

<b>OREGON ACUPUNCTURE LICENSURE OVERVIEW</b>
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The information below outlines the eligibility requirements and application process for licensure as an acupuncturist in the state of Oregon. Read the instructions attached to the application in order to complete the application correctly and efficiently as this will expedite the time it takes to be approved for a license. Statutes and rules regulating the practice of Acupuncture can be found on the Board of Medical Examiners (Board) web site in the Oregon Revised Statutes, Chapter 677, and the Oregon Administrative Rules, Chapter 847, Division 70.

**FEES: ALL FEES ARE NON-REFUNDABLE.** Fees submitted will not be refunded if it is determined that you are not eligible for licensure. Make checks payable to the “Board of Medical Examiners” or complete the credit card information. Canadian/foreign checks must be marked “US Funds”.

<b>Licensure Application Processing Fee</b>	<b>\$245.00</b>	Must be sent with Application. Licensure fees will be required <i>in addition to</i> the application fee if your application is approved for licensure.
<b>Initial Biennial License Registration Fee</b> If licensed in any part of the first year of the biennium	<b>\$280.00</b>	<p><b>DO NOT</b> send this fee with your application.</p> <p>You will be mailed registration paperwork either upon completion of your application file or after the Acupuncture Advisory Committee (Committee) makes a recommendation regarding your permanent licensure.</p> <p>The Acupuncture biennial license registration renewal cycle is <u>July 1 to June 30 of every even-numbered year.</u></p>
If licensed any part of the second year of the biennium	<b>\$140.00</b>	
All <u>permanently licensed</u> acupuncturists are required to pay license registration renewal fee of \$280.00 on a biennial basis.		

<p><b>Limited License, Visiting Professor: Fee and Requirements</b></p> <p>Limited License, Visiting Professor – issued for one year, with possible two one-year extensions. Available only to acupuncturists who have received a limited duration teaching position in a school of Acupuncture in Oregon.</p> <ol style="list-style-type: none"> <li>1. The school of Acupuncture must certify in writing to the Board that the school has offered the applicant a teaching position, which will be under the direction of the head of the department, and that the applicant will not be permitted to practice acupuncture unless as a necessary part of the teaching position.</li> <li>2. The visiting professor must submit an Acupuncture Limited License Visiting Professor Application, located at <a href="http://www.oregon.gov/BME">www.oregon.gov/BME</a>, with the application fee.</li> <li>3. The visiting professor must provide a copy of the professor’s acupuncture school diploma and acupuncture/medical license, with a copy of an official, word-for-word English translation if applicable. Acceptable translators are an employee of a professional translating company, a member of the American Translators Association, or a faculty member of the modern languages or linguistic department of a United States college or university. <u>All translations must be on official letterhead.</u></li> </ol>	<b>\$ 75.00</b>
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## **UNLIMITED LICENSURE REQUIREMENTS:**

*Applicants must qualify under A - OAR 847-070-0016(1)(a)(b) - OAR 847-070-0016(c) as summarized below:*

### **A. For the applicant who graduated from an ACAOM candidate, accredited, or equivalent program the following documentation must be provided:**

- 1) Graduation from an acupuncture program that has been granted accreditation or candidacy status by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) at the time of the applicant's graduation.
- 2) Graduation from a foreign acupuncture program approved by the foreign government's Ministry of Education, Ministry of Health, or equivalent government agency at the time of the applicant's graduation from the acupuncture program. As of September 2001, documentation of education credentials is being reviewed by a foreign credential equivalency service, approved by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) for establishing equivalency to the ACAOM accreditation standard and curricular requirements of ACAOM in effect at the time of graduation. The foreign credential equivalency service used by NCCAOM is the American Association of Collegiate Registrars and Admissions Officers (AACRAO).
- 3) Certification in acupuncture by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM)
- 4) If you graduated from a foreign acupuncture program, the program must send original translations of your course transcripts directly to the Board. Based on the Accreditation Commission for Acupuncture and Oriental Medicine criteria, the minimum length of a professional acupuncture curriculum must be at least three academic years (a minimum of 93 semester credits or 1725 hours).

### **B. If an applicant did not graduate from an ACAOM candidate, accredited, or equivalent program, the following documentation must be provided:**

- 1) An applicant must have five years of licensed clinical acupuncture practice prior to July 1, 1998. This practice must include a minimum of 500 acupuncture patient visits per year. Documentation must include
  - a. Two affidavits from office partners, clinic supervisors, accountants, or others approved by the Board, who has personal knowledge of the years of practice and number of patient visits per year.
  - b. Notarized copies of samples of appointment books, patient charts and financial records, or other documentation as required by the Board.
- 2) An applicant must have practiced as a licensed acupuncturist in the U.S. during five of the last seven years prior to application for Oregon licensure. Licensed practice includes clinical practice, clinical supervision, teaching, research, and other work as approved by the Board within the field of acupuncture and oriental medicine. Documentation of this practice will be required and is subject to Board approval.
- 3) Successful completion of the ACAOM western medicine requirements in effect on July 1, 1998.
- 4) Current certification in acupuncture by the NCCAOM.

## **THE BOARD MAY DENY LICENSURE IF AN APPLICANT:**

- Has had his/her license or certificate revoked or suspended in this or any other state unless restored to good standing
- Has been refused a license, registration, or certification in any other state on any grounds other than failure of a acupuncture examination
- Has been guilty of conduct which would be prohibited by or to whom ORS 677.190 would apply

## THE APPLICATION PROCESS:

**Applications are processed in date order received.** It takes approximately 10 business days for the Board to respond to the receipt of an application in writing. Graduates of candidate or accredited programs (*section A above*) will most likely complete the process and become licensed in approximately six weeks from the date the Board receives his/her application. Someone who did not graduate from an accredited or candidate program but who qualifies for licensure under (*section B*) as described above will find that the process takes considerably longer. When an application is processed, the applicant will receive status letters outlining documents still required to complete your file. Licensure registration paperwork will be mailed to you with the final/complete status letter, if the applicant is eligible.

Please be sure to notify the Board of any change in your address or phone number as soon as the change occurs.

## THE APPROVAL PROCESS, AFTER APPLICATION FILE IS COMPLETE:

In order to be granted licensure by the Board you must complete the application process and be deemed eligible for licensure by the Board.

Acupuncture licenses are usually issued within one week upon the Board's receipt of the registration paperwork and fee.

Applicants deemed eligible for licensure, with no issues that may prohibit them from being granted a license, may be eligible for permanent licensure immediately upon completion of the application file. If eligible for this type of licensure, applicants will be notified in writing and mailed a permanent licensure registration form upon completion of the file.

If an application does not meet licensure requirements and/or brings forth any issues of concern to the Board, the application may require review by the Acupuncture Advisory Committee with approval of licensure by the Board. Licensure prior to this review and approval process is not possible for applications that fit under this category.

## DEADLINES:

Applications are valid for one year from the date filed.

If the application process should reveal any issues listed under the aforementioned "Unlimited Licensure Requirements (Eligibility)" and "The Board May Deny Licensure if an Applicant", your application will require Acupuncture Advisory Committee review and final Board approval prior to being granted a license. These meetings are held quarterly and in order for an applicant to be reviewed at the earliest opportunity s/he must submit the application form and the filing fee by the application filing deadline shown on page one of the application form. The Board must receive all required documentation by the file completion deadline for licensure. No applicant will be scheduled for Board review if his or her file is not complete by the file completion deadline.

## HOW TO APPLY:

If you qualify for licensure, go to the Acupuncture Application Packet menu (<http://www.oregon.gov/BME/acupunct.shtml>). The menu contains all the forms necessary to proceed. **Read all instructions thoroughly.**

If you have difficulty downloading the form, please contact the Board at 971-673-2700. If you have specific questions about the application process, please call the Licensing Call Center at 971-673-2700. For persons calling within the state of Oregon, you may use our **Toll Free** number at 1-877-254-6263. Address all written correspondence to:

**Oregon Board of Medical Examiners**  
Acupuncture Licensing Program  
1500 SW 1<sup>st</sup> Ave, Suite 620  
Portland, OR 97201-5847