board is to protect California consumers from incompetent, and/or fraudulent practice through the enforcement of the Acupuncture Licensure Act and the Board's regulations. The Board promotes safe practice through the improvement of educational training standards, continuing education, enforcement of the B&P Code, and public outreach.

State of California Acronyms

ALJ	Administrative Law Judge
AG	Office of the Attorney General
APA	Administrative Procedure Act
B & P	Business and Professions Code
CCCP	California Code of Civil Procedure
CCR	California Code of Regulations
DAG	Deputy Attorney General
DOF	Department of Finance
DOI	Division of Investigation
DPA	Department of Personnel Administration
OAH	Office of Administrative Hearings
OAL	Office of Administrative Law
SAM	State Administrative Manual
SCIF	State Compensation Insurance Fund
SCO	State Controllers Office
SCSA	State and Consumer Services Agency
SPB	State Personnel Board

General Rules of Conduct

All Board Members shall act in accordance with their oath of office, and shall conduct themselves in a courteous, professional and ethical manner at all times. The Board serves at the pleasure of the governor, and shall conduct their business in an open manner, so that the public that they serve shall be both informed and involved, consistent with the provisions of the Bagley-Keene Open Meeting Act and all other governmental and civil codes applicable to similar boards within the State of California.

- ❖ Board members shall comply with all provisions of the Bagley-Keene Open Meeting Act.
- ❖ Board members shall not speak or act for the Board without proper authorization.
- ❖ Board members shall not privately or publicly lobby for or publicly endorse, or otherwise engage in any personal efforts that would tend to promote their own personal or political views or goals, when those are in direct opposition to an official position adopted by the Board.
- ❖ Board members shall not discuss personnel or enforcement matters outside of their official capacity in properly noticed and agendized meetings or with members of the public or the profession.
- ❖ Board members shall never accept gifts from applicants, licensees, or members of the profession while serving on the Board.
- ❖ Board members shall maintain the confidentiality of confidential documents and information related to board business.
- ❖ Board members shall commit the time and prepare for Board responsibilities including the reviewing of board meeting notes, administrative cases to be reviewed and discussed, and the review of any other materials provided to the board members by staff, which is related to official board business.
- ❖ Board members shall recognize the equal role and responsibilities of all Board members.
- ❖ Board members shall act fairly, be nonpartisan, impartial, and unbiased in their roles of protecting the public and enforcing the Acupuncture Licensure Act.
- ❖ Board members shall treat all consumers, applicants and licensees in a fair, professional, courteous and impartial manner.
- ❖ Board members' actions shall serve to uphold the principle that the Board's primary mission is to protect the public.
- ❖ Board members shall not use their positions on the Board for personal, familial, or financial gain. Any employment subsequent to employment as a board member shall be consistent with Executive Order 66-2.

CHAPTER 2. Board Members & Meeting Procedures

Membership

(B & P Code Section 4929)

The Board consists of seven members. Three members are licensed acupuncturists and four are public members. The Governor appoints the three licensed members and two public members. The Senate Rules Committee and the Speaker of the Assembly each appoint one public member. All members appointed by the Governor are subject to Senate confirmation. The members serve a four-year term for a maximum of two terms.

Board Meetings

(B & P Code Section 101.7)

(Government Code Section 11120 et seq. – Bagley-Keene Open Meeting Act)

The full board shall meet at least three times each calendar year. The Board shall meet at least once each calendar year in northern California and at least once each calendar year in southern California in order to facilitate participation by the public and its licensees.

The board, as a statement of policy, shall comply with the provisions of the Bagley-Keene Open Meeting Act, and conduct their business in accordance with Robert's Rules of Order, as long as that does not conflict with any superseding laws or regulations.

Due notice of each meeting and the time and place thereof must be given to each member in the manner provided by the Bagley-Keene Open Meeting Act.

The Board may call a special meeting at any time in the manner provided by the Bagley-Keene Open Meeting Act, Government Code Section 11125.4.

Quorum

(Business and Professions Code Section 4933)

Four members of the board, including at least one acupuncturist, shall constitute a quorum to conduct business. An affirmative vote of a majority of those present at a meeting of the board is required to carry any motion.

Board Member Attendance at Board Meetings

(Board Policy)

Being a member of the Board is a serious commitment to the governor and the people of the State of California. Board members shall attend a minimum of 75% of all scheduled board meetings. If a member is unable to attend, he or she must contact the Board President or the Executive Officer, and provide a written explanation of their absence.

Public Attendance at Board Meetings

(Government Code Section 11120 et seq.)

Meetings are subject to all provisions of the Bagley-Keene Open Meeting Act. This Act governs meetings of the state regulatory Boards and meetings of committees of those Boards where committee consists of more than two members. It specifies meeting notice, agenda requirements, and prohibits discussing or taking action on matters not included on the agenda. If the agenda contains matters which are appropriate for closed session, the agenda shall cite the particular statutory section and subdivision authorizing the closed session.

Agenda Items

(Board Policy)

Board members may submit agenda items for a future Board meeting during the "Future Agenda Items" section of a Board meeting or directly to the Board President 15 days prior to a Board meeting. To the extent possible, the Board President will calendar each Board member's request on a future Board meeting.

In the event of a conflict, the Board President shall make the final decision. The Board President will work with the Executive Officer to finalize the agenda.

If a Board member requests an item be placed on the agenda, and that request can not be complied with at the immediate upcoming meeting, then the requested agenda item shall be placed on the next regularly scheduled meeting and shall never be postponed more than two meetings.

Notice of Meetings

(Government Code Section 11120 et seq.,)

Meeting notices, including agendas, for Board meetings will be sent to persons on the Board's mailing list at least 10 calendar days in advance, as specified in the Bagley-Keene Open Meeting Act. The notice shall include a staff person's name, work address, and work telephone number who can provide further information prior to the meeting.

Notice of Meetings Posted on the Internet

(Government Code Section 11125 et seq.,)

Meeting notices shall be posted on the Board's web site at least 10 days in advance of the meeting, and include the name, address, and telephone number of staff who can provide further information prior to the meeting

Mail Ballots

(Government Code Section 11500 et seq.,)

The Board must approve any proposed decision or stipulation before the formal discipline becomes final and the penalty can take effect.

Proposed stipulations and decisions are mailed to each Board member for his or her vote. For stipulations, a background memorandum from the assigned deputy attorney general accompanies the mail ballot. A five calendar day deadline generally is given for the mail ballots for stipulations and proposed decisions to be completed and returned to the Board's office.

Holding Disciplinary Cases for Board Meetings

(Board Policy)

When voting on mail ballots for proposed disciplinary decisions or stipulations, a Board member may wish to discuss a particular aspect of the decision or stipulation before voting. If this is the case, the ballot must be marked "hold for discussion," and the reason for the hold must be provided on the mail ballot. This allows staff the opportunity to prepare information being requested.

If two votes are cast to hold a case for discussion, the case is set aside and not processed (even if four votes have been cast on a decision). Instead the case is scheduled for a discussion during a closed session at the next Board meeting.

If the matter is held for discussion, staff counsel will preside over the closed session to assure compliance with the Administrative Procedure Act and Open Meeting Act.

Record of Meetings

(Board Policy)

The minutes are a summary, not a transcript, of each Board meeting. They shall be prepared by Board staff and submitted for review by Board members before the next Board meeting.

Board minutes must be approved or disapproved at the next scheduled meeting of the Board. When approved, the minutes shall serve as the official record of the meeting. The recordings of each board meeting shall be maintained and not destroyed.

Tape Recording

(Government Code Section 11124.1(b))

The meeting may be audio and video tape recorded by the public or any other entity in accordance with the Bagley-Keene Open Meeting Act, the members of the public may tape record, videotape or otherwise record a meeting unless they are disruptive to the meeting and the President has specifically warned them of their being disruptive, then the President may order that their activities be ceased.

The board may place the audio recorded public board meetings on its web site at www.acupuncture.ca.gov.

Meeting Rules

(Board Policy)

The Board will use Robert's Rules of Order, to the extent that it does not conflict with state law (e.g., Bagley-Keene Open Meeting Act or other state laws or regulations), as a guide when conducting the meetings. Questions of order are clarified by the Board's legal counsel.

Public Comment

(Board Policy)

Public comment is always encouraged and allowed, however, if time constraints mandate, the comments may be limited to five minutes per person. Due to the need for the Board to maintain fairness and neutrality when performing its adjudicative function, the Board shall not receive any information from a member of the public regarding matters that are currently under or subject to investigation, or involve a pending or criminal administrative action.

1. If, during a Board meeting, a person attempts to provide the Board with any information regarding matters that are currently under or subject to investigation or involve a pending administrative or criminal action, the person shall be advised that the Board cannot properly consider or hear such substantive information and the person must be instructed to refrain from making such comments.
2. If, during a Board meeting, a person wishes to address the Board concerning alleged errors of procedure or protocol or staff misconduct involving matters that are currently under or subject to investigation or involve a pending administrative or criminal action, the Board will address the matter as follows:
 - a. Where the allegation involves errors of procedure or protocol, the Board may designate its Executive Officer to review whether the proper procedure or protocol was followed and to report back to the Board.
 - b. Where the allegation involves significant staff misconduct, the Board may designate one of its members to review the allegation and to report back to the Board.
3. The Board may deny a person the right to address the Board and have the person removed if such person becomes disruptive at the Board meeting. The Board accepts the conditions established in the Bagley-Keene Open Meeting Act and appreciates that at times the public may disapprove, reprimand, or otherwise present an emotional presentation to the Board, and it is the Board's duty and obligation to allow that public comment, as provided by law.

CHAPTER 3. Travel & Salary Policies & Procedures

Travel Approval

(Board Policy)

Board members shall receive Executive Officer approval for all travel and salary or per diem reimbursement, except for regularly scheduled Board, committee, and conference meetings to which a Board member is assigned.

Travel Arrangements

(Board Policy)

Board members should attempt to make their own travel arrangements and are encouraged to coordinate with the Board liaison on lodging accommodations.

Out-of-State Travel

(SAM Section 700 et seq.)

Out-of-state travel for all persons representing the state of California is controlled and must be approved by the Governor's Office.

Travel Claims

(SAM Section 700 et seq.)

Rules governing reimbursement of travel expenses for Board members are the same as for management-level state staff. All expenses shall be claimed on the appropriate travel expense claim forms. The Board Liaison maintains these forms and completes them as needed.

The Executive Officer's travel and per diem reimbursement claims shall be submitted to the Board President for approval.

It is advisable for Board members to submit their travel expense forms immediately after returning from a trip and not later than thirty days following the trip.

Salary Per Diem

(B & P Code Section 103 and 4931)

Each member of the Board shall receive a per diem in the amount provided in Section 103 of the Business and Professions (B&P) Code. Board members fill non-salaried positions, but are paid \$100 per day for each meeting day and are reimbursed travel expenses.

Compensation in the form of salary per diem and reimbursement of travel and other related expenses for Board members is regulated by the B&P Code Section 103. In relevant part, B&P Code Section 103 provides for the payment of salary per diem for Board members "for each day actually spent in the discharge of official duties," and provides that the Board member "shall be reimbursed for traveling and other expenses necessarily incurred in the performance of official duties."

Salary Per Diem

(Board Policy)

Accordingly, the following general guidelines shall be adhered to in the payment of salary per diem or reimbursement for travel:

1. No salary per diem or reimbursement for travel-related expenses shall be paid to Board members except for attendance at official Board or committee meetings, unless a substantial official service is performed by the Board member.

Attendance at gatherings, events, hearings, conferences or meetings other than official Board or committee meetings in which a substantial official service is performed the Executive Officer shall be notified and approval shall be obtained from the Board President prior to Board member's attendance.

2. The term "day actually spent in the discharge of official duties" shall mean such time as is expended from the commencement of a Board or committee meeting until that meeting is adjourned.

If a member is absent for a portion of a meeting, hours are then reimbursed for time actually spent. Travel time is not included in this component.

3. For Board-specified work, Board members will be compensated for time actually spent in performing work authorized by the Board President. This may also include, but is not limited to, authorized attendance at other events, meetings, hearings, or conferences. Work also includes preparation time for Board or committee meetings and reading and deliberating mail ballots for disciplinary actions.
4. Reimbursable work does not include miscellaneous reading and information gathering unrelated to board business and not related to any meeting, preparation time for a presentation and participation at meetings not related to official participation of the members duties with the Board.
5. Board members may participate on their own (i.e., as a citizen or professional) at an event or meeting but not as an official Board representative unless approved in writing by the President. Requests must be submitted in writing to the President for approval and a copy provided to the Executive Officer. However, Board members should recognize that even when representing themselves as "individuals," their positions might be misconstrued as that of the Board.

CHAPTER 4. Selection of Officers & Committees

Officers of the Board

The Board shall elect at the first meeting of each year a President and Vice President.

Election of Officers

Elections of the officers shall occur annually at the first meeting of each year.

Officer Vacancies

If an office becomes vacant during the year, the President may appoint a member to fill the vacancy for the remainder of the term until the next annual election.

If the office of the President becomes vacant, the Vice President shall assume the office of the President. Elected officers shall then serve the remainder of the term.

Board Member Addresses

Board member addresses and telephone numbers are confidential and shall not be released to the public without expressed authority of the individual Board member. A roster of Board members is maintained for public distribution on the Board's web site using the Board's address and telephone number.

Board Member Written Correspondence and Mailings

All correspondence, press releases, articles, memoranda or any other communication written by any Board member in his or her official capacity must be provided to the Executive Officer. The Executive Officer will retain a copy in a chronological file.

Communications: Other Organizations/Individuals/Media

All communications relating to any Board action or policy to any individual or organization, or a representative of the media shall be made only by the Board President, his or her designee, or the Executive Officer. Any Board member who is contacted by any of the above should inform the Board President or Executive Officer of the contact

Committee Appointments

The President shall establish committees as he or she deems necessary.

The composition of the committees and the appointment of the members shall be determined by the Board President in consultation with the Vice President and the Executive Officer.

Committee Meetings

Each committee will be comprised of at least two Board members. The committees are an important venue for ensuring that staff and Board members share information and perspectives in crafting and implementing strategic objectives.

The Board's committees allow Board members, stakeholders and staff to discuss and conduct problem solving on issues related to the Board's strategic goals. They also allow the Board to consider options for implementing components for the strategic plan.

The committees are charged with coordinating Board efforts to reach Board goals and achieving positive results on its performance measures.

The Board President designates one member of each committee as the committee's chairperson.

The chairperson coordinates the committee's work, ensures progress toward the Board's priorities, and presents reports as necessary at each meeting.

During any public committee meeting, comments from the public are encouraged, and the meetings themselves are frequently public forums on specific issues before a committee. These meetings shall also be run in accordance with the Bagley-Keene Open Meeting Act.

Attendance at Committee Meetings

If a Board member wishes to attend a meeting of a committee of which he or she is not a member, the Board member must obtain permission from the Board President to attend and must notify the committee chair and staff.

Board members who are not members of the committee that is meeting cannot vote during the committee meeting.

If there is a quorum of the Board at a committee meeting, Board members who are not members of the committee must sit in the audience and cannot participate in committee deliberations.

The Board's legal counsel works with the Executive Officer to assure any meeting that fits the requirements for a public meeting is appropriately noticed.

CHAPTER 5. Board Administration & Staff

Executive Officer

(B & P Code Section 4934)

The Board may appoint an Executive Officer. The Executive Officer is responsible for the financial operations and integrity of the Board, and is the official custodian of records. The Executive Officer is an at will employee, who serves at the pleasure of the Board, and may be terminated, with or without cause, in accordance with the provisions of the Bagley-Keene Open Meeting Act.

Board Administration

Strategies for the day-to-day management of programs and staff shall be the responsibility of the Executive Officer as an instrument of the Board.

Executive Officer Evaluation

On an annual basis, the Executive Officer is evaluated by the Board President during a closed session. Board members provide information to the President on the Executive Officer's performance in advance of this meeting.

Board Staff

(B & P Code Section 4934)

Employees of the Board, with the exception of the Executive Officer, are civil service employees. Their employment, pay, benefits, discipline, termination, and conditions of employment are governed by a myriad of civil service laws and regulations and often by collective bargaining labor agreements.

Because of this complexity, the Board delegates this authority and responsibility for management of the civil service staff to the Executive Officer as an instrument of the Board.

Board members may express any staff concerns to the Executive Officer but shall refrain from involvement in any civil service matters. Board members shall not become involved in the personnel issues of any state employee.

Board Budget

The Executive Officer or the Executive Officer's designee will attend and testify at the legislative budget hearings and shall communicate all budget issues to the Administration and Legislature.

Communications with Other Organizations & Individuals

All communications relating to any Board action or policy to any individual or organization shall be made only by the President of the Board, his or her designee, or the Executive Officer.

Any Board member who is contacted by any of the above should inform the Board President or Executive Officer of the contact immediately.

All correspondence shall be issued on the Board's standard letterhead and will be disseminated by the Executive Officer's office.

Business Cards

Business cards will be provided to each Board member with the Board's name, address, telephone and fax number, and website address.

CHAPTER 6. Other Policies & Procedures

Board Member Disciplinary Actions

If a board member violates any provision of the Administrative Procedure Manual, the President will provide in writing, notice to the member of the violation. If the member disagrees with the notice, the board member must provide a reply in writing. After giving the board member an opportunity to respond to the notice, the President, at his/her discretion may meet in person or discuss by telephone with the board member to discuss the violation. The President may ask a third person to be present during the meeting. If the matter is not resolved at the end of the meeting or it is resolved but the board member continues to violate the procedures in the manual, the President may agendaize at the next board meeting an item asking for censure of the board member.

If the violation concerns the President's conduct, the Vice-President will handle the matter.

Terms and Removal of Board Members

(B & P Code Sections 4929 and 4930)

The Governor appoints three acupuncturist members and two public members of the Board. The Senate Rules Committee and the Speaker of the Assembly each appoint a public member. Each appointment shall be for the term of four years, except that an appointment to fill a vacancy shall be for the unexpired term only. No person shall serve more than two consecutive terms on the Board

Each Governor appointee shall serve until his successor has been appointed and qualified or until 60 days has elapsed since the expiration of his term whichever first occurs. Each Senate Rules Committee and the Speaker of the Assembly appointee shall serve until his successor has been appointed and qualified or until one year has elapsed since the expiration of his term whichever first occurs.

The Governor has the power to remove any member from the Board appointed by him for continued neglect of duties required by law, or for incompetence, or unprofessional or dishonorable conduct.

Resignation of Board Members

(Government Code Section 1750(b))

In the event that it becomes necessary for a Board member to resign, a letter shall be sent to the appropriate appointing authority (Governor's Office, Senate Rules Committee, or the Speaker of the Assembly) with the effective date of the resignation. Written notification is required by state law. A copy of this letter shall also be sent to the Board President and the Executive Officer.

Conflict of Interest

(Government Code Section 87100)

No Board member may make, participate in making, or in any way attempt to use his or her official position to influence a governmental decision in which he or she knows or has reason to know he or she has a financial interest.

Any Board member who has a financial interest shall disqualify him or herself from making or attempting to use his or her official position to influence the decision.

Any Board member who feels he or she is entering into a situation where there is a potential for a conflict of interest should immediately consult the Executive Officer or the Board's legal counsel.

Contact with Licensees and Applicants

Board members shall not intervene on behalf of a licensee or applicant for licensure for any reason. They should forward all contacts or inquiries to the Executive Officer.

Contact with Respondents

Board members should not directly participate in complaint handling and resolution or investigations. To do so would subject the Board member to disqualification in any future disciplinary action against the licensee. If a Board member is contacted by a respondent or his/her attorney, the Board member should refer the individual to the Executive Officer.

Service of Legal Documents

If a Board member is personally served as a party in any legal proceeding related to his or her capacity as Board member, he or she must contact the Executive Officer immediately.

Serving as an Expert Witness

(Executive Order 66.2)

Pursuant to Executive Order 66-2, no employment, activity, or enterprise shall be engaged in by any gubernatorial appointee which might result in, or create the appearance of resulting in any of the following:

1. Using the prestige or influence of a State office for the appointee's private gain or advantage.
2. Using state time, facilities, equipment, or supplies for the appointee's private gain or advantage, or the private gain or advantage of another.

3. Using confidential information acquired by virtue of State involvement for the appointees private gain or advantage, or the private gain or advantage of another.
4. Receiving or accepting money or any other consideration from anyone other than the State for the performance of an act which the appointee would be required or expected to render in the regular course of hours of his or her State employment or as a part of the appointee's duties as a State officer.

Gifts from Licensees and Applicants

A gift of any kind to Board members from licensees, applicants for licensure, continuing education providers or approved schools is not permitted. Gifts must be returned immediately

Ex Parte Communications

(Government Code Section 11430.10 et seq.)

The Government Code contains provisions prohibiting ex parte communications. An "ex parte" communication is a communication to the decision-maker made by one party to an enforcement action without participation by the other party. While there are specified exceptions to the general prohibition, the key provision is found in subdivision (a) of section 11430.10, which states:

"While the proceeding is pending, there shall be no communication, direct or indirect, regarding any issue in the proceeding to the presiding officer from an employee or representative of an agency that is a party or from an interested person outside the agency, without notice and an opportunity for all parties to participate in the communication."

Board members are prohibited from an ex parte communication with Board enforcement staff while a proceeding is pending.

Occasionally, an applicant who is being formally denied licensure, or a licensee against whom disciplinary action is being taken, will attempt to directly contact Board members. If the communication is written, the person should read only far enough to determine the nature of the communication. Once he or she realizes it is from a person against whom an action is pending, they should reseal the documents and send them to the Executive Officer.

If a Board member receives a telephone call from an applicant under any circumstances or licensee against whom an action is pending, he or she should immediately tell the person they cannot speak to them about the matter and inform the Executive Officer and the Board's legal counsel.

If the person insists on discussing the case, he or she should be told that the Board member will be required to recuse him or herself from any participation in the matter. Therefore, continued discussion is of no benefit to the applicant or licensee.

If a Board member believes that he or she has received an unlawful ex parte communication, he or she should contact the Executive Officer and the Board's legal counsel.

Honoraria Prohibition

(Government Code Section 89503 and FPPC Regulations, Title 2, Division 6)

As a general rule, members of the Board should decline honoraria for speaking at, or otherwise participating in, professional association conferences and meetings. A member of a state Board is precluded from accepting an honorarium from any source, if the member would be required to report the receipt of income or gifts from that source on his or her statement of economic interest.

Board members are required to report income from, among other entities, professional associations and continuing education providers. Therefore, a Board member should decline all offers for honoraria for speaking or appearing before such entities.

There are limited exceptions to the honoraria prohibition. The acceptance of an honorarium is not prohibited under the following circumstances:

- (1) when a honorarium is returned to the donor (unused) within 30 days;
- (2) when an honorarium is delivered to the State Controller within thirty days for donation to the General Fund (for which a tax deduction is not claimed); and
- (3) when an honorarium is not delivered to the Board member, but is donated directly to a bona fide charitable, educational, civic, religious, or similar tax exempt, non-profit organization.

In light of this prohibition, members should report all offers of honoraria to the Board President so that he or she, in consultation with the Executive Officer and staff counsel, may determine whether the potential for conflict of interest exists.

Board Member Orientation

The Board member orientation session shall be given to new Board members within one year of assuming office.

Ethics Training

California law requires all appointees to take an ethics orientation within the first six months of their appointment and to repeat this ethics orientation every two years throughout their term.

Sexual Harassment Training

(Government Code Section 12950.1)

Board members are required to undergo sexual harassment training and education once every two years.

ACUPUNCTURE BOARD

1747 North Market Boulevard, Suite 180, Sacramento, CA 95834
(916) 515-5200 FAX (916) 928-2204 www.acupuncture.ca.gov

**Yuin University
2007 E Compton Blvd
Compton, CA 90221
Training Program Seeking Approval Exit Report**

PART I: BACKGROUND

INSTITUTION MISSION AND OBJECTIVE

Founded on March 1, 1981, Yuin University is a private, international, and independent institute of higher education. The university consists of: the School of Acupuncture & Oriental Medicine, the School of Business Administration, and the School of Theology. Yuin University's School of Acupuncture & Oriental Medicine mission is:

"The School of Acupuncture & Oriental Medicine provides a classroom based non-traditional education and training which will prepare students for the professional practice of Acupuncture and Oriental Herbal Science in the United States."

APPROVAL FROM BPPE

In 2010, Yuin University submitted an application to Bureau for Private Postsecondary and Vocational Education (BPPE) for its Master of Science in Acupuncture & Oriental Medicine program. The application is currently being processed.

ACCREDITATION

Yuin University's Master of Science in Acupuncture & Oriental Medicine program is not accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM).

DEGREES OFFERED AT YUIN UNIVERSITY

1. Bachelor of Science in Acupuncture & Oriental Medicine
2. Master of Science in Acupuncture & Oriental Medicine
3. Doctor of Acupuncture/Doctor of Oriental Medicine
4. Doctor of Philosophy in Acupuncture & Oriental Medicine
5. Bachelors of Arts in Business Administration
6. Master of Business Administration
7. Doctor of Philosophy in Business Administration
8. Bachelor of Arts in Theology
9. Master of Divinity
10. Doctor of Philosophy in Theology

Yuin University is applying for California Acupuncture Board Training Program approval for its Master of Science in Acupuncture & Oriental Medicine program. Currently, Yuin University does not have any students enrolled in its Master of Science in Acupuncture & Oriental Medicine program. Additionally, Yuin University only offers an English track for this program.

PART II: GOVERNANCE, ADMINISTRATION, AND PERSONNEL

Yuin University's Board of Directors consists of six members:

1. Christine Lee – Chairperson
2. Andrew Kim, J.D
3. Amen Rahh, Ph.D
4. Samuel Ryu, DBA
5. Kyung J Kim Ph.D., D.Min.
6. Steve Hong, Th.D., D.Min,

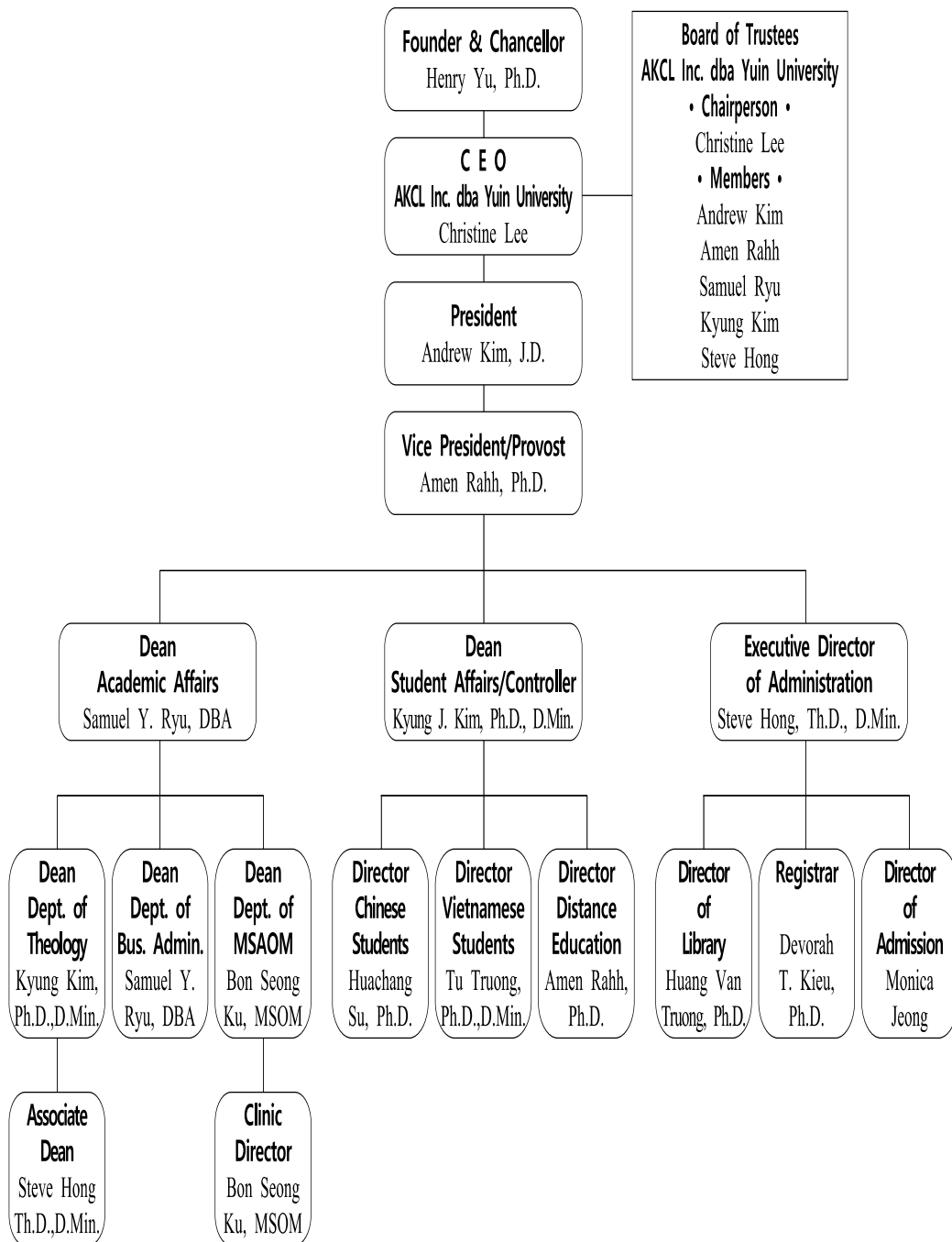
The Board of Directors meets bi-annually and staff records the meeting minutes.

Yuin University has twelve permanent administrators:

1. Christine Lee - CEO
2. Andrew Kim, J.D. – President
3. Amen Rahh, Ph.D – Vice President/Provost
4. Samuel Y. Ryu, DBA – Dean Academic Affairs
5. Kyung J. Kim – Ph.D., D. Min – Dean Student Affairs/ Controller
6. Steve Hong, Th.D., D. Min – Executive Director of Administration
7. Bon Seong Ku, MSOM – Dean Department of MSAOM
8. Huachang Su, Ph.D. – Director Chinese Student
9. Tu Truong, Ph.D., D. Min – Director Vietnamese Students
10. Huang Van Truong, Ph.D. – Director of Library
11. Deborah T. Kieu, Ph.D – Registrar
12. Monica Jeong – Director of Admission

Additionally, Yuin University has 9 instructional faculties for its School of Acupuncture and Oriental Medicine.

ORGANIZATION CHART OF YUIN UNIVERSITY



PART III: RESOURCES

TEACHING FACILITIES

Yuin University has four classrooms located at their school. The first classroom can seat up to 60. The second, third and fourth classroom can seat up to 25 students. The classrooms are equipped with various learning materials such as a full skeleton, models of human body, television, and projectors.

LIBRARY

Yuin University has a small library, approximately 581 square feet, located in their facility. The library is open from 9:00AM – 8:00PM. The library has a total of 11,934 volumes – 10,482 books in English, 507 books in Chinese, and 945 books in Korean. Additionally, the University has a director of library, who is a Ph.D. that can help students with research when needed.

FINANCES

Yuin University operates as a corporation. The major expenditures for Yuin University are: 1) Commissions/Faculty 2) Salaries & Faculty 3) Building & Equipment 4) Admin, Legal & Professional and 5) Donation, Misc, & Research. The school's major incomes are: 1) Tuition 2) Application Fees and 3) Clinics. In 2009, Yuin University had a surplus of \$28,360. In 2010, the University had a surplus of \$22,592. In 2011, Yuin University had a surplus of \$21,480.

Summary of Yuin University's Expenditures and Revenue

Fiscal Year	2011	2010	2009
Expenditures			
Commissions/Faculty	\$163,137	\$119,033	\$175,828
Salaries & Faculty	\$65,367	\$87,122	\$85,441
Building & Equipment	\$26,144	\$26,826	\$26,633
Admin, Legal & Professional	\$49,530	\$42,041	\$40,844
Donation, Misc, & Research	\$23,671	\$9,824	\$4,304
Total	\$327,849	\$284,851	\$333,050
Income			
Tuition	\$346,090	\$300,023	\$344,705
Application Fees	\$5,620	\$2,800	\$5,720
Clinic	\$3,220	\$4,620	\$4,105
Total	\$355,709	\$307,443	\$354,530
Net Surplus/ Deficit	\$21,480	\$22,592	\$28,360

WILLBODY PROGRAM

Yuin University plans to contract with the “Willbody” Program to allow the school to have access to their cadavers and cadaver’s labs to augment the Yuin University’s Anatomy course. The head of the program is a faculty at Yuin University and University of California, Irvine.

PART IV: YUIN UNIVERSITY MASTER OF SCIENCE IN ACUPUNCTURE & ORIENTAL MEDICINE CURRICULUM NON-COMPLIANCE

Yuin University is applying for California Acupuncture Board Training Program approval for its Master of Science in Acupuncture & Oriental Medicine program. Yuin University operates class year-round on quarter system. The program is a 48 months program with a total of 3,100 hours.

Finding #1: The general psychology requirement is not met due to the lack of instruction in counseling skills.

California Acupuncture Board Training Program Requirement

CCR Section 1399.434 (a)(4):

“General Psychology, including counseling skills.”

Yuin University’s Curriculum

Yuin University listed that the course, GS 240 General Psychology, satisfy CCR Section 1399.434(a)(4), but the course lack instruction in counseling skills.

Training Program Corrective Action Taken

Changes were made to the competencies covered in the course, GS 240 General Psychology, to include instruction in counseling skills (See Yuin University’s Corrective Action Report).

This action brings Yuin University in compliance with CCR Section 1399.434(a)(4).

Finding #2: The physiology requirement is not met due to the lack of instruction of neurophysiology, endocrinology, and neurochemistry.

California Acupuncture Board Training Program Requirement

CCR Section 1399.434(a)(6):

“Physiology – a survey of basic physiology, including neurophysiology, endocrinology, and neurochemistry.”

Yuin University's Curriculum

Yuin University stated the courses listed below satisfy CCR Section 1399.434(a)(6), but the courses lack instruction of neurophysiology, endocrinology, and neurochemistry.

1. GS 323 Human Anatomy and Physiology III
2. GS 324 Human Anatomy and Physiology IV

Training Program Corrective Action Taken

Changes were made to the competences covered in the course, GS 324 Human Anatomy and Physiology IV, to include neurophysiology, endocrinology, and neurochemistry (See Yuin University's Corrective Action Report).

This action brings Yuin University into compliance with CCR Section 1399.434(a)(6).

Finding #3: The pathology and pathophysiology requirement is not met due to the lack of instruction of microbiology, psychopathology, and epidemiology.

California Acupuncture Board Training Program Requirement

CCR Section 1399.434(a)(7):

"Pathology and Pathophysiology – a survey of the nature of disease and illness, including microbiology, immunology, psychopathology, and epidemiology."

Yuin University's Curriculum

Yuin University listed the following courses to satisfy CCR Section 1399.434(a)(7):

1. GS 411 Western Pathology I
2. GS 412 Western Pathology II
3. GS 413 Western Pathology III

None of the courses listed above include instruction of microbiology, psychopathology, and epidemiology.

Training Program Corrective Action Taken

Changes were made to the competences covered in the courses: 1) GS 411 Western Pathology I 2) GS 412 Western Pathology II and 3) GS 413 Western Pathology III, to include microbiology, psychopathology, and epidemiology (See Yuin University's Corrective Action Report).

This action brings Yuin University in compliance with CCR Section 1399.434(a)(7).

Finding #4: The Acupuncture and Oriental Medicine Specialties requirement is not met due to the lack of instruction in dermatology, ophthalmology, internal medicine, geriatrics, family medicine, traumatology, and emergency care.

California Acupuncture Board Training Program Requirement

CCR Section 1399.434(b)(1)(F):

“Acupuncture and Oriental Medicine Specialties, including dermatology, gynecology, pediatrics, ophthalmology, internal medicine, geriatrics, family medicine, traumatology, and emergency care.”

Yuin University’s Curriculum

Yuin University stated the following courses satisfy CCR Section 1399.434(b)(1)(F):

1. OM 521 Oriental Internal Medicine I
2. OM 522 Oriental Internal Medicine II
3. OM 523 Oriental Internal Medicine III
4. OM 524 Oriental Internal Medicine IV

These courses listed above lack instruction in dermatology, ophthalmology, orthopedics, internal medicine, geriatrics, family medicine, traumatology, and emergency care as required by section 1399.434(b)(1)(F). However, the topic, geriatrics, is covered in another course but is not listed in the curriculum requirement form.

Training Program Corrective Action Taken

Changes were made to the competencies covered in the courses: 1) OM 521 Oriental Internal Medicine I 2) OM 522 Oriental Internal Medicine II 3) OM 523 Oriental Internal Medicine III and 4) OM 524 Oriental Internal Medicine IV to include dermatology, ophthalmology, orthopedics, internal medicine, geriatrics, family medicine, traumatology, and emergency care (See Yuin University’s Corrective Action Report).

This action brings Yuin University in compliance with CCR Section 1399.434(b)(1)(F).

Finding #5: The acupuncture techniques and treatment procedures requirement is not met due to the lack of instruction in electroacupuncture.

California Acupuncture Board Training Program Requirement

CCR Section 1399.434(b)(2)(B):

“Acupuncture techniques and treatment procedures, including electroacupuncture.”

Yuin University's Curriculum

Yuin University stated that the course, AC 511 Acupuncture Techniques I, satisfy CCR Section 1399.434(b)(2)(B) but it lacks instruction in electroacupuncture. However, electroacupuncture is covered in another course but is not correctly listed in the curriculum requirement form.

Training Program Corrective Action Taken

Changes were made to the competencies covered in the course, AC 512 Acupuncture Techniques II, to include electroacupuncture (See Yuin University's Corrective Action Report).

This action brings Yuin University in compliance with CCR Section 1399.434(b)(2)(B).

Finding #6: The Oriental and Western clinical and medical nutrition requirement is not met due to the lack of instruction in counseling.

California Acupuncture Board Training Program Requirement

CCR Section 1399.434 (b)(2)(F):

"Oriental and Western clinical and medical nutrition, dietary and supplement prescription and counseling."

Yuin University's Curriculum

Yuin University courses: 1) HB 410 Eastern Nutrition and 2) GS 320 Western Nutrition lack instruction in counseling as required by CCR Section 1399.434(b)(2)(F). However, counseling is covered in another course but is incorrectly listed in the curriculum requirement form.

Training Program Corrective Action Report

Changes were made to the competencies covered in the course, GS 330 Western Nutrition to include counseling (See Yuin University's Corrective Action Report).

This action brings Yuin University in compliance with CCR Section 1399.434(b)(2)(F).

Finding #7: The lifestyle counseling, and self-care recommendations requirement is not met.

California Acupuncture Board Training Program Requirement

CCR Section 1399.434(b)(2)(H):

"Lifestyle counseling, and self-care recommendations."

Yuin University's Curriculum

Yuin University listed the following courses to satisfy CCR Section 1399.434(b)(2)(H):

1. OM 410 Oriental Medical Diagnosis
2. OM 420 Zang Fu Syndromes
3. AC 521 Acupuncture Therapeutics I
4. AC 522 Acupuncture Therapeutics II

None of the courses listed above have instruction in lifestyle counseling, and self-care recommendations.

Training Program Corrective Action Taken

Changes were made to the competencies covered in the courses: 1) OM 410 Oriental Medical Diagnosis 2) OM 420 Zang Fu Syndromes 3) AC 521 Acupuncture Therapeutics I 4) AC 522 Acupuncture Therapeutics II to include lifestyle counseling and self-care recommendations (See Yuin University's Corrective Action Report).

This action brings Yuin University in compliance with CCR Section 1399.434(b)(2)(H).

Finding #8: The adjunctive acupuncture procedure requirement is not met due to the lack of instruction in Gua Sha.

California Acupuncture Board Training Program Requirement

CCR Section 1399.434(b)(2)(I):

"Adjunctive acupuncture procedures, including bleeding, cupping, gua sha, and dermal tacks."

Yuin University's Curriculum

Yuin University'

Yuin University's course, AC 512 Acupuncture Techniques II, lack instruction in Gua Sha as required by CCR Section 1399.434(b)(2)(I).

Training Program Corrective Action Taken

Changes were made to the competencies covered in the course, AC 512 Acupuncture Techniques II, to include Gua Sha (See Yuin University's Corrective Action Report).

This action brings Yuin University in compliance with CCR Section 1396.434(b)(2)(I).

Finding #9: The adjunctive acupoint stimulation devices requirement is not met due to lack of instruction in magnets and beads.

California Acupuncture Board Training Program Requirement

CCR Section 1399.434(b)(2)(M):

“Adjunctive acupoint stimulation devices, including magnets and beads.

Yuin University’s Curriculum

Yuin University stated that the course, AC 512 Acupuncture Techniques II, satisfy CCR Section 1399.434(b)(2)(M). However, the course lacks instruction in magnets and beads.

Training Program Corrective Action Taken

Changes were made to the competencies covered in the course, AC 512 Acupuncture Techniques II, to include magnets and beads (See Yuin University’s Corrective Action Report).

This action brings Yuin University in compliance with CCR Section 1399.434(b)(2)(M).

Finding #10: The standard physical examination and assessment requirement is not met due to the lack of instruction in neurological, ear, nose, and functional assessments.

California Acupuncture Board Training Program Requirement

CCR Section 1399.434(c)(2):

“Standard physical examination and assessment, including neuromusculoskeletal, orthopedic, neurological, abdominal, and ear, nose, and throat examinations, and functional assessments.”

Yuin University’s Curriculum

Yuin University stated that the following courses satisfy CCR Section 1399.434(c)(2):

1. WS 411 Western Physical Exam
2. WS 511 Western Clinical Medicine I
3. WS 512 Western Clinical Medicine II
4. WS 513 Western Clinical Medicine III

However, these courses do not have instruction in neurological, ear, nose, and functional assessments.

Training Program Corrective Action Taken

Changes were made to the competencies covered in the courses: 1) WS 411 Western Physical Exam 2) WS 511 Western Clinical Medicine I 3) WS 513

Western Clinical Medicine III to include neurological, ear, nose and functional assessments (See Yuin University's Corrective Action Report).

This action brings Yuin University in compliance with CCR Section 13989.434(c)(2).

Finding #11: The pharmacological assessment, emphasizing side-effects and herb-drug interactions requirement is not met.

California Acupuncture Board Training Program Requirement

CCR Section 1399.434(c)(3):

"Pharmacological assessment, emphasizing side-effects and herb-drug interactions."

Yuin University's Curriculum

Yuin University's course, WS 410 Western Pharmacology, lack instruction of pharmacological assessment, emphasizing side-effects and herb-drugs interactions.

Training Program Corrective Action Taken

Changes were made to the competencies covered in the course, WS 410 Western Pharmacology, to include pharmacological assessment, emphasizing side-effects and herb-drugs interactions (See Yuin University's Corrective Action Report).

This action brings Yuin University in compliance with CCR Section 1399.434(c)(3).

Finding #12: The patient/practitioner rapport, communication skills, including multicultural sensitivity requirement is not met.

California Acupuncture Board Training Program Requirement

CCR Section 1399.434(c)(4):

"Patient/practitioner rapport, communication skills, including multicultural sensitivity."

Yuin University's Curriculum

Yuin University's listed the course, CL 500 Clinical Orientation to satisfy CCR Section 1399.434(c)(4), but the course lack instruction in patient/practitioner rapport, communication skills, including multicultural sensitivity.

Training Program Corrective Action Report

Changes were made to the competencies covered in the course, CL 500 Clinical Orientation, to include patient/practitioner rapport, communication skills, including multicultural sensitivity (See Yuin University's Corrective Action Report).

This action brings Yuin University in compliance with CCR Section 1399.434(c)(4).

Finding #13: The clinical reasoning and problem solving requirement is not met.

California Acupuncture Board Training Program Requirement

CCR Section 1399.434(c)(6):

"Clinical reasoning and problem solving."

Yuin University's Curriculum

The course, CL 500 Clinical Orientation, lack instruction in clinical reasoning and problem solving as required by CCR Section 1399.434(c)(6).

Training Program Corrective Action Taken

Changes were made to the competencies covered in the course, WS 411 Western Physical Exam, to include clinical reasoning and problem solving (See Yuin University's Corrective Action Report).

This action brings Yuin University in compliance with CCR Section 1399.434(c)(6).

Finding #14: The clinical impressions and the formation of a working diagnosis requirement is not met.

California Acupuncture Board Training Program

CCR Section 1399.434(c)(7):

"Clinical impressions and the formation of a working diagnosis, including acupuncture and oriental medicine diagnoses and the World Health Organization's international classification of disease (ICD-9)."

Yuin University's Curriculum

Yuin University's listed the courses below to satisfy CCR Section 1399.434(c)(7):

1. WS 411 Western Physical Exam
2. OM 411 Oriental Medicine Diagnosis I
3. OM 412 Oriental Medicine Diagnosis II

All three courses lack instruction in clinical impressions and the formation of a working diagnosis, including acupuncture and Oriental medicine diagnoses and the World Health Organization's international classification of diseases (ICD-9).

Training Program Corrective Action Taken

Changes were made to the competencies covered in the courses: 1) WS 533 Case Management III and 2) CL 610 Internship Level I to include clinical impression and the formation of a working diagnosis, including acupuncture and Oriental medicine diagnoses and the World Health Organization's international classification of disease (ICD-9) (See Yuin University's Corrective Action Report).

This action brings Yuin University in compliance with CCR Section 1399.434(c)(7).

Finding #15: The awareness of at-risk population, including gender, age, indigent, and disease specific patients requirement is not met.

California Acupuncture Board Training Program Requirement

CCR Section 1399.434(c)(8):

"Awareness of at-risk population, including gender, age, indigent, and disease specific patients."

Yuin University's Curriculum

Yuin University stated that the course, WS 411 Western Physical Exam, satisfy CCR Section 1399.434(c)(8), but the course lack instruction in awareness of at-risk population, including gender, age, indigent, and disease specific patients.

Training Program Corrective Action Taken

Changes were made to the competencies covered in the courses: 1) WS 531 Case Management I and 2) CL 500 Clinical Orientation to include instruction in awareness of at-risk population, including gender, age, indigent, and disease specific patients (See Yuin University's Corrective Action Plan).

This action brings Yuin University in compliance with CCR Section 1399.434(c)(8).

Finding #16: The clinical sciences requirement is not met due to the lack of review of internal medicine, pharmacology, surgery, urology, radiology, nutrition, and public health.

CCR Section 1399.434(c)(10):

"Clinical sciences – a review of internal medicine, pharmacology, neurology, surgery, obstetrics/gynecology, urology, radiology, nutrition and public health."

Yuin University's Curriculum

Yuin University listed the following courses to satisfy CCR Section 1399.434(c)(10):

1. WS 511 Western Clinical Medicine I
2. WS 512 Western Clinical Medicine II
3. WS 513 Western Clinical Medicine III

The courses listed above do not include a review of internal medicine, pharmacology, surgery, urology, radiology, nutrition, and public health.

Training Program Corrective Action Taken

Changes were made to the competencies covered in the courses: 1) WS 511 Western Clinical Medicine I 2) WS 512 Western Clinical Medicine II and 3) WS 513 Western Clinical Medicine III to include a review of internal medicine, pharmacology, surgery, urology, radiology, nutrition, and public health (See Yuin University's Corrective Action Plan).

This action brings Yuin University in compliance with CCR Section 1399.434(c)(10).

Finding #17: The clinical medicine requirement is not met.

CCR Section 1399.434(c)(11):

"Clinical medicine – a survey of the clinical practice of medicine, osteopathy, dentistry, psychology, nursing, chiropractic, naturopathy, and homeopathy to familiarize practitioners with the practices of other health care practitioners."

Yuin University's Curriculum

The courses listed below do not have a survey of the clinical practice of medicine, osteopathy, dentistry, psychology, nursing, chiropractic, podiatry, naturopathy, and homeopathy as required by CCR Section 1399.434(c)(11).

1. WS 430 Survey of Clinical Medicine
2. WS 511 Western Clinical Medicine I
3. WS 512 Western Clinical Medicine II
4. WS 513 Western Clinical Medicine III

Training Program Corrective Action Taken

Changes were made to the competencies in the courses: 1) WS 430 Survey of Clinical Medicine and 2) WS 513 Western Clinical Medicine III to include a survey of the clinical practice of medicine, osteopathy, dentistry, psychology, nursing, chiropractic, podiatry, naturopathy, and homeopathy (See Yuin University's Corrective Action Plan).

This action brings Yuin University in compliance with CCR Section 1399.434(c)(11).

Finding #18: The coding procedures for current procedural codes requirement is not met.

California Acupuncture Board Training Program Requirement

CCR Section 1399.434(d)(9):

“Coding procedures for current procedural codes, including CPT and ICD-9 diagnoses.”

Yuin University’s Curriculum

Yuin University’s courses: 1) WS 533 Case Management III and 2) WS 520 Practice Management does not satisfy CCR Section 1399.434(d)(9) because the courses lack instruction in coding procedures for current procedures codes, including CPT and ICD-9 diagnoses.

Training Program Corrective Action Taken

Changes were made to the competencies covered in the course, WS 533 Case Management III, to include coding procedures for current procedures codes, including CPT and ICD-9 diagnoses (See Yuin University’s Corrective Action Report).

This action brings Yuin University in compliance with CCR Section 1399.434(d)(9).

Finding #19: The business written communications requirement is not met.

Acupuncture Board Training Program Requirement

CCR Section 1399.434(e)(2):

“Business written communications.”

Yuin University’s Curriculum

Yuin University’s course, WS 520 Practice Management, does not include business written communications and therefore does not satisfy CCR Section 1399.434(e)(2).

Training Program Corrective Action Taken

Changes were made to the competencies covered in the courses: 1) WS 520 Practice Management and 2) WS 531 Case Management I, to include business written communications (See Yuin University’s Corrective Action Report).

This action brings Yuin University in compliance with CCR Section 1399.434(e)(2).

Finding #20: The knowledge of regulatory compliance and jurisprudence requirement is not met due to lack of instruction in labor code, Health Insurance Portability and Accountability Act of 1996 (HIPAA).

California Acupuncture Board Training Program Requirement

CCR Section 1399.434(e)(3):

“Knowledge of regulatory compliance and jurisprudence (municipal, California, and federal laws, including OSHA, Labor Code, Health Insurance Portability and Accountability Act of 1966 (HIPAA).”

Yuin University’s Curriculum

Yuin University stated that courses: 1) WS 420 Medical Ethics and 2) WS 310 Equipment & Safety satisfy CCR Section 1399.434(e)(3), but the courses lack instruction in Labor Code and Health Insurance Portability and Accountability Act of 1966(HIPAA).

Training Program Corrective Action Taken

Changes were made to the competencies covered in the courses: 1) WS 531 Case Management I 2) WS 533 Case Management III and 3) WS 520 Practice Management, to include Labor Code and Health Insurance Portability and Accountability Action of 1966 (HIPAA) (See Yuin University’s Corrective Action Report).

This action brings Yuin University in compliance with CCR Section 1399.434(e)(3).

Finding #21: The planning and establishing a professional office requirement is not met.

California Acupuncture Board Training Program Requirement

CCR Section 1399.434(e)(6):

“Practice growth and development.”

Yuin University’s Curriculum

The course, WS 520 Practice Management, lack instruction in practice growth and development as required by Section 1399.434(e)(6).

Training Program Corrective Action Taken

Changes were made to the competencies covered in the course, WS 520 Practice Management, to include practice growth and development (See Yuin University’s Corrective Action Report).

This action brings Yuin University in compliance with CCR Section 1399.434(e)(6).

Finding #22: The ability to practice interdisciplinary medical settings including hospitals requirement is not met.

California Acupuncture Board Training Program Requirement

CCR Section 1399.434(e)(7):

“Ability to practice interdisciplinary medical settings including hospitals.”

Yuin University’s Curriculum

The course, WS 520 Practice Management, lack instruction in ability to practice interdisciplinary medical settings including hospitals as required by CCR Section 1399.434(e)(7).

Training Program Corrective Action Taken

Changes were made to the competencies covered in the course, WS 520 Practice Management, to include ability to practice interdisciplinary medical settings, including hospitals.

The action brings Yuin University in compliance with CCR Section 1399.434(e)(7).

Finding #23: The risk management and insurance issue requirement is not met.

California Acupuncture Board Training Program Requirement

CCR Section 1399.434(e)(8):

“Risk management and insurance issues.”

Yuin University’s Curriculum

The course, WS 520 Practice Management, does not satisfy CCR Section 1399.434(e)(8) because it lacks instruction in risk management and insurance issues.

Training Program Corrective Action Taken

Changes were made to the competencies covered in the course, WS 520 Practice Management, to include risk management and insurance issues.

This action brings Yuin University in compliance with CCR Section 1399.434(e)(8).

Finding #24: The ethics and peer review requirement is not met.

California Acupuncture Board Training Program Requirement

CCR Section 1399.434(e)(9):

“Ethics and peer review.”

Yuin University’s Curriculum

The course, WS 420 Medical Ethics, do not include ethics and peer review as required by CCR Section 1399.434(e)(9).

Training Program Corrective Action Taken

Changes were made to the competencies covered in the courses: 1) WS 420 Medical Ethics 2) WS 520 Practice Management 3) WS 531 Case Management I and 4) WS 532 Case Management II to include ethics and peer review (See Yuin University’s Corrective Action Report).

This action brings Yuin University in compliance with CCR Section 1399.434(e)(9).

Finding #25: The treatment of chemical dependency requirement is not met.

California Acupuncture Board Training Program Requirement

CCR Section 1399.434(f)(4):

“Treatment of chemical dependency.”

Yuin University’s Curriculum

Yuin University’s course, WS 340 Public Health, does not satisfy CCR Section 1399.434(f)(4) because it lacks instruction in treatment of chemical dependency.

Training Program Corrective Action Taken

Changes were made to the competencies covered in the course, WS 513 Western Clinical Medicine III, to include treatment of chemical dependency (See Yuin University’s Corrective Action Report).

This action brings Yuin University in compliance with CCR Section 139.434(f)(4).

Finding #26: The communicable disease, public health alerts, and epidemiology requirement is not met.

California Acupuncture Board Training Program Requirement

CCR Section 1399.434(f)(5):

“Communicable disease, public health alerts, and epidemiology.”

Yuin University's Curriculum

Yuin University's course, WS 340 Public Health, lack instruction in communicable disease, public health alerts, and epidemiology as required by CCR Section 1399.434(f)(5).

Training Program Corrective Action Taken

Changes were made to the competencies covered in the course, WS 340 Public Health, to include communicable disease, public health alerts, and epidemiology (See Yuin University's Corrective Action Report).

This action brings Yuin University in compliance with CCR Section 1399.434(f)(5).

Finding #27: The research and evidence based medicine requirement is not met.

California Acupuncture Board Training Program Requirement

CCR Section 1399.434(g)(1):

"Research and evidence based medicine."

Yuin University's Curriculum

The course, WS 330 Research Methodology, lack instruction in research and evidence based medicine and thus do not satisfy CCR Section 1399.434(g)(1).

Training Program Corrective Action Taken

Changes were made to the competencies covered in the course, WS 330 Research Methodology, to include research and evidence based medicine (See Yuin University's Corrective Action Report).

This action brings Yuin University in compliance with CCR Section 1399.434(g)(1).

Finding #28: The knowledge of academic peer review process requirement is not met.

California Acupuncture Board Training Program Requirement

CCR Section 1399.434(g)(2):

"Knowledge of academic peer review process."

Yuin University's Curriculum

The course, WS 330 Research Methodology does not satisfy CCR Section 1399.434(g)(2) because it lacks instruction in knowledge of academic peer review process.

Training Program Corrective Action Taken

Changes were made to the competencies covered in the course, WS 330 Research Methodology, to include knowledge of academic peer review process (See Yuin University's Corrective Action Report).

This action brings Yuin University in compliance with CCR Section 1399.434(g)(2).

Finding #29: The knowledge of critique of research method requirement is not met.

California Acupuncture Board Training Program

CCR Section 1399.434(g)(3):

"Knowledge of critique of research methods."

Yuin University's Curriculum

The course, WS 330 Research Methodology, lacks instruction in knowledge of critique of research methods, and therefore does not satisfy CCR Section 1399.434(g)(3).

Training Program Corrective Action Taken

Changes were made to the competencies covered in the course, WS 330 Research Methodology, to include knowledge of critique of research methods (See Yuin University's Corrective Action Report).

This action brings Yuin University in compliance with CCR Section 1399.434(g)(3).

**Summary of Yuin University's Master of Acupuncture and Oriental
Medicine Training Program Non-Compliances**

CCR Section 1399.434 Curriculum Requirement	Yuin University Curriculum	Unsatisfied Requirement
1. (a)(4) General Psychology, including counseling skills	GS 240 General Psychology	Counseling skills
<p style="text-align: center;">Training Program Corrective Action Taken</p> <p>Changes were made to the competencies covered in the course, GS 240 General Psychology, to include instruction in counseling skills (See Yuin University's Corrective Action Report).</p> <p>This action brings Yuin University in compliance with CCR Section 1399.434(a)(4).</p>		
2. (a)(6) Physiology – a survey of basic physiology, including neurophysiology, endocrinology, and neurochemistry	GS 323 Human Anatomy and Physiology III GS 324 Human Anatomy and Physiology IV	Neurophysiology, endocrinology, and neurochemistry
<p style="text-align: center;">Training Program Corrective Action Taken</p> <p>Changes were made to the competencies covered in the course, GS 324 Human Anatomy and Physiology IV, to include neurophysiology, endocrinology, and neurochemistry (See Yuin University's Corrective Action Report).</p> <p>This action brings Yuin University into compliance with CCR Section 1399.434(a)(6).</p>		
3. (a)(7) Pathology and Pathophysiology – a survey of the nature of disease and illness, including microbiology, immunology, and psychopathology, and epidemiology	GS 411 Western Pathology I GS 412 Western Pathology II GS 413 Western Pathology III	Microbiology, psychopathology, and epidemiology
<p style="text-align: center;">Training Program Corrective Action Taken</p> <p>Changes were made to the competencies covered in the courses: 1) GS 411 Western Pathology I 2) GS 412 Western Pathology II and 3) GS 413 Western Pathology III to include microbiology, psychopathology, and epidemiology (See Yuin University's Corrective Action Report).</p> <p>This action brings Yuin University in compliance with CCR Section 1399.434(a)(7).</p>		
4. (b)(1)(F) Acupuncture and Oriental Medicine Specialties, including dermatology, gynecology, pediatrics, ophthalmology, orthopedics, internal medicine, geriatrics, family medicine, traumatology, and emergency care	OM 521 Oriental Internal Medicine I OM 522 Oriental Internal Medicine II OM 523 Oriental Internal Medicine III OM 524 Oriental Internal Medicine IV	Dermatology, ophthalmology, orthopedics, internal medicine, geriatrics, family medicine, traumatology, and emergency care

Training Program Corrective Action Taken

Changes were made to the competencies covered in the courses: 1) OM 521 Oriental Internal Medicine I 2) OM 522 Oriental Internal Medicine II 3) OM 523 Oriental Internal Medicine III and 4) OM 524 Oriental Internal Medicine IV, to include dermatology, ophthalmology, internal medicine, geriatrics, family medicine, traumatology, and emergency care (See Yuin University's Corrective Action Report).

This action brings Yuin University in compliance with CCR Section 1399.434(b)(1)(F).

5. (b)(2)(B) Acupuncture techniques and treatment procedures, including electroacupuncture

AC 511 Acupuncture Techniques I

Electroacupuncture

Training Program Corrective Action Taken

Changes were made to the competencies covered in the course, AC 512 Acupuncture Techniques II, to include electroacupuncture (See Yuin University's Corrective Action Report).

This action brings Yuin University in compliance with CCR Section 1399.434(b)(2)(B).

6. (b)(2)(F) Oriental and Western clinical and medical nutrition, dietary and supplement prescription and counseling

HB 410 Eastern Nutrition
GS 320 Western Nutrition

Counseling

Training Program Corrective Action Report

Changes were made to the competencies covered in the course, GS 330 Western Nutrition to include counseling (See Yuin University's Corrective Action Report).

This action brings Yuin University in compliance with CCR Section 1399.434(b)(2)(F).

7. (b)(2)(H) Lifestyle counseling, and self-care recommendations

OM 410 Oriental Medical Diagnosis
OM 420 Zang Fu Syndromes
AC 521 Acupuncture Therapeutics I
AC 522 Acupuncture Therapeutics II

Lifestyle counseling and self-care recommendations

Training Program Corrective Action Taken

Changes were made to the competencies covered in the courses: 1) OM 410 Oriental Medical Diagnosis 2) OM 420 Zang Fu Syndromes 3) AC 521 Acupuncture Therapeutics I 4) AC 522 Acupuncture Therapeutics II to include lifestyle counseling and self-care recommendations (See Yuin University's Corrective Action Report).

This action brings Yuin University in compliance with CCR Section 1399.434(b)(2)(H).

8. (b)(2)(I) Adjunctive acupuncture procedures, including bleeding, cupping gua sha, and dermal tacks	AC 512 Acupuncture Techniques	Gua Sha
<p align="center">Training Program Corrective Action Taken</p> <p>Changes were made to the competencies covered in the course, AC 512 Acupuncture Techniques II, to include Gua Sha (See Yuin University's Corrective Action Report).</p> <p>This action brings Yuin University in compliance with CCR Section 1396.434(b)(2)(I).</p>		
9. (b)(2)(M) Adjunctive acupoint stimulation devices, including magnets and beads	AC 512 Acupuncture Techniques II	Magnets and beads
<p align="center">Training Program Corrective Action Taken</p> <p>Changes were made to the competencies covered in the course, AC 512 Acupuncture Techniques II, to include magnets and beads (See Yuin University's Corrective Action Report).</p> <p>This action brings Yuin University in compliance with CCR Section 1399.434(b)(2)(M).</p>		
10. (c)(2) Standard physical examination and assessment, including neuromusculoskeletal, orthopedic, neurological, abdominal, and ear, nose, and throat examination, and function assessment	WS 411 Western Physical Exam WS 511 Western Clinical Medicine I WS 512 Western Clinical Medicine I WS 512 Western Clinical Medicine III	Neurological, ear, nose, and functional assessments
<p align="center">Training Program Corrective Action Taken</p> <p>Changes were made to the competencies covered in the courses: 1) WS 411 Western Physical Exam 2) WS 511 Western Clinical Medicine I 3) WS 513 Western Clinical Medicine III to include neurological, ear, nose and functional assessments (See Yuin University's Corrective Action Report).</p> <p>This action brings Yuin University in compliance with CCR Section 13989.434(c)(2).</p>		
11. (c)(3) Pharmacological assessment, emphasizing side-effects and herb-drugs interactions	WS 410 Western Pharmacology	Pharmacological assessment, emphasizing side-effects and herb-drugs interactions
<p align="center">Training Program Corrective Action Taken</p> <p>Changes were made to the competencies covered in the course, WS 410 Western Pharmacology, to include pharmacological assessment, emphasizing side-effects and herb-drugs interactions (See Yuin University's Corrective Action Report).</p> <p>This action brings Yuin University in compliance with CCR Section 1399.434(c)(3).</p>		

12. (c)(4) Patient/practitioner rapport, communication skills, including multicultural sensitivity	CL 500 Clinical Orientation	Patient/practitioner rapport, communication skills, including multicultural sensitivity
<p align="center">Training Program Corrective Action Report</p> <p>Changes were made to the competencies covered in the course, CL 500 Clinical Orientation, to include patient/practitioner rapport, communication skills, including multicultural sensitivity (See Yuin University's Corrective Action Report).</p> <p>This action brings Yuin University in compliance with CCR Section 1399.434(c)(4).</p>		
13. (c)(6) Clinical reasoning and problem solving	CL 500 Clinical Orientation	Clinical reasoning and problem solving
<p align="center">Training Program Corrective Action Taken</p> <p>Changes were made to the competencies covered in the course, WS 411 Western Physical Exam, to include clinical reasoning and problem solving (See Yuin University's Corrective Action Report).</p> <p>This action brings Yuin University in compliance with CCR Section 1399.434(c)(6).</p>		
14. (c)(7) Clinical impressions and the formation of a working diagnosis, including acupuncture and Oriental medicine diagnoses and the World Health Organization's international classification of disease (ICD-9)	WS 411 Western Physical Exam OM 411 Oriental Medicine Diagnosis I OM 412 Oriental Medicine Diagnosis II	Clinical impressions and the formation of a working diagnosis, including acupuncture and Oriental medicine diagnoses and the World Health Organization's international classification of disease (ICD-9)
<p align="center">Training Program Corrective Action Taken</p> <p>Changes were made to the competencies covered in the courses: 1) WS 533 Case Management III and 2) CL 610 Internship Level I to include clinical impression and the formation of a working diagnosis, including acupuncture and Oriental medicine diagnoses and the World Health Organization's international classification of disease (ICD-9) (See Yuin University's Corrective Action Report).</p> <p>This action brings Yuin University in compliance with CCR Section 1399.434(c)(7).</p>		
15. (c)(8) Awareness of at-risk population, including gender, age, indigent, and disease specific patients	WS 411 Western Physical Exam	Awareness of at-risk population, including gender, age, indigent, and disease specific patients
<p align="center">Training Program Corrective Action Taken</p> <p>Changes were made to the competencies covered in the courses: 1) WS 531 Case Management I and 2) CL 500 Clinical Orientation to include instruction in awareness of at-risk population, including gender, age, indigent, and disease specific patients (See Yuin University's Corrective Action Plan).</p> <p>This action brings Yuin University in compliance with CCR Section 1399.434(c)(8).</p>		

16.(c)(10) Clinical sciences – a review of internal medicine, pharmacology, neurology, surgery, obstetrics/gynecology, urology, radiology, nutrition, and public health	WS 511 Western Clinical Medicine I WS 512 Western Clinical Medicine II WS 513 Western Clinical Medicine III	Internal medicine, pharmacology, surgery, urology, radiology, nutrition, and public health
<p align="center">Training Program Corrective Action Taken</p> <p>Changes were made to the competencies covered in the courses: 1) WS 511 Western Clinical Medicine I 2) WS 512 Western Clinical Medicine II and 3) WS 513 Western Clinical Medicine III to include a review of internal medicine, pharmacology, surgery, urology, radiology, nutrition, and public health (See Yuin University's Corrective Action Plan).</p> <p>This action brings Yuin University in compliance with CCR Section 1399.434(c)(10).</p>		
17.(c)(11) Clinical medicine – a survey of the clinical practice of medicine, osteopathy, dentistry, psychology, nursing, chiropractic, podiatry, naturopathy, and homeopathy to familiarize practitioners, with the practices of other health care practitioners.	WS 430 Survey of Clinical Medicine WS 511 Western Clinical Medicine I WS 512 Western Clinical Medicine II WS 513 Western Clinical Medicine III	Clinical medicine – a survey of the clinical practice of medicine, osteopathy, dentistry, psychology, nursing, chiropractic, podiatry, naturopathy, and homeopathy to familiarize practitioners, with the practices of other health care practitioners.
<p align="center">Training Program Corrective Action Taken</p> <p>Changes were made to the competencies in the courses: 1) WS 430 Survey of Clinical Medicine and 2) WS 513 Western Clinical Medicine III to include a survey of the clinical practice of medicine, osteopathy, dentistry, psychology, nursing, chiropractic, podiatry, naturopathy, and homeopathy (See Yuin University's Corrective Action Plan).</p> <p>This action brings Yuin University in compliance with CCR Section 1399.434(c)(11).</p>		
18.(d)(g) Coding procedures for current procedural codes, including CPT and ICD-9 diagnoses	WS 533 Case Management III WS 520 Practice Management	Coding procedures for current procedural codes, including CPT and ICD-9 diagnoses
<p align="center">Training Program Corrective Action Taken</p> <p>Changes were made to the competencies covered in the course, WS 533 Case Management III, to include coding procedures for current procedures codes, including CPT and ICD-9 diagnoses (See Yuin University's Corrective Action Report).</p> <p>This action brings Yuin University in compliance with CCR Section 1399.434(d)(9).</p>		

19. (e)(2) Business written communications	WS 520 Practice Management	Business written communications
<p align="center">Training Program Corrective Action Taken</p> <p>Changes were made to the competencies covered in the courses: 1) WS 520 Practice Management and 2) WS 531 Case Management I, to include business written communications (See Yuin University's Corrective Action Report).</p> <p>This action brings Yuin University in compliance with CCR Section 1399.434(e)(2).</p>		
20. (e)(3) Knowledge of regulatory compliance and jurisprudence (municipal, California and federal laws, including OSHA, Labor Code, Health Insurance Portability and Accountability Act of 1966 (HIPAA)	WS 420 Medical Ethics WS 310 Equipment & Safety	Labor Code, HIPAA
<p align="center">Training Program Corrective Action Taken</p> <p>Changes were made to the competencies covered in the courses: 1) WS 531 Case Management I 2) WS 533 Case Management III and 3) WS 520 Practice Management, to include Labor Code and Health Insurance Portability and Accountability Action of 1966 (HIPAA) (See Yuin University's Corrective Action Report).</p> <p>This action brings Yuin University in compliance with CCR Section 1399.434(e)(3).</p>		
21. (e)(6) Practice growth and development	WS 520 Practice Management	Practice growth and development
<p align="center">Training Program Corrective Action Taken</p> <p>Changes were made to the competencies covered in the course, WS 520 Practice Management, to include practice growth and development (See Yuin University's Corrective Action Report).</p> <p>This action brings Yuin University in compliance with CCR Section 1399.434(e)(6).</p>		
22. (e)(7) Ability to practice interdisciplinary medical settings including hospitals	WS 520 Practice Management	Ability to practice interdisciplinary medical settings including hospitals
<p align="center">Training Program Corrective Action Taken</p> <p>Changes were made to the competencies covered in the course, WS 520 Practice Management, to include ability to practice interdisciplinary medical settings, including hospitals.</p> <p>The action brings Yuin University in compliance with CCR Section 1399.434(e)(7).</p>		

23.(e)(8) Risk management and insurance issue	WS 520 Practice Management	Risk management and insurance issue
<p align="center">Training Program Corrective Action Taken</p> <p>Changes were made to the competencies covered in the course, WS 520 Practice Management, to include risk management and insurance issues.</p> <p>This action brings Yuin University in compliance with CCR Section 1399.434(e)(8).</p>		
24.(e)(9) Ethics and peer review	WS 420 Medical Ethics	Ethics and peer review
<p align="center">Training Program Corrective Action Taken</p> <p>Changes were made to the competencies covered in the courses: 1) WS 420 Medical Ethics 2) WS 520 Practice Management 3) WS 531 Case Management I and 4) WS 532 Case Management II to include ethics and peer review (See Yuin University's Corrective Action Report).</p> <p>This action brings Yuin University in compliance with CCR Section 1399.434(e)(9).</p>		
25.(f)(4) Treatment of chemical dependency	WS 340 Public Health	Treatment of chemical dependency
<p align="center">Training Program Corrective Action Taken</p> <p>Changes were made to the competencies covered in the course, WS 513 Western Clinical Medicine III, to include treatment of chemical dependency (See Yuin University's Corrective Action Report).</p> <p>This action brings Yuin University in compliance with CCR Section 139.434(f)(4).</p>		
26.(f)(5) Communicable disease, public health alerts, and epidemiology	WS 340 Public Health	Communicable disease, public health alerts, and epidemiology
<p align="center">Training Program Corrective Action Taken</p> <p>Changes were made to the competencies covered in the course, WS 340 Public Health, to include communicable disease, public health alerts, and epidemiology (See Yuin University's Corrective Action Report).</p> <p>This action brings Yuin University in compliance with CCR Section 1399.434(f)(5).</p>		
27.(g)(1) Research and evidence based medicine	WS 330 Research Methodology	Research and evidence based medicine
<p align="center">Training Program Corrective Action Taken</p> <p>Changes were made to the competencies covered in the course, WS 330 Research Methodology, to include research and evidence based medicine (See Yuin University's Corrective Action Report).</p> <p>This action brings Yuin University in compliance with CCR Section 1399.434(g)(1).</p>		

28. (g)(2) Knowledge of academic peer review process	WS 330 Research Methodology	Knowledge of academic peer review process
<p style="text-align: center;">Training Program Corrective Action Taken</p> <p>Changes were made to the competencies covered in the course, WS 330 Research Methodology, to include knowledge of academic peer review process (See Yuin University's Corrective Action Report).</p> <p>This action brings Yuin University in compliance with CCR Section 1399.434(g)(2).</p>		
29. (g)(3) Knowledge of critique of research methods	WS 330 Research Methodology	Knowledge of critique of research methods
<p style="text-align: center;">Training Program Corrective Action Taken</p> <p>Changes were made to the competencies covered in the course, WS 330 Research Methodology, to include knowledge of critique of research methods (See Yuin University's Corrective Action Report).</p> <p>This action brings Yuin University in compliance with CCR Section 1399.434(g)(3).</p>		

PART V: YUIN UNIVERSITY'S MASTER OF SCIENCE IN ACUPUNCTURE AND ORIENTAL MEDICINE CLINICAL NON-COMPLIANCE

Yuin University submitted a training program application with a school clinic. Since Yuin University has not received training program approval from the Board, the school has not started any students in the clinical internship. However, the site visit team evaluated the clinic for compliance to ensure the curriculum requirements are reflected in the clinical training pursuant to CCR Section 1399.434.

Finding #1: Yuin University's clinical practicum for intern training did not demonstrate sufficient application of Eastern and Western diagnostic procedures in evaluating patients.

California Acupuncture Board Training Program Clinical Requirement

CCR Section 1399.434(h)(2):

"Diagnosis and evaluation (minimum 275 hours) – the application of Eastern and Western diagnostic procedures in evaluating patients."

Yuin University's Clinic

1. Proposed Herbs/Formulas not listed in the charts. For teaching purposes, herbs/formulas should be discussed.
2. Although the inspected patient chart had a section CPT and ICD-9, it was not filled in.

3. Though the Patient Chart in the Clinic Handbook Manual has a section for Supervisor and Intern signatures, the inspected patient chart did not.
4. In the progress notes, Worker's Compensation Pain Scale is not used. For worker's compensation, there must be four levels of severity and duration of pain. The severity level is missing.
5. Patient's records were not accurate and complete:
 - a. Patient's file did not have page number.
 - b. Patient's file did not have file number.
6. Orthopedic exam was not performed for the muscular disorder case observed.
7. The Clean Needle Technique was not properly applied:
 - a. Prior to Needling, the area was disinfected with alcohol dipped cotton ball using a back and forth motion, as opposed to a one time swipe (C rubbing circle).
 - b. Hand/fingers touched the needle body during insertion.
8. No treatment plan was written on the medical chart.

For the purposes of a training clinic, all of the above should be included in a patient medical chart with Differential Diagnosis/Assessment that the intern learns all aspects of the training program.

Training Program Corrective Action Taken

Yuin University submitted new medical charts to demonstrate corrective action of findings of clinical non-compliance found during the site visit (See Yuin University Corrective Action Report). Upon review of the medical charts, Yuin University is in full compliance with CCR Section 1399.434(h)(2).

This action brings Yuin University in compliance with CCR Section 1399.434(h)(2).

Finding #2: Yuin University's direct clinic supervision requirement is not in compliance with CCR Section 1399.434(h)(3).

California Acupuncture Board Training Program Requirement

CCR Section 1399.434(h)(3):

"Supervised practice (minimum 275 hours)--the clinical treatment of patients with acupuncture and oriental medicine treatment modalities listed in the Business and Professions Code section 4927(d) and 4937(b).

During the initial 275 hours of diagnosis, evaluation and clinical practice, the clinic supervisor shall be physically present at all times during the diagnosis and treatment of the patient. Thereafter, for a second period of 275 hours the clinic supervisor shall be physically present at the needling of the patient. The clinic supervisor shall otherwise be in close proximity to the location at which the patient is being treated during the clinical instruction. The student shall also consult with the clinic supervisor before and after each treatment."

Yuin University's Clinic

1. In Yuin University's clinic handbook, the supervisor rule 2(c) states:

"Supervisor checks on the intern's treatment, but need not to be present the whole time"

In accordance with CCR Section 1399.434(h)(3), a supervisor must be physically present at all times during diagnosis and treatment of patients for the initial 275 hours of clinical practice. For the second period of 275 hours, a supervisor must be present at needling of the patients.

Training Program Corrective Action Taken

Changes were made to Yuin University's clinic handbook which states "supervisor shall be physically present on the intern's diagnosis and treatment at all times".

This action brings Yuin University in compliance with CCR Section 1399.434(h)(3).

PART VI: PEER REVIEW RECOMMENDATIONS

1. The Clinic's Consultant Chart pain scale should be from 0 to 10 instead of 1 to 10.
2. The Clinic Observer Sheet should list the 8 Principles and Zang Fu with differential diagnosis and treatment plan for students to circle.
3. On the Intern Daily sheet, after the "in and out" sections, there should be a section for hours accumulated. That way, intern's hours can be easily calculated.
4. The Herbal Room should have a scale to weigh the herbs and paper to wrap the herbs.
5. In the Clinic Safety & CNT Manual, on page 27, the shoulder area such as GB 21 should be added to the following sentence under Pneumothorax:

"An acupuncturist must be aware of the anatomy of the chest and take proper precautions to prevent inserting an acupuncture needle deeply on the chest or back above the diaphragm."

6. In the Clinic Safety & CNT Manual, on page 27, the urinary bladder, large Intestine and small intestine Area to the following sentence under Accidental Injury to other Organs:

"Puncturing the liver or spleen may cause internal bleeding..."

7. For initial patients, height, weight, and blood pressure should be taken.

PART VII: RECOMMENDATION

Protection of the public shall be the highest priority for the Acupuncture Board in exercising its licensing, regulatory, and disciplinary functions. Whenever the protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount (California Business and Professions Code, Section 4928.1).

Education Committee Recommendation: Approval

Yuin University's Master Science in Acupuncture and Oriental Medicine meets all Board's requirements; the site team recommends approval of Yuin University's Master of Science in Acupuncture and Oriental Medicine program to become a California Acupuncture Board training program.

STATE OF CALIFORNIA
Division of Workers' Compensation
PRIMARY TREATING PHYSICIAN'S PERMANENT AND STATIONARY REPORT (PR-3)

Subjective Findings: Provide your professional assessment of the subjective factors of disability, based on your evaluation of the patient's complaints, your examination, and other findings. List specific symptoms (e.g. pain right wrist) and their frequency, severity, and/or precipitating activity using the following definitions:

Severity: Minimal pain - an annoyance, causes no handicap in performance.
Slight pain - tolerable, causes some handicap in performance of the activity precipitating pain.
Moderate pain - tolerable, causes marked handicap in the performance of the activity precipitating pain.
Severe pain - precludes performance of the activity precipitating pain.

Frequency: Occasional - occurs roughly one fourth of the time.
Intermittent - occurs roughly one half of the time.
Frequent - occurs roughly three fourths of the time.
Constant - occurs roughly 90 to 100% of time.

Precipitating activity: Description of precipitating activity gives a sense of how often a pain is felt and thus may be used with or without a frequency modifier. If pain is constant during precipitating activity, then no frequency modifier should be used. For example, a finding of "moderate pain on heavy lifting" connotes that moderate pain is felt whenever heavy lifting occurs. In contrast, "intermittent moderate pain on heavy lifting" implies that moderate pain is only felt half the time when engaged in heavy lifting.

	Yes	No	Cannot determine
Pre-Injury Capacity Are there any activities at home or at work that the patient cannot do as well now as could be done prior to this injury or illness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If yes, please describe pre-injury capacity and current capacity (e.g. used to regularly lift a 30 lb. child, now can only lift 10 lbs.; could sit for 2 hours, now can only sit for 15 mins.)

- 1.
- 2.
- 3.
- 4.

ACUPUNCTURE BOARD

1747 North Market Boulevard, Suite 180, Sacramento, CA 95834
(916) 515-5200 FAX (916) 928-2204 www.acupuncture.ca.gov



**Hongik International University
4077 West Pico Boulevard
Los Angeles, CA 90019
Training Program Seeking Approval Exit Report**

PART I: BACKGROUND

INSTITUTION HISTORY, PURPOSE, AND MISSION

Located in Los Angeles, CA and occupying approximately over 2,400 square feet, Hongik International University (HIU) was established in 2006 to offer an acupuncture and oriental medicine program to individuals who wish to become practitioners. The purpose of HIU is to educate and develop students' intellectual and analytical skills to become respectable and competent health care providers in Traditional Oriental Medicine and serve their community. The mission of HIU is to:

"to improve the quality of health care by providing graduate education for training practitioners with courses of traditional Oriental medicine integrated with western medical technology through lectures, hands-on laboratory, and clinical training. The University is dedicated to enhancing the standard of professionalism in practice and theory in Traditional Oriental Medicine and the fostering of commitment to pursue lifelong learning. The University is standing in the forefront to carry forward and develop Traditional Oriental Medicine in American health care. Inherent in the school's mission is nurturing and developing professional healing arts practitioners in their own individual style, art, and energy through basic and continuing education".

APPROVAL FROM BPPVE/BPPE

HIU received a conditional approval by the Bureau for Private Postsecondary Education (BPPVE) in 2005. When BPPVE re-established as Bureau for Private Postsecondary and Vocational Education (BPPE) in 2010, HIU applied for re-approval. In July 2014, HIU was granted full approval for its Master of Acupuncture and Oriental Medicine program curriculum portion. However, HIU received a conditional approval for the clinical portion of its program and will be granted full approval from BPPE if the school receives approval from the California Acupuncture Board.

ACCREDITATION

HIU's Master of Science in Acupuncture and Oriental Medicine program is not accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM).

DEGREE OFFERED AT HIU

1. Master of Acupuncture and Oriental Medicine

Currently, HIU have 4 students enrolled in its Master of Acupuncture and Oriental Medicine program. HIU currently offers only the Korean Language track.

Student Interview

Interviews were conducted with two of the students. The students were excited to attend HIU and happy with the education they are receiving. Both students praised Dr. Choi for his accomplishments and his teaching style, stating that he is both informative and funny. Additionally, both students were referred to HIU by their families due to Dr. Choi's popularity, both in the Korean-American Community as well as in South Korea.

PART II: GOVERNANCE, ADMINISTRATION, AND PERSONNEL

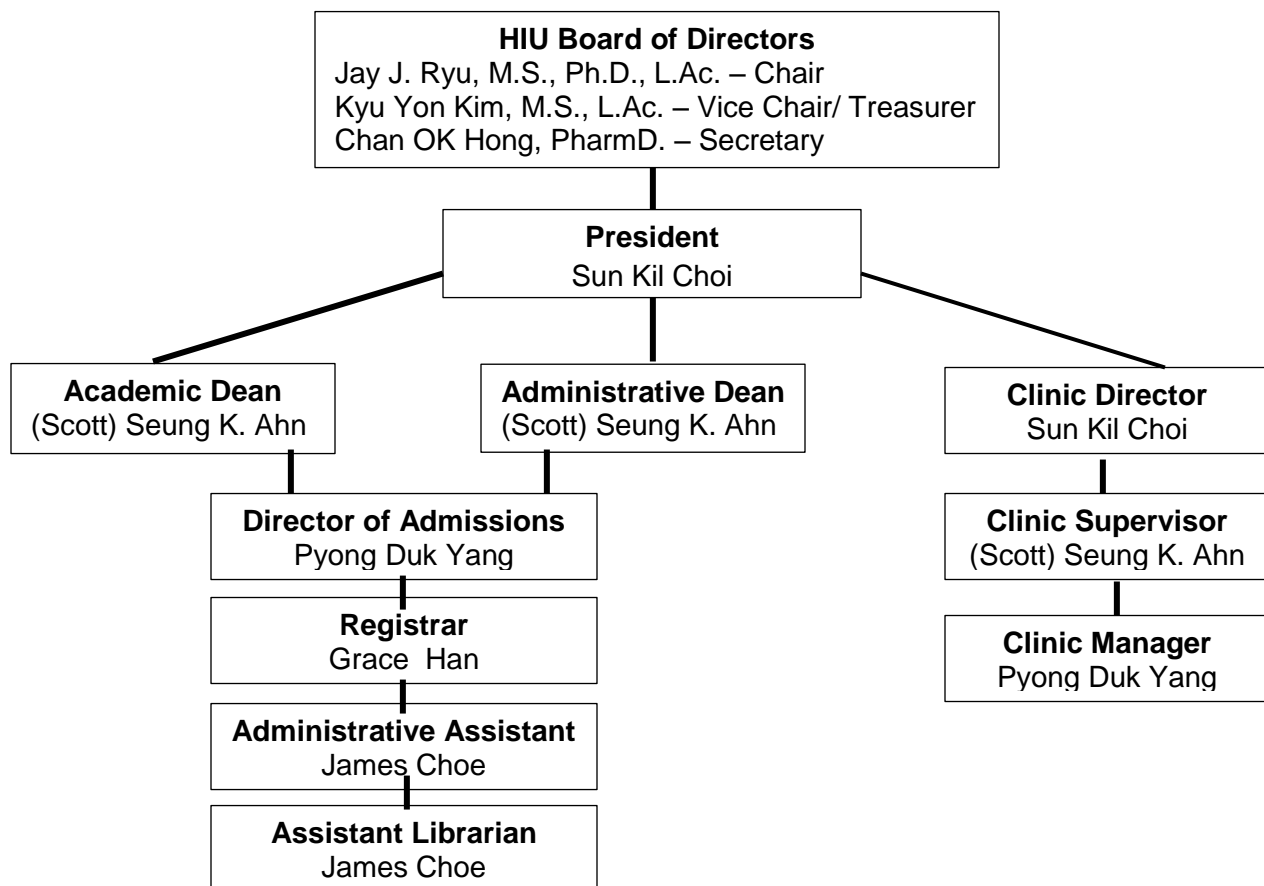
HIU's board of directors consists of three members:

- 1) Jay J. Ryu, M.S., Ph.D., L.Ac. – Chair
- 2) Kyu Yon Kim, M.S., L.Ac. – Vice Chair/ Treasurer
- 3) Chan OK Hong, PharmD. – Secretary

The board of directors meets annually and faculty records the meeting minutes. Additionally, there are five faculties at HIU that holds multiple positions.

- 1) Sun Kil Choi, Ph.D., L.Ac. – President & Clinic Director
- 2) (Scott) Sueng Kun Ahn, M.S., L.Ac. – Academic Dean, Administrative Dean & Clinic Supervisor
- 3) Pyong Duk Yang, M.S., L.Ac. – Director of Admissions & Clinic Manager
- 4) Grace Han – Registrar
- 5) James Choe – Assistant Librarian & Administrative Assistant

The organization chart is as follows:



OBSERVATIONS DURING SITE VISIT

Observation #1:

Dr. Choi is the only faculty presently teaching at HIU as well as President and Clinic Director of HIU.

Training Program Corrective Action Taken

HIU is actively looking for more instructors. Staff has one potential instructor

Please note that this was a recommendation and is not required of the training program to be in compliance.

Observation #2:

Inconsistent student records:

- Numerous students' files were missing financial record statements

- b) Official documents in student files were not corrected properly (i.e. white-out and crossed out words with no initials and dates)
- c) Application entrance essays and several correspondences between Registrar and students were not in English

Training Program Corrective Action Taken

- 1. Student records were corrected to include financial records statements (See HIU Corrective Action Report).
- 2. Student records were corrected to include entrance essays. Entrance essays are in Korean and translated into English (See HIU Corrective Action Report).

Please note that this was a recommendation and is not required of the training program to be in compliance.

Observation #3:

Lack of security of student records:

- a) Password for HIU grade database is not periodically changed
- b) Student files are not in a locked cabinet. However, it is located in a locked room
- c) Final exams are kept in President's office and not in a location with other secure documents

Training Program Corrective Action Taken

Observation #3

- 1. Student records are now kept in a locked cabinet (See HIU Corrective Action Report).

Please note that this was a recommendation and is not required of the training program to be in compliance.

PART III: RESOURCES

TEACHING FACILITIES

HIU have two classrooms located in their main building. The first classroom can seat up to 28 students while the second classroom can seat up to 12 students. The classrooms are equipped with various learning materials such as a full skeleton and other models of the human body, teaching charts, and LCD projectors.

LIBRARY

HIU's library is open on weekdays from 9:00am – 6:00pm. It is over 112 square foot and resourced with approximately 700 Chinese textbooks and 150 Korean textbooks regarding acupuncture and oriental medicine. Additionally, the library contains over 200 English supplemental textbooks. Students can check out books using the "honor

system” for a period of 15 days. The library also contains a computer lab that has two computers for student use. Furthermore, HIU subscribes to database with the latest medical journals and publications.

FINANCES

HIU operates as a non-profit organization. The major expenditures for HIU are: 1) Building Cost 2) Acupuncture Training Program 3) Advertising 4) Administrative and 5) Medical Supply. Their top major incomes are: 1) Medical Clinic 2) Tuition and 3) Contribution. In 2010, HIU had a net surplus of \$22,157 but decreased in 2011 and 2012 with a net surplus of less than \$3000. In 2013 HIU had a deficit of \$6000. School financial records are audited by an outside firm. Please see the chart below for HIU summary of finances for expenditures and income.

Hongik International University Expenditures and Revenues

	2013	2012	2011	2010
Expenditures				
Buildings	\$66136	\$61636	\$56136	\$26945
Acupuncture Training Program	\$60000	\$54000	\$20000	\$13098
Advertising	\$16605	\$26570	\$24015	\$4200
Administrative	\$30000	\$22000	\$24093	\$8732
Medical Supply	\$14466	\$15582	\$39991	\$0
Total	\$187207	\$179788	\$164236	\$52975
Income				
Medical Clinic	\$187156	\$207397	\$188266	\$68057
Tuition	\$49730	\$30640	\$26220	\$18354
Contribution	\$0	\$0	\$0	\$7000
Net Surplus/Deficit	(\$6311)	\$2315	\$2718	\$22157

PART IV: HIU MASTER OF ACUPUNCTURE AND ORIENTAL MEDICINE CURRICULUM NON-COMPLIANCE

HIU is applying for California Acupuncture Board approval for its Master of Acupuncture and Oriental Medicine program. HIU operates as a quarter system with a duration of 30-40 weeks per school year. It is a 4 year program with a total of 3400 hours.

Finding #1: The Physiology requirement is not met due to the lack of discussion of neurochemistry.

Acupuncture Board Training Program Curriculum

CCR Section 1399.434 (a)(6):

“Physiology – a survey of basic physiology, including neurophysiology, endocrinology, and neurochemistry”

HIU Curriculum

HIU listed the following courses to satisfy the CCR Section 1399.434 (a)(6):

- 1) WM 300 Anatomy and Physiology I
- 2) WM 302 Anatomy and Physiology II
- 3) WM 304 Anatomy and Physiology III
- 4) WM 306 Anatomy and Physiology IV

None of the four courses listed above include the neurochemistry requirement for physiology.

Training Program Corrective Action Taken

Changes were made to the competencies covered in the course, WM 300 Anatomy & Physiology I, to include neurochemistry (See HIU Corrective Action Report).

This action brings HIU into compliance with CCR Section 1399.434(a)(6).

Finding #2: The Pathology and Pathophysiology requirement is not met due to the lack of discussion of epidemiology.

Acupuncture Board Training Program Curriculum

The curriculum does not meet CCR Section (a)(7):

“Pathology and Pathophysiology – a survey of the nature of disease and illness, including microbiology, immunology, psychopathology, and epidemiology”

HIU Curriculum

HIU listed the following courses to satisfy the CCR Section 1399.434 (a)(7):

- 1) WM 404 Pathology I
- 2) WM 406 Pathology II
- 3) WM 408 Pathology III

None of the three courses listed include epidemiology. However, this subject is taught in another course offered at HIU but is not correctly stated in the curriculum requirement form.

Training Program Corrective Action Taken

Changes were made to the competencies covered in the course, WM 406 Pathology II, to include instruction of epidemiology (See HIU Corrective Action Report).

This action brings HIU in compliance with CCR Section 1399.434(a)(7).

Finding #3: The Adjunctive Acupuncture Procedures requirement is not met due to the lack of review of bleeding, cupping, Gua Sha, and dermal tacks.

Acupuncture Board Training Program Curriculum

CCR Section (b)(2)(i):

“Adjunctive acupuncture procedures, including bleeding, cupping, gua sha, and dermal tacks”

HIU Curriculum

HIU listed course, AC 400 Acupuncture Techniques I, to fulfill CCR Section (b)(2)(i), but this course does not include bleeding, cupping, Gua Sha, and dermal tacks as topics.

Training Program Corrective Action Taken

Changes were made to the competencies covered in the course, AC 400 Acupuncture Techniques I, to include instruction of bleeding, cupping, Gua Sha, and dermal tacks (See HIU Corrective Action Report).

This action brings HIU in compliance with CCR Section 1399.434(b)(2)(i).

Finding #4: The Clinical Sciences requirement is not met due to the lack of review of neurology, nutrition, pharmacology, radiology and public health.

Acupuncture Board Training Program Curriculum

CCR Section 1399.434 (c)(10):

“Clinical sciences – a review of internal medicine, pharmacology, neurology, surgery, obstetrics/gynecology, urology, radiology, nutrition, and public health”

HIU Curriculum

HIU stated that the following courses fulfill CCR Section 1399.434(c)(10):

- 1) WM 400 Survey of Western Medicine I
- 2) OM 400 O.M. Internal Medicine I
- 3) OM 406 O.M. Internal Medicine IV
- 4) OM 410 Men’s Health & Urology

These courses listed above do not cover: neurology, nutrition, pharmacology, radiology, and public health. Though the subjects: nutrition, pharmacology, radiology, and public health are fulfilled by other courses in HIU curriculum, it is incorrectly listed in the curriculum requirement form. However, HIU still does not have a course that teaches students about neurology.

Training Program Corrective Action Taken

Changes were made to the competencies covered in the course, WM 400 Survey of Western Medicine I, to include instruction of neurology, nutrition, pharmacology, radiology and public health. Upon review of the revised course, WM 400 Survey of Western Medicine, the course still lacks instruction of nutrition and public health.

However, nutrition and public health are fulfilled by other courses in HIU curriculum; it is not correctly listed in the curriculum requirement form and therefore HIU remains in non-compliance (See HIU Corrective Action Report).

HIU is not in compliance with CCR Section 1399.434(c)(10).

Finding #5: The Regulatory and Jurisprudence requirement is not met due to the lack of Labor Code.

Acupuncture Board Training Program Curriculum

CCR Section 1399.434 (e)(3):

“Knowledge of regulatory compliance and jurisprudence (municipal, California, and federal laws, including OSHA, Labor Code, Health Insurance Portability and Accountability Act of 1966 (HIPAA)”

HIU Curriculum

HIU stated that the course PM 500 Clinic Management & Public Health I/CPR fulfills CCR Section 1399.434 (e)(3). This course does not include labor code. Therefore, HIU does not have any courses that teach students about labor code.

Training Program Corrective Action Taken

Changes were made to the competencies covered in the course, PM 500 Clinic Management and Public Health I/CPR, to include instruction of labor code (See HIU Corrective Action Report).

This action brings HIU in compliance with CCR Section 1399.434(e)(3).

Summary of Findings of Hongik International University Curriculum Non-Compliance

CCR Section 1399. 434 Curriculum Requirements	HIU Curriculum	Unsatisfied Requirement
1. (A) (6): Physiology – a survey of basic physiology, including neurophysiology, endocrinology, and neurochemistry	1) WM 300 Anatomy and Physiology I 2) WM 302 Anatomy and Physiology II 3) WM 304 Anatomy and Physiology III 4) WM 306 Anatomy and Physiology IV	Neurochemistry
<p style="text-align: center;">Training Program Corrective Action Taken:</p> <p>Changes were made to the competencies covered in the course, WM 300 Anatomy & Physiology I, to include neurochemistry (See HIU Corrective Action Report).</p> <p>This action brings HIU into compliance with CCR Section 1399.434(a)(6).</p>		
2. (A) (7): Pathology and Pathophysiology – a survey of the nature of disease and illness, including microbiology, immunology, psychopathology, and epidemiology	1) WM 404 Pathology I 2) WM 406 Pathology II 3) WM 408 Pathology III	Epidemiology
<p style="text-align: center;">Training Program Corrective Action Taken</p> <p>Changes were made to the competencies covered in the course, WM 406 Pathology II, to include instruction of epidemiology (See HIU Corrective Action Report).</p> <p>This action brings HIU in compliance with CCR Section 1399.434(a)(7).</p>		
3. (B) (2) (j): Adjunctive acupuncture procedures, including bleeding, cupping, Gua Sha, and dermal tacks	1) AC 400 Acupuncture Techniques I	Bleeding, cupping, Gua Sha and dermal tacks
<p style="text-align: center;">Training Program Corrective Action Taken</p> <p>Changes were made to the competencies covered in the course, AC 400 Acupuncture Techniques I, to include instruction of bleeding, cupping, Gua Sha, and dermal tacks (See HIU Corrective Action Report).</p> <p>This action brings HIU in compliance with CCR Section 1399.434(b)(2)(i).</p>		

4. (C) (10): Clinical sciences – a review of internal medicine, pharmacology, neurology, surgery, obstetrics/gynecology, urology, radiology, nutrition, and public health	1) WM 400 Survey of Western Medicine I 2) OM 400 O.M. Internal Medicine I 3) OM 406 O.M. Internal Medicine IV 4) OM 410 Men's Health & Urology	Neurology, nutrition, pharmacology, radiology, and public health
<p style="text-align: center;">Training Program Corrective Action Taken</p> <p>Changes were made to the competencies covered in the course, WM 400 Survey of Western Medicine I, to include instruction of neurology, nutrition, pharmacology, radiology and public health. Upon review of the revised course, WM 400 Survey of Western Medicine, the course still lacks instruction of nutrition and public health.</p> <p>However, nutrition and public health are fulfilled by other courses in HIU curriculum; it is not correctly listed in the curriculum requirement form and therefore HIU remains in non-compliance (See HIU Corrective Action Report).</p> <p><u>HIU is not in compliance with CCR Section 1399.434(c)(10).</u></p>		
5. (E) (3): Knowledge of regulatory compliance and jurisprudence (municipal, California, and federal laws, including OSHA, Labor Code, Health Insurance Portability and Accountability Act of 1966 (HIPAA)	1) PM 500 Clinic Management & Public Health I/CPR	Labor code
<p style="text-align: center;">Training Program Corrective Action Taken</p> <p>Changes were made to the competencies covered in the course, PM 500 Clinic Management and Public Health I/CPR, to include instruction of labor code (See HIU Corrective Action Report).</p> <p>This action brings HIU in compliance with CCR Section 1399.434(e)(3).</p>		

CURRICULUM OBSERVATION - NOT RELATED TO COMPLIANCE

Observation: There is a concern that there are only 3 hours devoted to the Clinical Medicine requirement.

Acupuncture Board Training Program Curriculum

CCR Section 1399.434(c)(11):

The curriculum in clinical medicine, patient assessment and diagnosis shall consist of at least 240 hours of didactic instruction and shall prepare the student to possess the knowledge, skills and abilities necessary to utilize standard physical examinations, laboratory and imaging studies, and international classification of diseases (ICD) diagnostic principles to improve treatment efficacy, patient safety, referral, and continuity of care; to improve communication and collaboration of care with all other medical providers; to assist in the evaluation and documentation of patient progress; and to improve the acupuncturists understanding of biochemical etiology and pathology.

CCR Section 1399.434(c)(11) is satisfied through AC 406 Acupuncture Therapeutics II and OM 408 O.M. Gynecology. However, the teaching of dermatology, pediatrics, ophthalmology, orthopedics, internal medicine, geriatrics, family medicine, traumatology, and emergency care in one week is questionable and does not embrace the spirit of the curriculum.

Training Program Corrective Action Taken

Changes were made to the competencies covered in the course, AC 406 Acupuncture Therapeutics II which split the review of the clinical sciences into multiple weeks (See HIU Corrective Action Report).

Please note that this was a recommendation and is not required of the training program to be in compliance.

PART V: HIU MASTER OF ACUPUNCTURE AND ORIENTAL MEDICINE CLINICAL NON-COMPLIANCE

HIU submitted a training program application with an operating clinic. Since HIU has not received training program approval from the Board, the school has not started any students in the clinical internship. However, the site visit team evaluated the clinic for compliance to ensure the curriculum requirements are reflected in the clinical training pursuant to 1399.434

Finding: HIU clinical practicum for intern training did not demonstrate sufficient application of Eastern and Western diagnostic procedures in evaluating patients.

Acupuncture Board Training Program Curriculum

CCR Section 1399.434(h) (2):

“Diagnosis and evaluation (minimum 275 hours) – the application of Eastern and Western diagnostic procedures in evaluating patients”

HIU Clinic

The application of Eastern and Western diagnostic procedures in evaluating patients is not met as evidenced by the following findings:

- 1) Proposed Herbs/Formulas not listed in some patient charts. For teaching purposes, herbs/formulas should be included.
- 2) The treatment plan, including the treatment points, was not written in the inspected charts.
- 3) Western assessments were not applied to patients.
- 4) Standard Medical Terminology was not used on the charts.
- 5) Pharmacological Assessments were not conducted.
- 6) Lack of consistency between different patients' medical record.
- 7) The Clean Needle Technique was not properly applied:
 - a. Hand/fingers touched the needle during insertion
 - b. Prior to Needling, the area was disinfected with alcohol dipped cotton ball using a back and forth motion, as opposed to a one time swipe (C rubbing circle).
- 8) No medical records were written or translated into English.
- 9) Worker's Compensation Pain Scale not used. Although the charts did list a section for a pain scale, it was not the two dimensional scale used in California's Worker's Compensation system.
- 10) Patient's records were not accurate and complete:
 - a. Patient's height, weight and blood pressure was not taken
 - b. Patient's files did not have page number or file number
 - c. Inconsistent patient forms. The clinic had two forms, one in English and one in Chinese. The Chinese form had age and gender fields while the English form did not.
 - d. Forms did not have supervisor initials or signature

For the purposes of a training clinic, all of the above should be included in a patient medical chart with Differential Diagnosis/Assessment so that the intern learns all aspects of the training program.

Training Program Corrective Action Taken

HIU submitted redacted medical charts to demonstrate corrective action of non-compliances found during the site visit (See HIU Corrective Action Report). Upon review of the medical charts, HIU clinical practicum for intern training does not demonstrate sufficient application of Eastern and Western diagnostic procedures in evaluating patients evidenced by the following findings:

- 1) Proposed Herbs/Formulas not listed in some patient charts. For teaching purposes, herbs/formulas should be included.
- 2) The treatment plan was not written in the inspected charts.

- a. On Page 113, medical charts show SP 30 Point Used. SP 30 Point does not exist.
- 3) Western assessments were not applied to patients.
- 4) Standard Medical Terminology was not used on the charts. Most medical charts showed description of conditions.
- 5) Pharmacological Assessments were not conducted.
- 6) Lack of consistency between different patients' medical record. Some medical charts did not have blood pressure record for initial patient.
- 7) Not all medical records were written or translated into English in submitted medical records.
- 9) Worker's Compensation Pain Scales are partially used. Although the charts did list a section for a pain scale (1 to 10), it was not the two dimensional scale used in California's Worker's Compensation system.
- 10) Patient's records were not accurate and complete:
 - a. Patient's height, weight and blood pressure was not taken in medical chart labeled "Choi Acupuncture Clinic Form".
 - b. Patient's files did not have page number or file number.
 - c. Inconsistent patient forms. The clinics have two forms: 1) University of Clinic and 2) Choi Acupuncture Clinic which is in Chinese. Both forms are not consistent with one another.
 - d. Chinese Medical Charts does not have supervisor initials or signature.

HIU is not in compliance with CCR Section 1399.434(h)(2).

PART VI: RECOMMENDATION

Protection of the public shall be the highest priority for the Acupuncture Board in exercising its licensing, regulatory, and disciplinary functions. Whenever the protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount (California Business and Professions Code, Section 4928.1).

Education Committee Recommendation: Denial

HIU's Master of Acupuncture and Oriental Medicine does not meet Board's requirements; the Education Committee recommends denial of HIU's Master of Acupuncture and Oriental Medicine training program to become a California Acupuncture Board approved training program

Acupuncture Board Sunrise Action Plan for 2014-2017

Sunset Review Committee Recommendation	Issue	Status	Comment
1. What can be done to assist Board in increasing their staff to reduce backlog?	Minimal CE audits have been conducted.	Audits being conducted	Board now has full time CE Coordinator who has been auditing 8% of licensees.
	Board has not met enforcement performance targets.	Board has backlog that is distorting performance measures. For new cases board is within target measures.	Board remains understaffed on enforcement.
	Inconsistent intake and investigation timelines.	Inconsistency is due to staff vacancies. Last year, Board was without any enforcement staff.	Board remains understaffed on enforcement
	Late posting of Board materials.	Materials being posted more than a week ahead of the Board meeting.	Board remains understaffed on administrative support.
	Regulatory implementation backlogged.	Regulations being drafted and implemented. CPEI and SB 1441 are being implemented. More expected this year.	Board redirected staff to create dedicated policy staff to address regulatory implementation.
	Education site visits have been severely limited.	Board resumed school site visits and will continue this year. Created site team with SME.	1 school approved and 1 school denied.
	Little to no consumer outreach and education efforts has been initiated.	Board has begun to create outreach and education materials for licensees. New materials will be mailed to licensees and included with new licenses.	This is a strategic plan objective that the Board is addressing 2 years ahead of schedule.
	No participation in national organizations.	There are no national regulatory organizations for acupuncture like there are for other professions.	Board has begun to work with ACAOM on school oversight.
	Inability to process licenses in timely manner.	This has not been an issue for the Board. The Board now has 2 licensing staff so processing time will continue to be reduced.	The licensing time increased during staff vacancies in past, but there are no delays or backlogs currently.

Acupuncture Board Sunrise Action Plan for 2014-2017

Recommendation #1	Board should confer with DCA about workload and staffing levels. In meantime, consider hiring temporary staff.	Board has hired 2 part time staff and is creating 2 more positions to provide needed administrative support to the office for all functions. The Board's 3 BCP requests for support staff have been denied.	The Board has received 3 staff, but needs 8-12 more staff to handle current workload.
2. What is the status of BreEZe?	What is status of the Board's implementation of BreEZe?	The Board is in phase 3 implementation. No date has been set for implementation yet.	
Recommendation #1	Board should update Committee on status, challenges and costs.	The Board was moved to phase 3 in order for the system to be improved and designed to make implementation easier for the Board which is understaffed. Cost is not an issue at the moment.	Board remains on the older CAS and ATS system and is unable to fix any problems due to not being granted freeze exemptions.
3. What has prevented the Board from providing information to the public via its list serve, website and webcast?		This was an issue for the past Board, but not for this current Board. All Board meetings are webcast. Board reactivated its list serve and notices including agendas are sent out through the list serve.	Meeting materials and agendas and webcast links are posted on the website.
Recommendation #1	Board should inform the Committee what issues have led to inconsistent and lack of timeliness with utilizing technology to provide materials to the public.	The Board currently informs the public and stakeholders through its newly designed website, webcasts and email updates.	DCA has a dedicated webcast service for Board meetings, not committee meetings.
4. Should the Board use the National Practitioner Databank for background checks?		This issue has been assigned to the Enforcement Committee and discussed at their May 2014 meeting. The resolution was tabled until the next meeting.	This issue will be resolved this year.
Recommendation #1	The Board should begin utilizing the NPD. If costs are too high consider less costly alternatives and consult other boards.	The Board is currently exploring all cost options. The Board has consulted other boards and has that information already.	The Board is on track to resolve this issue this year.
5. Why has there been a delay in promulgating Consumer protection regulations?	What is the delay in promulgating the Consumer Protection Enforcement Initiative (CPEI)?	CPEI regulations in final review stage.	Lack of staff was cited in 2013 Sunset Report.

Acupuncture Board Sunrise Action Plan for 2014-2017

Recommendation #1	Board should explain why regulations not implemented.	The Board is in final implementation stages.	Regulations will be implemented this year.
6. Why has it taken the Board over two years to establish guidelines and training manuals?			
Recommendation #1	Why have enforcement guidelines for case assignments not been finalized?	The Board already has an enforcement manual and guidelines that was completed in 2010.	This was already completed in 2010.
7. Should Board promulgate regulations pursuant to BPC Section 138?		The Board approved proposed language for implementation.	The Board is preparing to submit to OAL Spring 2015
Recommendation #1	Board should adopt regulations that require licensees to inform their patients that they are licensed by the Board.	The Board approved this regulation at the September 12, 2014 Board meeting.	The Board is preparing to submit to OAL Spring 2015
8. Should Board join professional regulatory associations?		Discussed at April 2014 Committee meeting. There are no professional regulatory associations for the Board to join.	There are no professional regulatory associations in acupuncture to join.
Recommendation #1	Board should advise the Committee why it is not a member of any professional regulatory associations. The Board should consider joining professional regulatory associations.		Completed
9. What is contributing to cashing delays	Cashiering delays	Completed	This was an objective listed in the Board's Strategic Plan. Cause of delays found, but beyond the Board's control to resolve.

Acupuncture Board Sunrise Action Plan for 2014-2017

Recommendation #1	Board should advise Committee about what led to delays.	Completed	Board will include explanation in next Sunset Review Report.
10. What are the impediments to the Board's CE oversight function?		The Board created a CE Coordinator position, which provides the oversight needed, but there is a need for an additional dedicated auditor and support staff.	Board requested additional CE staff in past 3 BCPs. Those have been denied. Will continue to request dedicated staff for audits.
Recommendation #1	New staff should assist Board in operating more efficiently. Board should consider establishing fees for individual courses	New staff has made a significant difference in CE oversight. The Board is currently considering fee increases.	Up until now, the Board's budget reserve has prevented the Board from considering fees. With the expansion of its staff, the Board will need to look at fees.
11. When will the Board conduct an audit of the NCCAOM exam?		The Occupational Analysis has been completed and released February 2015. The Board has begun work to conduct an audit.	Audit could be completed depending on NCCAOM by the summer or Fall 2015.
Recommendation: #1	Board should strive towards utilizing national certification exam. Board should first conduct Occupation Analysis, then audit NCCAOM exam and pursue legislation to allow students to take either CALE or NCCAOM.	1) The Board is conducting its occupational analysis. 2) The Board has committed to audit the NCCAOM exam as required by BPC 139. 3) BPC restricts the Board from deciding to utilize a national exam without first conducting an updated OA and audit. As a result, the Board is under a legal duty to follow the requirements of BPC 139 in considering the use of another exam.	The Board is on track for auditing the exam. Once the audit results are complete, the data will provide the Board and Committee with the answer to this question.

Acupuncture Board Sunrise Action Plan for 2014-2017

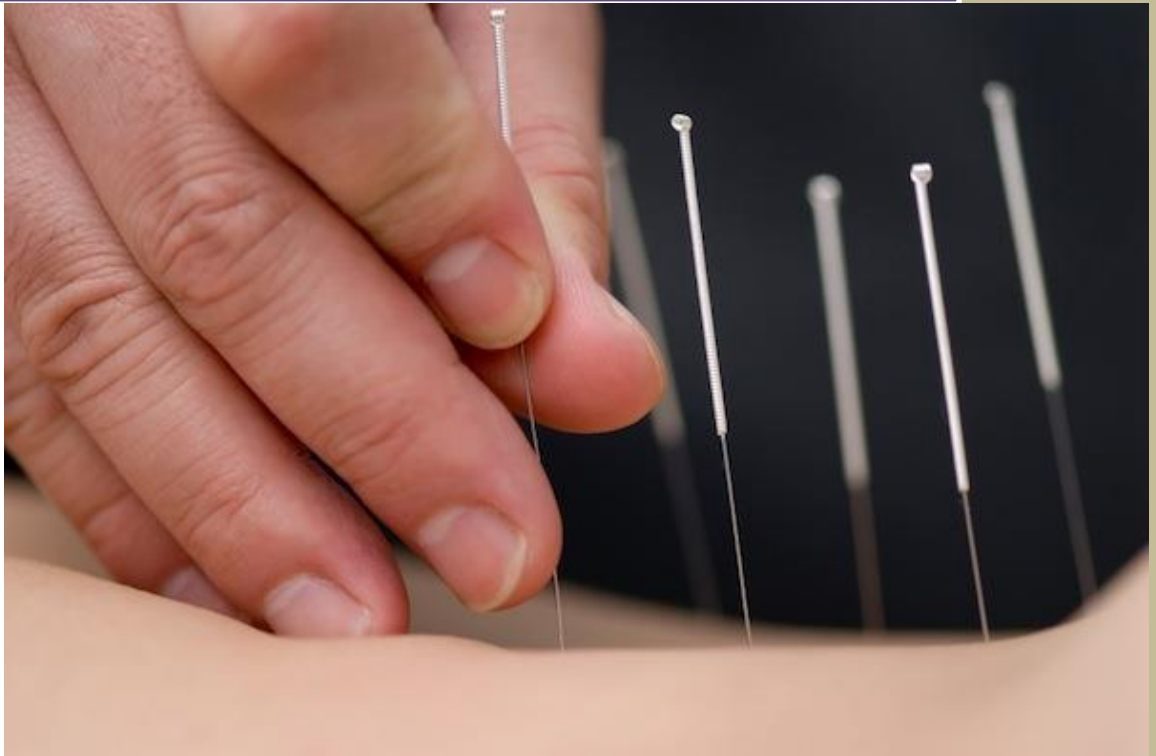
12. Should Board continue to regulate schools and should schools be required to be accredited?		This is an issue that the Board is currently addressing. SB 1246 has created changes that remove the Board's school approval authority and restrict the Board's authority to setting standards and reviewing curriculum.	The Board is reviewing the impact of SB 1246. The Board did not support removal of its school approval and inspection authority and fees.
Recommendation #1	Board should act on Committee recommendations from prior sunset review and seek legislation requiring all schools obtain accreditation by an agency approved by U.S. Department of Education.	The Board did not support elimination of its authority to approve training programs and conduct inspections and receive fees. SB 1246 removes this authority in 2017. This is a policy issue for the board to assess impact and deliberate on further.	Results from school inspections will provide the needed data to assist with this deliberation. 31 school inspections will be completed by June 2015. The remaining 11 out of state will be completed by June 2016.

Acupuncture Board Sunrise Action Plan for 2014-2017

13. Should the licensing and regulation of acupuncturists be continued to be regulated by the current Board?	Should Board continue to regulate Acupuncture Profession?	The Board is vital to the regulation of the acupuncture profession and protection of public safety. This Board has worked hard to address deficiencies. The Board has been improving daily operations, seeking the staffing levels it needs.	
	Board should prioritize the following top 3 priorities: 1) Promulgate BPC section 138 2) Conduct OA and audit of NCCAOM exam and pursue legislation that gives students the option of taking either CALE or NCCAOM for licensure. 3) Discontinue school approval process and instead pursue legislation to require all schools be accredited by an agency approved by the U.S. Dept of Educ.	The Board is actively addressing all three priorities listed in 2014 Background Paper. 1) Board is conducting OA that will be completed in February 2015. 2) Board is conducting an audit of the NCCAOM certification exam upon completion of the OA. The expected completion of the OA is Fall 2015. 3) Board will be further discussing impact of SB 1246 and working with ACAOM on school oversight.	
Recommendation #1	Board should continue to oversee acupuncture profession.	Yes. Board is addressing both deficiencies and Committee's top 3 priorities.	The Board is on track with addressing deficiencies and priorities.

State of California
Board of Acupuncture

2013-2017



**Strategic
Plan**

Adopted October 25, 2013

Action Planning Details Added on January 23, 2014

MEMBERS OF THE CALIFORNIA ACUPUNCTURE BOARD

Nian Peng “Michael” Shi, L.Ac., Chair

Kitman Chan, Vice-Chair

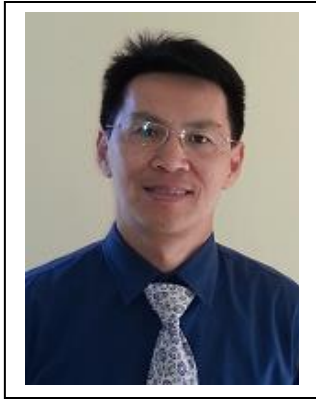
Hildegarde Aguinaldo, J.D., Public Member

Jeannie Kang, L.Ac., Licensed Member

Francisco H. Hsieh, Public Member

Jamie Zamora, Public Member

Terri A. Thorfinnson, J.D., Executive Officer



MESSAGE FROM THE BOARD CHAIR

On behalf of the California Acupuncture Board (CAB), I want to thank everyone involved in the strategic planning development process for their vision, strong effort and commitment to the CAB's role as regulator, facilitator, and leader in the field of Acupuncture in the State of California.

This plan reflects the CAB's commitment to work in partnership with the Acupuncture community including, the public, licensees, government, as well as educational providers. It is the result of input from and consultation with the Board staff, the public, and the profession.

This Strategic Plan is the cornerstone for the CAB as we move into the next five years of our mission as one of the leading regulatory agencies of the Acupuncture profession. It builds on some of the foundations of our Strategic Plan 2007-2012, which guided the CAB's work up until now. We believe the new plan offers a roadmap to the future with clear focus on building the basic framework for the regulation and oversight of the Acupuncture profession. We look forward to the mission ahead as we deliver on our Strategic Plan for 2013-2017 and meet the challenges and opportunities that are ahead.

NIAN PENG "Michael" SHI, L.Ac.

CHAIR

TABLE OF CONTENTS

ABOUT THE CALIFORNIA ACUPUNCTURE BOARD	1
SIGNIFICANT BOARD ACCOMPLISHMENTS	5
VISION, MISSION, AND VALUES	8
STRATEGIC GOALS AND OBJECTIVES.....	10

ABOUT THE CALIFORNIA ACUPUNCTURE BOARD

The California Acupuncture Board (CAB) has evolved over the years as a state licensing entity for acupuncturists and progressed into a semi-autonomous decision-making body. Initially, in 1972, acupuncture was regulated by the Acupuncture Advisory Committee under the jurisdiction of The Board of Medical Examiners (i.e., Medical Board of California). In 1980, the Committee was replaced with the Acupuncture Examining Committee within the Division of Allied Health Professions. In 1999, the Committee became the Acupuncture Board, solely responsible for licensing and regulating the practice of acupuncture and Oriental medicine in the State of California.

The primary responsibility of the Acupuncture Board is to protect California consumers from incompetent, and/or fraudulent practice through the enforcement of the Acupuncture Licensure Act and the Board's regulations. Under the Department of Consumer Affairs, the Board promotes safe practice through the improvement of educational training standards, continuing education, administering the California Acupuncture License Examination (CALE), enforcement of the Business and Professions (B&P) Code, and public outreach. The Board establishes and maintains entry standards of qualification and conduct within the acupuncture profession, primarily through its authority to license. The Acupuncture Licensure Act commences with the B&P Code, Section 4925 et seq., and the Board is authorized to adopt regulations that appear in Title 16, Division 13.7, of the California Code of Regulations (CCR). The Board regulates over 11,000 licensed acupuncturists and establishes standards for approval of institutions and colleges that offer education and training programs in the practice of acupuncture and Oriental medicine.

The Board consists of seven members with a public majority (i.e., 4 public members and 3 professional members). Five members are appointed by the Governor, one by the Speaker of the Assembly and one by the Senate Pro Tempore. The Legislature has mandated that the acupuncture members of the Board must represent a cross-section of the cultural backgrounds of the licensed members of the profession, which assists Board members in their critical role as policy and decision makers in disciplinary hearings, approval of new schools, contracts, budget issues, legislation and regulatory proposals.

Committees serve as an essential component of the full Board to address specific issues referred by the public or recommended by staff. Committees are composed of two Board members who are charged with gathering public input, exploring alternatives to the issues, and making a recommendation to the full Board.

The Acupuncture Board has four committees as follows:

Committee	Responsibilities
Executive Committee	Address issues related to expenditures/revenue/fund condition, executive officer selection/evaluation, legislation/regulations, committee policy/procedures, and special administrative projects.
Education Committee	Address issues related to acupuncture educational standards, school application and approval process, tutorial programs, and continuing education.
Examination Committee	Address issues related to development and administration contracts, administration, and miscellaneous issues.
Enforcement Committee	Address enforcement issues, propose regulations, policies, and standards to ensure compliance with the Board's statutes and regulations.

The Board appoints an Executive Officer to oversee a staff of seven full-time staff and three part-time staff that support six major Board functions: licensing, exam, education – enforcement and school oversight, enforcement, and regulatory.

- Licensing Unit is responsible for issuing licenses and processing initial applications and renewals, fingerprint/live scans, ensuring continuing education compliance and other related functions.
- Exam Unit processes and evaluates all exam applications from graduates of California approved schools and accredited foreign schools, processes ADA special accommodations, oversees exam development and actual exam offered twice a year, releases exam results, analyzes results and posts to

the Board's website exam statistics by school, first time, and repeat test takers.

- Education has two units: School Oversight and Enforcement. The School Oversight Unit approves and monitors schools and conducts site visits. The Education Enforcement Unit monitors schools for compliance, approves continuing education courses and providers, and conducts audits of continuing education compliance among licensees.
- Enforcement Unit processes and investigates complaints or conviction reports. Cases are referred for further investigation and evaluation by subject matter experts (SMEs) for standards of care and patient safety. The Executive Officer determines which disciplinary actions to pursue or issues citations based on the results of investigations. Disciplinary actions are posted on the website for consumer protection.
- Regulatory unit prepares regulatory packages, monitors legislation, and pursues Board sponsored legislation.
- Administration unit handles purchasing, personnel, fiscal duties, and travel reimbursement for the office.

Together, all of these functions protect the health and safety of Californians. Enforcement efforts protect consumers from licensed and unlicensed individuals who engage in fraudulent, negligent, or incompetent acupuncture practice. Education oversight and enforcement protects consumers from unqualified licensees providing care that may harm health and public safety. Similarly, the California Acupuncture Licensing Exam protects the public by evaluating the competence of those seeking to be licensed to practice in the California.

The Board's acupuncture curriculum requirements include completion of 3,000 hours of theoretical and clinical training from a Board approved school within the United States or accredited foreign school or completion of the Board approved Tutorial Training Program.

To be eligible to sit for the CALE, applicants must demonstrate that they have either graduated from a Board approved tutorial program or completed the required coursework from either a Board approved school or accredited foreign school.

Consumers are also protected by the Board's ongoing professional requirements for licensees. Licensees are required to renew their license every two years and are

required to complete 50 hours of continuing education as a condition of licensure renewal.

The Board is committed to fulfill its statutory and regulatory mandates, mission and vision. The Board continually re-evaluates its business operations and systems, improves its infrastructure and explores new ways of doing business and delivering its services. The Board is continually committed to increasing the quality and availability of services it offers to stakeholders.

SIGNIFICANT BOARD ACCOMPLISHMENTS

As a part of strategic planning, the Board evaluated its previous strategic plan goals and identified which objectives were accomplished. The following are the significant Board accomplishments since the 2007 strategic plan was adopted.

Adopted Regulations Improving Continuing Education Standards

In 2007-2008, the Board evaluated continuing education standards and implemented the following regulatory changes:

- Categorized all continuing education coursework requirements into two categories. Category one are coursework requirements related to clinical matters or the actual provision of health care to patients. Category two is coursework unrelated to clinical matters or the actual provision of patient care. There is no limitation in the number of category one coursework that can be counted towards the continuing education requirement. Category two coursework is limited to five hours that can count toward the requirements.
- Increased the number of continuing education hours from 30 to 50 hours every two years. Although this change was approved by the Board in 2006, the work was completed and implemented during 2007-2008.
- Clarified and defined eligible distance learning coursework that would meet continuing education requirements. A streamline application process for distance learning was created that required an online course for providers to submit the exam in addition to the regular C.E. application requirements. Distance learning was allowed to account for 50% of continuing education requirements.

Enforcement and Licensure Regulatory Changes

- In 2010, the Board implemented retroactive fingerprinting requirements for licensees who were initially licensed prior January 1, 2001, as a condition of license renewal.
- The Board adopted regulations in 2011 to create a licensure exemption for Sponsored Free Health Care Events. This is a pending regulation package.

- In 2013, the Board approved the regulatory requirement that Acupuncturists must include their license number in all of their advertisements. This is a pending regulatory package.
- In 2012, the Board adopted continuing education requirements that licensees must take no less than four hours of professional ethics coursework. This is a pending regulatory package.

Improved the Board's Education Enforcement Process

- The Board resumed site visits for schools seeking initial program approval and education enforcement. The site visit team was reengineered to include a licensed subject matter expert or licensed Board member to assist in the evaluation of curriculum standards compliance.
- The Board increased the number of continuing education desk audits to a random sampling of 5% of licensees to ensure compliance.
- The Education Enforcement Unit is collecting data by school on exam application irregularities including questionable transcripts, transfer credit violations, and abuse of course-in-progress credits.

Improved Administration of the California Acupuncture Licensing Exam (CALE)

- The Board conducted a comprehensive evaluation of the August 2012 California Acupuncture Licensing Exam (CALE) and determined it to be validated, credible, and reliable, and not the cause of the low pass rate.
- The Board adjusted the exam calendar to allow more time to evaluate transcripts to ensure accuracy and to meet exam administrators' preparation timeline.
- The Board tightened exam security to ensure fair testing.
- The Board posted multi-lingual exam guides to the website to ensure applicant understanding of the exam process and security protocols.

Improved Board Administration

- The Board improved customer service to Board callers by shifting call center responsibility to the Department of Consumer Affairs (DCA)'s Consumer Information Center. This allows the Board to better handle the high call volume and provide callers with improved service by minimizing voicemail overflow and call wait times.
- In November 2012, the Board expanded stakeholder accessibility to Board meetings by webcasting all Sacramento-based public meetings to maximize licensee and consumer access to Board discussions, decisions, and actions.

OUR VISION

A California with the greatest health and well-being through access to excellent primary health care in acupuncture.

OUR MISSION

To protect, benefit, and inform the people of California by exercising the licensing, regulatory, and enforcement mandates of the Acupuncture Licensure Act and Acupuncture Regulations.

OUR VALUES

CONSUMER PROTECTION

We make effective and informed decisions in the best interest and for the safety of Californians.

EXCELLENCE

We support outstanding achievement in our employees, driven by a passion for quality, as we strive for continuous improvement. Teamwork is demonstrated at all levels through cooperation and trust by working with and soliciting the ideas and opinions of stakeholders, consumers, and staff.

RESPECT

We value and celebrate California's ever-changing cultural and economic diversity. We are responsive, considerate, and courteous to all stakeholders.

LEADERSHIP

We strive to set the standard for professional regulation by creating, communicating, and implementing inspirational visions for results.

SERVICE

We serve the needs of the public with integrity and through meaningful communication. We are professional and responsive to the needs of our stakeholders.

ACCOUNTABILITY

We operate transparently and encourage public participation in our decision-making whenever possible. We accept personal responsibility for our actions, exemplifying high ethical standards, always striving to improve our effectiveness.

INTEGRITY

We are honest, fair, and respectful in our treatment of everyone by honoring the dignity of each individual. We foster long-term relationships with stakeholders and employees through open, authentic communication, earning trust by demonstrating a commitment to ethical conduct and responsibility.

GOAL 1: LICENSING

Promote licensing standards to protect consumers and allow reasonable access to the profession.

1.1 Work with the Department of Consumer Affairs executive team to resolve cashiering issues causing licensing delays.*

Action Item	Status	Responsible Party	Completion Date
1.1.1 Develop a problem description of the issues and bottlenecks in the DCA cashiering function causing license renewal delays for acupuncturists.	Completed	Policy Coordinator	Q2 2013
1.1.2 Identify a cashiering liaison to work with for resolving licensing delays.	Completed	Policy Coordinator/DCA	Q3 2014
1.1.3 Map out the cashiering process and evaluate the cashiering payment processing timeline.	Completed	Policy Coordinator/DCA	Q2 2015
1.1.4 Educate DCA cashiering staff of issues posing problems for CAB and educate them on CAB's procedures and functions to decrease license renewal delays.	Completed	Policy Coordinator/DCA	Q3 2015
1.1.5 Actively work with the Breeze development team to define business needs, develop a licensing and cashiering design plan for BreEZe rollout in 2015, prepare data, licensing forms, and pilot in preparation for Breeze implementation.		Policy Coordinator/DCA (BreEZe)	Q3 2015 (Dependent on BreEZe)
1.1.6 Research other boards handling their own cashiering and evaluate the feasibility of CAB implementing an in-house cashiering process.	Completed	Policy Coordinator	Q4 2015
1.1.7 Develop a resource evaluation memo with the findings and recommendations for the Board.		Policy Coordinator	Q4 2015
1.1.8 Implement a weekly monitoring process to ensure that standards for licensing and cashiering are met.	Completed	Policy Coordinator	Q3 2016
1.1.9 Evaluate licensing data to develop a BCP for an additional analyst position.		Policy Coordinator	Q4 2016

**Objectives for each goal area are listed in order of priority.*

GOAL 2: ENFORCEMENT

Protect the health and safety of consumers through the enforcement of the laws and regulations governing the practice of acupuncture.

2.1 Review disciplinary guidelines and regulatory standards to determine if standards need revision.

Objective Success Measurement			
Revision to the disciplinary guidelines are implemented through regulatory change.			
Major Actionable Tasks to Accomplish	Status	Responsible Party	Completion Date
2.1.1 Review existing disciplinary guidelines to identify revisions and update the regulatory standards language.	Under Review by Committee	Enforcement Coordinator / Enforcement Committee	Q4 2015
2.1.2 Draft revisions to the disciplinary guidelines.		Enforcement Coordinator	Q2 2016
2.1.3 Present the updated guidelines and regulations for Board approval.		Executive Officer	Q3 2016
2.1.4 Create a regulations package.		Policy Coordinator	Q2 2017
2.1.5 File a regulatory package with the Office of Administrative Law.		Policy Coordinator	Q3 2017
2.1.6 Implement the regulations.		Enforcement Coordinator	Q4 2017

2.2 Strengthen the Board’s enforcement authority through Implementation of Uniform Standards Related to Substance Abuse and Recommended Guidelines for Disciplinary Orders and Probation, and the Consumer Protection Enforcement Initiative.

Objective Success Measurement			
Revision to the disciplinary guidelines are implemented through regulatory change.			
Major Actionable Tasks to Accomplish	Status	Responsible Party	Completion Date
2.2.1 Develop uniform standards language related to substance abuse and the Consumer Protection Enforcement Initiative.	Completed	Enforcement Coordinator	Q1 2013
2.2.2 Present Uniform Standards and Consumer Protection Enforcement Initiative packages for Board approval.	Completed	Executive Officer	Q4 2013
2.2.3 Create regulations packages.	Completed	Policy Coordinator	Q4 2013
2.2.4 File regulatory packages with the Office of Administrative Law.	Under Final Review	Policy Coordinator	Q1 2015
2.2.5 Implement the regulations and guidelines.		Enforcement Coordinator	Q3 2015

2.3 Seek legislation to expand non-complaint based clinic inspection authority to further public protection.

Objective Success Measurement			
Develop a bill package to expand non-complaint based clinic inspection authority.			
Major Actionable Tasks to Accomplish	Status	Responsible Party	Completion Date
2.3.1 Identify the need for inspection authority.	Completed	Enforcement Coordinator	Q1 2013
2.3.2 Research other boards with inspection authority and identify how they use the authority.		Enforcement Coordinator	Q2 2016
2.3.3 Present findings to the Enforcement Committee for review and recommendations to the Board.		Enforcement Coordinator/ Sponsor: Enforcement Committee	Q4 2016
2.3.4 Propose recommendations for Board approval.		Executive Officer/ Sponsor: Enforcement Committee	Q1 2017
2.3.5 Identify a legislative author or seek a statutory change.		Policy Coordinator	Q3 2017
2.3.6 Implement the law.		Enforcement Coordinator	Q3 2018

2.4 Determine feasibility of strengthening the recertification process for reinstatement of an inactive license to further public safety. Promulgate regulations to do so, if found feasible.

Objective Success Measurement			
Provide feasibility recommendations for the recertification process to the Board.			
Major Actionable Tasks to Accomplish	Status	Responsible Party	Completion Date
2.4.1 Identify the weaknesses in the existing recertification process.		Policy Coordinator	Q2 2016
2.4.2 Develop an action plan to address these findings.		Policy Coordinator	Q3 2016
2.4.3 Research the inactive recertification processes used by other boards.		Policy Coordinator	Q4 2016
2.4.4 Develop a plan and present to the Education Committee to review and provide recommendations for Board approval.		Policy Coordinator/ Sponsor: Education Committee	Q1 2017
2.4.5 Promulgate and implement regulations through the regulation process.		Policy Coordinator/ Sponsor: Education Committee	Q3 2017
2.4.6 Monitor compliance with regulations through a tracking process.		Licensing Technician	Q3 2017

GOAL 3: EDUCATION

Advance higher education standards to increase the quality of education and ensure consumer protection.

3.1 Evaluate curriculum standards to ensure professional qualification and public safety. The Board will evaluate whether financial standards for schools are needed.

Objective Success Measurement			
Board completed the evaluation of curricula standards for schools.			
Major Actionable Tasks to Accomplish	Status	Responsible Party	Completion Date
3.1.1 Host a series of stakeholder meetings with schools to discuss curricula standards.		Education Coordinator/ Executive Officer	Q2 2016
3.1.2 Assess how the Bureau for Private Postsecondary Education (BPPE) evaluates finances for schools.		Education Coordinator	Q2 2015
3.1.3 Review the new occupational analysis for professional qualifications of acupuncturists.		Education Coordinator/ Exam Coordinator	Q3 2015
3.1.4 Present new curricula standards to the Education Committee to review and provide recommendations for Board approval.		Education Coordinator/ Sponsor: Education Committee	Q4 2015

3.2 To ensure that students are qualified to successfully complete Acupuncture training programs, the Board will explore increasing initial licensure qualifications to a Bachelor's degree or set a score for the Medical College Admission Test (MCAT).

Objective Success Measurement			
Education Committee review of report regarding initial licensure qualifications.			
Major Actionable Tasks to Accomplish	Status	Responsible Party	Completion Date
3.2.1 Research other California allied health fields entry requirements to explore licensure qualifications.	Completed	Education Coordinator	Q4 2014
3.2.2 Host a series of expert panels with schools and industries to assess minimum requirements for acupuncture entry level requirements for training program acupuncture requirements.		Education Coordinator	Q2 2016
3.2.3 Present new requirements to the Education Committee to determine the next action.		Education Coordinator/ Sponsor: Education Committee	Q3 2016

3.3 The Education Committee will evaluate school courses and course materials to ensure compliance with the Board's curriculum requirements.

Objective Success Measurement			
Completed enforcement site visits for approved training programs in California.			
Major Actionable Tasks to Accomplish	Status	Responsible Party	Completion Date
3.3.1 Create position authority for an Educational Consultant (a licensed acupuncturist).	Completed	Executive Officer	Q2 2016
3.3.2 Chart curriculum changes through Annual School Reports (historical evaluation of curriculum).	Work in Progress	Education Coordinator	Q2 2016
3.3.3 Evaluate school courses to identify whether regulatory standards need to be revised.	Work in Progress	Education Coordinator	Q2 2016
3.3.4 Conduct enforcement site visits of schools	Work in Progress	Education Coordinator	Q2 2017
3.3.5 Assess the need to establish a time table that identifies the frequency of enforcement site visits.		Education Coordinator	Q3 2017

3.4 Promulgate regulations to require international applicants and students attending non-English track schools to pass the TOEFL exam before being eligible to sit for the California Acupuncture Licensing Exam (CALE).

Objective Success Measurement			
Implement new Test of English as a Foreign Language (TOEFL) exam standards.			
Major Actionable Tasks to Accomplish	Status	Responsible Party	Completion Date
3.4.1 Research the current requirements that exist in schools/universities and other boards for the TOEFL exam requirements.		Education Coordinator	Q2 2016
3.4.2 Conduct stakeholder meetings about the TOEFL exam to gather input from schools, licensees, and consumers.		Education Coordinator	Q2 2016
3.4.3 Propose minimum standards for the TOEFL exam to the Education Committee to review and provide recommendations for Board approval.		Education Coordinator/ Sponsor: Education Committee	Q3 2016
3.4.4 Promulgate new TOEFL exam minimum standards.		Education Coordinator/ Sponsor: Education Committee	Q4 2016
3.4.5 Implement new TOEFL exam standards.		Education Coordinator/ Sponsor: Education Committee	Q4 2017

3.5 Enhance school curriculum regulations by adding a required course in Standardized Acupuncture terminology.

Objective Success Measurement			
Complete a feasibility study and provide recommendations to the Board.			
Major Actionable Tasks to Accomplish	Status	Responsible Party	Completion Date
3.5.1 Convene an expert panel on standardizing acupuncture terminology across languages.		Education Coordinator/ Sponsor: Education Committee	Q4 2016
3.5.2 Review international terminology standards, including the World Health Organization (WHO).		Education Coordinator/ Sponsor: Education Committee	Q1 2017
3.5.3 Identify Subject Matter Experts (SMEs) for acupuncture terminology.		Education Coordinator/ Sponsor: Education Committee	Q2 2017
3.5.4 Collaborate with SMEs to identify acupuncture terminology problem areas and develop recommendations for the Education Committee.		Education Coordinator/ Sponsor: Education Committee	Q3 2017
3.5.5 Present findings to the Board and public to determine next action.		Education Coordinator/ Sponsor: Education Committee	Q4 2017

GOAL 4: PROFESSIONAL QUALIFICATIONS

Improve continuing education and examination standards to ensure excellence in practice and promote public safety.

4.1 Evaluate the approved continuing education course list and create a defined scope for continuing education coursework that focuses on improving practice knowledge, best practices, and updated research.

Objective Success Measurement			
Completed stakeholder meeting and proposed new continuing education requirements.			
Major Actionable Tasks to Accomplish	Status	Responsible Party	Completion Date
4.1.1 Review continuing education requirements of other health boards.		Education Coordinator	Q1 2016
4.1.2 Review out-of-state acupuncture boards continuing education requirements to identify practice knowledge, best practices and updated research.		Education Coordinator	Q2 2016
4.1.3 Form a stakeholder/expert panel on industry practices and needs.		Education Coordinator/ Sponsor: Education Committee Chair	Q4 2016
4.1.4 Based on findings from the panel, propose new continuing education requirements to the Board.		Education Coordinator / Sponsor: Education Committee	Q1 2017

4.2 Formalize the continuing education audit process of the Education Committee's review of potentially non-compliant continuing education courses and providers.

Objective Success Measurement			
Successful implementation of a continuing education audit process.			
Major Actionable Tasks to Accomplish	Status	Responsible Party	Completion Date
4.2.1 Create position authority for an Educational Consultant (licensed acupuncturist).	Completed	Executive Officer	Q2 2016
4.2.2 Develop an internal process for the continuing education provider audit process.	Completed	Education Coordinator	Q3 2016
4.2.3 Select a pool of Subject Matter Experts (SMEs) to review continuing education courses.	Completed	Education Coordinator	Q3 2015
4.2.4 Identify questionable continuing education courses for SMEs to review.	Work in Progress	Education Coordinator	Q4 2016
4.2.5 Identify questionable topics for the Education Committee to review and determine if topics are relevant to professional qualifications and continuing education.	Work in Progress	Education Coordinator/ Sponsor: Education Committee	Q1 2016
4.2.6 The Education Committee will review and provide recommendations for Board approval.		Education Coordinator/ Sponsor: Education Committee	Q2 2016

4.3 Review past occupational analysis studies to identify improvements to the evaluation process and implement those improvements during the next analysis.

Objective Success Measurement			
Conduct stakeholder meetings to gather feedback to improve occupational analysis.			
Major Actionable Tasks to Accomplish	Status	Responsible Party	Completion Date
4.3.1 Review past occupational analysis.	Completed	Executive Officer and Board Chair	Q4 2013
4.3.2 Conduct stakeholder meetings to solicit input related to improving the occupational analysis for acupuncturists.	Completed	Executive Officer and Board Chair	Q4 2013

4.4 Evaluate the CALE exam to ensure continued test validity and security.

Objective Success Measurement			
Confirm the California Acupuncture Licensing Exam (CALE) test validity and identify statistical tools to identify problem areas for training programs.			
Major Actionable Tasks to Accomplish	Status	Responsible Party	Completion Date
4.4.1 Audit the CALE to confirm its validity.	Q3 2015 projected completion	Executive Officer	Q2 2013
4.4.2 Research costs and components of implementation of computer based testing.	Completed	Executive Officer	Q2 2014
4.4.3 Contract with the Office of Professional Examination Services (OPES) to increase questions in the item bank pending completion of the occupational analysis.	Work in Progress	Executive Officer	Q3 2015
4.4.4 Propose a recommendation to establish a limit on the number of times a person can take the CALE for the Examination Committee to review and present for Board approval.	Under Review by Committee	Executive Officer/ Sponsor: Examination Committee	Q2 2014
4.4.5 Create statistical tools to evaluate competencies and test validity of the CALE exam.		Examinations Coordinator	Q4 2016
4.4.6 Use statistical data to inform schools of possible competency issues related to training programs.		Examinations Coordinator	Q4 2016

GOAL 5: OUTREACH

Inform consumers, licensees, and stakeholders about the practice and regulation of the acupuncture profession.

5.1 Form a Licensee Education Committee to create educational materials for licensees and a "What You Need to Know" educational series that will be accessible from the website.

Objective Success Measurement			
Develop and successfully implement "You Need to Know" educational series.			
Major Actionable Tasks to Accomplish	Status	Responsible Party	Completion Date
5.1.1 Identify members of the Licensee Education Committee to define the purpose and criteria of the educational materials.	Work in Progress	Executive Officer and Board	Q4 2016
5.1.2 Research and survey the licensee population to identify the types of information to receive to increase their awareness.	Work in Progress	Policy Coordinator	Q2 2016
5.1.3 Consult with Legal Counsel to determine what information can be provided and identify the appropriate technical information for licensees.	Work in Progress	Policy Coordinator	Q4 2016
5.1.4 Develop a plan and present it to the Licensing-Education Committee to review and provide recommendations for Board approval.		Executive Officer/ Sponsor: Licensing-Education Committee	Q1 2017
5.1.5 Based on recommendations and approval from the Board, develop educational materials.		Policy Coordinator	Q3 2017
5.1.6 Coordinate dissemination of "What You Need to Know" educational series for licensees.		Policy Coordinator	Q4 2017
5.1.7 Make series public using different venues such as the CAB website.		Policy Coordinator	Q4 2017

5.2 Increase outreach to interested stakeholders by leveraging cost-effective technology to increase understanding of the Acupuncture profession and the Board.

Objective Success Measurement			
Implement an established process in which stakeholders are informed regularly.			
Major Actionable Tasks to Accomplish	Status	Responsible Party	Completion Date
5.2.1 Create manager position authority through BCP to oversee outreach program.	BCP Denied, will apply again	Executive Officer	Q2 2014
5.2.2 Identify interested stakeholders and organize contact information.	Completed	Executive Officer	Q4 2015
5.2.3 Conduct a survey to identify the types of information stakeholders would like to receive to increase awareness of acupuncture rules and regulations.		Policy Coordinator	Q2 2016
5.2.4 Establish a staff taskforce to implement an informational plan.		Executive Officer	Q4 2016
5.2.5 Identify methods of dissemination to distribute information to stakeholders.		Policy Coordinator	Q1 2017
5.2.6 Implement the informational plan to inform stakeholders regularly.		Policy Coordinator	Q3 2017

5.3 Work collaboratively with state and national professional associations to increase awareness of the Board’s functions.

Objective Success Measurement			
Implement an established process in which professional associations are informed regularly.			
Major Actionable Tasks to Accomplish	Status	Responsible Party	Completion Date
5.3.1 Identify acupuncture/Asian medicine state and national professional associations.	Work in Progress	Executive Officer/Board Chair	Q2 2015
5.3.2 Conduct a meeting with professional association representatives to identify the types of information to receive to increase their awareness.	Work in Progress	Executive Officer/Board Chair	Q4 2015
5.3.3 Establish a staff task force to develop an outreach plan.		Executive Officer	Q4 2016
5.3.4 Identify methods of dissemination to distribute information to associations.		Policy Coordinator	Q1 2017
5.3.5 Develop a schedule to regularly release information to associations.	Work in Progress	Executive Officer	Q3 2017

5.4 Educate stakeholders on requirements of the Affordable Care Act and the implications for electronic records management.

Objective Success Measurement			
Completed FAQ's posted on the CAB website.			
Major Actionable Tasks to Accomplish	Status	Responsible Party	Completion Date
5.4.1 Research resources for the Affordable Care Act (ACA) requirements for electronic record management.	Completed	Policy Coordinator	Q1 2017
5.4.2 Compile FAQs and identify a list of resources.	Work in Progress	Policy Coordinator	Q2 2017
5.4.3 Post FAQs and identified resources on the CAB website.	Work in Progress	Internet Coordinator	Q3 2017
5.4.4 Send email or newsletter to licensees to provide information and direct them to the CAB website.		Policy Coordinator	Q3 2017

5.5 Modify the Board's website to ensure accessibility and increase usability.

Objective Success Measurement			
CAB website is updated to increase usability.			
Major Actionable Tasks to Accomplish	Status	Responsible Party	Completion Date
5.5.1 Identify website shortcomings and complete comparative analysis of other board websites.	Completed	Policy Coordinator	Q4 2013
5.5.2 Work with the Office of Information Services (OIS) to successfully update the CAB website.	Completed	Policy Coordinator	Q2 2014
5.5.3 Determine the design of the website layout and how pages link.	Completed	Executive Officer	Q2 2014
5.5.4 Produce the content and update the website	Completed	Policy Coordinator	Q2 2014
5.5.5 Work with OIS to implement the website changes.	Completed	Policy Coordinator	Q4 2014
5.5.6 Publicize the website changes to stakeholders through emails and newsletters.	Completed	Executive Officer	Q4 2014

GOAL 6: ADMINISTRATION

Build an excellent organization through proper Board governance, effective leadership, and responsible management.

6.1 Ensure adequate staffing levels within all areas of the Board to fulfill the Board's mandate and achieve Board goals.

Objective Success Measurement			
Develop and submit BCP for additional staff.			
Major Actionable Tasks to Accomplish	Status	Responsible Party	Completion Date
6.1.1 Identify staff shortage areas.	Completed	Executive Officer	Q2 2013
6.1.2 Analyze how staff shortage is impacting the Board's functions.	Completed	Executive Officer	Q2 2014
6.1.3 Create a BCP to obtain authority to increase staffing at CAB.	Completed— but additional staff needed	Executive Officer/ Administrative Coordinator	Q3 2014

6.2 Establish an ongoing working report of pending regulatory projects and priorities to inform the Board, the legislature, and the public of the ongoing status of these projects.

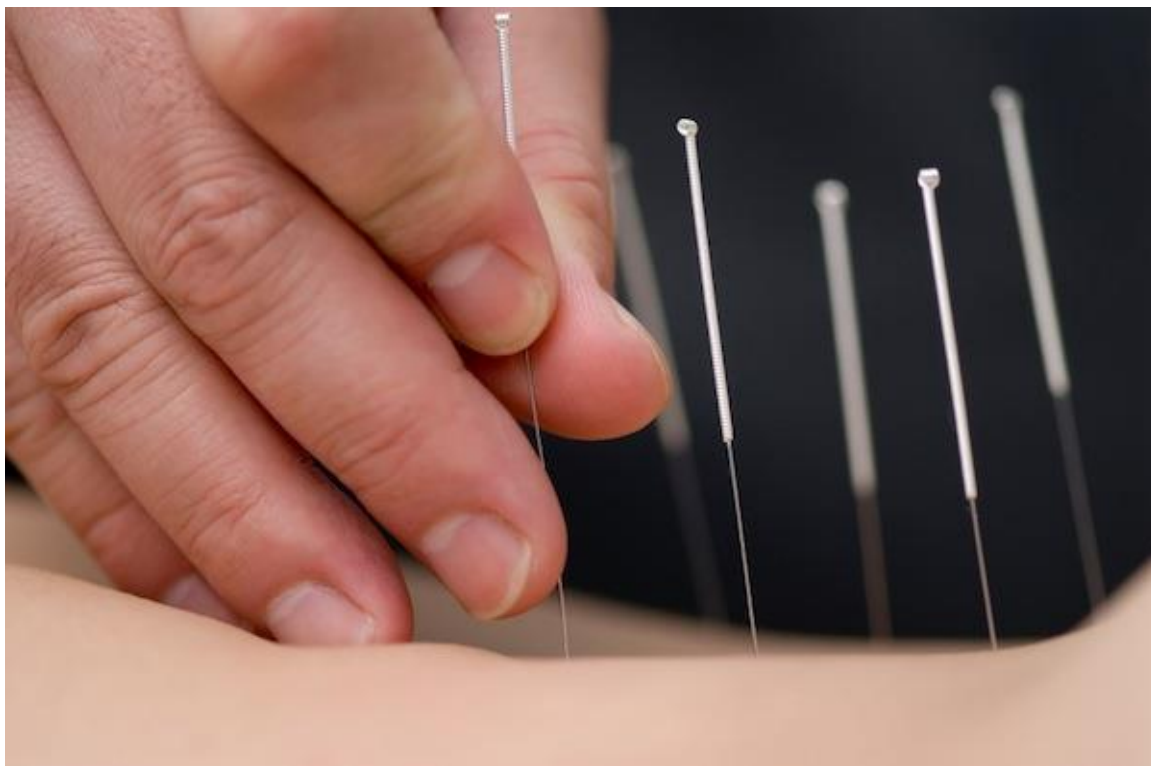
Objective Success Measurement			
Create an ongoing status report of regulations for the Board's review.			
Major Actionable Tasks to Accomplish	Status	Responsible Party	Completion Date
6.2.1 Identify and clarify all regulation packages that are pending.	Completed	Policy Coordinator	Q2 2013
6.2.2 Determine the priority of regulation packages and organize into a status report for the Board.	Completed	Executive Officer	Q3 2013
6.2.3 Disseminate an ongoing status report of regulations to the Board.	Completed	Policy Coordinator	Q4 2013

6.3 Create targeted training for new Board members to provide further details on Board and government processes.

Objective Success Measurement			
Implement orientation training for Board members.			
Major Actionable Tasks to Accomplish	Status	Responsible Party	Completion Date
6.3.1 Identify the current training needs for Board members	Ongoing	Executive Officer	Q3 2014
6.3.2 Meet with Legal Counsel to develop a training action plan that includes the legal aspect.	Completed	Executive Officer/Legal Counsel	Q4 2014
6.3.3 Develop training materials and refine training to meet the needs of Board members.	Work in Progress	Executive Officer	Q2 2015
6.3.4 Coordinate with the Board to implement training for new Board members.	Work in Progress	Executive Officer/Legal Counsel	Q4 2015

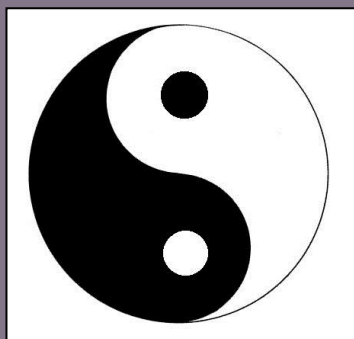
6.4 Develop desk manuals for all Board functions to ensure proficiency, performance, and for succession planning.

Objective Success Measurement			
Desk manuals created for each CAB function.			
Major Actionable Tasks to Accomplish	Status	Responsible Party	Completion Date
6.4.1 Identify Board functions that do not have desk manuals.	Completed	Executive Officer	Q1 2013
6.4.2 Provide directive to staff to create desk manuals and required content.	Completed	Executive Officer	Q4 2014
6.4.4 Update desk manuals on an ongoing and regular basis to keep current with job function responsibilities.		Executive Officer	Q4 2017



California Acupuncture Board
1747 North Market Blvd., Suite 180
Sacramento, CA 95834

Phone: (916) 515-5200 fax: (916) 928-2204
acupuncture@dca.ca.gov www.acupuncture.ca.gov



CALIFORNIA ACUPUNCTURE BOARD

1747 North Market Boulevard, Suite 180, Sacramento, CA 95834
(916) 515-5200 FAX (916) 928-2204 www.acupuncture.ca.gov



DATE	February 20, 2015
TO	Board Members
FROM	Marc Johnson Policy Coordinator
SUBJECT	Implementation of Senate Bill 1159 (Lara) -- acceptance of Individual Taxpayer Identification Numbers (ITIN)

Issue:

The Board is implementing a Department of Consumer Affairs mandate to accept ITINs in lieu of a Social Security Number (SSN) for various applications, as required by Senate Bill (SB) 1159. This memo outlines the steps staff is taking in order to follow the mandate. **No Board action is needed and this update does not require a regulatory change.**

Background:

Senate Bill (SB) 1159 (Lara, Chapter 752, Statutes of 2014) was signed by the Governor and became effective on January 1, 2015. The new law requires licensing programs under the Department of Consumer Affairs (DCA) to begin accepting individual taxpayer identification numbers (ITIN) no later than January 1, 2016. Among other things, SB 1159 made changes to Business and Professions Code (BPC) Section 30 and added BPC 135.5, which impact personal identifying information collected by licensing programs. Specifically, SB 1159 states:

- It is in best interest of the State to provide persons who are not lawfully present in the United States with the benefits provided by the licensing acts within the Department's purview;
- Requires the acceptance of an ITIN or SSN from individual applicants and licensees submitting those numbers;
- Requires the reporting of licensees failing to provide either an ITIN or SSN to the Franchise Tax Board; and,
- Treats ITINs the same as SSNs for the purposes of use and disclosure.

CALIFORNIA ACUPUNCTURE BOARD

1747 North Market Boulevard, Suite 180, Sacramento, CA 95834
(916) 515-5200 FAX (916) 928-2204 www.acupuncture.ca.gov



Currently, the Board asks for SSNs on three forms. The first is the *application for examination form*, which is used by candidates applying to take the California Acupuncture Licensing Examination (CALE). A candidate is not required to have either an SSN (or ITIN) in order to apply to take the CALE. The second form, *application update for examination form*, is used by candidates updating their application information for the CALE. Similarly, a candidate is not required to have either an SSN (or ITIN) in order to apply to take the CALE. The third form, the *application for license form*, is used by candidates who have met all Board requirements and passed the CALE who are applying for licensure. A valid SSN (or ITIN) is required in order for the Board to issue a license.

The application for license form requires mandatory disclosure of an applicant's SSN or ITIN number (as authorized by section 30 of the Business and Professions and 42 USC section 405(c)(2) code) for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with Section 11350.6 of the Welfare and Institutions Code, or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination. The formats of ITINs and SSNs are the same (XXX-XX-XXXX) with the one significant difference being that ITINs always begin with the number "9." The federal government issues an individual either a SSN or an ITIN, not both.

Discussion and Implementation:

In order to properly implement SB 1159, each licensing program (such as the Acupuncture Board) is required to update all forms that require a SSN. The three previously mentioned forms will be updated to reflect this change by modifying each instance on the application that mentions "SSN" to now mention "SSN or "ITIN." These forms are currently being changed by board staff and will be reviewed by Legal Counsel. The forms will then be available to the public on the Board's website, via U.S. mail, or by calling. Internal Board processes will be updated to reflect this as change as well.

Outreach to interested parties will be conducted via notification emails, alert updates posted on the Board's website. These notifications to the public will be completed as soon as the Board has completed the implementation.

CALIFORNIA ACUPUNCTURE BOARD

1747 North Market Boulevard, Suite 180, Sacramento, CA 95834
(916) 515-5200 FAX (916) 928-2204 www.acupuncture.ca.gov



DATE	February 20, 2015
TO	Board Members
FROM	Marc Johnson Policy Coordinator
SUBJECT	Implementation of Assembly Bill 1057 – Question about military service

Issue:

The Board is in the process of implementing Assembly Bill (AB) 1057 (Medina), which requires all Department of Consumer Affairs (DCA) Boards -- including the California Acupuncture Board (Board) -- to inquire on every licensure application whether the individual is serving, or has previously served in the U.S. military. This memo outlines the steps the staff is taking in order to implement the bill. **No Board action is needed and this update does not require a regulatory change.**

Background:

AB 1057 was signed into law by the Governor and became effective January 1, 2015. AB 1057 states:

“Section 114.5 is added to the Business and Professions Code, to read:

114.5. Commencing January 1, 2015, each board shall inquire in every application for licensure if the individual applying for licensure is serving in, or has previously served in, the military.”

This bill requires every licensing board under DCA to affirmatively inquire on every license application whether the applicant is serving or has previously served in the U.S. military, in order to better identify and assist active military members and veterans applying for professional licensure.

With regards to military service, current law requires the Board to:

1. Waive fees and continuing education requirements for any licensee called to active duty who will not be practicing while on duty (BPC 114.3). Currently, the Board has one licensee with this waiver.

CALIFORNIA ACUPUNCTURE BOARD

1747 North Market Boulevard, Suite 180, Sacramento, CA 95834
(916) 515-5200 FAX (916) 928-2204 www.acupuncture.ca.gov



2. Allow a licensee whose license expired while serving on active military duty, to reinstate his or her license without examination or penalty upon meeting specified conditions (BPC 114). To date, one licensee has utilized this provision.

Discussion and Implementation:

In comparison to other Boards within DCA, AB 1057 has minor impact to our licensure process.

In order to properly implement AB 1057, the Board will update its “application for license” form asking if the individual applying for licensure is serving, or has previously served in the military. Upon approval of the new form by legal counsel, it will be available to the public on the Board’s website, via U.S. mail, or by calling. Internal Board processes will be updated to reflect this as change as well.

Outreach to interested parties and Approved Training programs will be conducted via notification emails and via an announcement posted on the Board’s website. These notifications to the public will be completed as soon as the Board has completed application and process updates.



ACUPUNCTURE BOARD

1747 North Market Boulevard, Suite 180, Sacramento, CA 95834
 (916) 515-5200 FAX (916) 928-2204 www.acupuncture.ca.gov

CAB list of past and future regulations

Set out below are a list of past and future pending regulations. Please note this list may be incomplete and subject to change depending upon Legislative or Executive action.

Authority for regulatory changes is provided under California Business and Professions (B&P) code Chapter 12, Article 1, Code section 4933.

Pending regulations				
	Subject	B&P code sections referred	Date authorizing vote taken (vote)	Status
1	Consumer Protection Enforcement Initiative (CPEI). Amends regulations to strengthen board enforcement program pursuant to DCA's CPEI initiative (SB 1111)	Amends section 1399.405, 1399.419, 1399.469.1, 1399.468.2	8/19/2010 (5-0)	Rulemaking package with DCA Director for expected approval. To OAL for 30 day final review, with effective date of July 1, 2015 (if no OAL changes).
2	Uniform Standards Related to Substance Abuse and Recommended Guidelines for Disciplinary Orders and Conditions of Probation (SB 1441)	adopt sections 1399.469	10/25/2013 (5-0)	Staff completing Counsel changes and will return by end of February. Expected submittal to OAL by mid-March.
3	Sponsored Free Health-Care Events (AB 2699)	Add Article 7 and Sections 1399.480, 1400.1, 1400.2 and 1400.3	11/17/2011 (5-0)	Rulemaking package complete. Submitted for Legal Counsel review 2/11/15. Planned for OAL submission by end of February 2015, with 45 day public comment period to follow.
4	Display of licensure by Acupuncture Board (BPC 138)	Add section 1399.463.3	11/14/14 (6-0)	Rulemaking package completed by DCA-Legislative and Policy Review. To Legal Counsel for review 2/13/15. Expected submittal to OAL by mid-March 2015.
5	Prostitution enforcement and condition of office	Amends section 1399.450(b)	2/14/2014 (6-0)	Planned for OAL submission Spring 2015, with 45 day public comment period to follow.
6	Advertising guidelines – display of license numbers in advertising	Adopt section 1399.455	2/19/2013 (5-0)	Planned for OAL submission Spring 2015, with 45 day public comment period to follow

7	Continuing education ethics requirement – change of “medical ethics” to “professional ethics”	Adopt section 1399.482.2	11/15/2012 (5-0)	Planned for OAL submission by Fall 2015, with 45 day public comment period to follow
8	Hand Hygiene requirements	Amends 1399.451 (a)	2/14/2014 (5-0)	Package under staff development. Planned for OAL submission by Fall 2015.

Adopted Regulations

	Subject	B&P code sections referred	Date approved by Office of Administrative Law (effective one month later) with link to text of regulation
1	Educational Curriculum Requirements	amends Section 1399.415	<i>Approved by OAL 10/5/04</i> http://www.acupuncture.ca.gov/pubs_forms/laws_regs/art2.shtml#1399415
2	Cite and Fine enforcement	amends Section 1399.465	<i>Approved by OAL 4/17/06</i> http://www.acupuncture.ca.gov/pubs_forms/laws_regs/art6.shtml#1399465
3	Continuing education	amends Sections 1399.480 – 1399.489.1	<i>Approved by OAL on 8/25/08</i> http://www.acupuncture.ca.gov/pubs_forms/laws_regs/art8.shtml#1399480
4	Retroactive fingerprinting requirements	adopts Sections 1399.419.1 and 1399.419.2	<i>Approved by OAL 9/23/10</i> http://www.acupuncture.ca.gov/pubs_forms/laws_regs/art25.shtml#13994191

ACUPUNCTURE BOARD

1747 North Market Boulevard, Suite 180, Sacramento, CA 95834
(916) 515-5200 FAX (916) 928-2204 www.acupuncture.ca.gov



DATE	January 5, 2015
TO	All Board Members
FROM	Cricket Borges Enforcement Analyst
SUBJECT	Petition Pursuant to B&P § 4967 (b): Behnam Hekmatnia, AC 3324

The following is a request from Behnam Hekmatnia, a previously licensed acupuncturist whose license lapsed and permanently cancelled. Business and Professions Code (B&P) section 4967 provides conditions that one must comply with when seeking a new acupuncture license from the Board. B&P section 4967 states, a person who fails to renew his or her license within three years after its expiration may not renew it, and it may not be restored, reissued, or reinstated thereafter, but that person may apply for and obtain a new license if he or she meets three requirements.

Mr. Hekmatnia has submitted a request to the Board to be issued a new license without having to take the exam. Mr. Hekmatnia was issued license AC 3324 on September 7, 1988. Said license was cancelled on May 9, 2013 for failure to submit required continuing education for the licensing period of September 1, 2006 to August 31, 2008, a condition of renewal (California Code of Regulations section 1399.489 (a)). Mr. Hekmatnia's license was last up for renewal on August 31, 2008. Records show renewal and delinquency fees of \$350 were mailed to the Board on April 22, 2009. However, Mr. Hekmatnia failed to submit any continuing education required for the Board to complete the renewal process. No CEU's were submitted to the Board in the three years prior to the cancellation date; therefore, the license could not be renewed and was subsequently cancelled.

On November 14, 2013, Mr. Hekmatnia appeared before the Board. He had submitted 104 CEU's for your consideration and only 72 of those CEU's were confirmed as Board approved. The Board instructed Mr. Hekmatnia to complete additional coursework for a grand total 150 CEU's, then to re-appear before the Board.

Below are the conditions required by B&P 4967 and a status of Mr. Hekmatnia's compliance with each one.

- ☒ (a) B&P section 4967 (a) requires that an applicant be clear of any acts or crimes constituting grounds for denial of licensure under Division 1.5 (commencing with Section 475). Live scan fingerprint background checks were not required during the time Mr. Hekmatnia was issued a license. Mr. Hekmatnia completed a live scan on April 8, 2013 and the Board has received clearance.
- ☒ (b) B&P section 4967(b) requires that an individual with a cancelled license take and pass the examination that is required for initial licensure. This is the requirement that Mr. Hekmatnia is requesting be waived based upon the evidence he is presenting that he is qualified to practice as an acupuncturist.
- ☒ (c) B&P section 4967(c) requires that an individual with a cancelled license pay all of the fees that would be required if an initial application for licensure was being made, as well as the examination fee. The Board has collected a total of \$625 for application and examination fee.

Mr. Hekmatnia is re-submitting a total of 196 CEU's for your consideration. However, 190 of those CEU's are Board approved and 74 CEU's are distance learning. The certificates are provided for your review.

Enclosures: 1.) Request to the Board; 2.) Letters of Recommendation; 3.) CEU certificates

ENCLOSURE 1:
Request to Board

December 15, 2014

Behnam Hekmatnia
P. O. Box 662004
Los Angeles, CA 90066
(310) 272-0150

RECEIVED

DEC 19 2014

ACUPUNCTURE BOARD

Cricket Borges
1747 N. Market Blvd., Suite 180
Sacramento, CA 95834
PH: (916) 515-5200
Fax: (916) 928-2204

Re: CEUs

Dear Ms. Borges:

Per our telephone conversation, I'm submitting list of CEU courses that I have completed for the period in question. Enclosed please find the list and copy of CEU certificates and few copy of approval of CEU courses that was in question by Ms. Brothers. Also a cashier check for the amount of \$ 75.00 per your request is enclosed.

I hope my name will be in February 2015, board meeting agenda since it is over a year that I was requested by the board to complete 150 CEU and come back to the board.

If you may have any question, please do not hesitate to call me at (310) 272-0150. I thank you in advance for your time and effort.

Sincerely,


Behnam Hekmatnia

AMOUNT \$

ID #

RCPT #

CK #

75 -

5581

42395

27902770

Behnam Hekmatnia
P.O. BOX 662004
Los Angeles, CA 90066
(310) 272-0150

CA Acupuncture Board
1747 N. Market Street, Suite 180
Sacramento, CA 95834
(916) 515-5200

RECEIVED

JUL 19 2013

ACUPUNCTURE BOARD

Re: License #: AC3324

Dear Ms. Brothers:

Enclosed, please find my petition for reinstatement of my license request, two cashier checks for past licensing fees, Prof of FBI background check and few letters of recommendation. I have completed over 100 CEU which I would bring original certificate to the meeting. Please inform me if I have to provide any additional information/documents to the board that would be helpful in decision making.

I appreciate in advance for your time and consideration in this matter. Please do not hesitate to call me if you may have any question regarding this letter.

Sincerely,



Behnam Hekmatnia

PETITION FOR REINSTATEMENT OF LICENSE

Behnam Hekmatnia
License #: AC 3324

CA Acupuncture Board
1747 N. Market Street, Suite 180
Sacramento, CA 95834

Dear Board Members:

I want to start by thanking you all for your time and consideration for this petition and in advance recognize and accept my responsibility in ending up in this situation regardless of all valid/invalid excuses that I'll bring up. Please accept my apology in advance if any parts of this petition sound like blaming state for this situation since there is no intention to do that.

I briefly give my history as an acupuncturist and then mention points that I believe justify my request for reinstating of my license.

I graduated from Emperor's college in 1988 and my initial license was issued on September 07, 1988. I have been involved in treatment of substance abuse in group setting, stress/anxiety and pain management from beginning. In 1989 I was one of founding member of a non-profit organization named Turnabout A.S.A.P. (Alternative to Substance Abuse Project) an acupuncture based clinic in the city of Santa Monica, CA, providing free treatment for low income family and homeless people, that was operating for nine (9) years with the help of all volunteer acupuncturist. I served as chief assistant in practical examination of CA acupuncture exam and was working with exam development team for number of years working with Janelle Wedge while she was in consumer affair. I credit myself for pushing to award CEU for acupuncturist involved in exam development since there was none when I started but it was approved when I was still part of the team. I always believed the time spending in reviewing many books and challenging each other to develop far question is more educational than any seminar I have ever had. In late 1990 I was one of participant in establishing acupuncture program in number of drug court program in Los Angeles County and providing treatment for these programs. I have also been providing acupuncture treatment in number of detox and recovery program in the group setting including pregnant women program through the years while I had my own private practice of acupuncture always in multiple specialty groups working with MDs, Chiropractor and pain management specialist. I also served as program coordinator of HIV/AIDS program named "National Minority Aids Training & Education Center" in Charles Drew University of Health & Science, providing education to professionals (hospitals, treatment centers, recovery facilities...) and as acupuncturist I always provided information regarding oriental medicine and its application in the treatment of HIV/AIDS and substance abuse.

I served in the capacity of board member, president and chairman of a nonprofit organization named IRC for 6 years ending in 2011, providing free educational seminars for public regarding substance abuse, recovery and its effects in families, referring dependent person to treatment center and family and love one to support groups, and upon availability of funds providing financial support to the family and individual in need.

I also have been involved in teaching, free or for pay I enjoy it the same. I have providing Board Approved CEU for acupuncturist yearly, also providing seminar in Medical aspect of addiction and pharmacology of addiction in the state licensing program for counselor "CAARR". I do talks and teach about acupuncture in many and any establishment from Kaiser Hospital to small programs around county for MDs, Nurses, Counselor and Staff of these programs.

I'm single parent, father of two beautiful kids (Adult kids), I lost my wife to cancer nine (9) years ago, and in recent years life has got better of me. My dad's health was deteriorating in last few years, surgery one after another and finally passed away two (2) years ago. He was the best doctor I ever known, so caring and with passion for people. Meanwhile my mom was diagnosed with breast Cancer in 2010 and thankfully after surgery and other procedure she is doing better. I do not ask for your sympathy just to recognize sometimes life with its problems overwhelm you so that you do miss important occasions and task of taking care of your responsibility.

In 2008 renewal form, I indicated that I have not completed all required CEO and I send my renewal fee and to the best of my recollection while communicating with state they acknowledge receipt of fee and I was asked to finish my remaining CEO by next renewal date.

For the first time in 20 years of my practice I did not received the renewal form for 2010, and based on my recent conversation with education department I was informed that 2010 renewal form was not sent to me and lack of that reminder did not help me with taking care of my responsibility.

There are few other factors in last few years that did worked against me and served in my failure of renewal of my license.

1. I was teaching approved CEU seminar almost yearly with no objection from state, until January 2013, that I was informed I can't do the seminar since my licensed was canceled on 2008 retroactively on 2011.
2. I maintained malpractice insurance for acupuncture practice which indicated my license is active.
3. Due to taking over 100 approved CEU in last few years, I did not recognized that I may be in danger of losing license for lack of CEU.
4. Considering I have same mailing address for the past 20 plus years in state file and since I did not received a single note or cancelation notice (since 2008 renewal form) assisted in my failure to take care of my responsibility.
5. Even checking state license verification of April 2013, does not indicate my licensed was canceled.

More importantly I believe since I paid for my licensing renewal fee of 2008 in 2009 and informed state of taking my required CEU at that time, my base line for cancelation should be starting on 2010 not 2008, and consequently cancelation date if any should be 2013 not 2011 and may be that is the reason Acupuncture Board license verification that is updated every Monday does not show my license was canceled even on April 2013.

I here once more apologize for any statements that sound like blaming the state and **I assure you all, that I do recognize my responsibility in this matter and will make sure this does not happen again since I worked hard for this license and is my passion and life.**

I hope considering my life in last few years that caused me to be blindsided and not be able to do better job of taking care of my business and my over 20 years of involvement in practicing acupuncture in different setting and capacity from treatment, teaching, volunteering, exam development, establishing free acupuncture based clinic and acupuncture program in number of drug court and providing treatment for people from different walk of life with different health conditions and my completing over 100 CEU which has been taken regularly in last few years would be enough evidence for my care and passion in people and their wellbeing and justify reinstating of my license that would let me to continue with what is my passion and life. Practicing acupuncture and helping people.

I thank you all and wish you the best.

Respectfully,

Behnam Hekmatnia



Department of Consumer Affairs
Acupuncture Board

Search Results for Acupuncturist

This information is updated Monday through Friday - Last updated: JUL-02-2013

To see all the information for a licensee, click on the highlighted name. This will also include disciplinary actions if any are present.

Name	Type	Number	Status	Address	City	Zip	County
HEKMATNIA BEHNAM	AC	3324	CANCELLED	P.O. BOX 662004	LOS ANGELES	90066	LOS ANGELES

Record 1

[First](#) [Previous](#)

Disclaimer

All information provided by the Department of Consumer Affairs on this web page, and on its other web pages and internet sites, is made available to provide immediate access for the convenience of interested persons. While the Department believes the information to be reliable, human or mechanical error remains a possibility, as does delay in the posting or updating of information. Therefore, the Department makes no guarantee as to the accuracy, completeness, timeliness, currency, or correct sequencing of the information. Neither the Department, nor any of the sources of the information, shall be responsible for any errors or omissions, or for the use or results obtained from the use of this information. Other specific cautionary notices may be included on other web pages maintained by the Department. All access to and use of this web page and any other web page or internet site of the Department is governed by the Disclaimers and Conditions for Access and Use as set forth at [California Department of Consumer Affairs' Disclaimer Information and Use Information](#).

[Back](#)

[Return to Main License Listing](#)

Department of Consumer Affairs Acupuncture Board

License Search for Acupuncturist

[Click here for search instructions](#)

Enter query criteria (omit apostrophes when entering a name)

This information is updated Monday through Friday - Last updated: JUL-02-2013

Last Name:	<input type="text"/>
First Name:	<input type="text"/>
Initial:	<input type="text"/>
Match any part of Name	<input type="radio"/>
OR	
License Number:	<input type="text" value="3324"/> Enter numbers only (no letters)
AND/OR	
City:	<input type="text"/>
County:	<input type="text" value="v"/>
Records displayed each time?	50 <input type="text" value="v"/>

Department of Consumer Affairs
Acupuncture Board

Search Results for Acupuncturist

This information is updated Monday through Friday - Last updated: APR-05-2013

To see all the information for a licensee, click on the highlighted name. This will also include disciplinary actions if any are present.

Name	Type	Number	Status	Address	City	Zip	County
<u>HEKMATNIA BEHNAM</u>	AC	3324	CE REQUIRED AND NOT ADEQUATE	P.O. BOX 662004	LOS ANGELES	90066	LOS ANGELES

Record 1

[First](#) [Previous](#)

Disclaimer

All information provided by the Department of Consumer Affairs on this web page, and on its other web pages and internet sites, is made available to provide immediate access for the convenience of interested persons. While the Department believes the information to be reliable, human or mechanical error remains a possibility, as does delay in the posting or updating of information. Therefore, the Department makes no guarantee as to the accuracy, completeness, timeliness, currency, or correct sequencing of the information. Neither the Department, nor any of the sources of the information, shall be responsible for any errors or omissions, or for the use or results obtained from the use of this information. Other specific cautionary notices may be included on other web pages maintained by the Department. All access to and use of this web page and any other web page or internet site of the Department is governed by the Disclaimers and Conditions for Access and Use as set forth at [California Department of Consumer Affairs' Disclaimer Information and Use Information](#).

[Back](#)

[Return to Main License Listing](#)

Department of Consumer Affairs Acupuncture Board

Search Results for Acupuncturist

This information is updated Monday through Friday - Last updated: JAN-16-2013

To see all the information for a licensee, click on the highlighted name. This will also include disciplinary actions if any are present.

Name	Type	Number	Status	Address	City	Zip	County
<u>HEKMATNIA BEHNAM</u>	AC	3324	CE REQUIRED AND NOT ADEQUATE	P.O. BOX 662004	LOS ANGELES	90066	LOS ANGELES

Record 1

[First](#) [Previous](#)

Disclaimer

All information provided by the Department of Consumer Affairs on this web page, and on its other web pages and internet sites, is made available to provide immediate access for the convenience of interested persons. While the Department believes the information to be reliable, human or mechanical error remains a possibility, as does delay in the posting or updating of information. Therefore, the Department makes no guarantee as to the accuracy, completeness, timeliness, currency, or correct sequencing of the information. Neither the Department, nor any of the sources of the information, shall be responsible for any errors or omissions, or for the use or results obtained from the use of this information. Other specific cautionary notices may be included on other web pages maintained by the Department. All access to and use of this web page and any other web page or internet site of the Department is governed by the Disclaimers and Conditions for Access and Use as set forth at [California Department of Consumer Affairs' Disclaimer Information and Use Information](#).

[[Back](#)] [[Return to Main License Listing](#)]

ENCLOSURE 2:
Letters of Recommendation



MARTIN LUTHER KING, JR.
MULTI-SERVICE AMBULATORY CARE CENTER

May 30, 2013

**Los Angeles County
Board of Supervisors**

Gloria Molina
First District

Mark Ridley-Thomas
Second District

Zev Yaroslavsky
Third District

Don Knabe
Fourth District

Michael D. Antonovich
Fifth District

Medical Board

Dear,

It is my sincere pleasure to write a letter of recommendation for Behnam Hekmatnia. Dr. Hekmatnia is a professional colleague of mine and we began working together in 2006. Over the years, I have seen him function as an acupuncturist, teacher, administrator, and volunteer. He brings a wealth of medical knowledge to the individual roles he fills, but his greatest attribute is his compassion for patients.

Dr. Hekmatnia places the patient's needs above all else. Mr. Hekmatnia and I have worked together to coordinate the care of patients with various medical conditions. Patients consistently report to me a high degree of satisfaction with his professional services. They comment specifically on his level of empathy and his willingness to provide direct assistance with coordinating treatment. He takes the time to identify barriers to care and addresses them with skill and expertise.

His work with vulnerable populations further demonstrates a high level of compassion. He works with medically indigent patients in his practice and often volunteers his services to substance abuse programs. He has developed an extensive knowledge of available resources for uninsured patients and personally works with other medical providers to provide needed services.

It has been my pleasure to work with Dr. Hekmatnia and I look forward to working with him in the future to serve the vulnerable patient populations of Los Angeles County.

Sincerely,

Angela Nossett, M.D.
Chief Medical Officer
MLK-MACC



Health Services
www.ladhs.org

GRAY ELEMENT, LLC

21550 Oxnard Street, 3rd Floor, Woodland Hills, CA 91367

May 15, 2013

To Whom It May Concern:

This letter is about my experience as a patient with my acupuncturist Ben Hekmatnia. I'm 30 years old professional female, working as a CEO of Designing company. I have had few acupuncturists in last 10 years, all of them fairly good but nothing to compare to who we (my family and I) call Dr. Ben.

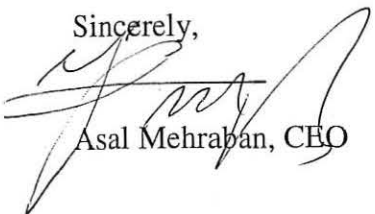
I have not seen any healthcare professional in any field with such a passion trying to educate his patient as he does. My first visit with him was in May 2006, suffering from anxiety and cut and bruises from fall. When I told him that I do NOT believe in Western medicine and had only seen acupuncturists in past few years, he replied to me with smile "and none of them told you about integrated medicine?"

From that day on every visit was a learning session about pro and con of each branch of healthcare from western medicine, chiropractic, nutrition, exercise, homeopathic medicine and oriental medicine while I was receiving the most relaxing treatment. Soon all of my family of six (6) including my father, mother, and 3 sisters became his patients with wide range of medical condition from depression, heart problem, anxiety disorder, back pain, and so on and yes every member of my family was getting information about their specific conditions and treatment choices. Dr. Ben's knowledge, experience, charm and his passion and care he shows for your wellbeing demands your respect and trust that make it easier to refer someone like my dad to cardiologist for the first time and my mom to see neurologist and family physician. He has a network of professionals in different field of medicine and has no hesitation to refer you to another office if he feels that's what would be beneficiary to you.

Dr. Hekmatnia main goal is to provide the best of care to his patient by all means even if that causes him financial loss. I remember when my friend asked him if acupuncture could help her with weight loss and he replied sometimes you have to change your life style like exercise, sleeping pattern, or change your eating habit and yes if there is any physical or emotional problem that could cause you to gain weight like hypothyroidism, or stress that cause you to eat more acupuncture can help and many times combination of all of that is the way to go. I remember the look on his face when my friend told him I do not want to do anything like exercise or changing eating habit and want to do only acupuncture. His replied was his famous statement for weight loss patient "honey you are not a balloon that I put needle in you and air goes out".

The point of sharing these stories is to show many beautiful characteristic of this individual's personality that these days are becoming rare commodities. His caring personality and his passion to help people with his knowledge that goes far beyond oriental medicine and his strong communication ability put him on top of the list of healthcare professional for me and my family.

Sincerely,



Asal Mehraban, CEO

Law Offices of J. Shaffer Smith & Associates

8383 Wilshire Boulevard, Suite 660 ▪ Beverly Hills, CA 90211 ▪ 323-653-5092

JULY 5, 2013

RE: HEKMATNIA, BEHNAM

TO WHOM IT MAY CONCERN:

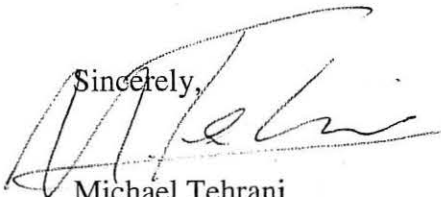
I have known Behnam Hekmatnia for over 30 years, since he was Microbiology major in CSULA. He always has been energetic individual with passion for people. He always believed in educating people as a tool for prevention in healthcare. When due to special circumstance of the time he was not able to apply for medical school, he chose to go for oriental medicine since he believed this could help people.

I have been working with him in the professional level for almost 20 years. His passion for helping people has grown with him. His care for patients has been surprises many of patient we refer to his office. The level of attention, care, time and educational information he provide to every individual patient is what make him apart from other healthcare provider. He knows his boundaries and never heard of falls claim or promises by him from any client of ours.

He would refuse to schedule or would discharge the patient if he believes his services is not beneficial to or if patient has reached maximum benefit from his services. He has excellent ability in managing patient and providing them with necessary referrals. His main personal and professional characteristic is his passion for helping others. His patient based mentality has gained him popularity among many patients as well as many caring professionals who know him simply as Dr. Ben.

It is my pleasure to have him as a friend and colleague and hope to work with him in many years to come.

Sincerely,



Michael Tehrani
Administrator

MITRA FAYAZFAR, D.C.

20944 Sherman Way, Suite 114

Canoga Park, CA 91303

PH: (818) 633-1689

June 11, 2013

RE: Behnam Hekmatnia
DOB: August 13, 1956

To Whom It May Concern:

Over the year I had the opportunity to work with many talented and caring individual in healthcare field. However at the top of my list is the name of my dear colleague Behnam Hekmatnia.

I had a pleasure of working with him first in 1998 in a team of healthcare professional in West Los Angeles. His ability to communicate with patient and other professional has been my point of reference. Through the years working with him in different setting, has been always educational for me. Number one characteristic of Behnam is his passion and caring personality for patient and patient care. I was told he got such passion for healthcare from his dad, Dr. Reza Hekmatnia, a medical doctor and surgeon of 50 years.

He is also passionate teacher. I had a pleasure of having one of his seminars and that's all you need to do to understand his love for what he does.

His patient base practice through the years has become well known for many other professionals and patients.

It is my pleasure and hopes to continue working with him in years to come in managing patient care.

Respectfully,

Mitra Fayazfar, DC
Chiropractor

ENCLOSURE 3:
CEU Certificates

#	COURSE TITLE	DATE	# OF CEU	
1	Low Back Pain	July 22, 2007	6	CEP – 443
2	Chinese Traumatology, Distance Learning	Aug. 2008	17	CEP-215
3	Facial Acupuncture	Aug. 19, 2007	6	CEP-443
4	Esoteric Acupuncture II	Dec. 5, 2010	6	
5	Addictions” Chemical Dependency & Acupuncture	Feb. 6, 2011	6	
6	Sport Medicine, Essentials of Musculoskeletal Rehabilitation & Exercise Design	Oct. 30, 2011	6	
7	Improving Immune System via TCM	Feb. 26, 2012	6	
8	Esoteric Acupuncture	Aug. 19, 2012	6	
9	Esoteric Acupuncture Part III	Nov. 18, 2012	6	
10	Esoteric Acupuncture Part IV	Dec. 2, 2012	6	
11	“Addiction” Chemical Depend. & Acupuncture	Jan. 27, 2013	6	
12	Clinical Use of Nutrition for Acupuncture	March 24, 2013	6	
13	Cervical Spondylosis Clinical Application w/ Micro Anatomy	Aug. 4, 2013	6	
14	Treating Allergies & Autoimmune Diseases w/ TCM (Distance Course)	August 2013	15	CEP-024
15	Treating Diabetes & Its Complications with Chinese Medicine	August 2013	15	
16	Acupuncture Orthopedic Knowledge Series	Aug. 25, 2013	14	CEP-047
17	Sympathetic Nerve Type of Cervical Spondylosis Clinical Application	Sept. 8, 2013	6	CEP-443
18	Treating Mental & Emotional Conditions with Chinese Medicine	January 2014	15	CEP-024
19	Treatment of Sinusitis with Acupuncture & Chinese Medicine	January 2014	1	
20	Seven Steps to Avoid Herb-Drug Interactions	January 2014	1	
21	Medical Ethics for Practitioners of Acupuncture and Oriental Medicine	January 2014	1	
22	Treatment of High Cholesterol with Acupuncture & Chinese Medicine	January 2014	1	
23	TCM Medical Qi Kung	Jan. 26, 2014	9	CEP-215
24	Chinese Traumatology & Orthopedics	April 26, 2014	9	

25	Toxicology & TCM	April 27, 2014	4	CEP-215
26	Herb-Drug Interaction	April 27, 2014	4	
27	Medical Marijuana & TCM	May 4, 2014	8	
28	TCM Psychology and Medical Qi Gong	July 20, 2014	6	CEP-443
29	Dr. Sankey's Acupuncture Treatment-Advanced	Nov. 23, 2014	6	
	TOTAL # of CEUs		204.0	

American Liberty University



Certificate of Completion

This is to certify that

Behnam Hekmatnia

License No.: AC 3324

has successfully completed 6 hours/credits of continuing education

Course Title: **Dr. Sankey's Acupuncture Treatment - Advanced (Esoteric Acupuncture)**

Completion Date: **November 23, 2014**

Course Location: **California State University - Los Angeles (Cal-State L.A.)**

Provider No.: **CEP - 443**

President

W.A.M.O.
World Alternative Medicine Organization

Vice-President

California licensed acupuncturists are required to retain this certificate for at least four (4) years from the date of completion of this course

American Liberty University



Certificate of Completion

This is to certify that

Behnam Hekmatnia

License No.: AC3324

has successfully completed 6 hours/credits of continuing education

Course Title: TCM Psychology and Medical Qi Gong

Completion Date: July 20, 2014

Course Location: AMERICAN LIBERTY UNIVERSITY - A.L.U.

Provider No.: CEP - 443

A handwritten signature in black ink, likely belonging to the President of the World Alternative Medicine Organization.

President

W.A.M.O.

World Alternative Medicine Organization

A handwritten signature in black ink, likely belonging to the Vice-President of the World Alternative Medicine Organization.

Vice-President

California licensed acupuncturists are required to retain this certificate for at least four (4) years from the date of completion of this course

Emperor's College of Traditional Oriental Medicine

Certificate of Completion

This is to certify that

Behnam Hekmatnia

Acupuncturist license #**AC3324** has successfully completed
8.0 hours of approved continuing education.

Medical Marijuana & TCM

Course Title

Zee Lo, LAc, OMD, Ph.D

Course Instructor

Provider Name : Zee Lo
Provider Number : CEP-215
Completion Date : May 4, 2014
Course Location : 1807 Wilshire Boulevard Suite 200, Santa Monica, Ca 90403

Authorized Provider Signature: _____

Date: 5/4/14

Instructor's Signature: _____

Date: 5/4/14

California Licensed Acupuncturists are required to retain this certificate for a minimum of four years from the date of completion of this course.

Emperor's College of Traditional Oriental Medicine

Certificate of Completion

This is to certify that

Behnam Hekmatnia

Acupuncturist license **AC#3324** has successfully completed
4.0 hours of approved continuing education.

Herb-Drug Interaction

Course Title _____

Zee Lo, LAc, O.M.D., Ph.D

Course Instructor

Provider Name : Emperor's College of Traditional Oriental Medicine
Provider Number : CEP-047
Completion Date : April 27, 2014
Course Location : 1807 Wilshire Boulevard, Ste. 200, Santa Monica, CA 90403

Authorized Provider Signature: _____

Date: 4/27/14

Instructor's Signature _____

Date: 4/27/14

California Licensed Acupuncturists are required to retain this certificate for a minimum of four years from the date of completion of this course.

Emperor's College of Traditional Oriental Medicine

Certificate of Completion

This is to certify that

Behnam Hekmatnia

Acupuncturist license **AC#3324** has successfully completed
4.0 hours of approved continuing education.

Toxicology & TCM

Course Title

Zee Lo, LAc, O.M.D., Ph.D

Course Instructor

Provider Name : Emperor's College of Traditional Oriental Medicine
Provider Number : CEP-047
Completion Date : April 27, 2014
Course Location : 1807 Wilshire Boulevard, Ste. 200, Santa Monica, CA 90403

Authorized Provider Signature. [Signature]

Date: 4/27/14

Instructor's Signature [Signature]

Date: 4/27/14

California Licensed Acupuncturists are required to retain this certificate for a minimum of four years from the date of completion of this course.

Emperor's College of Traditional Oriental Medicine

Certificate of Completion

This is to certify that

Behnam Hekmatnia

Acupuncturist license **AC#3324** has successfully completed
9.0 hours of approved continuing education.


Chinese Traumatology & Orthopedics

Course Title

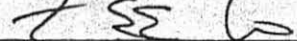
Zee Lo, LAc, O.M.D., Ph.D

Course Instructor

Provider Name : Emperor's College of Traditional Oriental Medicine
Provider Number : CEP-047
Completion Date : April 26, 2014
Course Location : 1807 Wilshire Boulevard, Ste. 200, Santa Monica, CA 90403

Authorized Provider Signature: 

Date: 4/26/14

Instructor's Signature 

Date: 4/26/14

California Licensed Acupuncturists are required to retain this certificate for a minimum of four years from the date of completion of this course.

Emperor's College of Traditional Oriental Medicine

Certificate of Completion

This is to certify that

Behnam Hekmatnia

Acupuncturist license #**AC3324** has successfully completed
9 hours of approved continuing education.

TCM Medical Qi Kung

Course Title

Zee Lo, O.M.D., Ph.D., LAc

Course Instructor

Provider Name : Emperor's College of Traditional Oriental Medicine
Provider Number : CEP-215
Completion Date : January 26, 2014
Course Location : 1807 Wilshire Boulevard Suite 200, Santa Monica, CA 90403

Authorized Provider Signature: _____

Date: 1/26/14

Instructor's Signature: _____

Date: 1/26/14

California Licensed Acupuncturists are required to retain this certificate for a minimum of four years from the date of completion of this course.



Blue Poppy Enterprises, Inc.

1990 57th Court North, Unit A

Boulder, CO 80301

800-487-9296

www.bluepoppy.com

Certificate of Completion

This verifies that

Behnam Hekmatnia

Acupuncture License #:

is awarded 1 PDA Points

For completing the Distance Learning/Online program

Treatment of High Cholesterol with Acupuncture & Chinese Medicine

January 2014

NCCAOM® Program Approval Dates: 01-06-2010 through 02-11-2014

PDA Points/NCCAOM® Recertification Categories:

- 1 ■ Core Knowledge, Skill, Ability
 - ☐ Safety
 - ☐ Ethics
 - ☐ CPR
 - ☐ Adjunctive Therapy
 - ☐ Biomedicine
 - ☐ Injection Therapy
 - ☐ Practice Enhancement



Yong Li, President & CEO

NCCAOM® Provider # 001 Course #065 CA Provider # CEP-024

FL Provider # 50-2472

TX Approved Provider # CAE-00006

For NCCAOM® recertification, this document should be retained for a minimum of four years
Diplomates are advised to check with their state Acupuncture Board for re-licensing requirements.



Blue Poppy Enterprises, Inc.

1990 57th Court North, Unit A

Boulder, CO 80301

800-487-9296

www.bluepoppy.com

Certificate of Completion

This verifies that

Behnam Hekmatnia

Acupuncture License #:

is awarded 1 PDA Points

For completing the Distance Learning/Online program

Medical Ethics for Practitioners of Acupuncture and Oriental Medicine

January 2014

NCCAOM® Program Approval Dates: 01-06-2010 through 02-11-2014

PDA Points/NCCAOM® Recertification Categories:

- ☐ Core Knowledge, Skill, Ability
- ☐ Safety
- 1 ☒ Ethics
- ☐ CPR
- ☐ Adjunctive Therapy
- ☐ Biomedicine
- ☐ Injection Therapy
- ☐ Practice Enhancement



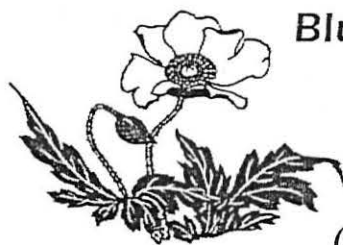
Yong Li, President & CEO

NCCAOM® Provider # 001 Course #069 CA Provider # CEP-024

FL Provider # 50-2472

TX Approved Provider # CAE-00006

For NCCAOM® recertification, this document should be retained for a minimum of four years
Diplomates are advised to check with their state Acupuncture Board for re-licensing requirements.



Blue Poppy Enterprises, Inc.

1990 57th Court North, Unit A

Boulder, CO 80301

800-487-9296

www.bluepoppy.com

Certificate of Completion

This verifies that

Behnam Hekmatnia

Acupuncture License #:

is awarded 1 PDA Points

For completing the Distance Learning/Online program

Seven Steps to Avoid Herb-Drug Interactions

January 2014

NCCAOM® Program Approval Dates: 01-06-2010 through 02-11-2014

PDA Points/NCCAOM® Recertification Categories:

- ☐ Core Knowledge, Skill, Ability
- 1 ☒ Safety
- ☐ Ethics
- ☐ CPR
- ☐ Adjunctive Therapy
- ☐ Biomedicine
- ☐ Injection Therapy
- ☐ Practice Enhancement



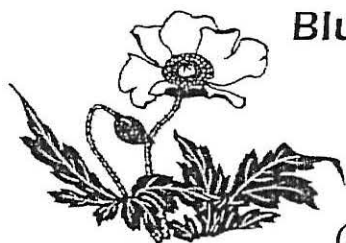
Yong Li, President & CEO

NCCAOM® Provider # 001 Course # CA Provider # CEP-024

FL Provider # 50-2472

TX Approved Provider # CAE-00006

For NCCAOM® recertification, this document should be retained for a minimum of four years
Diplomates are advised to check with their state Acupuncture Board for re-licensing requirements.



Blue Poppy Enterprises, Inc.

1990 57th Court North, Unit A

Boulder, CO 80301

800-487-9296

www.bluepoppy.com

Certificate of Completion

This verifies that

Behnam Hekmatnia

Acupuncture License #:

is awarded 1 PDA Points

For completing the Distance Learning/Online program

Treatment of Sinusitis with Acupuncture & Chinese Medicine

January 2014

NCCAOM® Program Approval Dates: 01-06-2010 through 02-11-2014

PDA Points/NCCAOM® Recertification Categories:

- 1 ■ Core Knowledge, Skill, Ability
 - ☐ Safety
 - ☐ Ethics
 - ☐ CPR
 - ☐ Adjunctive Therapy
 - ☐ Biomedicine
 - ☐ Injection Therapy
 - ☐ Practice Enhancement



Yong Li, President & CEO

NCCAOM® Provider # 001 Course #067 CA Provider # CEP-024

FL Provider # 50-2472

TX Approved Provider # CAE-00006

For NCCAOM® recertification, this document should be retained for a minimum of four years
Diplomates are advised to check with their state Acupuncture Board for re-licensing requirements.



Blue Poppy Enterprises, Inc.

1990 57th Court North, Unit A

Boulder, CO 80301

800-487-9296

www.bluepoppy.com

Certificate of Completion

This verifies that

Behnam Hekmatnia

Acupuncture License #:

is awarded 15 PDA Points

For completing the Distance Learning/Online program

Treating Mental & Emotional Conditions with Chinese Medicine

January 2014

NCCAOM® Program Approval Dates: 01-06-2010 through 02-11-2014

PDA Points/NCCAOM® Recertification Categories:

15 ■ Core Knowledge, Skill, Ability

- ☐ Safety
- ☐ Ethics
- ☐ CPR
- ☐ Adjunctive Therapy
- ☐ Biomedicine
- ☐ Injection Therapy
- ☐ Practice Enhancement



Yong Li, President & CEO

NCCAOM® Provider # 001 Course #026 CA Provider # CEP-024

FL Provider # 50-2472

TX Approved Provider # CAE-00006

For NCCAOM® recertification, this document should be retained for a minimum of four years
Diplomates are advised to check with their state Acupuncture Board for re-licensing requirements.

American Liberty University



Certificate of Completion

This is to certify that

Behnam Hekmatnia

License No.: AC 3324

has successfully completed 6 hours/credits of continuing education

Course Title: Sympathetic Nerve Type of Cervical Spondylosis Clinical Application

Completion Date: September 8, 2013

Course Location: California State University, Los Angeles (Cal-State L.A.)

Provider No.: CEP - 443

President

W.A.M.O.

World Alternative Medicine Organization

Vice-President

California licensed acupuncturists are required to retain this certificate for at least four (4) years from the date of completion of this course

Emperor's College of Traditional Oriental Medicine

Certificate of Completion

This is to certify that

Behnam Hekmatnia

Acupuncturist license #**AC3324** has successfully completed
14 hours of approved continuing education.

Acupuncture Orthopedic Knowledge Series - Pt. VI Physical Modalities

Course Title

Donald Lee, LAc

Course Instructor

Provider Name : Emperor's College of Traditional Oriental Medicine
Provider Number : CEP-047
Completion Date : August 24 & 25, 2013
Course Location : 1807 Wilshire Boulevard, Ste. 200, Santa Monica, CA 90403

Authorized Provider Signature: _____

Date: _____

Instructor's Signature _____

Date: _____

California Licensed Acupuncturists are required to retain this certificate for a minimum of four years from the date of completion of this course.



Blue Poppy Enterprises, Inc.

1990 57th Court North, Unit A

Boulder, CO 80301

800-487-9296

www.bluepoppy.com

Certificate of Completion

This verifies that

Behnam Hekmatnia

Acupuncture License #:

is awarded 15 PDA Points

For completing the Distance Learning/Online program

Treating Diabetes & Its Complications with Chinese Medicine

August 2013

NCCAOM® Program Approval Dates: 01-06-2010 through 02-11-2014

PDA Points/NCCAOM® Recertification Categories:

15 ■ Core Knowledge, Skill, Ability

- ☐ Safety
- ☐ Ethics
- ☐ CPR
- ☐ Adjunctive Therapy
- ☐ Biomedicine
- ☐ Injection Therapy
- ☐ Practice Enhancement



Yong Li, President & CEO

NCCAOM® Provider # 001 Course # CA Provider # CEP-024

FL Provider # 50-2472

TX Approved Provider # CAE-00006

For NCCAOM® recertification, this document should be retained for a minimum of four years
Diplomates are advised to check with their state Acupuncture Board for re-licensing requirements.



1990 57th Street, Unit A
Boulder, CO 80301
800-487-9296
www.bluepoppy.com

Certificate of Completion

This verifies that

Behnam Hekmatnia

Acupuncture License #:

is awarded 15 PDA Points

For completing the Distance Learning/Online program

Treating Allergies & Autoimmune Diseases with Chinese Medicine

August 2013

NCCAOM® Program Approval Dates: 01-06-2010 through 09-06-2013

PDA Points/NCCAOM® Recertification Categories:

- 15 ☒ Core Knowledge, Skill, Ability
- ☐ Safety
 - ☐ Ethics
 - ☐ CPR
 - ☐ Adjunctive Therapy
 - ☐ Biomedicine
 - ☐ Injection Therapy
 - ☐ Practice Enhancement



Yong Li, President & CEO

NCCAOM® Provider # 001 Course #003 CA Provider # CEP-024
FL Provider # 50-2472 TX Approved Provider # CAE-00006

For NCCAOM® recertification, this document should be retained for a minimum of four years
Diplomates are advised to check with their state Acupuncture Board for re-licensing requirements.

American Liberty University



Certificate of Completion

This is to certify that

Behnam Hekmatnia

License No.: AC 3324

has successfully completed 6 hours/credits of continuing education

Course Title: **Cervical Spondylosis Clinical Application With Micro Anatomy**

Completion Date: **August 4, 2013**

Course Location: **California State University, Los Angeles (Cal-State L.A.)**

Provider No.: **CEP - 443**

President

W.A.M.O.

World Alternative Medicine Organization

Vice-President

California licensed acupuncturists are required to retain this certificate for at least four (4) years from the date of completion of this course

American Liberty University



Certificate of Completion

This is to certify that

Behnam Helkmatnia

License No.: AC 3324

has successfully completed 6 hours/credits of continuing education

Course Title: **Clinical use of Nutrition for Acupuncturists**

Completion Date: **March 24, 2013**

Course Location: **California State University, Los Angeles (Cal-State L.A.)**

Provider No.: **CEP - 443**

Vice-President



World Alternative Medicine Organization

President

California licensed acupuncturists are required to retain this certificate for at least four (4) years from the date of completion of this course

American Liberty University



Certificate of Completion

This is to certify that

Behnam Hekmatnia

License No.: AC 3324

has successfully completed 6 hours/credits of continuing education

Course Title: **ADDICTIONS (Chemical Dependency and Acupuncture)**

Completion Date: **January 27, 2013**

Course Location: **California State University, Los Angeles (Cal-State L.A.)**

Provider No.: **CEP - 443**

Vice-President



World Alternative Medicine Organization

President

California licensed acupuncturists are required to retain this certificate for at least four (4) years from the date of completion of this course

American Liberty University



Certificate of Completion

This is to certify that

Behnam Hekmatnia

License No.: AC 3324

has successfully completed 6 hours/credits of continuing education

Course Title: **ESOTERIC ACUPUNCTURE PART IV**

Completion Date: **December 9, 2012**

Course Location: **California State University, Los Angeles (Cal-State L.A.)**

Provider No.: **CEP - 443**

Vice-President



World Alternative Medicine Organization

President

California licensed acupuncturists are required to retain this certificate for at least four (4) years from the date of completion of this course

American Liberty University



Certificate of Completion

This is to certify that

Behnam Hekmatnia

License No.: AC 3324

has successfully completed 6 hours/credits of continuing education

Course Title: **ESOTERIC ACUPUNCTURE PART III**

Completion Date: **November 18, 2012**

Course Location: **California State University, Los Angeles (Cal-State L.A.)**

Provider No.: **CEP - 443**

Vice-President



World Alternative Medicine Organization

President

California licensed acupuncturists are required to retain this certificate for at least four (4) years from the date of completion of this course

American Liberty University



Certificate of Completion

This is to certify that

Behnam Hekmatnia

License No.: AC3324

has successfully completed 6 hours/credits of continuing education

Course Title: **ESOTERIC ACUPUNCTURE PART II**

Completion Date: **August 19, 2012**

Course Location: **California State University, Los Angeles (Cal-State L.A.)**

Provider No.: **CEP - 443**

Vice-President



World Alternative Medicine Organization

President

California licensed acupuncturists are required to retain this certificate for at least four (4) years from the date of completion of this course

American Liberty University



Certificate of Completion

This is to certify that

Behnam Hekmatnia

License No.: *AC3324*

has successfully completed 6 hours/credits of continuing education

Course Title: **Improving Immune System via TCM and Nutraceuticals**

Completion Date: **February 26, 2012**

Course Location: **California State University, Los Angeles (Cal-State L.A.)**

Provider No.: **CEP - 443**

Vice-President



World Alternative Medicine Organization

President

California licensed acupuncturists are required to retain this certificate for at least four (4) years from the date of completion of this course

American Liberty University



Certificate of Completion

This is to certify that

Behnam Hekmatnia

License No.: AC3324

has successfully completed 6 hours/credits of continuing education

Course Title: **Sports Medicine, Essentials of Musculoskeletal Rehabilitation & Exercise Design**

Completion Date: **October 30, 2011**

Course Location: **California State University, Los Angeles (Cal-State L.A.)**

Provider No.: **CEP - 443**

Vice-President



World Alternative Medicine Organization

President

California licensed acupuncturists are required to retain this certificate for at least four (4) years from the date of completion of this course

American Liberty University



Certificate of Completion

This is to certify that

Behnam Hekmatnia

License No.: AC3324

has successfully completed 6 hours/credits of continuing education

Course Title: "ADDICTIONS" Chemical Dependency and Acupuncture

Completion Date: February 6, 2011

Course Location: American Liberty University

Provider No.: CEP - 443

Vice-President



World Alternative Medicine Organization

President

California licensed acupuncturists are required to retain this certificate for at least four (4) years from the date of completion of this course

American Liberty University



Certificate of Completion

This is to certify that

Behnam Hekmatnia

License No.: Ac 3324

has successfully completed 6 hours/credits of continuing education

Course Title: **ESOTERIC ACUPUNCTURE II**

Completion Date: **December 5, 2010**

Course Location: **American Liberty University**

Provider No.: **CEP - 443**

Vice-President



World Alternative Medicine Organization

President

California licensed acupuncturists are required to retain this certificate for at least four (4) years from the date of completion of this course

American Liberty University



Certificate of Completion

This is to certify that

BEHWAM HEKMATHIA

License No.: **AC 3324**

has successfully completed 6 hours/credits of continuing education

Course Title: **Facial Acupuncture**

Completion Date: **August 19, 2007**

Course Location: **California State University - Los Angeles**

Provider No.: **CEP - 443**

Vice-President

WAO

World Alternative Medicine Organization

President

California licensed acupuncturists are required to retain this certificate for at least four (4) years from the date of completion of this course

Dr. Zee Lo Total Health Care Center Presents:

CERTIFICATE OF COMPLETION

THIS IS TO CERTIFIED THAT LIC # AC3324
BETHNAM HEKMATNIA
HAS SUCCESSFULLY COMPLETED 17 HRS
OF CONTINUING EDUCATION.

(CA STATE CEP #215)

PROVIDER NAME: DR. ZEE LO, (NCCAOM ACHB#267)
COURSE TITLE : Traumatology Via TCM, Basic Level

COMPLETION DATE: 7/28/07
COURSE LOCATION: DISTANCE EDUCATION

INSTRUCTOR'S SIGNATURE

Dr. Zee Lo, MD
DATE: 8/05/07

American Liberty University



Certificate of Completion

This is to certify that

Behnam Hekmatnia

License No.: *AC 3324*

has successfully completed 6 hours/credits of continuing education

Course Title: Low Back Pain

Completion Date: July 22, 2007

Course Location: California State University - Los Angeles

Provider No.: CEP - 443

Vice-President

WAO

World Alternative Medicine Organization

President

California licensed acupuncturists are required to retain this certificate for at least four (4) years from the date of completion of this course.



DATE	January 6, 2015
TO	All Board Members
FROM	Cricket Borges Enforcement Analyst
SUBJECT	Petition Pursuant to B&P § 4967 (b): Anna Marie Bonas, AC 2854

The following is a request from Anna Marie Bonas, a previously licensed acupuncturist whose license lapsed and permanently cancelled. Business and Professions Code (B&P) section 4967 provides conditions that one must comply with when seeking a new acupuncture license from the Board. B&P section 4967 states, a person who fails to renew his or her license within three years after its expiration may not renew it, and it may not be restored, reissued, or reinstated thereafter, but that person may apply for and obtain a new license if he or she meets three requirements.

Ms. Bonas has submitted a request to the Board to be issued a new license without having to take the exam. Ms. Bonas was issued license AC 2854 on January 29, 1987. Her license was cancelled on May 6, 2007, for failure to renew within three years from the date of expiration (April 30, 2004).

Below are the conditions required by B&P 4967 and a status of Ms. Bonas's compliance with each one.

- ☒ (a) B&P section 4967 (a) requires that an applicant be clear of any acts or crimes constituting grounds for denial of licensure under Division 1.5 (commencing with Section 475). Mr. Lee completed a live scan and he has received fingerprint clearance.
- ☒ (b) B&P section 4967(b) requires that an individual with a cancelled license take and pass the examination that is required for initial licensure. This is the requirement that Mr. Lee is requesting be waived based upon the evidence he is presenting that he is qualified to practice as an acupuncturist.
- ☒ (c) B&P section 4967(c) requires that an individual with a cancelled license pay all of the fees that would be required if an initial application for licensure was being made, as well as the examination fee. Mr. Lee has paid his examination fee. The initial license application fee will be collected if his request is granted.

Ms. Bonas is also submitting a total of 380 continuing education units (CEUs) dating back to 2000, for your consideration. Of those 380 CEUs, 79 are unapproved courses, and 120 CEUs could not be verified because all Board approved CEU course records prior to 2006 having been purged. Of the 380 CEUs, 181 were approved; however, 166 CEUs were completed after her license was cancelled. Ms. Bonas has been unlicensed since 2007, but had her license remained current, she would have needed to complete 400 CEUs.

Enclosures: 1.) Request to Board; 2.) Letters of Support; 3.) CEU Certificates

ENCLOSURE 1:
Request to Board

RECEIVED

JUL 09 2014

Acupuncture Board
1747 North Market Boulevard Suite 180
Sacramento, CA 95834

ACUPUNCTURE BOARD

July 7, 2014

Dear Acupuncture Board:

I recently became informed that my acupuncture license # 2854 was cancelled due to non-payment. I do not know how that could have happened, or if it was originally lost in the mail. I have a credit score of 850 because I pay my bills on time.

I have been a conscientious acupuncturist in good standing since 1986. I have taken yearly continuing education courses since 1986, and, I have taught courses to acupuncturists. It is unimaginable to me when I value my acupuncture practice that this type of error could occur.

In response to your letter dated July 3, 2014: Pursuant to CA section 4967,
I request a new license,

- [1] I have not committed any acts or crimes that constitute grounds for denial
- [2] I am willing to pay all fees . I have already sent in 2 checks in April and June 2014
- [3] I can establish to the board that with regard for the public interest, that I am qualified to practice as an acupuncturist.

Please, review my file with all of my continued yearly acupuncture education records, which I have sent to the board covering years from 2000, to present 2014, to establish to the boards satisfaction that I am qualified to practice acupuncture.

Pursuant to CA section 4967, I request the board to grant me a "weaver" to retake the acupuncture exam.

As stated in section 4967, one may take the exam "OR" establish proof that I have due regard for the public interest, I believe my continuing yearly education courses, along with my teaching acupuncturists, establishes that I am qualified to practice acupuncture.

I have already taken and passed that California State and National Exams, and have studied yearly continuing education.

I can supply to the board, letters from acupuncturists and patients as to my skills, abilities and as a competent professional acupuncturist.

I never received any notification from the board that my license was canceled, in 2004 or 2007.

In fact, in 2007 and 2008 I contacted the board using my license number 2854 to apply to teach continuing education courses , and was never told that my license had been canceled. At no time, was I ever told that my license had been canceled. This is still an unreal shock to me.

I graduated from San Francisco College of Acupuncture and Oriental Medicine in 1986, and then proudly was licensed as an acupuncturist. I have continued yearly education for acupuncture, and for my Chiropractic license since 1981.

I also am Buddhist Compassionate Care Chaplain, and have taught and assisted with courses for the care of the ill and dying to healthcare professionals, and families for over 40 years. I have an extensive 45 year background in psychology and communication. I have degrees in psychology and human anatomy, and many professional certificates and training in supportive care of the physical and psycho-spiritual issues that benefit so many of my patients, and educational trainings.

Recently in February of 2014, I started doing my own billing again after not doing it since 2003. My renewal of Chiropractic came in at the beginning of April 2014, which I paid, and I was waiting to receive renewal notice and pay the acupuncture fee. When it did not come I went on line to fill out the renewal form and sent it in with my check.

On April 23, 2014 I received the attached letter, stating that my license was cancelled.

My heart sank with shock, I was speechless, and could only show the letter to my assistant. Even as I write this letter now I still feel the distress in my chest and breathlessness. How could this have happened? The loss of my ability to treat using acupuncture is devastating to me, as it has been an essential healing modality for me to benefit my patients for 28 years.

Starting in 2003 I had my assistant begin paying bills for me because of numerous family tragedies, and illnesses. I was very involved with the care and treatment of my father who died of cancer, then in 2004 my younger sister was diagnosed with cancer and died in 2008. Then my mother became ill and died in 2009. I treated and cared for each family member. During this time, I also cared for many ill and dying patients, as well as caring for those in Wellness to help them live more fully.

During that time, I trusted that all of my bills and licenses were being taken care of as they came in, and I maintained continued education, assuming that all was ok. I truly can't even imagine how this could have happened, and that it was never brought to my attention. I have taught and assisted with continuing education classes for professionals that were approved by the acupuncture board beginning in 2008-09, and have taught patients and families' wellness and mindfulness courses for many years.

I have been an active member of acupuncture education and ethical practices, as well as a contributing member to further the professional skills in dealing with, pain reduction, rehabilitation, aging, and care of the severely ill and dying. The growing need of this area of education is needed for the growing number of our aging population of baby boomers, many who seek alternatives to western medicine as well as the benefits of complementary oriental medicine. It is necessary more than ever to offer a full range of the useful benefits of acupuncture and oriental medicine health care for patients today and in the future.

My expertise as a master pulse diagnostician, in wellness and especially with end of life and terminal patients, has been of great help to many patients and professionals, to train them in the area of physical traumas, and psycho-spiritual emergencies in the clinical and home setting.

As a Buddhist Compassionate care chaplain, I have had extensive hospital chaplaincy training, as well as clinical and home care for the ill and dying, beginning in 1984 to the present. I work with patients helping to release the fears and shock of a terminal diagnosis to releasing fears of looming medical treatments, as well as releasing the fears of death and dying, while opening to compassion and peace. I work with their families to assist them in dealing with issues of wellness, illness and dying.

I am currently the developing director, of an innovative Natural Medicine Center and Integrative, oriental medicine Clinic in Sonoma County, to become a treatment and educational center for Wellness, psycho-neuro-immunology, emotional- psycho-spiritual healing, and compassionate care of the ill and dying.

I cannot express the sadness and over whelming sense of shock at reading that my license was cancelled. I, of course, have not treated patients using acupuncture on getting this letter.

I hope that the boards evaluation of my work and education over the past 28 years as an acupuncturist recognize that **Pursuant to CA section 4967** I have given quality care and service to my patients and community, and that I do have sincere regard for the public interest, and that I am qualified to continue to practice acupuncture. **I can resend the check to cover the fees, and a letter from my billing assistant who testified that she picks up the mail and pays all of the bills and has done so since 2003.**

Thank you, for your time and weaver request to not retake the exam, establishing through practice and education that I can be issued a New License.

Sincerely,

Dr. Anna Bonas DC [and 28 years of being an acupuncturist]

707 829 6893

yumtha@sonic.net

4115 Ross Rd

Sebastopol CA 95472

Mailing: PO Box 76, Graton CA 95444

Acupuncture Board
1747 North Market Boulevard Suite 180
Sacramento, CA 95834

RECEIVED

MAY 27 2014

ACUPUNCTURE BOARD

May 19, 2014

RECEIVED
MAY 27 2014
ACUPUNCTURE BOARD

Dear Acupuncture Board:

I recently became shockingly informed that my acupuncture license was cancelled due to non-payment.

I humbly request the boards review of my continued yearly acupuncture education records to establish to the boards satisfaction that I am qualified to practice acupuncture, and then with your approval to issue me a New License so that I may continue to practice acupuncture, paying all fees to date that are due.

I have included continuing acupuncture education records since the year 2000 to the present. I graduated from San Francisco College of Acupuncture and Oriental Medicine in 1986, and then proudly was licensed as an acupuncturist. I have continued yearly education for acupuncture, and for my Chiropractic license since 1981.

I also am Buddhist Compassionate Care Chaplain, and have taught and assisted with courses for the care of the ill and dying to healthcare professionals, and families for over 40 years. I have an extensive 45 year background in psychology and communication. I have degrees in psychology and human anatomy, and many professional certificates and training in supportive care of the physical and psycho-spiritual issues that benefit so many of my patients, and educational trainings.

Recently in February of 2014, I started doing my own billing again after not doing it since 2003. My renewal of Chiropractic came in at the beginning of April 2014, which I paid, and I was waiting to receive renewal notice and pay the acupuncture fee. When it did not come I went on line to fill out the renewal form and sent it in with my check.

On April 23, 2014 I received the attached letter, stating that my license was cancelled.

My heart sank with shock, I was speechless, and could only show the letter to my assistant. Even as I write this letter now I still feel the distress in my chest and breathlessness. How could this have happened?

The loss of my ability to treat using acupuncture is devastating to me, as it has been an essential healing modality for me to benefit my patients for 28 years.

Starting in 2003 I had my assistant begin paying bills for me because of numerous family tragedies, and illnesses. I was very involved with the care and treatment of my father who died of cancer, then in 2004 my younger sister was diagnosed with cancer and died in 2008. Then my mother became ill and died in 2009. I treated and cared for each family member. During this time, I also cared for many ill and dying patients, as well as caring for those in Wellness to help them live more fully.

During that time, I trusted that all of my bills and licenses were being taken care of as they came in, and I maintained continued education, assuming that all was ok. I truly can't even imagine how this could have happened, and that it was never brought to my attention. I have taught and assisted with continuing education classes for professionals that were approved by the acupuncture board beginning in 2008-09, and have taught patients and families' wellness and mindfulness courses for many years.

I have been an active member of acupuncture education and ethical practices, as well as a contributing member to further the professional skills in dealing with aging, and care of the severely ill and dying. The growing need of this area of education is needed for the growing number of our aging population of baby boomers, many who seek alternatives to western medicine as well as the benefits of complementary oriental medicine. It is necessary more than ever to offer a full range of the useful benefits of acupuncture and oriental medicine health care for patients today and in the future.

My expertise as a master pulse diagnostician, in wellness and especially with end of life and terminal patients, has been of great help to many patients and professionals, to train them in the area of physical traumas, and psycho-spiritual emergencies in the clinical and home setting.

As a Buddhist Compassionate care chaplain, I have had extensive hospital chaplaincy training, as well as clinical and home care for the ill and dying, beginning in 1984 to the present. I work with patients helping to release the fears and shock of a terminal diagnosis to releasing fears of looming medical treatments, as well as releasing the fears of death and dying, while opening to compassion and peace. I work with their families to assist them in dealing with issues of wellness, illness and dying.

I am currently the medical director, developing an innovative Natural Medicine Center and Integrative Clinic in Sonoma County, to become a treatment and educational center for Wellness, psycho-neuro-immunology, emotional- psycho-spiritual healing, and compassionate care of the ill and dying. We are also developing a Buddhist residential hospice facility in conjunction with the Natural Medicine Center and integrative clinic with oriental medicine.

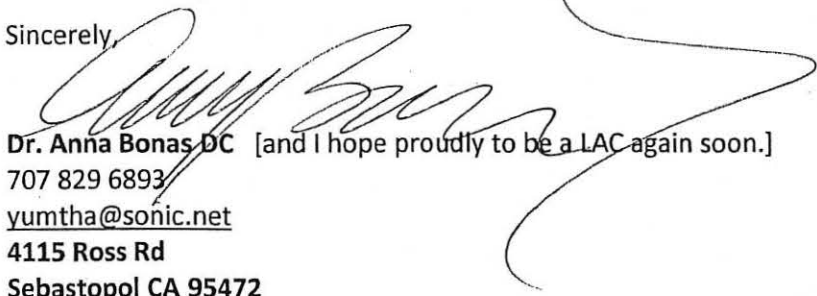
I have attached a list of my continued CEU's for acupuncture from 2000 to 2014 for your review.

I cannot express the sadness and over whelming sense of shock at reading that my license was cancelled. I, of course, have not treated patients using acupuncture on getting this letter.

I truly hope that the board will look favorably on my work and education over the past 28 years as an acupuncturist and recognize that I have given quality care and service to my patients and community, and that I do have sincere regard for the public interest, and that I am qualified to continue to practice acupuncture.

Thank you, for your time and consideration in establishing that I can be issued a New License.

Sincerely,



Dr. Anna Bonas DC [and I hope proudly to be a LAC again soon.]

707 829 6893

yumtha@sonic.net

4115 Ross Rd

Sebastopol CA 95472

Mailing: PO Box 76, Graton CA 95444



ACUPUNCTURE BOARD

1747 North Market Boulevard, Suite 180, Sacramento, CA 95834
(916) 515-5200 FAX (916) 928-2204 www.acupuncture.ca.gov



Anna Bonas
AC 2854 CANCELLED
PO Box 76
Graton, CA 95444

April 23, 2014

Re: license renewal request

Dear Ms. Bonas,

This letter is to acknowledge receipt of your license renewal application dated 4/21/2014. We are returning the application and check for renewal and are unable to process this request.

Your license expired on 4/30/2004 and was never renewed, and was cancelled on 5/6/2007. California Business and Professions code (CA BPC) section 4967 states: *"A person who fails to renew his or her license within three years after its expiration date may not renew it, and it may not be restored, reissued, or reinstated thereafter."*

Please be advised that if you are currently practicing acupuncture, or referring or advertising yourself as an Acupuncturist in the state of California, you must cease immediately. Without a current license, it is unlawful to practice in the state and you may be subject to a fine of up to \$2,500 and possible imprisonment (CA BPC section 4935a).

Pursuant to CA BPC section 4967, you may not renew or reinstate your license once cancelled. However, you may apply for a new license if you meet the following: (1) have not committed any acts or crimes that would constitute grounds for denial. (2) Pay all of the fees required for an initial application for license, and (3) take and pass the acupuncture licensure examination. Or you may otherwise establish to the board's satisfaction, with due regard for the public interest, that you are qualified to practice as an acupuncturist.

For further information, please refer to our website at acupuncture.ca.gov, or call 916-515-5200.

ACUPUNCTURE BOARD

ENCLOSURE 2:

Letter of Support

California Acupuncture Board

Re: Dr Anna Bonas DC, and acupuncturist

May 20, 2014

To whom it may concern:

I have been doing billing and paying bills for Dr Anna Bonas since 2003.

I started working for her after a number of family tragedies hit her family, illness of her parents and diagnosis of her father with cancer , then her younger sister with cancer; Dr. Bonas cared for both until they died. Her mother's illness and death in 2009 were also treated and cared for by her.

I have done the billing from 2003 for Dr. Bonas until February of this year, 2014.

Dr Bonas has an excellent credit history and has never been late on any payments. Yearly, I recall paying professional license fees for all billing that came in. I am unaware of ever receiving any correspondence from the acupuncture board, nor was I aware that I should be looking for anything. She is very responsible and professional, and has always sought out the best knowledgable treatment and care for her patient, and skilled compassionate care for all of her patients. They always speak very highly of Dr. Bonas and how much better they feel, and how much they rely on her broad scope of skills. I have noticed that Dr Bonas's patients look healthy and more vibrant when they leave her office.

If I may be of further help or offer other clarification, please contact me.

Sincerely



Catherine Sagan

Office Billing and appointments

4115 Ross Rd

Sebastopol CA 95472

707 483 4161

cfsagan1@gmail.com

CALIFORNIA ALL-PURPOSE CERTIFICATE OF ACKNOWLEDGMENT

State of California

County of Sonoma

On May 21, 2014 before me, Lechae Baker-Redfield Notary Public.

(Here insert name and title of the officer)

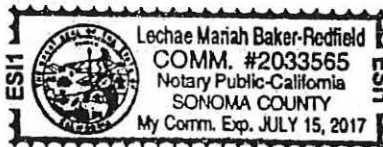
personally appeared Catherine F. Sagan

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary Public



(Notary Seal)

ADDITIONAL OPTIONAL INFORMATION

DESCRIPTION OF THE ATTACHED DOCUMENT

(Title or description of attached document)

(Title or description of attached document continued)

Number of Pages _____ Document Date _____

(Additional information)

CAPACITY CLAIMED BY THE SIGNER

- ☐ Individual (s)
☐ Corporate Officer

(Title)

- ☐ Partner(s)
☐ Attorney-in-Fact
☐ Trustee(s)
☐ Other _____

INSTRUCTIONS FOR COMPLETING THIS FORM

Any acknowledgment completed in California must contain verbiage exactly as appears above in the notary section or a separate acknowledgment form must be properly completed and attached to that document. The only exception is if a document is to be recorded outside of California. In such instances, any alternative acknowledgment verbiage as may be printed on such a document so long as the verbiage does not require the notary to do something that is illegal for a notary in California (i.e. certifying the authorized capacity of the signer). Please check the document carefully for proper notarial wording and attach this form if required.

- State and County information must be the State and County where the document signer(s) personally appeared before the notary public for acknowledgment.
- Date of notarization must be the date that the signer(s) personally appeared which must also be the same date the acknowledgment is completed.
- The notary public must print his or her name as it appears within his or her commission followed by a comma and then your title (notary public).
- Print the name(s) of document signer(s) who personally appear at the time of notarization.
- Indicate the correct singular or plural forms by crossing off incorrect forms (i.e. he/she/they- is /are) or circling the correct forms. Failure to correctly indicate this information may lead to rejection of document recording.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different acknowledgment form.
- Signature of the notary public must match the signature on file with the office of the county clerk.
 - ❖ Additional information is not required but could help to ensure this acknowledgment is not misused or attached to a different document.
 - ❖ Indicate title or type of attached document, number of pages and date.
 - ❖ Indicate the capacity claimed by the signer. If the claimed capacity is a corporate officer, indicate the title (i.e. CEO, CFO, Secretary).
- Securely attach this document to the signed document

ENCLOSURE 3:
CEU Certificates

2017
26 Hours

Esalen®

Thank you for participating in the Esalen Continuing Education program for professionals. This is your Approved Continuing Education in Acupuncture Certificate of Attendance and indicates that you have successfully completed the course indicated below. Please maintain this certificate in your records. We look forward to providing for your Continuing Education needs in the future.

Name: Anna Bonas
License: LAC 2854
Course Title: "Emotional Freedom Technique (EFT) Practitioner Training"
Course Presenter: Gwyneth Moss & Krys Hunter
Dates of Completion: February 16 – 21, 2014

This course has been approved for 26 hours of credit.

Acupuncture

Esalen Institute is approved to provide Continuing Education by the Acupuncture Board of California. Esalen Institute maintains responsibility for this program and its content. Provider approval number 946.

Authorizing Signature:



Jennifer A. Jaffé, M.A. Ed.

Continuing Education

info@esalen.org

Esalen Institute, 55000 Highway One,
Big Sur, California 93920
www.Esalen.org

Aug 26 Hours

2013

Esalen®

Thank you for participating in the Esalen Continuing Education program for professionals. This is your Approved Continuing Education in Acupuncture Certificate of Attendance and indicates that you have successfully completed the course indicated below. Please maintain this certificate in your records. We look forward to providing for your Continuing Education needs in the future.

Name: Anna Bonas

License: 2854

Course Title: Emotional Freedom Techniques Training

Course Presenter: Gwyneth Moss, Kay Phillips

Date of Completion: February 3-8, 2013

This course has been approved for 26 hours of credit.

Esalen Institute is approved to provide Continuing Education by the Acupuncture Board of California. Esalen Institute maintains responsibility for this program and its content. Provider approval number 946.

Authorizing Signature:



Jennifer A. Jaffé, M.A., Ed.

Continuing Education

ce@esalen.org

Esalen Institute, 55000 Highway One,

Big Sur, California 93920

www.Esalen.org



2013

CERTIFICATE OF COMPLETION

8 BRANCHES STYLE CHINESE MEDICINE & THE TAO HEALING ARTS

THIS IS TO CERTIFY THAT ANNA BONAS, LAc LICENSE # 2854

HAS SUCCESSFULLY COMPLETED 15 HOURS OF APPROVED CONTINUING EDUCATION

PROVIDER NAME: GOLDEN DRAGON HEALTH ASSOCIATION

PROVIDER #: CA # CEP-439, ELIGIBLE NCCAOM-PDAs

KEYS TO HEALING COMMON PAIN & TRAUMATIC INJURY

COURSE TITLE: WITH CLASSICAL CHINESE MEDICINE TAOIST STYLE

COURSE DATE: 9/21/13 - 9/22/13

COURSE LOCATION: SANTA ROSA, CA

INSTRUCTOR'S SIGNATURE: Jeff Hagel, LAc DATE: 9/22/13

PROVIDER'S AUTHORIZED SIGNATURE: Jeff Hagel, LAc DATE: 9/22/13

CALIFORNIA LICENSED ACUPUNCTURISTS ARE REQUIRED TO RETAIN THIS CERTIFICATE FOR
AT LEAST 4 YEARS FROM THE DATE OF COMPLETION OF THIS COURSE



Sutter Medical Center
of Santa Rosa

A Sutter Health Affiliate

With You. For Life.

Certificate of Attendance

at

Healing, Mindfulness & Compassion

A Retreat Uniting Western & Eastern Approaches to Healing

Friday, September 30, Saturday, October 1 & Sunday, October 2, 2011

Presented to

Anna Bonas, DC, LAc

13 hours of Acupuncture CE

For Successful Completion of ~~12.00~~ Continuing Medical Education Hours

Rick Flinders, MD, CME Chair CME Committee



Certificate of Completion

FOCUS: Hormone Balancing | Osteoporosis

Presented by: Dr. Lani Simpson, D.C.

Provider Number CEP 480

This certificate verifies that

Anna Bonas, L.Ac.-2854

*has successfully completed this course held in Santa Rosa, California, on March 31, 2011,
for a total of eight hours of continuing education credit.*

Lani Simpson D.C.
Provider/Instructor's Signature

3-31-11
Date

[Signature]
Attendee's Signature

3-31-11
Date

This certificate must be retained by the licensee as a record of completion.

2012
24hr

Certificate of Completion

This certifies that Anna Bonas AC# 2054

Has successfully completed 24 hours of California Acupuncture Board approved continuing education hours.

Art of Spiritual Midwifery to the Dying Advanced

April 16-17-18-19 2010

Provider Name: Metta Associates CEP # 709

Connee Pike, MS
Connee Pike MS instructor

Anna Bonas
Anna Bonas DC LAC Metta Associates Director

Completion Date: April 16-19, 2010

Yumtha MettaCare Center
4115 Ross Rd, Sebastopol, CA 95472

2010

Certificate of Completion

This certifies that Anna Bonas AC# 2054

Has successfully completed 12 hours of California Acupuncture Board approved continuing education.

Art of Spiritual Midwifery to the Dying

January 16-17 2010 Saturday and Sunday

Provider Name: Metta Associates

CEP # 709


Connie Pike MS

Completion Date: Jan-16-17-10


Anna Bonas DC LAC

Completion Date: Jan.-16-17-10

**Yumtha MettaCare Center
4115 Ross Rd, Sebastopol, CA 95472**

2010

CERTIFICATE OF COMPLETION

THIS IS TO CERTIFY THAT ANNA Bonas AC # 2854, HAS SUCCESSFULLY
COMPLETED 6 HOURS OF APPROVED CONTINUING EDUCATION.

PROVIDER NAME: Joan Plastico

PROVIDER NUMBER: 887

TCM Psychology and Scalp Acupuncture
COURSE TITLE

11/7/10
COMPLETION DATE

Sebastopol, CA
COURSE LOCATION

[Signature]
INSTRUCTOR'S SIGNATURE

11/7/10
DATE

Joan Plastico
PROVIDER'S AUTHORIZED SIGNATURE

11/7/10
DATE

CALIFORNIA LICENSED ACUPUNCTURISTS ARE REQUIRED TO RETAIN THIS CERTIFICATE FOR AT
LEAST FOUR YEARS FROM THE DATE OF COMPLETION OF THIS COURSE.

CRSREQ(5/95)

2008

Upaya Institute
1404 Cerro Gordo Rd. Santa Fe NM 87501

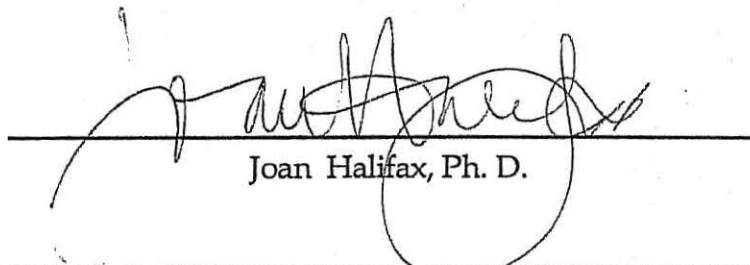
This Certificate of Completion was presented
in Santa Fe, New Mexico, to

Anna Bonas, DC, LC, OMD

**Being With Dying:
Professional Training Program On
Compassionate Care of the Dying**

April 25 - May 2, 2008

This activity represents 50 contact hours.



Joan Halifax, Ph. D.

Certificate of Completion

This certifies that Uma Bonas LAC, DC AC# 2854

Has successfully completed 14 hours of California Acupuncture Board approved continuing education.

Course Title: Being with the Dying: Compassion, Contemplation and Care

December 6- 7, 2008

Provider Name: Metta Associates CEP # 709


Instructor's Signature

Completion Date: 12-7-08


Provider's Authorized Signature

Completion Date: 12-7-08

**Yumtha Metta Care Center
4115 Ross Rd, Sebastopol, CA 95472**

Certificate of Completion

This Certifies That

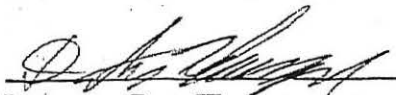
Anna Bonas, D.C., L.Ac.

License #DC 14557 in the State of California
License #LAc 2854 in the State of California

Has Successfully Completed 16 Hours of
Approved Continuing Education Credits / 16 PDA Points in

Functional Blood Chemistry Analysis

on this 16th & 17th day of February, 2008 in San Francisco, CA



Instructor: Datis Kharrazian,
D.C., D.H.Sc., F.A.A.C.P., D.A.C.B.N., D.A.B.C.N.
D.I.B.A.K., C.N.S., C.S.C.S., C.C.S.P.



Sponsored by Apex Energetics



Provider: Nicole Bringham
Provider #230
Apex Energetics

University of Bridgeport College of Chiropractic, Course #PG 945 / NCCAOM, Course #ACHB 404-008/ California BRN Course #CEP 14896
California Licensed Acupuncturists are required to retain this certificate for at Least Four (4) years from the date of completion of this course

Continuing Education Seminar Approved By

California Acupuncture Board

National Certification Commission for Acupuncture and Oriental Medicine

Approved Course hours: 16 CEUs (CA), PDA points 16 (NCCAOM)

Transformation in the Clinical Setting:

Awakening the Mystical Body ~ level one

Instructor ~ Peter H Fairfield LAc

CA CEU Provider #311 NCCAOM provider #788

Attendee: Anna Bonas license: # 2854

Date: 2-21-22-09

Location: Sebastopol, CA Instructor Peter H Fairfield LAc

CERTIFICATE OF COMPLETION

2007

THIS IS TO CERTIFY THAT

Anna Marie Bonas

AC # 2854

HAS SUCCESSFULLY COMPLETED 7.5 HOURS OF APPROVED CONTINUING EDUCATION.

SPRING WIND DISPENSARY

PROVIDER NAME

509
PROVIDER NO.

SHANG HAN LUN: DAY 2

COURSE TITLE

11/4/07

COMPLETION DATE

SAN FRANCISCO, CA

COURSE LOCATION

Elisabeth Rochat de la Vallee

ELISABETH ROCHAT DE LA VALLEE, PHD
INSTRUCTOR'S SIGNATURE

DATE 11/4/07

Evelyn Robert

EVELYN ROBERT, L.AC.
PROVIDER'S AUTHORIZED SIGNATURE

DATE 11/4/07

CALIFORNIA LICENSED ACUPUNCTURISTS ARE REQUIRED TO RETAIN THIS CERTIFICATE FOR AT LEAST FOUR (4) YEARS FROM THE DATE OF COMPLETION OF THIS COURSE.

CERTIFICATE OF COMPLETION

THIS IS TO CERTIFY THAT

Anna Marie Bonas AC # 2854

HAS SUCCESSFULLY COMPLETED 7.5 HOURS OF APPROVED CONTINUING EDUCATION.

SPRING WIND DISPENSARY
PROVIDER NAME

509
PROVIDER NO.

SHANG HAN LUN: DAY 1
COURSE TITLE

11/3/07
COMPLETION DATE

SAN FRANCISCO, CA
COURSE LOCATION

Modahall
ELISABETH ROCHAT DE LA VALLEE, PhD
INSTRUCTOR'S SIGNATURE

11/3/07
DATE

ER
EVELYN ROBERT, L.AC.
PROVIDER'S AUTHORIZED SIGNATURE

11/3/07
DATE

CALIFORNIA LICENSED ACUPUNCTURISTS ARE REQUIRED TO RETAIN THIS CERTIFICATE FOR AT LEAST FOUR (4) YEARS FROM THE DATE OF COMPLETION OF THIS COURSE.

200% 11/2/07 4-07 9 hours
TOTAL
ERI
SAT
SUN

CERTIFICATE OF COMPLETION

THIS IS TO CERTIFY THAT

Anne Marie Bonas AC # 2854
HAS SUCCESSFULLY COMPLETED 4 HOURS OF APPROVED CONTINUING EDUCATION.

SPRING WIND DISPENSARY
PROVIDER NAME

509
PROVIDER NO.

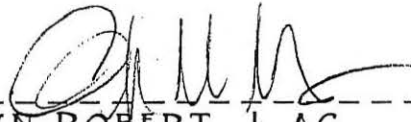
ETHICS: THE PATIENT / PRATITIONER RELATIONSHIP IN THE
CLASSICS OF CHINESE MEDICINE
COURSE TITLE

11/2/07
COMPLETION DATE

SAN FRANCISCO, CA
COURSE LOCATION


ELISABETH ROCHAT DE LA VALLEE, PHD
INSTRUCTOR'S SIGNATURE

DATE 11/2/07


EVELYN ROBERT, L.AC.
PROVIDER'S AUTHORIZED SIGNATURE

DATE 11/2/07

CERTIFICATE OF COMPLETION

2007

THIS IS TO CERTIFY THAT

Anne Marie Bonas # 2854

HAS SUCCESSFULLY COMPLETED 4 POINTS OF PROFESSIONAL DEVELOPMENT ACTIVITY.

SPRING WIND DISPENSARY
PROVIDER NAME

ACHB 649-001
NCCAOM PROVIDER NO.

ETHICS: THE PATIENT / PRACTITIONER RELATIONSHIP IN THE CLASSICS OF MEDICINE
COURSE TITLE

11/2/07
COMPLETION DATE

SAN FRANCISCO, CA
COURSE LOCATION



ELISABETH ROCHAT DE LA VALLEE, PhD
INSTRUCTOR'S SIGNATURE

DATE 11/2/07-----



EVELYN ROBERT, L.AC.
PROVIDER'S AUTHORIZED SIGNATURE

DATE 11/2/07-----

2006

CERTIFICATE OF COMPLETION

THIS IS TO CERTIFY THAT Anna Bonas, AC # 2854, HAS SUCCESSFULLY COMPLETED 7.5 HOURS OF APPROVED CONTINUING EDUCATION

RITUALISTIC ACUPUNCTURE

COURSE TITLE

JEFFREY C. YUEN

INSTRUCTOR

CALIFORNIA UNIVERSITY OF INTEGRATIVE MEDICINE, CEP-149

PROVIDER NAME AND NUMBER

January 08, 2006
COMPLETION DATE

San Francisco, CA
COURSE LOCATION



Jeffrey C. Yuen 1/8/06
INSTRUCTOR'S SIGNATURE AND DATE

John Doe 1/8/06
PROVIDER'S SIGNATURE AND DATE

CALIFORNIA LICENSED ACUPUNCTURISTS ARE REQUIRED TO RETAIN THIS CERTIFICATE FOR AT LEAST FOUR YEARS FROM THE DATE OF COMPLETION OF THIS COURSE.

CERTIFICATE OF COMPLETION

2006

THIS IS TO CERTIFY THAT Anna Bolas, AC # 2454 HAS SUCCESSFULLY COMPLETED 7.5 HOURS OF APPROVED CONTINUING EDUCATION

RITUALISTIC ACUPUNCTURE

COURSE TITLE

JEFFREY C. YUEN

INSTRUCTOR

CALIFORNIA UNIVERSITY OF INTEGRATIVE MEDICINE, CHP-149

PROVIDER NAME AND NUMBER

January 08, 2006

COMPLETION DATE

San Francisco, CA

COURSE LOCATION



Jeffrey C. Yuen 1/8/06
INSTRUCTOR'S SIGNATURE AND DATE

Anna Bolas 1/8/06
PROVIDER'S SIGNATURE AND DATE

CALIFORNIA LICENSED ACUPUNCTURISTS ARE REQUIRED TO RETAIN THIS CERTIFICATE FOR AT LEAST FOUR YEARS FROM THE DATE OF COMPLETION OF THIS COURSE.

CERTIFICATE OF COMPLETION

2006

THIS IS TO CERTIFY THAT Anna Bons, AC # 2854, HAS SUCCESSFULLY COMPLETED 7.5 HOURS OF
APPROVED CONTINUING EDUCATION

IT'S ALL IN THE NAMES!

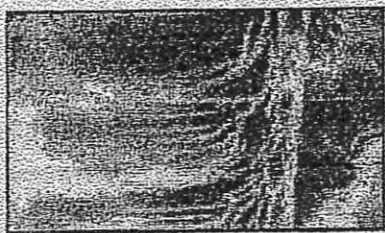
COURSE TITLE

JEFFREY C. YUEN

INSTRUCTOR

CALIFORNIA UNIVERSITY OF INTEGRATIVE MEDICINE, CEP-149

PROVIDER NAME AND NUMBER



January 07, 2006

COMPLETION DATE

San Francisco, CA

COURSE LOCATION

Jeffrey C. Yuen 1/7/06
INSTRUCTOR'S SIGNATURE AND DATE

Jeffrey C. Yuen 1/7/06
PROVIDER'S SIGNATURE AND DATE

CALIFORNIA LICENSED ACUPUNCTURISTS ARE REQUIRED TO RETAIN THIS CERTIFICATE FOR
AT LEAST FOUR YEARS FROM THE DATE OF COMPLETION OF THIS COURSE.

CERTIFICATE OF COMPLETION

2006

THIS IS TO CERTIFY THAT Anna Boms, AC # 2854, HAS SUCCESSFULLY COMPLETED 7.5 HOURS OF
APPROVED CONTINUING EDUCATION

IT'S ALL IN THE NAMES!

COURSE TITLE

JEFFREY C. YUEN

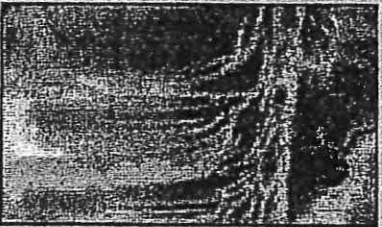
INSTRUCTOR

CALIFORNIA UNIVERSITY OF INTEGRATIVE MEDICINE, CEP-149

PROVIDER NAME AND NUMBER

January 07, 2006

COMPLETION DATE



San Francisco, CA

COURSE LOCATION

Jeffrey C. Yuen 1/7/06
INSTRUCTOR'S SIGNATURE AND DATE

Jeffrey C. Yuen 1/7/06
PROVIDER'S SIGNATURE AND DATE

CALIFORNIA LICENSED ACUPUNCTURISTS ARE REQUIRED TO RETAIN THIS CERTIFICATE FOR
AT LEAST FOUR YEARS FROM THE DATE OF COMPLETION OF THIS COURSE.

2005

CERTIFICATE OF COMPLETION

This is to certify that Ana Bonas, AC # 2854,
has successfully completed 15 hours of approved continuing education.

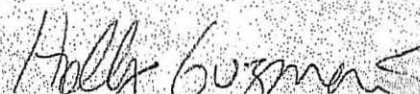
COURSE TITLE: Chinese Classical Physiology, Core Healing Japanese Style
COMPLETION DATE: June 19, 2005
COURSE LOCATION: 4400 Jade Street, Capitola, California
PROVIDER NAME: Arts of Healing
PROVIDER NUMBER: CEP # 019



Instructor's Signature

6/19/05

Date



Provider's Authorized Signature

6/19/05

Date

California Licensed Acupuncturists are required to retain this certificate for at least four (4) years from the date of completion of this course.

2005

CERTIFICATE OF COMPLETION

This is to certify that Ana Bonas, AC # 2854,
has successfully completed 15 hours of approved continuing education.

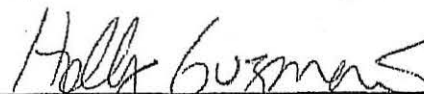
COURSE TITLE: Chinese Classical Physiology, Core Healing Japanese Style
COMPLETION DATE: June 19, 2005
COURSE LOCATION: 4400 Jade Street, Capitola, California
PROVIDER NAME: Arts of Healing
PROVIDER NUMBER: CEP # 019



Instructor's Signature

6/19/05

Date



Provider's Authorized Signature

6/19/05

Date

California Licensed Acupuncturists are required to retain this certificate for at least four (4) years from the date of completion of this course.

2005

CERTIFICATE OF COMPLETION

This is to certify that Ana Bonas, AC # 2854,
has successfully completed 15 hours of approved continuing education.

COURSE TITLE: Chinese Classical Physiology, Core Healing Japanese Style

COMPLETION DATE: June 19, 2005

COURSE LOCATION: 4400 Jade Street, Capitola, California

PROVIDER NAME: Arts of Healing

PROVIDER NUMBER: CEP # 019



Instructor's Signature

6/19/05

Date



Provider's Authorized Signature

6/19/05

Date

California Licensed Acupuncturists are required to retain this certificate for at least four (4) years from the date of completion of this course.

2004

CERTIFICATE OF COMPLETION

THIS IS TO CERTIFY THAT Anna Bonas AC# 2854, HAS SUCCESSFULLY COMPLETED 15 HOURS
OF APPROVED CONTINUING EDUCATION

PROVIDER NAME: Arts of Healing

PROVIDER NO.: CEP 019

Applied Insights from the SU WEN & LING SHU

COURSE TITLE

June 13, 2004

COMPLETION DATE

4400 Jade St., Capitola, CA

COURSE LOCATION


INSTRUCTOR'S SIGNATURE

DATE

6.13.04


PROVIDER'S AUTHORIZED SIGNATURE

DATE

6/13/04

CALIFORNIA LICENSED ACUPUNCTURISTS ARE REQUIRED TO RETAIN THIS CERTIFICATE FOR AT LEAST FOUR (4) YEARS FROM
THE DATE OF COMPLETION OF THIS COURSE.

2007

CERTIFICATE OF COMPLETION

THIS IS TO CERTIFY THAT Anna Bonas AC# 2854, HAS SUCCESSFULLY COMPLETED 15 HOURS
OF APPROVED CONTINUING EDUCATION

PROVIDER NAME: Arts of Healing

PROVIDER NO.: CEP 019

Applied Insights from the SU WEN & LING SHU

COURSE TITLE

June 13, 2004

COMPLETION DATE

4400 Jade St., Capitola, CA

COURSE LOCATION


INSTRUCTOR'S SIGNATURE

DATE

6.13.04


PROVIDER'S AUTHORIZED SIGNATURE

DATE

6/13/04

CALIFORNIA LICENSED ACUPUNCTURISTS ARE REQUIRED TO RETAIN THIS CERTIFICATE FOR AT LEAST FOUR (4) YEARS FROM
THE DATE OF COMPLETION OF THIS COURSE.

Under the Tree Workshops & Videos

A Subsidiary of Tru-Self, Inc.

7724 E. Meadowbrook Avenue

Scottsdale, AZ 85251

Tel:480-481-0009 - Fax:480-481-0017

Website: acufree.com

2003

For completing *Expert Diagnosis: Deep Diagnosis by Design*, enclosed
is your Certificate awarding you 15 Continuing Education Units/

Professional Development Activity units toward your
recertification.

Thank you for the opportunity to present this distance learning
program and hope to be able to provide more educational
materials to you in the future.

Dr. Homi Kaikobad
MBBS, DPH (ret'd) Dip.Ac. NCCAOM, L.Ac.

Dr. Carol Andrade Ph.D, L.Ac.



May 14/2003

2003 13 hrs

TRU-SELF INC.

THIS CERTIFIES THAT:

ANNA BONAS DC, LAc, OMD

HAS SUCCESSFULLY COMPLETED ACUPUNCTURE EDUCATION

EXPERT DIAGNOSIS: DEEP DIAGNOSIS BY DESIGN

With

**HOMI KAIKOBAD MBBS, DPH (ret'd)
Dip.Ac. NCCAOM, LAc.**

Writer & Teacher for Expert Diagnosis: Deep Diagnosis by Design

Date: May 19, 2003

Scottsdale, Arizona

Receiving 15 CEU's

**This course may be used for your 15 CEU's for recertification
per the State of Arizona Acupuncture Board**

Program Director: Carol Andrade Ph.D. LAc.

CAROL ANDRADE, Ph.D, LAc.

Continuing Education in Acupuncture & Oriental Healthcare



2003 2003 15hr

TRU-SELF INC.

THIS CERTIFIES THAT:

ANNA BONAS DC, LAc, OMD

HAS SUCCESSFULLY COMPLETED ACUPUNCTURE EDUCATION

EXPERT DIAGNOSIS: DEEP DIAGNOSIS BY DESIGN

With

**HOMI KAIKOBAD MBBS, DPH (ret'd)
Dip.Ac. NCCAOM, LAc.**

Writer & Teacher for Expert Diagnosis: Deep Diagnosis by Design

Date: May 19, 2003

Scottsdale, Arizona

Receiving 15 CEU's

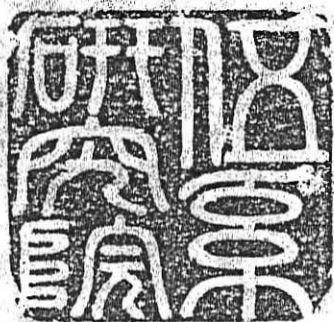
**This course may be used for your 15 CEU's for recertification
per the State of Arizona Acupuncture Board**

Program Director: Carol Andrade Ph.D. LAc.

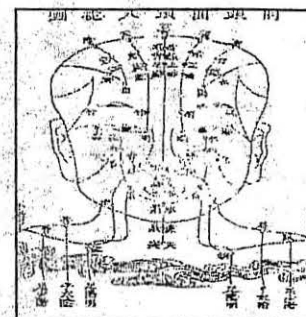
CAROL ANDRADE, Ph.D, LAc.

Continuing Education in Acupuncture & Oriental Healthcare





FIVE
BRANCHES
INSTITUTE



CERTIFICATE OF COMPLETION

This is to certify that

ANNA BONAS L.AC #2854

*Has completed fifteen hours of approved continuing education and is now certified in
Facial Rejuvenation Acupuncture as taught by Virginia Doran, M.S., L.AC., L.M.T.*

Completed on March 9th, 2003

Instructor's Signature:

Virginia Doran

Date:

3-9-03

Provider's Signature:

[Signature]

Date:

3-9-03

Provider Number: 049

NCCAOM Provider: ACHB 170-002



CALIFORNIA
S T A T E
O R I E N T A L
M E D I C A L
A S S O C I A T I O N

2710 X Street, Suite 2A, Sacramento CA 95818 ♦ 916.455.0347 ♦ Fax: 916.455.0356 ♦ Toll Free: 1.800.477.4564 ♦ www.csomaonline.org

The **CALIFORNIA STATE ORIENTAL MEDICAL ASSOCIATION** recognizes

ANNA M. BONAS, LAc

for participating and contributing to the research
activity entitled

"Practice of Acupuncture and Oriental Medicine in California"

This program is sponsored by CSOMA and researchers from the UCLA Department of Family Medicine

Date: October 11, 2002

Rebekah Buckles

Executive Director
California State Oriental Medical Association (CSOMA)

2002
15/10/02

2001

CERTIFICATE OF COMPLETION

THIS IS TO CERTIFY THAT Anna Bonas AC# 2854, HAS SUCCESSFULLY COMPLETED 15 HOURS
OF APPROVED CONTINUING EDUCATION

PROVIDER NAME: Arts of Healing

PROVIDER NO.: ACP 019

Japanese Acupuncture

COURSE TITLE

June 17, 2001

COMPLETION DATE

1307 Seabright Ave., Santa Cruz, CA

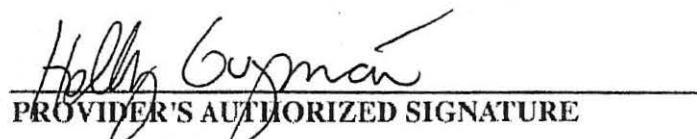
COURSE LOCATION



INSTRUCTOR'S SIGNATURE

June 17, 2001

DATE



PROVIDER'S AUTHORIZED SIGNATURE

June 17, 2001

DATE

CALIFORNIA LICENSED ACUPUNCTURISTS ARE REQUIRED TO RETAIN THIS CERTIFICATE FOR AT LEAST FOUR (4) YEARS FROM
THE DATE OF COMPLETION OF THIS COURSE.

CERTIFICATE OF COMPLETION

2000

THIS IS TO CERTIFY THAT Anna Bonas AC # 2854, HAS SUCCESSFULLY
COMPLETED 4 HOURS OF APPROVED CONTINUING EDUCATION.

PROVIDER NAME: Richard T. Tan, L.Ac., O.M.D.

PROVIDER NUMBER: 117

Chi Initiation and Cultivation

COURSE TITLE

March 26, 2000

COMPLETION DATE

Berkley, California

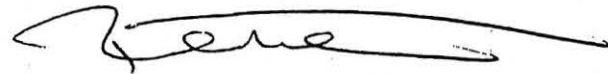
COURSE LOCATION



INSTRUCTOR'S SIGNATURE

March 26, 2000

DATE



PROVIDER'S AUTHORIZED SIGNATURE

March 26, 2000

DATE

**CALIFORNIA LICENSED ACUPUNCTURISTS ARE REQUIRED TO RETAIN THIS CERTIFICATE FOR AT
LEAST FOUR YEARS FROM THE DATE OF COMPLETION OF THIS COURSE.**

CERTIFICATE OF COMPLETION

2000-01-1
TOTAL 379
Hours
Plus
additional
Education

THIS IS TO CERTIFY THAT Anna Bonas AC # 2854, HAS SUCCESSFULLY
COMPLETED 11 HOURS OF APPROVED CONTINUING EDUCATION.

PROVIDER NAME: Richard T. Tan, L.Ac., O.M.D.

PROVIDER NUMBER: 117

Balancing the Woman:
Treating Gynecological Disorders with the Balance Method

COURSE TITLE

March 26, 2000

COMPLETION DATE

Berkley, California

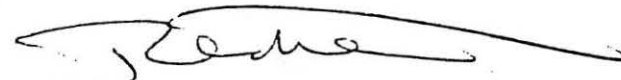
COURSE LOCATION



INSTRUCTOR'S SIGNATURE

March 26, 2000

DATE



PROVIDER'S AUTHORIZED SIGNATURE

March 26, 2000

DATE

**CALIFORNIA LICENSED ACUPUNCTURISTS ARE REQUIRED TO RETAIN THIS CERTIFICATE FOR AT
LEAST FOUR YEARS FROM THE DATE OF COMPLETION OF THIS COURSE.**