



1625 North Market Blvd., Suite N-219  
 Sacramento, CA 95834  
 P 916.515.5200 F 916.928.2204  
[www.acupuncture.ca.gov](http://www.acupuncture.ca.gov)



## Credential Evaluation Service Application

Please provide all requested information listed below. Submit the completed form and any other required documentation to the Board's physical address above or by email to [AcuExamUnit@dca.ca.gov](mailto:AcuExamUnit@dca.ca.gov)

Type of Application:

Initial       Renewal

Name of Applicant:					
Type of Entity (agency or organization):					
<b>Physical Address</b>					
Street Address					
City		State		Zip Code	
<b>Mailing Address (if different from above)</b>					
Street Address:					
City		State		Zip Code	
Website				Phone #	
Email				Fax #	
<b>Primary Contact Information</b>					
Name				Title	
Phone Number				Email	

**Please provide a written statement affirming the following is true for the Organization by providing a “yes” in the space provided below:**

1. It is a member of National Association of Credential Evaluation Services (NACES). \_\_\_\_\_
2. It only uses verified authentic, official transcripts and degrees for its evaluations. \_\_\_\_\_
3. It complies with its current written procedure for identifying fraudulent transcripts. \_\_\_\_\_
4. It maintains a complete set of current reference materials adequate to prepare complete, accurate evaluations and are the most current editions available. \_\_\_\_\_
5. It complies with its appeal procedure for applicants. \_\_\_\_\_
6. It has, or agrees to establish and maintain, within 30 calendar days of Board approval, a minimum six-year document retention policy. \_\_\_\_\_

**The following must be included with this application:**

1. A copy of the Service's credential evaluation policy.
2. A copy of its current written procedure for identifying fraudulent transcripts.
3. Statistical information on the number of applications processed, annually, for the past five years.
4. A list of at least three colleges or universities accredited by an association recognized by the Secretary of the United States Department of Education or other licensing agencies currently using its services with a contact person for each.
5. Three letters of reference from public or private agencies that have worked with the Service.
6. A copy of the Service's appeal procedure for foreign-trained applicants, and a statement certifying that the Service is in compliance with that procedure.
7. Resumes or curriculum vitae for each evaluator and translator, including years as a translator, a list of languages spoken, and places worked.
8. A complete list of terminology and evaluation terms used in producing the Service's credential evaluations.
9. A detailed description of the specific methods utilized for credential authentication by the Service.
10. Three sample evaluations that complies with the requirements of Title 16, California Code of Regulations §1399.416.3.

*I hereby certify, under the penalty of perjury under the laws of the State of California, that I am a person authorized to act for and bind the applicant and that all statements, answers, and representations made on this form and any accompanying attachments are true, complete, and accurate to the best of my knowledge. By submitting this form and signing below, I am granting permission to the California Acupuncture Board to verify the information provided.*

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Print or Type Name

\_\_\_\_\_

Title

**IN OFFICE USE ONLY**

Approved

Denied

## Relevant Regulations

Please read over the following additional rules from Title 16 CCR Section 1399.416.4 related to being a Board-approved Credential Evaluation Service. In particular, please note the following requirements:

(d) The Service shall report to the Board in writing any change to the information previously provided to the board pursuant to this section within 60 calendar days of the date of such change. Approval issued under this section shall expire five (5) years after the date of issuance. As a condition of renewal, the Service shall successfully undergo re-evaluation by the Board by submitting the application and information required by subsections (a)-(c) and meeting the requirements of this section.

(e) In order to remain as a Board-approved Service, the Service shall respond to any inquiries by the Board, submit any documents and provide any information requested by the Board, and cooperate in any investigation conducted by the Board regarding the Service's compliance with the Board's requirements. Failure to respond to the Board within thirty (30) calendar days of the date of the Board's written inquiry or request for documents or information constitutes grounds for revocation of approval by the Board pursuant to subsection (g).

(f) Approval may be denied or revoked if the Service fails to comply with any of the requirements of this section or furnishes any false, inaccurate, incomplete and/or misleading information to the Board.

(g) The Board shall provide the Service with a written notice of the denial or revocation of the Service's approval when the Board seeks to deny an application or revoke an approval pursuant to this section. The notice shall include the basis for either the denial or revocation, as applicable, and the process and procedure for appealing the denial or revocation according to this section. The Service may submit a written request for reconsideration to the Board's designee of either the denial or revocation within fifteen (15) calendar days of the date of the Board's written notice of such denial or revocation. The written request shall provide the reasons the Service warrants a reconsideration of the denial or revocation. The Service, by availing itself of this request for reconsideration, does not waive its right to appeal under subsection (i).

(h) Regardless of whether or not the Service requests reconsideration as provided in subsection (h), the Service may appeal the denial or revocation of an approval by requesting an informal hearing under the Administrative Procedure Act (commencing with Section 11445.10 of the Government Code) within thirty (30) calendar days of the date of the Board's written notice specified in subsection (h).

(i) If the denial or revocation notice is withdrawn by the Board's designee after the board grants a reconsideration, the application shall be deemed approved or the approval deemed unrestricted and the request for an informal hearing shall be deemed to be withdrawn.

## **Notice Regarding Collection and Use of Personal Information**

### **Mandatory Submission of Personal Information**

Except for any noted optional information, disclosure of your personal information is mandatory. Failure to provide all of the information requested will result in the application being rejected as incomplete.

### **Collection and Use of Personal Information**

The information on this application is required pursuant to Title 16, California Code of Regulations Section 1399.416.4.

The Acupuncture Board (Board) collects the information requested on this form as authorized by Business and Professions Code section 4939 and the Information Practices Act, Civil Code sections 1798, *et seq.*

The Acupuncture Board uses this information principally to determine qualification and continued qualification of the applicant for approval by the California Acupuncture Board as a credential evaluation service.

### **Access to Your Information**

You may review the records maintained by the Board pertaining to you that contain your personal information, as permitted by the Information Practices Act, by contacting the Acupuncture Board (See contact information below).

### **Possible Disclosure of Personal Information**

We make every effort to protect the personal information you provide us. However, we may need to share the information you give us with other government agencies or as required by law. This may include sharing any personal information you gave us.

The information you provide may also be disclosed in the following circumstances:

- In response to a Public Records Act request (Government Code Section 7920.000, *et seq.*), as accordance with both the Public Records Act and the Information Practices Act (Civil Code Section 1798, *et seq.*).
- To another government agency as required by state or federal law.
- In response to a court or administrative order, a subpoena, or a search warrant.

### **Contact Information**

For questions about this notice or access to your records, you may contact the Executive Officer at the Acupuncture Board at 1625 N. Market Blvd., Ste. 219, Sacramento, CA 95834; by phone at (916) 515-5200; or by email at [Acupuncture@dca.ca.gov](mailto:Acupuncture@dca.ca.gov).

For questions about the Department's Privacy Policy, you may contact the Department of Consumer Affairs at 1625 North Market Blvd., Sacramento, CA 95834; by phone at (800) 952-5210; or by email at [dca@dca.ca.gov](mailto:dca@dca.ca.gov).

For questions about the Information Practices Act, you may contact the Office of the Attorney General, California Department of Justice - Attention: Public Inquiry Unit, PO Box 944255, Sacramento, CA 94244, by phone at (800) 952-5225, or online at [www.oag.ca.gov](http://www.oag.ca.gov).