



COLLEGE & ASSOCIATION OF
Acupuncturists
OF ALBERTA

APPLICATION FOR REGISTRATION AS AN ACUPUNCTURIST

INSTRUCTION

ACUPUNCTURE IS REGULATED IN ALBERTA!

To protect public interest, acupuncture profession has been regulated in Alberta since 1988 under the *Health Disciplines Act* and the *Acupuncture Regulation*. To practise as an Acupuncturist in Alberta, you must be registered with the College and Association of Acupuncturists of Alberta (the ‘CAAA’) effective January 1, 2011.

REGISTRATION PROCESS

Normally, successful completion of the registration examination is required before being registered as an acupuncturist in Alberta. In accordance with the *Acupuncture Regulation*, registration process usually involves the following steps.

- Collect all required documents and complete Application Form
- Mail your application package, including application fee, to the Registrar’s attention. You will be notified of any other required fees by the Registrar.
- Evaluate your academic credentials by the Registrar
- Verify your work experience by the Registrar
- Take a safety/clean needle course, if required
- Take the Registration Examination, if required
- Notify you of the result of your application by the Registrar
- Pay the registration fee and receive the certificate, if applicable.

REQUIRED DOCUMENTS FOR REGISTRATION

- Completed Application Form for Registration as an Acupuncturist
- A copy of your degree, diploma or certificate from an approved acupuncture program in Alberta, or a program of studies that is substantially equivalent to that approved in Alberta
- Transcripts showing you have successfully completed an approved acupuncture program or equivalent, forwarded directly from the school you attended, or submitted by the applicant in an unopened envelope with the institution’s seal
- One passport-size photo taken within six months, paperclip to application form

- Two (2) Character References that can confirm your good character and reputation, sent directly to the Registrar by your references
- If you are applying using work hours gained outside of school, you must submit a letter from your supervisor, or other evidence that is sufficient to prove that you have worked at least 500 hours during the past two (2) years
- Application fee, and
- Other supporting documents as applicable.

TYPES OF REGISTRATION AND REQUIREMENTS

- **Full Registration**

This category of registration applies to those who have met all requirements as set out in the *Health Disciplines Act* and *Acupuncture Regulation*, and maintain an active status in good standing with the regulatory body.

- **Temporary Registration**

This category of registration applies to an applicant who is a fully registered or licensed acupuncturist from another recognized jurisdiction at the time of application and who intends to practice TEMPORARILY in Alberta. Applicant is required to have within the 2 years immediately preceding the date of application practiced as an acupuncturist for at least 500 hours but at least 250 hours of those hours must have been practiced in Alberta within 1 year immediately preceding the date of application. It can be granted for up to two (2) years.

- **Restricted Registration**

For those who are not eligible for Full Registration or Temporary Registration, the Registration Committee may issue, with the consent of the applicant, a restricted registration imposing specified terms, conditions, or limitations on the applicant's registration or practice.

This type of registration may be granted for applicants who have satisfactorily completed an acupuncture program approved by Alberta Health Disciplines Board, or a program of substantial equivalency, but have not passed the Alberta Acupuncture Registration Examination in its entirety.

Applications for a Restricted Registration are carefully reviewed and granted on an individual basis by the Registration Committee. In granting you a Restricted Registration, the Committee is authorizing you to practice as a registered acupuncturist in accordance within the scope of practice for acupuncture as defined in the Acupuncture Regulations under the supervision of a qualified supervisor. The supervisor and restricted registrant must comply with the CAAA Supervision Policy, which is approved by the Health Disciplines Board.

Restricted registration may be granted for not more than 2 years, and the new-graduate applicant for restricted registration must be registered in and sit the next available examination cycle.

Please Note:

- It takes approximately 2-4 weeks to process an application after receipt of **ALL** required documents and fees.
- Application fee is non-refundable, regardless of the result of your application.
- Documents submitted will not be returned. Keep a copy for your own record.
- **Misrepresentation 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.**