

NORTH CAROLINA ACUPUNCTURE LICENSE RENEWAL OR UPDATE

TYPE OR PRINT THE FOLLOWING INFORMATION

Preferred Address Check One

_____ Home

_____ Work

LAST NAME (Name as it appears on license)

FIRST

MIDDLE

TITLE(S)

HOME ADDRESS (include Apt. #., PO Box #., & Zip Code) check here if this is new address _____

WORK ADDRESS (include name of business please) check here if this is new address _____

HOME TELEPHONE

WORK TELEPHONE

FAX

LICENSE NUMBER

EXPIRATION DATE

EMAIL

CHECK THE ACTION YOU ARE REQUESTING

_____ Change Name

_____ Duplicate Wall Certificate

_____ Renewal of biennial license

FOR OFFICE USE ONLY

_____ Renewal of license APPROVED

_____ Renewal of license DENIED

_____ Renewal of License PENDING

_____ Extension Granted

PLEASE COMPLETE ONLY IF YOU ARE REQUESTING A RENEWAL OF YOUR BIENNIAL LICENSE

****INITIAL EACH ITEM****

_____ I understand the requirements for renewal of my license and that the NCALB will deposit my check, however this does *not* guarantee, nor imply my license renewal.

_____ A list of completed programs is attached. Number of hours completed

_____ Nothing has occurred that would prohibit the renewal of my license, pursuant to G.S. 90-456. If you can't initial this item, attach an explanation on a separate sheet of paper

I have read and I understand the requirements for licensure and I certify that all the information provided in this application is correct and true to the best of my knowledge. I understand that the falsification of any statement or document will result in the revocation of my North Carolina acupuncture license.

Signature

Date

THIS FORM SHOULD BE USED FOR THE FOLLOWING ACTIONS:

- **Change in name**
- **Address Change**
- **To order a duplicate wall certificate**
- **To apply for license renewal**

INSTRUCTIONS:

- **Fill in the current personal information**
- **Check the block that corresponds to the action requested**
- **For license renewals only, complete the information in the boxed area**
- **Attach the appropriate supporting information**
- **Enclose any fees**
- **Sign and date the request**
- **Make a copy for your files**
- **Mail to:**

**NC Acupuncture Licensing Board
Post Office Box 10686
Raleigh, NC 27605**

NAME CHANGE

No official document is required if a name change results from marriage. If the change is the result of legal action, a copy of the court order is required. Do not request a name change unless the change results from marriage or legal action.

FOR RENEWAL OF LICENSE

The procedure and requirements for renewal of a license is as follows:

- (1) The license shall be renewed every two years in the month of the anniversary of the initial date of licensure. Two months prior to the license renewal period, an application for renewal will be mailed to each licensee at the last address provided to the Board. Failure to receive notification during this period does not relieve the licensee of the responsibility of meeting the continuing education requirements and renewal of his or her license
- (2) An applicant for license renewal shall acknowledge on the form prepared by the Board that the licensee has completed the required continuing education units, the number of units completed of the programs completed. The licensee shall retain such receipts, vouchers, or certificates as may be necessary to document completion of the continuing education units required.
- (3) The licensee must pay the renewal fee as prescribed. The licensee whose license has expired shall be subject to a late fee in addition to the renewal fee (See following fee schedule)

LATE RENEWAL OF LICENSE

If a license renewal is not received by the expiration date, then the license is automatically placed in inactive status and a late fee is required. If the renewal is not received by the next board meeting, then the license is expired, and the licensee must reapply for licensure and pay FULL FEES in order to practice acupuncture in North Carolina.

FEES

- **Renewal of Biennial License\$300.00**
- **Duplicate wall certificate fee\$ 50.00**
- **Late fee for reinstatement of expired license.....\$ 75.00**
- **Returned Check Fee.....\$ 40.00**

SECTION .0200 - RENEWAL OF LICENSURE

21 NCAC 01 .0201 RENEWAL OF LICENSURE

The procedure and requirements for renewal of license is as follows:

(1) A license shall be renewed every two years in the month of the anniversary of the initial date of licensure. Two months prior to the license renewal period, an application for renewal will be mailed to each licensee at the last address provided to the Board. Failure to receive notification during this period does not relieve the licensee of the responsibility of meeting the continuing education requirements and renewal of his/her license.

(2) An applicant for license renewal shall acknowledge on a form prepared by the Board that the licensee has completed the required continuing education units, the number of units completed, and a list of those programs completed. The licensee shall retain such receipts, vouchers or certificates as may be necessary to document completion of the continuing education units required.

(3) The licensee must pay the renewal fee prescribed in Rule .0103 of this Chapter. The licensee whose license has expired shall be subject to a late renewal fee in addition to the renewal fee. Both of these fees will be required for each licensure period lapsed.

History Note: Authority G.S. 90-455;

Eff. December 1, 1995.

21 NCAC 01 .0301 STANDARDS FOR CONTINUING EDUCATION

(a) Applicants for license renewal shall complete 40 Continuing Education Units (CEU) every two years. One CEU is defined as one contact hour or 50 minutes.

(b) All CEUs shall be completed during the two calendar years immediately preceding the:

- (1) license renewal date, or
- (2) date on which the license renewal is approved by the Board.

(c) The following requirements shall apply to the total number of CEUs submitted by a licensee for license renewal:

(1) A minimum of 25 CEUs must be obtained from formally organized courses which have content relating to the scope of "practice of acupuncture" as defined by G.S. 90-451(3). Each course shall be:

- (A) Pre-approved by the NCALB; or
- (B) Sponsored or accredited by one or more of the following organizations or their member organizations:
 - (i) National Acupuncture and Oriental Medicine Alliance (NAOMA);
 - (ii) American Association of Acupuncture and Oriental Medicine (AAAOM);
 - (iii) Council of Colleges of Acupuncture and Oriental Medicine (CCAOM);
 - (iv) Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM);
 - (v) National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM);
 - (vi) National Academy of Acupuncture and Oriental Medicine (NAAOM);
 - (vii) Society for Acupuncture Research;
 - (viii) Center for Oriental Medical Research and Education (COMRE);
 - (ix) National Acupuncture Detoxification Association;
 - (x) National Acupuncture Teachers Association;
 - (xi) American Academy of Medical Acupuncturists (AAMA);
 - (xii) The acupuncture licensing board of another U.S. State; or
 - (xiii) North Carolina Association of Acupuncture and Oriental Medicine (NCAAOM);

(2) A maximum of 15 CEUs may be obtained from:

(A) Formally organized courses which have content relating to any health service and are relevant to the practice of acupuncture. Such topics include courses in acupuncture adjunctive therapies as defined in G.S. 90-451(3), Western sciences and medical practices, medical ethics, and cardiopulmonary resuscitation. Each course shall be:

- (i) Pre-approved by the NCALB; or
- (ii) Meet the requirements of 21 NCAC 01 .0301(c)(1)(B); or
- (iii) Sponsored or accredited by one or more of the following organizations:
 - (I) World Health Organization (WHO);
 - (II) National Institutes of Health (NIH);
 - (III) National Institutes of Health Office of Alternative Medicine (NIHOAM);
 - (IV) American Medical Association (AMA);
 - (V) American Nurses Association (ANA);
 - (VI) American Holistic Medical Association;
 - (VII) American Psychiatric Association (APA);
 - (VIII) American Hospital Association (AHA);
 - (IX) American Lung Association (ALA);

- (X) Red Cross;
 - (XI) Colleges or universities, accredited by the ACAOM;
 - (XII) Hospitals, accredited by the Joint Commission Accreditation of Hospitals and Organizations (JCAHO);
 - (XIII) American Heart Association; or
 - (XIV) Accreditation Council for Continuing Medical Education;
 - (B) Personal training in non-accredited programs which assist a licensee to carry out their professional responsibilities, including, but not limited to: Qi Gong and Tai Qi;
 - (C) Training in accredited programs which will assist a licensee to carry out their professional responsibilities, including, but not limited to: Foreign language training for translation of relevant texts. All courses must be pre-approved by the NCALB; or
 - (D) Teaching acupuncture diagnosis and treatment. All CEUs for teaching must be approved by the NCALB prior to the date of the class.
 - (E) No CEUs shall be obtained from courses devoted to administrative or business management.
- (d) All programs submitted as CEUs must meet these requirements:
- (1) A complete record of attendance shall be maintained on file by the sponsor of the course, program, or activity. These records shall be made available to the NCALB upon request; and
 - (2) All instructors must be competent to teach their designated courses by virtue of their education, training, and experience.
- (e) CEUs from any given course, program, or activity may only be used to satisfy the requirements of one biennium.
- (f) At the time of license renewal, each licensee shall sign a statement under penalty of perjury indicating whether he/she has or has not complied with the continuing education requirements.
- (g) Each licensee shall retain for a minimum of four years records of all continuing education programs attended, indicating:
- (1) title of the course or program;
 - (2) sponsoring organization or individual;
 - (3) accrediting organization (if any); and
 - (4) course hours in attendance.
- (h) The Board may choose to audit the records of any licensee who has reported and sworn compliance with the continuing education requirement. No licensee shall be subject to audit more than once every two years. Those licensees selected for audit shall be required to document their compliance with the continuing education requirements of this article.
- (i) Failure to comply with the continuing education requirements shall prohibit license renewal and result in the license reverting to inactive status at the end of the renewal period.
- (j) Continuing education is not required to maintain licensure in inactive status. An inactive licensee is exempt from the continuing education requirements set forth in this article.
- (k) When an inactive licensee has requested, in writing to the Board, return to active status, the licensee must document completion of 40 CEUs which were completed in the two years immediately preceding reactivation.
- (l) It shall constitute unprofessional conduct for a licensee to misrepresent completion of required CEUs. In the event of misrepresentation, disciplinary proceedings may be initiated by the Board.
- (m) A licensee may apply to the Board for an extension of time to complete the portion of his/her continuing education requirements that he/she is unable to meet due to such causes as a prolonged illness or family emergency. The Board may, at its discretion, grant such an extension for a maximum of one licensing period. This request shall be received by the Board no later than 30 days prior to the license renewal date, be signed under the penalties of perjury, and contain the following:
- (1) An explanation of the licensee's failure to complete his/her continuing education requirements;
 - (2) A list of continuing education courses and hours that the licensee has completed; and
 - (3) The licensee's plan for satisfying his/her continuing education requirements.

*History Note: Authority G.S. 90-454;
Eff. July 1, 1995;
Temporary Amendment Eff. January 26, 1996;
Temporary Amendment Expired November 11, 1996;
Amended Eff. August 1, 2002.*

