

EXAMINATION APPLICATION GUIDE

This application guide is intended 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 a registered member of the *College and Association of Acupuncturists of Alberta (CAAA)*, effective as of January 1, 2011

To apply to enroll for the Registration Examination for Acupuncturists in Alberta please ensure your completed application form, all required documents and applicable fees are submitted prior to the application deadline. **Applications received after the deadline will not be considered.**

Applications of 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 waitlist.

EXAMINATION COMPONENTS

- Pan-Canadian Multiple-choice (MC) for Acupuncturists
- Pan-Canadian Clinical case (CC) for Acupuncturists
- CAAA Safety & Jurisprudence Examination
- CAAA Modalities
- CAAA Acupuncture Points

ELIGIBILITY REQUIREMENTS

To be eligible to write the Alberta Acupuncturist Registration Examination, 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:

- MacEwan University, Acupuncture Program – Edmonton, AB
<http://www.macewan.ca/wcm/SchoolsFaculties/HCS/Programs/Acupuncture/index.htm>
- Reeves College, Acupuncture Program – Edmonton, AB
<http://www.reevescollege.ca/l-a-alberta-healthcare-acupuncture/>
- Alberta College of Acupuncture and Traditional Chinese Medicine (ACATCM) – Calgary, AB
<http://www.acatcm.com/>
- Calgary College of Traditional Chinese Medicine and Acupuncture (CCTCMA) – Calgary, AB
<http://www.cctcma.com/acupuncture/>
- Canadian Institute of Traditional Chinese Medicine and Acupuncture (CITCM) – Calgary, AB
<http://citcm.com/acupuncture/>

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

Acupuncture Distance Learning on 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 College and Association of Acupuncturists of Alberta.

ALTERNATE REGISTRATION

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 apply for the Alberta Acupuncture Registration Examination.

For internationally educated applicants, they have completed a program in an accredited College or University acceptable to the Registration and Program Review Committee (RPRC), and be required to submit a report issued by the International Qualifications Assessment Service (IQAS), Alberta Enterprise & Advance Education.

REQUIRED DOCUMENTS

- Completed application form [Examination 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 unopen 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 6 months prior to application submission.
- Two (2) Character Declaration Forms
- Non-refundable application fee, and
- Other documents, if applicable.

TRANSCRIPT REQUIREMENTS FOR CANADIAN EDUCATED APPLICANTS

Official transcripts issued by acupuncture programs 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, birthdate, gender, student number, enrolment date, completion date;
- **Date:** on which transcripts were issued;
- **Course information:** course code, course name, instructor name, course credits, course hours, start and end dates of each course, and grade/mark earned. Clinical training courses and hours for acupuncture must be identified;



- **Total course hours/credits:** earned upon completion of acupuncture program;
- **Transfer course requirements:** A maximum of 50% of the courses can be transferred from another institution. All transfer courses/credits must be identified. Institutions from which courses/credits are transferred must be an accredited College or University acceptable to the registration and Program Review Committee. Original transcripts from institutions providing the transferred courses/credits must be provided with application. An IQAS report may be required if the institution is located outside of 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 INTERNATIONALLY EDUCATED APPLICANTS

- 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.
- Transcripts must include the contact information of authorized person who issues the transcript.
- An IQAS report may be required.

EXAMINATION SCHEDULE

	OCTOBER 2020 EXAMINATION	DECEMBER CASE-STUDY RETAKE	APRIL 2021 EXAMINATION
APPLICATION OPENS	June 1, 2020	June 1, 2020	December 1, 2020
APPLICATION CLOSES	July 15, 2020	July 15, 2020	January 15, 2021
WITHDRAW DEADLINE	July 31, 2020	July 31, 2020	February 1, 2021
SPECIAL ACCOMMODATION REQUESTS DUE	July 15, 2020	July 15, 2020	January 15, 2021
EXAMINATION FEES DUE	August 14, 2020	August 14, 2020	February 15, 2021

- Rescores are due within 12 weeks subsequent to the date of the examination. (Actual dates will be provided to candidates and available on the CAAA website)

Examination dates and location will be provided to candidates and posted on the CAAA website under "News & Announcements" once available.

EXAMINATION FEES

	AMOUNT	RESCORE FEE
APPLICATION FEE	\$300.00	N/A
PAN-CANADIAN MC & CC (CBT)	\$800.00	N/A
SAFETY & JURISPRUDENCE	\$200.00	\$100.00
MODALITIES	\$300.00	\$350.00
ACUPUNCTURE POINTS	\$300.00	\$350.00
PAN-CANADIAN WRITTEN	\$450.00	\$50.00
PAN-CANADIAN CASE-STUDY	\$350.00	\$350.00

If rescores for Safety & Jurisprudence, Modalities and Acupuncture Points are adjusted to a **pass**, your rescore fee will be refunded.

Pan-Canadian Computer Based Testing (CBT) format is not subject to a rescore and is appeal only.

REFUND POLICY

A refund of the remainder of the examination fee is available to applicants who submit a request to the Registrar to withdraw from any or all examinations. Requests to withdraw from the examination must be made in writing and must be received by the Registrar at least 60 days prior to the examination administration date in order to obtain a refund of the remainder of the examination fee. **NO DEFERRALS ARE ALLOWED.**

A candidate who is absent from any examination due to unforeseen circumstances (e.g., illness, death in the family), must submit a written notification to the Registrar within fourteen (14) business days of the examination administration date to obtain a refund of the remainder of the examination fee.

****Please note that of the examination fee for the Alberta Acupuncture Registration Examinations, \$100.00 is a non-refundable processing fee.***

CANDIDATE HANDBOOKS AND EXAMINATION BLUEPRINTS

The purpose of handbooks and blueprints are to help guide and prepare candidates for the process of registering and for completing the Alberta Acupuncture Registration Examinations. Please review the links provided below. **This is not an exhaustive list of resources:**

- [Examination Application Guide](#)
- [Alberta Acupuncture Registration Examination Candidate Handbook \(2020\)](#)
- [Pan-Canadian Examination Candidate Handbook \(2020\)](#)
- [Entry-Level Occupational Competency Profile](#)
- [Performance Indicators for Entry Level Occupational Competencies](#)
- [CAAA Safety Handbook](#)
- [Jurisprudence Handbook](#)

EXAMINATION ATTEMPT 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.

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.

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