



COLLEGE & ASSOCIATION OF  
**Acupuncturists**  
OF ALBERTA

## ELIGIBILITY REQUIREMENTS TO SIT ALBERTA ACUPUNCTURE REGISTRATION EXAMINATION

### GENERAL

To be eligible to write the Alberta Acupuncture Registration Examination, applicants must have satisfactorily completed an acupuncture program approved by the Alberta Health Disciplines Board, or a program of studies that is substantially equivalent to the approved programs based in Alberta.

Applicants from jurisdictions in Canada where acupuncture is regulated must have completed a program that is approved by the local regulatory body. Such applicants are recommended to write the local registration examination.

Applicants from jurisdictions in Canada where acupuncture is NOT regulated are subject to an individual assessment to ensure they are eligible to sit Alberta Acupuncture Registration Exam.

For internationally educated applicants, they must have completed a program in a recognized college or university acceptable to the registration committee, and may be required to submit a report issued by the International Qualifications Assessment Service (IQAS).

Applications where transcripts shows *in progress* or *incomplete* will not be considered.

Acupuncture Distance Learning or “On-Line” Courses/Programs are not accepted.

Applicants must meet ALL requirements as stated in the Alberta Acupuncture Regulation prior to initial registration as a member of the CAAA.

### DOCUMENTS REQUIRED

- Completed Application Form (available on CAAA website: [www.acupuncturealberta.ca](http://www.acupuncturealberta.ca) )
- A copy of your diploma or certificate. This document may be submitted at a later date, but must be received prior to initial registration. If the language is not in English or French, a translated and notarized copy is required;
- Official transcripts, which can be sent directly from the institution to our office, or by the applicant in an unopened envelope with the institution’s seal. If the language is not in English or French, a translated and notarized copy is required;
- One passport-sized photo taken within six months;
- Character Declaration Forms;

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Approved by the Health Disciplines Board on April 13, 2015. Effective as of January 1, 2016.

- Application fee; and
- Other documents, if applicable.

### **TRANSCRIPT REQUIREMENTS FOR EDUCATION COMPLETED IN CANADA**

Official Transcript issued by acupuncture training program must include, but are not limited to, the following information in English or French:

- **School information:** school name, program name, program length and hours, contact information including address, telephone number;
- **Student information:** legal name, birth date, gender, student number, enrolment date, completion date;
- **Date** on which transcript issued;
- **Course information:** Course code, course name, instructor name, course credits, course hours, start and end dates of each course, and grade/mark earned. Courses must be listed by academic year and in chronological order. Clinical training courses and hours for acupuncture must be identified;
- **Total course hours/credits** earned upon completion of the program;
- **Transfer course requirements** A maximum of 50% of the courses can be transferred from another institution. All transferred courses/credits must be identified. Institutions from which courses/credits are transferred must be an accredited college or university acceptable to the registration committee. Original transcript from institution providing the transferred course must be provided with application. An *IQAS* report may be required if the institution is located outside Canada;
- **Official signature and school seal.** Printed name and title of authorized school official, signature of the school official and date of signature, as well as legible school seal.

### **TRANSCRIPT REQUIREMENTS FOR EDUCATION COMPLETED OUTSIDE CANADA**

- Official transcripts, which can be sent directly from the institution to our office, or by the applicant in an unopened envelope with the institution's seal.
- Transcript must include the contact information of authorized person who issued the transcript.
- If the language is not in English or French, a translated and notarized copy is required.
- An *IQAS* report may be required.

**PLEASE NOTE: Misrepresentation, knowing or unknowing, in any form, at any stage, results in serious consequences. Misrepresentation refers to providing false or misleading information that could affect the results of application. Once verified, the applicant may be denied future access to the examination or registration.**