



California Acupuncture Licensing Exam Application Timelines

The following are the required components and timelines for submitting a complete Application for Examination for the California Acupuncture Licensing Exam (CALE).

Initial application

A complete Application for Examination and a \$75.00 non-refundable application fee (check or money order) 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. Any applications received which are incomplete will be returned.

Transcripts

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.

All transcripts must be official and issued directly from the schools. Additionally, all foreign transcripts require a translation and a course by course evaluation performed by a member of NACES.org, and sent directly to the Board by the evaluation company.

Clean Needle Technique (CNT)

All CNT certification must come directly from the Council of Colleges of Acupuncture and Oriental Medicine (CCAOM) to the Board unless this training was received through an approved acupuncture training program, then the program must send it to the Board. This includes Foreign Applicants who have taken this training at an approved program. If an applicant has completed the Clean Needle Technique Course with CCAOM please contact their office at 410-464-6040 and 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 certifiers will be accepted.

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

Attachment A and Attachment B (link below) are both required when requesting reasonable accommodations. To avoid delays please submit the accommodation request with the initial application.

These forms and instructions are available on the Board website at:

www.acupuncture.ca.gov/students/spec_accom.shtml

ACUPUNCTURE BOARD NOTIFICATIONS:

The Board will notify the applicant via postal mail as to the status of the application within 45 days of receipt of the application. This notification will provide the approval status to take the exam or if the application is incomplete.

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). The \$550 fee is required for all examination candidates (first time and re-takers). It is strongly recommended that applicants send the exam confirmation and payment with tracking (i.e. certified mail, UPS or Fed Ex). The Acupuncture Board is not responsible for payments that are lost in the mail.

Incomplete application:

Applicants will be notified of any deficiencies via the email address provided to the Board on the Application for Examination. Be sure to add AcuExamUnit@dca.ca.gov to your list of contacts to prevent messages from going to the spam folder. 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.

Re-test takers:

Re-test takers are required to submit the Application Update form for examination at least 60 days before they wish to schedule an exam. This form can be found here:

http://www.acupuncture.ca.gov/pubs_forms/updateap.pdf

Preparation guides:

Digital versions of the Preparation Guide will be emailed to all examinees after payment of the \$550 Examination Fee.

Scheduling the Exam

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

Denial:

If, after 180 days of receipt of the exam application, the applicant has not satisfied the deficiencies of the application, their application will be denied.

LIVESCAN (Fingerprints):

Completing a LiveScan is not a requirement to qualify for the exam, only to apply for licensure. Be prepared to get the LiveScan completed after passing the exam and before applying for licensure. Licensee applicants are required to complete a LiveScan specifically for the Acupuncture Board, even if they have already conducted one for another agency.

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 or accepted since the Board will only evaluate final transcripts.