

ACUPUNCTURISTS NEW LICENSE CHECKLIST

CHECKLIST ITEMS:

Demographic Information

The demographic information (i.e., name, date of birth, address, etc.) provided by the application is true and correct and matches what is contained in the electronic licensing system.

Two (2) Recent and Identical Passport Type Photos of the Applicant's Face

The photo must be original photos and cannot be computer-generated copies, or paper copies.

One (1) photocopy of a current government issued photo ID

This can be a driver's license or passport.

All Pages of Application

All sections of the application must be completed and submitted by the applicant.

Authorization to Release Information Form (if applicable)

The Board cannot discuss the status or details of an application with a third party without a signed release from the applicant.

Criminal Background Check (CBC)

An explanation of the incident(s) must be provided by the applicant. If a CBC already exists in the system, no new CBC is required.

One (1) Reference Letter

Must submit one (1) reference letter from a physician or acupuncturist licensed in the US, who has personal knowledge of the applicant's abilities and qualifications to practice acupuncture.

Acupuncturist Program Transcripts (if applying by U.S. or Foreign Graduate)

Transcripts should be provided in a sealed envelope from the issuing institution.

*For **U.S. trained applicants**, the school must be accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM).*

*For **foreign trained applicants**, in addition to submitting transcript, they must also submit a credential evaluation from transcript evaluating company recognized by NCCAOM showing their program is equivalent to a U.S. program.*

Proof of Apprenticeship (if applying by Apprenticeship)

Applicants who have not graduated from an approved program, but have completed an apprenticeship, must provide proof of having completed an apprenticeship program approved by NCCAOM.

Medical Acupuncture Certification (if applying by DC Physician Licensure)

For physician applicants, they must be licensed in good standing in the District and be certified in medical acupuncture by the American Board of Medical Acupuncture.

Examination Scores (if applying by U.S. or Foreign Graduate, or by Apprenticeship)

*Applicants who took exam **before June 1, 2004** – Must submit proof of passing the English version of the NCCAOM exam.*

*Applicants who took exam **after June 1, 2004** - Must submit proof of passing the following modules of the NCCAOM examination – (1) Foundations of Oriental Medicine; (2) Acupuncture with Point Location; and (3) Biomedicine.*

TOEFL Exam (if education in language other than English)

For applicant's whose entire education (i.e., high school, college, or university and acupuncture program) was conducted in a language other than English, they must submit proof of having a passing score on the Test of English as a Foreign Language (TOEFL) examination.

Proof of Completion of Clean Needle Technique (CNT) Course

Successfully complete the Clean Needle Technique (CNT) course administered by the Council of Colleges of Acupuncture and Oriental Medicine (CCAOM).

Chinese Herbology Education (If applying for Chinese Herbology licensure)

TRADITIONAL APPLICATION

For Traditional Applicants, they must submit proof of education and examination, as outlined below.

☐ **Education (must have one of the following, but not both):**

1. *Current NCCAOM Certification in either:*

- *Chinese Herbology; or*
- *Oriental Medicine.*

OR

2. *Successful completion of acupuncture program and an herbology program accredited by ACAOM;*

OR

3. *Provide proof of educational and clinical hours:*

- *completion of 450 hours of education or training in Herbology*
 - *120 of which must have been in supervised clinical practice.*
- *Proof shall be in the form of a signed attestation from the applicant and the supervisor.*

☐ **Examination:**

1. *Successfully passed the NCCAOM Chinese Herbology exam¹.*

¹ Current certification is proof of passage of the NCCAOM exam.

GRANDFATHERING APPLICATION

For Grandfathering Applicants, they must submit proof of licensure, education, and timely submission, as outlined below. Additionally, grandfather applications will only be accepted until December 31, 2023.

- ☐ **Licensed as an acupuncturist prior to January 1, 2021²;**
- ☐ **Education (must have one of the following, but not both):**
 - Educated outside the US and can provide transcripts from a foreign institution that documents training in Chinese Herbology;
 - OR
 - Practiced Chinese Herbology for a minimum of 5 years prior to January 1, 2021.
 - Must submit written attestation stating you've practiced for the five (5) years prior to January 1, 2021.
- ☐ **Completion of CE**
 - Completed at least 10 hours of CE in Chinese Herbology or related courses in the 2 year period prior to receiving the Chinese Herbology license.
- ☐ **Submitted application no later than December 31, 2023.**

Verification(s) of Licensure (if applicable)

Verifications should be provided from the issuing jurisdiction(s) for each license identified in Section 10 of the application.

Gaps in Employment

If the individual has a gap in employment of three (3) months or more, they must provide a detailed explanation of the reason for the gap.

Re-Entry Plan (if applicable)

If an applicant has a gap in clinical practice of two (2) years or more, they must submit a re-entry plan. The licensing specialist shall provide a copy of the Board's Re-Entry Plan Policy to the applicant for guidance in creating such a plan.

Malpractice Claims Form (if responded "Yes" to screening question #2)

The applicant must also submit documents related to the malpractice case, including the Complaint, Answer, Final Decision/Order, or Order of Dismissal.

² Due to delays in bringing the application online, as well as impact of COVID-19, the deadlines set by regulation were administratively extended to allow for proper timelines for the grandfathering of Chinese Herbology applicants.

National Practitioner Databank (NPDB) Self Query Report (if responded “Yes” to screening questions #2 and 6)

The Self-Query Report must be requested from the NBPD no more than thirty (30) days prior to submission of the application.

Screening Question Responses

Applicants must provide a detailed explanation of the reason for any “Yes” answer provided to a screening question or to the Clean Hands question. Applicants must also submit any and all relevant documents related to the reason for the “Yes” answer (e.g., Court Records, Monitoring Agreements, Licensure Orders, etc.)