



## Exam Application Guidelines

In order to achieve eligibility for the exam an applicant needs to submit a completed Application for Examination [https://www.acupuncture.ca.gov/pubs\\_forms/examapp.pdf](https://www.acupuncture.ca.gov/pubs_forms/examapp.pdf) and a non-refundable \$75 application fee.

### **Additional documents required:**

#### **Transcripts:**

The Board can only accept official transcripts. Official transcripts are to be sent by the acupuncture training program (school) directly to the Board. Official documents must arrive in the original sealed envelope. Pictures of, copies of, or previously opened documents will not be accepted. Transcripts from all schools where transfer credit was earned are also required.

For foreign trained applicants, please contact the Board for additional information and to receive a Curriculum Requirement Form (CRF), which is how an applicant shows their education meets regulatory requirements.

All *foreign transcripts* require a translation and a course-by-course (CBC) evaluation performed by a member of the National Association of Credential Evaluation Services (NACES). Arrange to have a CBC evaluation completed for any foreign transcript by a member of NACES. A list of members is available at <http://www.naces.org/members.htm>. The Board recommends ERES ([www.eres.com](http://www.eres.com)) as they have been trained by the Board to match coursework to Board criteria (essentially fill out the CRF) for foreign exam applicants.

#### **Clean Needle Technique (CNT)**

All CNT certification must come directly 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. Applicants can contact CCAOM at (410) 464-6040 to arrange to have the CNT documentation sent.

#### **CPR & First Aid**

A copy of the Adult/Child CPR and First Aid certification is required. 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 are accepted.

## **Timeline and What to Expect**

Applications for the exam can be received as early as 1 month before graduation so that the Board has time to create a file and review documents promptly after graduation. Applicants cannot be approved until a final transcript is received.

Within 45 days of receipt of an application, applicant will receive an e-mail indicating current status. E-mail will indicate full approval (including a form to pay the \$550 exam fee) or be a notification of any deficiencies. The Board may require at least two weeks from the submission of additional documents to confirm receipt for the applicant.

Files not completed and approved within 6 months, from the date of receipt of application will be considered abandoned (per Regulation) and applicant is required to re-apply when all the requirements can be met.

Once confirmed eligible by the Board, the process is:

1. Applicant to send the \$550 exam fee to the Board with the Confirmation Form.
  - a. For accommodations per ADA, forms are required with the exam fee.
2. The Board notifies PSI of eligibility to schedule.
3. A handbook will be e-mailed from PSI within 48 hours with details on how to schedule.
4. Once the handbook is received (in language of exam), applicant can schedule the exam with PSI for the date of their choice (assuming availability at the chosen PSI test site location). Dates are generally available within a month but can fill up faster following the end of school terms.

The CALE is administered in the computer-based format at PSI testing centers. The CALE is offered as a 200 question exam, with only 175 of those items being scored. The time allowed to complete the exam is five (5) hours for testing, there will not be a lunch break.

PSI offers the exam 6 days a week at 17 testing sites throughout California, as well as several out of state locations.

Results (Pass/Fail) of a computer-based test are given at the test site immediately following the exam. If applicant passes the exam, they can complete fingerprints for the background check and apply for licensure. Fingerprints must be completed within 1 year prior to licensure.

If an applicant fails the exam, they must wait 6 months to schedule again by submitting the Exam Update Form and another \$550.

Any questions regarding the CALE can be directed to the exam unit at [acuexamunit@dca.ca.gov](mailto:acuexamunit@dca.ca.gov).