



GUIDE FOR APPLICATION FOR REGISTRATION AS AN ACUPUNCTURIST

This guide is developed to assist applicants to understand the requirements for registration as an acupuncturist in Alberta. Please read the guide carefully before you complete the required forms applicable. Gather the documents in the order of the checklist. Attach small items such as photos, and cheques with a paper clip. If the original documents are not in English, you must include a notarized copy of the document translated into English.

1. Required documents checklist

The following documents must be submitted to the College before your application is considered.

1	Application form	Provide a completed application form (original), dated and signed.
2	Passport photo	Provide a passport-size photo taken within 12 months, signed and stamped by a photo studio.
3	Proof of citizenship or work permit	Proof of your Canadian citizenship (passport, citizenship card or birth certificate), a copy of permanent resident card, or a copy of valid work visa/permit
4	Credentials of TCM/Acupuncture education	Provide a copy of your degree, diploma or certification in TCM/Acupuncture education, AND an official copy of your transcript forwarded directly to the College or in an unopened envelope with the institution's seal.
5	Additional academic information	Provide a copy of your degree, diploma or certification in areas other than TCM/Acupuncture
6	Criminal record check	Provide a copy of the results of a criminal record check within the last six month. You must submit a criminal record check or police certificate from each country where you have live for six or more months in a row since the age of 18.
7	Character and reputation	2 written references with respect to the applicant's acupuncture practice from an employer, educational institution or, where applicable, colleagues.
8	Proof of liability insurance	Provide a copy of the certificate of insurance with minimum coverage of \$2,000,000.00, OR include an application form for the professional liability insurance program offered by the College.
9	First aid & CRP certification	Provide a copy of current first aid (Standard Level) and CPR Certificate at Level C.
10	Payment of fees	To pay application fee, include a cheque, money order or a completed form for payment by credit card. Do not enclose cash in your envelope.

Note: The Registrar or Registration Committee may request additional information in accordance with the *Health Professions Act*, the *Acupuncturists Profession Regulation*, and the Bylaws of the College.

2. Additional documents checklist

- a. Letter of Standing: If you have practiced as an acupuncturist OR other type of regulated healthcare provider for any length of time in Alberta or another jurisdiction, you must request a Letter of Standing from those regulatory authorities. A completed Letter of Standing must be mailed to the College directly. The form of Letter of Standing is available on the College's website.
- b. Proof of English language proficiency: If English is not your first language, you are required to provide your English proficiency test results from one of the following designated agencies or other test results recognized by the College at an equivalent proficiency. Please contact the College office prior to submitting your English proficiency test results from other testing agencies than IELTS and TOEFL.
 - IELTS: General Training or Academic, with minimum band score of 6 in Listening, Speaking, Reading and Writing.
 - TOEFL (Internet based test, IBT): minimum score of 15 in Listening, 18 in Speaking, 15 in Reading and 22 in Writing.
- c. If you are applying for registration on the Courtesy Register, please include a statement of your specified purpose with your application.

3. Appeal checklist

If your application for registration is accepted subject to conditions, deferred, or refused by the Registrar, Registration Committee, or Competence Committee, you will be allowed to submit an appeal request to the Council of the College within 30 days of your registration decision.

A request for review must:

- be in writing,
- set out the reasons why the application for registration should be approved with or without conditions, and
- be given to the Registrar, who must give a copy of the request to the Council.

On being given a request for a review, the Registrar must, within 30 days, notify the applicant of the date, time and place at which the council will conduct the Review.

The College may, in accordance with the Bylaws, charge a fee for a review.



4. Additional information

- If an applicant withdraws their application, in writing, during the application process, the Registrar will not further consider the application. Application documents may be returned to the applicant upon request. The application fee is non-refundable.
- The applicant has twelve (12) months to complete the registration for a practice permit with the College. After twelve (12) months, their application will be closed. Should an applicant want to register after their application has been closed, they must submit a new application.
- If you have questions regarding the application and registration process, please contact the College by phone 780-466-7787 or by email at registrar@acupuncturealberta.ca.

STANDARDS ON ENGLISH PROFICIENCY REQUIREMENTS, LIABILITY INSURANCE AND FIRST AID & CPR CERTIFICATION ARE UNDER CONSULTATION.

STANDARDS ON CERTAIN REQUIREMENTS ARE SUBJECT TO CHANGES

AS APPROVED BY THE COUNCIL.

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DATE AMENDED: JANUARY 25, 2021, with addition of “STANDARDS ON ENGLISH PROFICIENCY REQUIREMENTS, LIABILITY INSURANCE AND FIRST AID & CPR CERTIFICATION ARE UNDER CONSULTATION”.