



**ACUPUNCTURE BOARD**

1747 North Market Boulevard, Suite 180, Sacramento, CA 95834  
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## **April 10, 2018 California Acupuncture Licensing Exam (CALE) Calendar**

The following Acupuncture Board (Board) deadlines pertain to filing an exam application for the Tuesday, April 10, 2018 California Acupuncture Licensing Exam (CALE) in Ontario, California.

### **December 8, 2017 - New Applicants – Exam Application Packet**

1. Complete applications and a \$75.00 application fee (USD (\$) check or money order) must be postmarked no later than December 8, 2017. A complete application is entirely filled out, signed and dated, with the photo included. The Board returns all incomplete applications. All applications missing the required fee, or payments without accompanying applications will be returned. Applications postmarked after this date will not be accepted. Below is a list of other components of the exam application packet, also due the same day.
2. **Transcripts** - Applicants are responsible for:
  - a. **Proof of Transfer Credit:** Requesting official transcripts from **all** colleges where they have received transfer credit per California Code of Regulations (CCR) Article 3.5 §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 Section 1399.435. All transcripts must be official and issued directly from the schools (the Board will not accept unofficial or student copies).
  - c. **Acupuncture School Transcripts, Courses in Progress Forms, Transfer Credit Forms & School CNT (if applicable):** Your acupuncture training program is responsible for sending your current & graduation transcripts to the Board. Please double check with your school to ensure that your school is aware you will be applying for the CALE.
  - d. **Foreign Transcripts:** Must be translated into English and certified by the appropriate governmental authority and sent directly to the board by the school.
  - e. **Course by course evaluation:** All foreign transcripts also need a course by course evaluation done by a member of NACES.org sent directly to the Board by the evaluation company.
3. **Clean Needle Technique (CNT):** All Clean Needle Technique certification must be sent from the Council of Colleges of Acupuncture and Oriental Medicine (CCAOM) directly to the Board or directly from the approved school to the Board.
  - If you have completed the CNT Course directly from CCAOM, please contact their office at 410-464-6040 and arrange to have your CNT documentation sent directly to the Board.
  - 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 American Heart Association (AHA) or American Red Cross (ARC) Adult/Child CPR and First Aid certification with your application. The Board does not accept other providers per CCR Article 3.5 Section 1399.434(f)(3).
  - 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.
5. **Special Accommodations (Optional):** For applicants with disabilities or requiring special accommodations, Attachment A and Attachment B are required to be submitted with your application packet. The forms are available at: [www.acupuncture.ca.gov/students/spec\\_accom.shtml](http://www.acupuncture.ca.gov/students/spec_accom.shtml)  
With instructions on how to complete at: [www.acupuncture.ca.gov/students/spec\\_accom\\_proc.pdf](http://www.acupuncture.ca.gov/students/spec_accom_proc.pdf)

### **February 9, 2018 - Examination Fee**

For all approved or conditionally approved applicants and re-test takers, the examination fee of \$550. must be postmarked no later than February 9, 2018. Fees received with a postmark after this date will be returned and you will not be able to take the exam. *The Board can only accept check or money orders in US currency made out to the California Acupuncture Board. It is strongly recommended that you send your exam payment by a traceable method such as UPS, Fed Ex or certified mail. The Board is not responsible for mail that does not arrive at the Acupuncture Board.*

## **Acupuncture Training Program Deadlines:**

**December 8, 2017: Transcripts, Courses in Progress Forms, Transfer Credit Forms & School CNT** (if applicable).

### **February 23, 2018: Final Transcripts**

Transcripts with graduation date must be received at the California Acupuncture Board office by February 23, 2018. These are requested as soon as possible after graduation but no later than this date.

It is the Acupuncture Training Program's responsibility to:

1. Upon graduation, provide final transcripts for all **conditional candidates** showing the graduation date.
2. All transcripts must also include a cover letter listing:
  - the names of those students who have completed their coursework, and
  - those who have not yet completed their TCM coursework.

## **Acupuncture Board Dates:**

### **January 22, 2018: (subject to change) Approval Status Notification (ASN) Letter**

The Board will mail the ASN Letter to applicants addressing whether they qualify or not for the April 10, 2018 CALE. Fully approved candidates have submitted and satisfied all required items. Conditionally approved candidates have not yet completed their TCM program but will become fully approved upon receipt of their final transcripts sent from their approved training program.

#### **Preparation guides:**

First-time applicants will receive their guide with their approval letter. Re-test takers will be mailed their preparation guides after the Board has received payment.

**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 if you intend to apply for licensure soon after.

### **March 2, 2018: Board mails out Identification Notices (IDNs)**

Identification Notices with examination details will be mailed by March 2, 2018 to exam candidates meeting all requirements. To enter the examination, candidates **must bring their ID Notice and one current and valid picture identification from the list below:**

- Driver's License
- Department of Motor Vehicles ID Card
- United States Passport
- Military Identification
- Alien Identification
- Certificate of Naturalization

### **April 10, 2018:**

**California Acupuncture Licensing Examination  
Ontario Convention Center  
2000 E Convention Center Way,  
Ontario, CA 91764**

#### **Advisement:**

It is strongly recommended that you send your exam application & payment by a traceable method such as UPS, Fed Ex or USPS certified mail. The Acupuncture Board is not responsible for mail that does not arrive at the Acupuncture Board. Deadlines are firm. Please e-mail any questions to the Board at:

[AcuExamUnit@dca.ca.gov](mailto:AcuExamUnit@dca.ca.gov)