



LICENSE RENEWAL APPLICATION

PREFERRED ADDRESS	
_____	HOME
_____	WORK

Please Type or Print the Following Information

LAST NAME (Name as it appears on the License)	FIRST	MIDDLE	TITLE(S)
HOME ADDRESS (include Apt.#, P.O. Box, and Zip Code)		(check here if this is a new address) _____	
WORK ADDRESS (include name of business)		(check here if this is a new address) _____	
CONTACT (CELL) TELEPHONE (include area code)		WORK TELEPHONE (include area code)	
NC ACUPUNCTURE LICENSE NUMBER		EMAIL	

CHECK THE ACT YOU ARE REQUESTING

- _____ Duplicate Wall Certificate (\$50)
- _____ Renewal of Biennial License
- _____ Extension of Biennial License

FOR NCALB OFFICE USE ONLY

- _____ Renewal of License APPROVED Date: _____
- _____ Renewal of License DENIED Date: _____
- _____ Renewal of License PENDING Date: _____
- _____ Renewal Extension Granted Date: _____
- Extended Until _____

PLEASE READ AND ANSWER THE FOLLOWING STATEMENTS FOR RENEWAL OF YOUR BIENNIAL LICENSE

- __ YES __ NO I have read and 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.
- __ YES __ NO A list of completed programs and CEU certificates are attached. Number of hours completed is included
- __ YES __ NO I have engaged in one or more of the activities listed in GS. 90-456(attached) which would prohibit the renewal of my license. *If you answer YES, attach an explanation on a separate sheet*
- __ YES __ NO *I have been convicted of a felony since my last North Carolina Acupuncture License Renewal for which I have neither received a pardon of innocence nor an order of expungement regarding that conviction.*

If you have any questions please contact the North Carolina Acupuncture Licensing Board at 919-821-3008

Signature	Date
I certify 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.	

NCALB License Renewal

Please list all Continuing Education course information below.

Please note: Only CEU's (Continuing Education Units) within your renewal period will be counted

See the enclosed Rules and Regulations on page 6 of this renewal packet to ensure the organization which approved all courses listed is included in **SECTION .0300 – CONTINUING EDUCATION 21 NCAC 01 .0301 STANDARDS FOR CONTINUING EDUCATION**. Otherwise, you will not meet the requirements for renewal of your Biennial North Carolina Acupuncture License.)

Name: _____

Complete this section ONLY if you have DISTANCE LEARNING classes

Distance Learning includes online, webinar, DVD, CD, etc., CEUs

PLEASE NOTE: twenty-eight (28) CEU hours out of your required total will be counted for your L.Ac license renewal from DISTANCE LEARNING classes. If you need more room to fit your hours for DISTANCE LEARNING classes, please copy this page and submit with your Renewal Application.

Date	Course Format	Title of CEU course
Which organization approved this course? (i.e., NCCAOM, NCAAM,etc.)		
Hours Earned	CEU Provider	Approval Number

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Which organization approved this course? (i.e., NCCAOM, NCAAM,etc.)		
Hours Earned	CEU Provider	Approval Number

TOTAL DISTANCE LEARNING HOURS: _____

Name: _____

Complete this section ONLY for classes that you attended IN PERSON

PLEASE NOTE: All required hours can be classes you attend IN PERSON. If you need more room for classes that you attended IN PERSON, please copy this page and submit with your Renewal Application.

Date	City/State	Title of CEU course
Which organization approved this course? (i.e., NCCAOM, NCCAOM,etc.)		
Hours Earned	CEU Provider	Approval Number

Date	City/State	Title of CEU course
Which organization approved this course? (i.e., NCCAOM, NCCAOM,etc.)		
Hours Earned	CEU Provider	Approval Number

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Which organization approved this course? (i.e., NCCAOM, NCCAOM,etc.)		
Hours Earned	CEU Provider	Approval Number

Date	City/State	Title of CEU course
Which organization approved this course? (i.e., NCCAOM, NCCAOM,etc.)		
Hours Earned	CEU Provider	Approval Number

TOTAL IN-PERSON HOURS: _____

PLEASE REMEMBER TO INCLUDE ALL CEU CERTIFICATES WITH YOUR APPLICATION

Name: _____

**Complete this section ONLY for teaching hours which were
PREAPPROVED by the NCALB**

PLEASE NOTE: All Teaching hours must have been PRE-APPROVED by the NCALB prior to teaching the course.

Only ten (10) CEU hours will be counted for your L.Ac license renewal from TEACHING classes.

Date	City/State	Title of CEU course
Which organization approved this course? (i.e., NCCAOM, NCCAOM,etc.)		
Hours Earned	Date Approved by NCALB	

Date	City/State	Title of CEU course
Which organization approved this course? (i.e., NCCAOM, NCCAOM,etc.)		
Hours Earned	Date Approved by NCALB	

Date	City/State	Title of CEU course
Which organization approved this course? (i.e., NCCAOM, NCCAOM,etc.)		
Hours Earned	Date Approved by NCALB	

Date	City/State	Title of CEU course
Which organization approved this course? (i.e., NCCAOM, NCCAOM,etc.)		
Hours Earned	Date Approved by NCALB	

TOTAL TEACHING HOURS: _____

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 postmarked 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. Failure to receive notification that a license has expired 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 shall not apply to the renewal requirements for the subsequent renewal period. In order to renew an expired license pursuant to G.S. 90-455(e), the applicant shall file the renewal form prepared by the Board, submit proof of completion of continuing education, and pay the late license renewal (additional) fee resulting from the expired license as well as the renewal of biennial licensing fee. Expired licenses not renewed within two years after the license expired or not reactivated within eight years after the license is placed on inactive status, pursuant to G.S. 90-455(c), shall be deemed lapsed, pursuant to G.S. 90-455(f).

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

- | | |
|--|------------------|
| • 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 shall renew his or her license by the second July 1 following initial licensure and thereafter renew his or her license by July 1 every two years.
- (2) Continuing Education. Licensees seeking renewal of their license shall verify on a renewal form prepared by the Board that the licensee has completed the required continuing education units in accordance with Rule .0301 of this Chapter. The renewal form shall include the following information:
 - (a) licensee's: identity and contact information;
 - (b) requested action from the Board;
 - (c) statements pertaining to renewal and fitness for licensure; and
 - (d) information pertaining to courses taken including the number of units completed and each of the courses completed.
- (3) Fees. The licensee shall pay the renewal fee prescribed in Rule .0103 of this Chapter.
- (4) Suspended license. The holder of a suspended license shall meet the renewal requirements pursuant to G.S. 90-455(b) and this Rule for the duration of the suspension or the license shall expire pursuant to G.S. 90-457.1(e).
- (5) Expired license. Failure to receive notification that a license has expired 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 shall not apply to the renewal requirements for the subsequent renewal period. In order to renew an expired license pursuant to G.S. 90-455(e), the applicant shall file the renewal form prepared by the Board, submit proof of completion of continuing education, and pay the late license renewal (additional) fee resulting from the expired license as well as the renewal of biennial licensing fee. Expired licenses not renewed within two years after the license expired or not reactivated within eight years after the license is placed on inactive status, pursuant to G.S. 90-455(c), shall be deemed lapsed, pursuant to G.S. 90-455(f).

*History Note: Authority G.S. 90-454; 90-455; 90-457.1;
Eff. December 1, 1995;
Amended Eff. August 1, 2007;
Readopted Eff. April 1, 2018.*

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;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. November 12, 2014.*

SECTION .0300 – CONTINUING EDUCATION

21 NCAC 01 .0301 STANDARDS FOR CONTINUING EDUCATION

(a) Unless otherwise indicated, one CEU, as used in this Rule, shall be equal to one contact hour or 50 minutes of instruction.

(b) All licensees shall complete 40 Continuing Education Units (CEU) every two years as follows:

- (1) 25 CEUs shall be obtained from courses that have content relating to the scope of the practice of acupuncture. Fifteen of these 25 hours shall contain course content related to the insertion of acupuncture needles and the application of moxibustion to the human body. The remaining 10 hours of CEUs may be obtained from course content related to adjunctive therapies including massage, mechanical, thermal, electrical, and electromagnetic treatment and the recommendation of herbs, dietary guidelines, and therapeutic exercise; and
- (2) the remaining 15 CEUs may be comprised of any combination of the following:
 - (A) 15 CEUs related to any of the content contained in Subparagraph (b)(1) of this Rule;
 - (B) up to 10 CEUs for acupuncture or Chinese medicine research studies in hospitals or institutions as set forth in Paragraph (e) of this Rule;
 - (C) up to 10 CEUs for teaching of Chinese medicine in a formally organized course as set forth in Paragraph (c)(2) of this Rule;
 - (D) up to 10 CEUs for published work in peer-reviewed journals as set forth in Paragraph (g) of this Rule; or
 - (E) two CEUs for obtaining or maintaining CPR certification.

(c) All courses completed for purposes of CEUs shall meet the following requirements:

- (1) be approved by one or more of the following organizations or their successor organizations:
 - (A) Acupuncture schools in candidacy status or accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM);
 - (B) National Certification Commission for Acupuncture and Oriental Medicine;
 - (C) The Society for Acupuncture Research;
 - (D) National Acupuncture Detoxification Association;
 - (E) American Academy of Medical Acupuncture (AAMA); or
 - (F) North Carolina Acupuncture Licensing Board (NCALB); and
- (2) be formally organized. A formally organized course shall meet the following requirements:
 - (A) the sponsor shall maintain a record of attendance for four years. Records shall be made available to the Board upon request;
 - (B) the instructor shall hold credentials to practice in the field that is the subject of the course or the instructor shall be competent to teach the designated course and be permitted to perform acupuncture needling techniques for the purposes of demonstration, as determined by the Board based upon the instructor's education, training, and experience;
 - (C) the course shall have stated objectives and a syllabus or a description of the content of the course with a class outline;
 - (D) the course shall be evaluated by each participant on an evaluation form provided by the instructor; and
 - (E) upon completion of each course, the provider shall issue a certificate of completion to each participant to include the following information:
 - (i) the title of the course;
 - (ii) the name of the participant;
 - (iii) the name of the instructors;
 - (iv) the name of the provider;
 - (v) the date and location of the course;
 - (vi) the number of CEUs completed.

(d) Licensees may obtain up to 28 hours of CEUs by completing online courses approved by an organization set forth in Subparagraph (c)(1) of this Rule.

(e) 10 CEUs may be obtained in each renewal period by licensees who are involved in acupuncture or Chinese medicine research studies in accredited hospitals or educational institutions. A research project may only be submitted once for the purpose of obtaining CEU credit. In order to obtain Research approved CEUs the following must be submitted to the Board for review and approval:

- (1) The Institutional Review Board (IRB) approval;

- (2) A summary of the study; and
- (3) The names and credentials of researchers involved.
- (f) A maximum of 10 CEUs may be obtained in each renewal period by teaching acupuncture education in an educational institution accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) or a CEU course approved by the NCALB. One hour of CEU credit shall be awarded for every three hours of teaching up to 30 hours. All CEUs for teaching shall be approved in advance by the Board prior to the date of the class. For approval the licensee shall submit the following information:
 - (1) the title of the course;
 - (2) a summary of course content or class syllabus;
 - (3) the location of the course;
 - (4) the dates of the course;
 - (5) the total number of classroom hours taught;
 - (6) a copy of course evaluation to be provided students; and
 - (7) the course fees and refund policy.
- (g) 10 CEUs may be obtained by authoring an article in a peer-reviewed journal of acupuncture or Chinese medicine. Examples of journals that shall be considered by the Board include:
 - (1) The Journal of Traditional Chinese Medicine;
 - (2) The American Journal of Chinese Medicine; and
 - (3) The World Journal of Traditional Chinese Medicine.
- (h) CEUs from any given course may be used to satisfy the requirements of only one renewal period.
- (i) Each licensee shall retain for four years records of all continuing education programs attended, indicating:
 - (1) the title of the course or program;
 - (2) the name of the participant;
 - (3) the name of all instructors;
 - (4) the name of the provider;
 - (5) the date and location of the course; and
 - (6) the number of CEUs completed.
- (j) Pursuant to G.S. 90-457.1(b), the Board may audit the records of any licensee to ensure compliance with the continuing education requirements of this Rule. No licensee shall be subject to audit more than once every two years.
- (k) All applications for pre-approval for CEU courses must be submitted 60 days prior to the date of the course.
- (l) A licensee may apply to the Board for an extension of time to complete continuing education requirements in accordance with G.S. 90-457.1(f).

*History Note: Authority G.S. 90-451; 90-454; 90-455(b)(3); 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;
Readopted eff. April 1, 2018.*