



California Acupuncture Licensing Exam Application Submission Guidelines

The following are the documents and timelines for submitting a complete Application for Examination for the California Acupuncture Licensing Exam.

Initial Application with fee

A complete Application for Examination and a \$75.00 non-refundable application fee (check or money order in US Dollars (\$) and payable at a US bank) must be received by the Acupuncture Board (Board) to be able to begin processing. A complete application means that all required fields in the application are filled out and signed, and the applicant has attached a passport sized photo and the \$75.00 fee.

Transcripts

The Board can only accept official transcripts. Official transcripts are to be sent by the acupuncture training program (school) directly to the Board. All foreign transcripts require a translation and a course by course evaluation performed by a member of National Association of Credential Evaluation Services (NACES). Both NACES and the Board can only accept official documents, in the original sealed envelope. Pictures of, copies of, or previously opened documents will not be accepted.

Acupuncture School –

Students are required to have training programs send official, and final (showing graduation date), transcripts to the Board.

- **Transfer Credit –**

Request official transcripts from **all** colleges where they have received transfer credit.

- **Undergraduate –**

Request official transcripts that show successful completion of at least two academic years (60 semester credits/90 quarter credits) of education at the baccalaureate level.

- **Course-by-course (CbC) evaluation - (only for studies outside the U.S.)**

Arrange to have a CbC evaluation completed for your foreign transcript by a member of NACES at <http://www.naces.org/members.htm>

Clean Needle Technique (CNT)

All CNT certification must come from the Council of Colleges of Acupuncture and Oriental Medicine (CCAOM), or from the approved school where the course was completed and sent directly to the Board. This includes Foreign Applicants who have taken this training at an approved school. Applicants can contact CCAOM at 410-464-6040 to arrange to have the CNT documentation sent directly to the Board.

CPR & First Aid

Attach a copy of the Adult/Child CPR and First Aid certification. CCR 1399.434(f)(3) requires that the certification be taken from either the American Heart Association or the American Red Cross. No other providers will be accepted.

Reasonable Accommodations (Americans with Disabilities Act, pregnancy/nursing)

Attachments A and B are both required when requesting reasonable accommodations. To avoid delays please submit the accommodation request with the exam fee payment.

These forms and instructions are available on the Board website or by contacting the Board.

Acupuncture Board Notifications

The Board will notify the applicant as to the status of their application within 45 days of receipt of the application. This notification will provide exam approval or application deficiencies.

Approved applications:

Applicants are approved once all required documents have been received and confirmed by the Board to meet the criteria of CCR 1399.434. Once approved, the applicant will need to fill out the confirmation form and submit it, along with the \$550.00 examination fee (only check or money order accepted).

Incomplete application:

Applicants will be notified of any deficiencies via the email address provided to the Board on the Application for Examination. Incomplete applications will have 180 days from the receipt of the applicant's exam application by the Board to resolve the deficiency. It is the applicant's responsibility to follow-up with the Board to ensure that these requested items were received by the Board. Please wait at least two weeks from the submission of additional documents before inquiring to allow for receipt by the Board.

Test re-takers:

Test Re-takers are encouraged to submit the Application Update form for examination with \$550 fee at least 30 days before they wish to take the exam.

Preparation guides:

Digital versions of the Preparation Guide/Handbook will be emailed to all examinees after eligibility is submitted to PSI.

Scheduling the Exam:

Once the exam fee has been processed applicants will be notified by PSI that they may schedule the exam. PSI will send applicants the information needed to schedule the exam. Applicants must coordinate with PSI directly. PSI Testing Centers are open for examination six days a week.

Abandoned Applications:

If, after 180 days of receipt of the exam application, the applicant has not satisfied the deficiencies of the application, their application will be considered abandoned after which they will need to reapply with the Application for Examination and \$75 fee.

Acupuncture Training Programs:

Applicants are required to request that training programs provide the Board with final transcripts and the transfer credit form. The Board must receive this directly from the training program. The Courses-in-Progress form is no longer required since the Board will only evaluate final official transcripts.