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
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:
  o $100
  o Payable by check or money order
  o *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