

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 on July 1. 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 verify on the form prepared by the Board that the licensee has completed the required continuing education units, the number of units completed, and a list 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 as prescribed. The licensee whose license has expired shall be subject to a late fee in addition to the renewal fee.

INSTRUCTIONS FOR SUBMITTING YOUR LICENSURE RENEWAL:

- Fill in the current personal information**
- Complete the CEU forms**
- Attach ALL CEU certificates**
- Enclose 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**

NOTICE TO ALL LICENSED ACUPUNCTURISTS:

- You must either submit an official extension request postmarked by JUNE 1 (please see specific reasons for an extension) or submit a licensure renewal application and fee post-marked by JULY 1 or your license will be placed in an EXPIRED status and a late fee will be required in order to reinstate your licensure.
- **You may not practice with an EXPIRED license.**
- **TO AVOID EXPIRATION OF YOUR LICENSE** submit the required amount of hours, all CEU certificates of completion and renewal fee.
- Any request for an extension with reasons other than those listed within the NC General Statute below will not be granted.
- If applying for an extension, a completed renewal application detailing the hours you have already earned must be submitted with your extension request along with a detailed plan on how you plan to earn any deficient hours
- Your renewal date will not be altered by receiving an extension
- The renewal fee is due by July 1, even if you are applying for an extension. There is no extension for the fee.
- If the fee is not paid by July 1 your license will expire.

INSTRUCTIONS FOR REQUESTING AN EXTENSION OF RENEWAL

According to NC General Statute Chapter 90-457.1. Continuing education:

(f) A licensee may apply to the Board for an extension of time to complete the portion of continuing education requirements that the licensee is unable to meet due to such unforeseeable events as **military duty, family emergency, or prolonged illness**. The Board may, at its discretion, grant an extension for a maximum of one licensing period. The Board shall receive the request no later than 30 days before the license renewal date. The applicant shall attest that the request is a complete and accurate statement, and the request shall contain the following:

- (1) An explanation of the licensee's failure to complete the continuing education requirements.
- (2) A list of continuing education courses and hours that the licensee has completed.
- (3) The licensee's plan for satisfying the continuing education requirements.

LATE LICENSURE RENEWAL

(FROM 21 NCAC 01 .0201 RENEWAL OF LICENSURE)

- (5) Expired license. He or she must not practice acupuncture with an expired license. Failure to receive notification that the license has expired during this period does not relieve the holder of an expired license of the responsibility of meeting the continuing education requirements that would have been required if the license had continued to be in effect. These continuing education units will not apply to the renewal requirements for the subsequent renewal period. To renew an expired license the applicant must file the approved application, submit proof of completion of continuing education, and pay the renewal late fee resulting from the expired license as well as the required renewal fee.

Please note that according to the NC Administrative Code 21 NCAC 01.0106:

CHANGE OF NAME OR ADDRESS

Every person licensed under the provision of this Article shall give written notice to the Board of any change in his or her name or address within 60 calendar days after the change takes place.

FEES

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| • Renewal of Biennial License | \$ 300.00 |
| • Duplicate wall certificate | \$ 50.00 |
| • Late fee for reinstatement of expired license | \$ 200.00 |
| • Returned Check Fee | \$ 40.00 |

NC General Statutes — Chapter 90 Article 30 1
Practice of Acupuncture

§ 90-456. Prohibited activities

The Board may deny, suspend, or revoke a license, require remedial education, or issue a letter of reprimand, if a licensed acupuncturist or applicant:

- (1) Engages in false or fraudulent conduct which demonstrates an unfitness to practice acupuncture, including any of the following activities:
 - a. Misrepresentation in connection with an application for a license or an investigation by the Board.
 - b. Attempting to collect fees for services which were not performed.
 - c. False advertising, including guaranteeing that a cure will result from an acupuncture treatment.
 - d. Dividing, or agreeing to divide, a fee for acupuncture services with anyone for referring a patient.
- (2) Fails to exercise proper control over one's practice by any of the following activities:
 - a. Aiding an unlicensed person in practicing acupuncture.
 - b. Delegating professional responsibilities to a person the acupuncturist knows or should know is not qualified to perform.
 - c. Failing to exercise proper control over unlicensed personnel working with the acupuncturist in the practice.
- (3) Fails to maintain records in a proper manner by any of the following:
 - a. Failing to keep written records describing the course of treatment for each patient.
 - b. Refusing to provide to a patient upon request records that have been prepared for or paid for by the patient.
 - c. Revealing personally identifiable information about a patient, without consent, unless otherwise allowed by law.
- (4) Fails to exercise proper care for a patient, including either of the following:
 - a. Abandoning or neglecting a patient without making reasonable arrangements for the continuation of care.
 - b. Exercising, or attempting to exercise, undue influence within the acupuncturist/patient relationship by making sexual advances or requests for sexual activity or making submission to such conduct a condition of treatment.
- (5) Displays habitual substance abuse or mental impairment so as to interfere with the ability to provide effective treatment.
- (6) Is convicted of or pleads guilty or no contest to any crime which demonstrates an unfitness to practice acupuncture.
- (7) Negligently fails to practice acupuncture with the level of skill recognized within the profession as acceptable under such circumstances.
- (8) Willfully violates any provision of this Article or rule of the Board.
- (9) Has had a license denied, suspended, or revoked in another jurisdiction for any reason which would be grounds for this action in this State.

SECTION .0200 - RENEWAL OF LICENSURE

21 NCAC 01 .0201 RENEWAL OF LICENSURE

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

- (1) Biennial Renewal. A licensee must renew his or her license by the second July 1 following initial licensure and thereafter renew his or her license prior to expiration every two years.
- (2) Continuing Education. An applicant for license renewal shall verify 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 must retain such receipts, vouchers or certificates as may be necessary to document completion of the continuing education units required. An applicant must retain records to establish that the applicant has fulfilled the educational requirements set by the Board.
- (3) Fees. The licensee must pay the renewal fee prescribed in Rule .0103 of this Chapter.
- (4) Suspended license. The holder of a suspended license must meet the prescribed renewal requirements or the license shall expire.
- (5) Expired license. He or she must not practice acupuncture with an expired license. Failure to receive notification that the license has expired during this period does not relieve the holder of an expired license of the responsibility of meeting the continuing education requirements that would have been required if the license had continued to be in effect. These continuing education units will not apply to the renewal requirements for the subsequent renewal period. To renew an expired license the applicant must file the approved application, submit proof of completion of continuing education, and pay the renewal late fee resulting from the expired license as well as the required renewal fee.

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

Eff. December 1, 1995;

Amended Eff. August 1, 2007.

21 NCAC 01 .0202 PROCESS TO OBTAIN INACTIVE LICENSE; ACTIVATE LICENSE

- (a) The procedure and requirements for inactive status are as follows:
 - (1) Written request for inactive license. A licensed acupuncturist not engaged in the practice of acupuncture may request that his or her license be placed in inactive status by submitting the request in writing to the Board.
 - (2) Following a period of eight years, the Board shall treat an inactive license as lapsed.
- (b) The procedure and requirements to activate a license are as follows:
 - (1) Submit an application to activate a license on a form provided by the Board.
 - (2) The applicant meeting the requirements to activate his or her license as set out in G.S. 90-455(c) shall submit a signed statement to the Board establishing that he or she has not been involved in any prohibited activities set forth in G.S. 90-456 during the period of inactive status.
 - (3) To make this determination, the Board may hold a hearing in accordance with the requirements followed for revocation and suspension of a license as set out in 21 NCAC 01 .0710.
 - (4) The applicant shall satisfy the Board that he or she completed 40 hours of continuing education units within the preceding two-year period as set out in G.S. 90-455.
- (c) Fees: An applicant shall submit payment of an inactive license fee extension every two years upon notice by the Board.
- (d) The Board shall activate a license upon a finding that the applicant has paid the sum total fee, completed the continuing education requirements, and not engaged in any prohibited activities that would constitute the basis for discipline as set forth in G.S. 90-456.

History Note: Authority G.S. 90-450; 90-455; 90-456;

Eff. August 1, 2007

SECTION .0300 – CONTINUING EDUCATION

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 sponsored or approved by one or more of the following organizations or their successor organizations:
 - (A) **National Acupuncture and Oriental Medicine Alliance (NAOMA);**
 - (B) **Association of Acupuncture and Oriental Medicine (AAOM);**
 - (C) **Council of Colleges of Acupuncture and Oriental Medicine (CCAOM);**
 - (D) **Acupuncture Schools Accredited By or in Candidacy Status with the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM);**
 - (E) **National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM);**
 - (F) **National Academy of Acupuncture and Oriental Medicine (NAAOM);**
 - (G) **Society for Acupuncture Research;**
 - (H) **National Acupuncture Detoxification Association;**
 - (I) **American Academy of Medical Acupuncture (AAMA);**
 - (J) **The acupuncture licensing board of another State;**
 - (K) **North Carolina Association of Acupuncture and Oriental Medicine (NCAAOM);**
 - (L) **American Heart Association; or**
 - (M) **American Red Cross**
 - (2) A maximum of 15 CEUs may be obtained from teaching acupuncture diagnosis and treatment. All CEUs for teaching shall be approved by the Board prior to the date of the class and awarded for actual classroom hours taught pursuant to this Rule. For approval the licensee shall submit the following information:
 - (A) Title of the course;
 - (B) Summary of course content or class syllabus;
 - (C) Location of the class;
 - (D) Dates of the class;
 - (E) Number of classroom hours taught; and
 - (F) Copy of course evaluation to be provided students.
- (d) A course submitted to the Board for credit as CEUs shall be formally organized. A formally organized course shall consist of the following:
 - (1) A record of attendance maintained on file by the sponsor of the course. This record shall be made available to the Board upon request;
 - (2) For a course taught by an instructor who is required by the State to hold a credential to practice in the field which is the subject of the course, the credential of that instructor shall be in good standing and any instructor shall be competent to teach his or her designated course by virtue of his or her education, training, and experience;
 - (3) The course shall have stated course objectives and a course syllabus or a description of the content of the course with a class outline;
 - (4) The course shall be evaluated by each participant; and
 - (5) Upon completion of each course the provider shall issue a certificate of completion to each participant to include:
 - (A) Title of the course;
 - (B) Name of participant;
 - (C) Name of all instructors;
 - (D) Name of provider;
 - (E) Date and location of the course; and
 - (F) Number of CEU's completed.

- (e) CEUs from any given course may be used to satisfy the requirements of only one biennium.
- (f) At the time of license renewal, each licensee shall sign a statement under penalty of perjury indicating the licensee has complied with the continuing education requirements.
- (g) Each licensee shall retain for 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; and
 - (4) course hours in attendance.
- (h) The Board may audit the records of any licensee. 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 an expired status at the end of the renewal period.
- (j) 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.
- (k) A maximum of 20 CEUs may be obtained for correspondence or on-line courses.
- (l) All applications for pre-approval must be submitted 60 days prior to the date of the course.
- (m) A licensee may apply to the Board for an extension of time as set out in G.S. 90-457.1.

History Note: Authority G.S. 90-454; 90-457.1;

Eff. July 1, 1995;

Temporary Amendment Eff. January 26, 1996;

Temporary Amendment Expired November 11, 1996;

Amended Eff. August 1, 2007; August 1, 2002.

Amended Eff. August 1, 2002.

Amended Eff. April 1, 2011.