



ACUPUNCTURE BOARD

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(916) 515-5200 FAX (916) 928-2204 www.acupuncture.ca.gov

August 23, 2017 California Acupuncture Licensing Exam (CALE) Calendar

Please note the following dates and document deadlines related to filing an exam application for the Wednesday, August 23, 2017 California Acupuncture Licensing Exam (CALE) in Sacramento, California (deadlines are firm). Questions? Please e-mail the Board.

APPLICATION DEADLINE FOR APPLICANTS

April 21, 2017 - EXAM APPLICATION PACKET

1. **Complete applications** and a \$75.00 application fee (check or money order) **must be postmarked** no later than April 21, 2017. A complete application means the application is completely filled out and signed with the photo included. Any applications received which are incomplete, without the required fee, or any fee received without the required application, will be returned. Applications postmarked after this date **will not** be accepted. Below is a list of other components of the exam application packet, due the same day.
2. **Transcripts** - Applicants are responsible for:
 - a. **Transfer Credit** - Requesting official transcripts from **all** colleges where they have received transfer credit per California Code of Regulations (CCR) Article 3.5 Section 1399.435 (g).
 - b. **Undergraduate** - Requesting official transcripts that show successful completion of at least two (2) academic years (60 semester credits/90 quarter credits) of education at the **baccalaureate level** per CCR Article 3.5 Section 1399.435 (a). Distance courses are not accepted. All transcripts must be official and issued directly from the schools (not student copy) **and must be received** by April 21, 2017. Any foreign transcripts need a course by course evaluation done by a member of Naces.org sent directly to the board by the evaluation company.
3. **Council of Colleges of Acupuncture and Oriental Medicine (CCAOM) Clean Needle Technique (CNT)**: All CCAOM Clean Needle Technique certification must come directly from CCAOM to the Board. If you have completed the Clean Needle Technique Course with CCAOM please contact their office at 410-464-6040 and arrange to have your CNT documentation sent directly to the Acupuncture Board.

NOTE: If you completed a CNT course at your school that was not a CCAOM course, your acupuncture school should be providing your CNT certification with your transcripts.

4. **CPR & First Aid**- Please attach a copy of your Adult/Child CPR and First Aid at this time. American Heart Association and the American Red Cross are currently the only approved providers per CCR Article 3.5 Section 1399.434(f) (3). Online courses are not accepted. **Note:** The Healthcare Provider Course only covers the CPR portion of this requirement. If you have this card, you will need to submit a separate First Aid certification.

FOR APPLICANTS WITH DISABILITIES or SPECIAL NEEDS:

5. **Special Accommodations (Americans with Disabilities Act or religious)**: Required forms (both Attachment A and Attachment B) for requesting special accommodations are below. This would include the need for bringing prescriptions or back support pillows into the testing room. These forms are due with the rest of the application packet.

The forms are available on our website at: www.acupuncture.ca.gov/students/spec_accom.shtml

Please refer to the following link for instructions www.acupuncture.ca.gov/students/spec_accom_proc.pdf

DEADLINE FOR ACUPUNCTURE SCHOOLS

April 21, 2017 TRANSCRIPTS, COURSES IN PROGRESS FORMS, TRANSFER CREDIT FORMS & SCHOOL CLEAN NEEDLE TECHNIQUE CERTIFICATION

The **Acupuncture School transcripts, transfer credit forms and courses in progress forms** **must be received** by the Acupuncture Board office by April 21, 2017.

Acupuncture Training Program Clean Needle Technique Certificate: Please provide a copy of the Clean Needle Technique course certification along with your students' transcripts. Some Foreign Equivalency candidates may have also taken the CNT course at your school. Please send these documents directly to the Board on their behalf.

ACUPUNCTURE BOARD:

June 5, 2017 (subject to change)- APPROVAL OR DENIAL LETTER

The Acupuncture Board will mail letters by this date to notify you as to whether you qualify or do not qualify for the August 23, 2017 CALE. Your approval letter will indicate if you are fully approved or conditionally approved. Fully approved candidates have submitted all required documentation and have graduated. Conditionally approved candidates have not yet completed their TCM program, or are missing a mandatory component. **GRADUATION TRANSCRIPTS are required to FULLY approve conditional candidates.** Applicants who did not complete their acupuncture program or were denied for any other reason must reapply for the next CALE they wish to attend.

Preparation guides: Guides will be sent to those first time applicants who qualify (with their approval letter).

NOTE: Retakers will receive their preparation guides after we have received their payment.

Exam Fee: At this time you will be asked to submit the \$550.00 examination fee by check or money order.

Live scan Fingerprints: Completion is not a requirement for the exam, only for licensure. Be prepared to get your fingerprinting done once you pass the exam and intend to apply for licensure.

EXAM FEE DEADLINE FOR APPLICANTS

June 23, 2017 – Friday – EXAMINATION FEE POSTMARK DEADLINE

EXAMINATION FEE of \$550.00 for all examination candidates (first time and re-takers) **must be postmarked** no later than **June 23, 2017**. Fees received with a postmark after this date will be returned and you will not be able to take the exam. *(It is strongly recommended that you send your exam payment with tracking by registered or certified mail or some other traceable method. The Acupuncture Board is not responsible for those payments that do not arrive at the Acupuncture Board office (i.e. lost in mail, etc.))*

DEADLINE FOR ACUPUNCTURE SCHOOLS

July 7, 2017 – FINAL GRADUATION TRANSCRIPTS FROM SCHOOLS DUE TO BOARD NO LATER THAN THIS DATE

FINAL GRADUATION TRANSCRIPTS DUE:

It is the Acupuncture School's responsibility to:

1. Provide final transcripts with a graduation date for all **conditional candidates**.
2. All transcripts must also include a **cover letter** which lists **the names of those students who have completed their coursework and those who have not yet completed their TCM coursework**. These documents **must be received** at the California Acupuncture Board office by **July 7, 2017**.

NOTE: A new approval notice is not sent to conditionally approved applicants who have graduated. The ID Notice for the exam shows that this requirement has been fulfilled.

ACUPUNCTURE BOARD:

July 14, 2017 – IDENTIFICATION NOTICES MAILING DATE

IDENTIFICATION NOTICES with examination details will be mailed by July 14, 2017 to exam candidates who have met all requirements. Exam candidates **must bring their ID Notice and CURRENT ID** to gain entry to the examination.

CALIFORNIA ACUPUNCTURE LICENSING EXAMINATION:

August 23, 2017

**Written Examination – Sacramento Convention Center
1400 J Street, Sacramento, CA 95814**