



## **Application Guidelines for Continuing Education Providers (CEPs):**

The following points will assist CEPs in the area of CE Provider approval, renewal, maintenance and the CE Course Application process.

### **1) CE Provider Requirements:**

California Code of Regulations (CCR) § 1399.480 - 1399.489.1 govern the practice of CE providers and CE Courses and can be found on the Board's website at:

[http://www.acupuncture.ca.gov/pubs\\_forms/laws\\_regs/art8.shtml#1399480](http://www.acupuncture.ca.gov/pubs_forms/laws_regs/art8.shtml#1399480)

All providers are required to abide by these regulations. Failure to do so can result in citations or loss of course and/or provider approval.

### **2) Communicating with the Board/Submitting Provider/Course Applications**

#### **a) Identification**

Always include your organization's Continuing Education Provider (CEP) Number when communicating with the Board. If communicating via email, please place the CEP # in the subject line.

#### **b) CEP Applications:**

- The application is found here:  
[http://www.acupuncture.ca.gov/pubs\\_forms/provider\\_app.pdf](http://www.acupuncture.ca.gov/pubs_forms/provider_app.pdf)
- New/Renewal:  
These are required to be mailed in with a check or money order made out to the CA Acupuncture Board.
- Changes in CEP Address, Provider Name, Owner or Coordinator:
  - Check the corresponding box - upper right hand corner of the app.
  - No fee assessed for these changes.
  - Changes to address include changes to web, email and physical
- CE Provider Applications without owner's signature will be denied as incomplete.

#### **c) CE Course Applications:**



- The application is found here:  
[http://www.acupuncture.ca.gov/pubs\\_forms/cecourse\\_app.pdf](http://www.acupuncture.ca.gov/pubs_forms/cecourse_app.pdf)
- Use only one submission pathway; email, fax or postal mail (e.g. please do not send applications via email and then send a copy of the same application by postal mail or fax; one submission method only please)
- The best way to submit courses for review is by emailing the course application as a pdf attachment to the Board's CE email address: [AcuContinuingED@dca.ca.gov](mailto:AcuContinuingED@dca.ca.gov). Submitting via this email allows for the email submission 'date sent' to be accepted as the timestamp satisfying the Board's regulatory timelines.
- Separately mail in the CE Course Fee Payment Coupon form with a check or money order in the amount of \$10 CE fee x the amount of total CE hours requested for Board approval. Hours are prorated in half hour increments.
- Course applications without the owner or CE Coordinator signature will be denied as incomplete.

### 3) CE Course Application Submission Deadlines: [CCR § 1399.484](#)

- a) Applications for new CE course approval must be postmarked to the Board 45 days before the course is to be offered.
- b) Applications for previously approved CE courses, with no changes to content, hours, or instructor, must be postmarked to the Board 30 days before the course is to be offered.

### 4) Live Courses vs Distance Ed Courses:

- a) Live Courses:
  - Must be held on specific date(s) at specific locations
  - Live webinars count as Live Courses and must be presented in as they are occurring (no pre-recorded material).
  - The location for live webinars should be noted as 'live webinar' and a website address where it will be live streamed from.
    - Do not check the distance education checkbox for live webinars.
- b) Distance Education (Ed) Courses:



- Check the box labeled 'Distant or Home Study Course' on page one of the course application form.
- For distance education courses leave the location field blank and check the Distant or Home-study Course box.
- All Distance Ed Course applications must submit a sample of the quiz/exam used in the course to determine mastery of the content.
- Distance Ed Courses are approved to be offered for a year and must be submitted for re-approval after its annual expiration by submitting a new CE Course Application and required fees.

**5) Category 1 or 2? [CCR § 1399.483](#)**

Please indicate the appropriate category by checking the appropriate box on page one of the course applications.

a) [Category 1](#) courses are related to clinical matters or the actual provision of health care to patients. Examples of Category 1 courses include, but are not limited to, the following:

- Acupuncture and Asian Medicine
- Western biomedicine and biological sciences.
- Scientific or clinical content with a direct bearing on the quality of patient care, community or public health, or preventive medicine.
- Courses concerning law and ethics and health facility standards.
- Courses designed to develop a licensee's patient education skills, including, but not limited to, patient education in therapeutic exercise techniques, nutritional counseling, and biomechanical education.
- Courses designed to enhance a licensee's ability to communicate effectively with other medical practitioners.
- Courses in acupuncture's role in individual and public health, such as emergencies and disasters.
- Courses in the behavioral sciences, patient counseling, and patient management and motivation when such courses are specifically oriented to the improvement of patient health.
- Research and evidence-based medicine as related to acupuncture and Asian medicine.



- b) [Category 2](#) courses are unrelated to clinical matters or the actual provision of health care to patients. Examples of Category 2 courses include, but are not limited to, the following:
- Practice management courses unrelated to clinical matters and direct patient care, including, but not limited to administrative record keeping, laws and regulations unrelated to clinical medicine, insurance billing and coding, and general business organization and management.
  - Breathing and other exercises, i.e. qi gong and taiji quan that are for the benefit of the licensee and not the patient.

**6) Previously Approved CE Course? [CCR § 1399.484](#)**

- For the Date last approved, use the first date listed on the last approved course application for this.
- Any changes in the content of or instructor(s) for an approved course shall require the submittal of a new course application at least 45 days before the course begins per CCR § 1399.484 (e).

**7) Advertisements**

Advertisements of pending or approved courses must follow the requirements set forth in [CCR § 1399.486](#).

**8) Course Content – Page two of the Course Application**

Provide a description of the course content. The longer the course, the greater the description required.

**9) Course Schedule/Outline - Page three of the Course Application**

The Course schedule/outline needs to reflect a detailed entry for each two hours of course content.

**10) Instructor Information Sheet - Page four of the Course Application**

- Instructor Requirements established in [CCR 1399.485](#)
- An Instructor Information Sheet is *required for each speaker*.
- CE Instructor CV or biography not required as a part of the application.



- If the Instructor is licensed, be sure to list the state/country of that license and their license number.
- Instructors are not allowed to teach CE courses without a current valid license. A "current valid license" is one that has not been revoked, suspended, placed on probation, voluntarily surrendered or otherwise disciplined by the board or a delinquent or revoked license.

*The Board requests that providers do not send additional instructor information unless it is specifically requested by Board staff.*

### 11) The Approved Course lists –

- Found on the Board's web site at:  
[http://www.acupuncture.ca.gov/licensees/approved\\_courses.shtml](http://www.acupuncture.ca.gov/licensees/approved_courses.shtml)
- The lists are updated every 60 days. Submitting applications well in advance of the submission deadline will ensure your course is listed.

### 12) Changes in approved course date(s), location(s), or, course title -

Please use the following format:

Email/Letter/Fax Subject line:

1. CEP number, Type of change

Body of the Email/Letter/Fax:

1. CE provider number
2. CE Provider name
3. Original title, date, location and/ Instructor
4. New title, date, location or Instructor
5. Reason for change

### 13) Provider/Course Record Retention Requirement:

The following Records must be retained for a period of four years after the date of the course by CE Providers per [CCR §1399.482 \(c\)](#):

1. Course outlines of each approved course given.
2. Record of time and places of each approved course given.
3. Course instructor curriculum vitae or resumes.
4. The attendance record for each approved course that shows the name, signature and license number of the acupuncturist who took the course, and a record of any certificates issued to them.



5. Participant evaluation forms for each approved course given.

**14) Certificate of Completion:** [CCR§ 1399.482 \(d\)](#):

Providers shall issue, within 60 days of the conclusion of an approved course, to each participant who has completed the course, a typewritten or printed certificate of completion that contains the following information:

1. Provider's name and number.
2. Course title.
3. Participant's name and, if applicable, his or her acupuncture license number.
4. Date and location of course.
5. Number of continuing education hours completed.
6. Statement directing the acupuncturist to retain the certificate for at least four (4) years from the date of completion of the course.

*The Board may request any of the above records in the event this information is required.*

- 15) Do not send the Board the following documentation unless specifically asked for:**
- attendance sheets
  - evaluation sheets
  - Instructor CV's
  - Instructor Bios