



## **EXAMINATION APPLICATION INSTRUCTION**

*This instruction is prepared for those who are applying to write the Alberta Acupuncture Registration Examination (AARE).*

### **Introduction**

The acupuncture profession has been regulated in Alberta since 1988 under the *Health Disciplines Act*. To practice as an Acupuncturist in Alberta, you must be registered with the College and Association of Acupuncturists of Alberta (the “CAAA”), effective as of January 1, 2011.

To apply to sit the Registration Examination for Acupuncturist in Alberta, please ensure your completed application form and all required documents be submitted prior to application deadline. Normally, the CAAA accepts applications from the end of May to the end of July. Late application after the deadline will not be considered.

Applications for the Alberta Acupuncturist Registration Examination are accepted on a “First Come, First served” basis. Once the maximum quota of candidates is reached, all other applications will be placed on a “candidate wait list”.

Please send your application to the address below.

Attn: Registrar, CAAA  
#201, 9612 – 51 Avenue NW  
Edmonton, AB T6E 5A6

### **EXAMINATION COMPONENTS**

- Pan-Canadian Written Examination for TCM Acupuncturists
- Pan-Canadian Clinical Case-study Examination for TCM Acupuncturists
- CAAA Safety & Jurisprudence Examination
- CAAA Modalities
- CAAA Acupuncture Points

*Examination dates and location will be posted on the CAAA website under News & Announcement once available.*

## **ELIGIBILITY REQUIREMENTS**

To be eligible to write the Provincial Acupuncturist Registration Examination of Alberta, applicants must have satisfactorily completed an acupuncture program approved by the Alberta Health Disciplines Board. For internationally educated applicants, they must have satisfactorily completed a program that is substantially equivalent to the approved programs based in Alberta.

The Five Approved Acupuncture Programs in Alberta are:

- Grant MacEwan University, Acupuncture Program, located in Edmonton
- Reeves College, Acupuncture Program, located in Edmonton
- Alberta College of Acupuncture and TCM, located in Calgary
- Calgary College of TCM and Acupuncture, located in Calgary
- Canadian Institute of TCM, located in Calgary

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 an accredited college or university acceptable to the registration committee, and may be required to submit a report issued by the International Qualifications Assessment Service (IQAS), Alberta Enterprise & Advance Education.

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
- A copy of your diploma or certificate. 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
- Application fee, non-refundable, 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:

- **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.

## **EXAMINATION ATTEMPTS POLICY**

- A candidate is allowed three (3) attempts on each component of the Alberta Acupuncture Registration Examination.

- If the candidate is not successful upon the third attempt, then such candidate must submit proof that the applicant has completed adequate coursework and/or gained practical experience satisfactory to the Registration Committee when they apply for a final attempt on the failed component(s) of the registration examination.
- If a candidate is still unsuccessful upon the final attempt, the candidate is required to take a full acupuncture program approved by the Alberta Health Disciplines Board, or a program of studies substantially equivalent to those based in Alberta, before being eligible to attempt the entire registration examination again.

## **PROCESSING TIME**

It takes approximately **2-4 weeks** to process your application after receipt of ALL required documents and application fee. Applications are processed on a “first come, first serve” basis.

You will be notified to pay the examination fee **after** your application has been approved. After receipt of your examination fee, a confirmation letter will be sent to you.

## **CONTACT INFORMATION**

If you have further questions, please feel free to contact CAAA office.

Address: #201, 9612 – 51 Ave. NW, Edmonton, AB T6E 5A6

Phone: (780) 466-7787

Email: [reception@acupuncturealberta.ca](mailto:reception@acupuncturealberta.ca)

Website: [www.acupuncturealberta.ca](http://www.acupuncturealberta.ca)