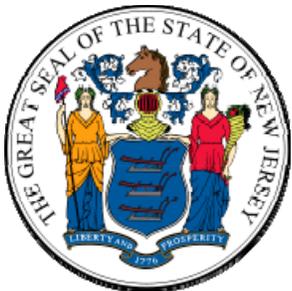


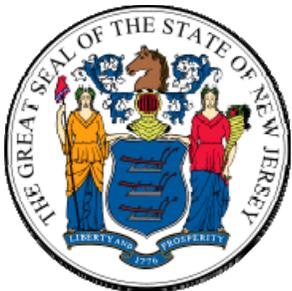
Acupuncture Examining Board

Application Process Overview



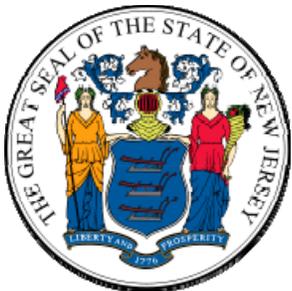
Acupuncture Examining Board

- License qualified individuals
- Regulates the practice of acupuncture
- Investigates complaints and takes disciplinary action



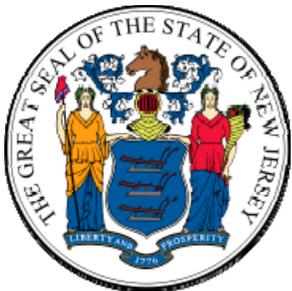
License to Practice

- No one may practice as a acupuncturist without a current, active license
- You worked hard to complete your educational program, but you cannot practice unless you have a license
- Once you get your license, you need to keep it active and in good standing



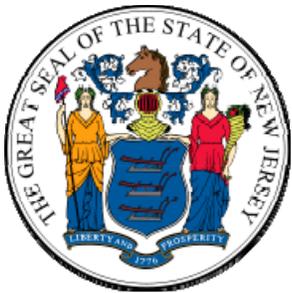
License to Practice

- How do you get a license?
- How do you keep a license in good standing?



When Should I Begin the Application Process?

- Start Early!
- Right now would be a good time.



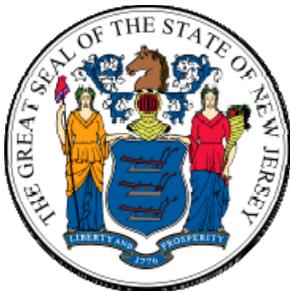
How Do I Get an Application Form?

Applications can be downloaded from the Board's website at:

www.NJConsumerAffairs.gov/acu

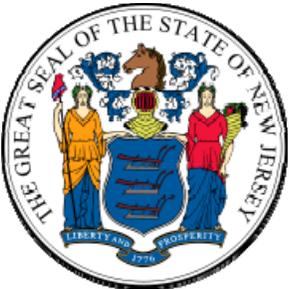


The screenshot displays the Acupuncture Examining Board website. At the top, there is a banner image of a stone marker with the inscription: "HERE IS RECORDED THE LINE OF MARCH OF WASHINGTON'S ARMY THROUGH NEW JERSEY IN THE WAR FOR INDEPENDENCE". Below the banner is a navigation menu on the left with the following items: Board Home, Members, Meetings, Disciplinary Actions, Applications and Forms (highlighted in a blue box), Top Tips for License Applicants, Examination Schedule, Laws and Regulations, Change of Address Form, and License Verification. The main content area features the title "Acupuncture Examining Board" and the sub-section "Applications and Forms". A link is provided: "Application to Become a Licensed Acupuncturist (Including Instructions & Checklist)". A "Last Modified" date of "8/27/2015 1:40 PM" is visible in the bottom right corner of the content area.



Application Process

1. Submit an application *(\$100)*
2. Send supporting documents to the Board
3. Receive fingerprint instructions
4. Schedule a time to submit your fingerprints
5. Complete the NJ Orientation Program
6. Submit additional information *(as required)*
7. Submit Registration Form *(\$270 / \$135)*



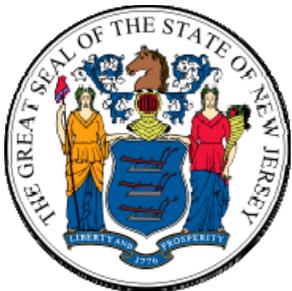
Application Fee

- Application Fee:
 - \$100
 - Payable by check or money order
 - ***NO CASH***



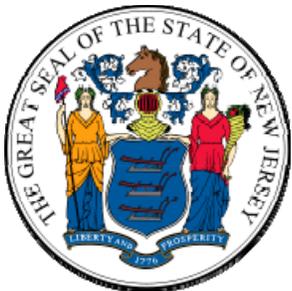
Application Questions

- Moral Character – Arrests/Convictions
- Student Loans
- Child Support
- Ability to Practice – Physical/Cognitive
- Use of Illegal Chemical Substances



Jurisprudence Orientation

- FREE
- Offered at 124 Halsey Street (Somerset Room)
- Exam dates are listed on the board's website:
www.NJConsumerAffairs.gov/acu/Pages/examdates.aspx
- Helps you understand that Regulations exist, what they say, and where to find them
- Statutes and Regulations are available on the Board's website:
www.NJConsumerAffairs.gov/acu
- Remember to review the Statutes, Regulations and Uniform Regulations



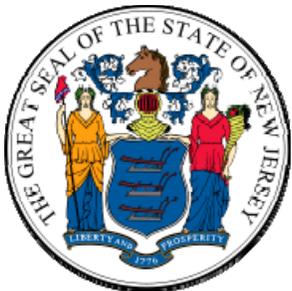
Criminal History Background Check

- You must complete the *“Certification and Authorization Form”* as part of the application
- You will receive a letter with instructions on how to schedule an appointment to have your fingerprints digitally recorded
- Go online to schedule an appointment and pay the fee directly to the MorphoTrust.



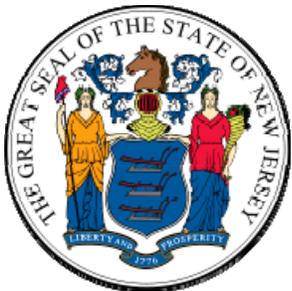
Criminal History Background Check “Tips”

- This can be the longest part of the application process
- You can schedule an appointment as soon as you receive the notice to schedule
- Processing time is 7-10 days after the digital scan



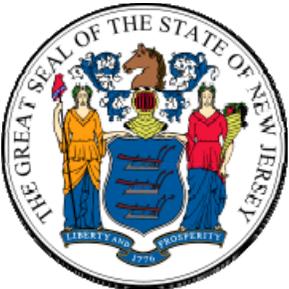
Initial Registration Fee

- Once your application has been approved you will receive an *“Initial Registration Form”*
- You must verify the information and return with the appropriate fee (*\$270 / \$135*)



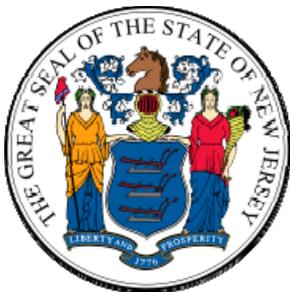
Keeping Your License Current

- Licenses are valid for 2 years
- Every registered dental assistant license expires in December of even-numbered years
- You must keep your address current with the Board to receive renewal notices
- Renewals are done online and require a renewal fee (*currently \$270*)



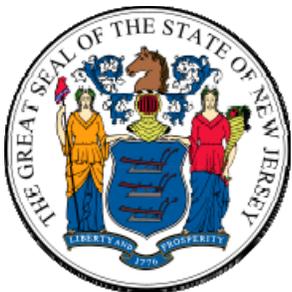
Continuing Education

- You must complete your continuing education prior to renewal (*December 31 of every even-numbered year*)
- Acupuncturists must complete 30 credits during each two-year period
- You may be able to complete less continuing education during the first period in which you are licensed



Communication

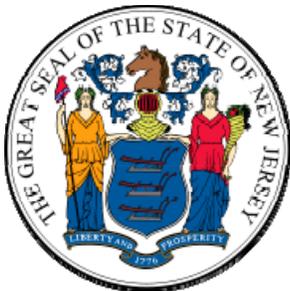
- If you get a letter from the Board – *read it*
- If the Board asks for you to respond to it – *do it in a timely fashion (duty to cooperate)*
- If you move, change your name, start working in a new location – *contact the Board and update your information*



Where Do I Send Mail for the Acupuncture Examining Board?

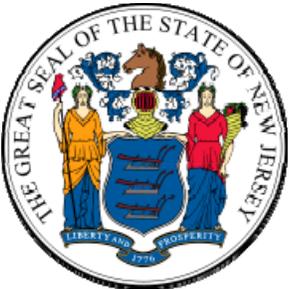
Mailing Address: Acupuncture Examining Board
P.O. Box 45005
Newark, NJ 07101

Physical Address: Acupuncture Examining Board
124 Haley Street
Newark, NJ 07101



Tips for the Application Process

- Mail the application with as much supporting information as possible
- Be clear about what name(s) appear on your application and supporting documents
- Use the P.O. Box to mail items to the Board
- Submit as much information as possible, if you answer “yes” to any of the questions



Useful Links

Acupuncture Examining Board

www.NJConsumerAffairs.gov/acu

Application Status

www.NJConsumerAffairs.gov/Pages/licensingboards.aspx

License Verifications

www.NJConsumerAffairs.gov/Pages/licensingboards.aspx

