



# EXAMINATION APPLICATION GUIDE

*This application guide is intended for those who are applying to write the Alberta Acupuncturist Registration Examinations (AARE). Applications for registration will be reviewed in accordance with the Health Professions Act and the Acupuncturists Profession Regulation. Please note that additional information and documents will be required when you apply for registration.*

## INTRODUCTION

Effective December 30, 2020, the profession of acupuncturists in Alberta was transitioned from the *Health Disciplines Act* to the *Health Professions Act*. In accordance with the *Health Professions Act*, registration is required to practice as an acupuncturist in Alberta. Most applicants are required to pass the Alberta Acupuncturist Registration Examinations (AARE) prior to applying for registration. If an applicant is unsure whether they need to take the AARE or not, please refer to our [website](#) for more information.

To apply for the Alberta Acupuncturist Registration Examinations, 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 Examinations 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.

## IMPORTANT DATES

	FALL 2021 EXAMINATION	SPRING 2022 EXAMINATION
APPLICATION OPENS	June 1, 2021	December 1, 2021
APPLICATION CLOSES	July 15, 2021	January 14, 2022
WITHDRAW DEADLINE	July 30, 2021	February 1, 2022
SPECIAL ACCOMMODATION	July 15, 2021	January 14, 2022
EXAMINATION FEES DUE	August 13, 2021	February 15, 2022

***Examination dates and location will be provided to candidates and posted on the CAA website under “EXAMINATION” once available.***

## EXAMINATION COMPONENTS

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

## ELIGIBILITY REQUIREMENTS

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

Applicants must meet ALL requirements as stated in the *Acupuncturists Profession Regulation* prior to initial registration as a member of the CAA.

### **Current Approved Acupuncture Programs in Alberta:**

- MacEwan University, Acupuncture Program – Edmonton, AB  
<http://www.macewan.ca/wcm/SchoolsFaculties/HCS/Programs/Acupuncture/index.htm>
- 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/>

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

### **Applicants who completed acupuncture programs outside of Alberta:**

- Applicants from jurisdictions in Canada where the profession of acupuncturists 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 Acupuncturist Registration Examinations.
- For internationally educated applicants who have completed a program in an accredited college or university, qualifications will be assessed through substantial equivalence by the Registrar or Registration Committee and might be required to submit a report issued by the International Qualifications Assessment Service (IQAS), Alberta Enterprise & Advance Education.

## REQUIRED DOCUMENTS

- Completed [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, course credits or 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.;
- **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

In addition to the above requirements, the following transcript requirements apply to internationally educated applicants:

- 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.
- Transcripts must include the contact information of authorized person who issues the transcript.
- An Internal Qualifications Assessment Services (IQAS) report may be required.

NOTE:

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

## EXAMINATION FEES

	EXAMINATION FEE	RESCORE FEE
APPLICATION FEE	\$300.00	N/A
PAN-CANADIAN ACUPUNCTURISTS EXAMINATION	\$880.00	N/A
SAFETY & JURISPRUDENCE	\$200.00	\$100.00
MODALITIES	\$300.00	\$350.00
ACUPUNCTURE POINTS	\$300.00	\$350.00

Note: The fees may be subject to change as approved.

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

The Pan-Canadian Acupuncturist Examination is not subject to a rescore and is by appeal only. Information regarding appeals can be found in the Pan-Canadian Candidate Handbook.

## 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 Acupuncturist Registration Examinations, \$100.00 is a non-refundable processing fee.***

## WITHDRAW OR CANCELLING THE EXAMINATIONS

If a candidate withdraws or is not registered for the examinations for more than one year, you will not be automatically eligible to take subsequent examinations. Candidates will be required to re-apply and eligibility will be evaluated against current criteria that is required for examination registration.

## CANDIDATE HANDBOOKS AND EXAMINATION RESOURCES

The Pan-Canadian Examination Candidate Handbook and the Alberta Acupuncture Registration Examination Candidate Handbook contain important information and policies about the examinations. The purpose of handbooks and blueprints are to help guide and prepare candidates for the process of registering and for completing the Alberta Acupuncturist Registration Examinations. Candidates must review the handbooks prior to submitting their examination application. Additional resources are provided below. **This is not an inclusive list of resources:**

- [Pan-Canadian Examination Candidate Handbook](#)
- [Alberta Acupuncture Registration Examination Candidate Handbook](#)
- [Entry-Level Occupational Competency Profile](#)
- [CAA Safety Handbook](#)

## EXAMINATION ATTEMPTS POLICY

- A candidate is allowed three (3) attempts on each component of the Alberta Acupuncturist Registration Examinations.
- 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 Registrar or 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 Council, or a program of studies substantially equivalent to those based in Alberta, before being eligible to attempt the entire registration examination again.

## CURRENCY IN PRACTICE REQUIREMENTS

An Applicant for registration as a regulated member of the College of Acupuncturists of Alberta may be registered on the general register if they meet the requirements as prescribed in the *Acupuncture Profession Regulation, section 3(a) or (b)*. The specified 3-year period for an applicant to meet all the requirements under 3(a) is intended to ensure the applicant meets currency-in-practice requirements. However, if an

applicant is unable to meet all the requirements within the specified 3-year period, 3(b)(iv) stipulates the options available for applicants to demonstrate their currency-in-practice to the satisfaction of the Registrar or Registration Committee:

*(A) the applicant, within the one-year period preceding the date on which the Registrar receives the applicant's completed application for registration, has successfully completed upgrading to the satisfaction of the Registrar or Registration Committee;*

*(B) the applicant has practised as an acupuncturist in a manner and to an extent that demonstrates to the satisfaction of the Registrar or Registration Committee that the applicant is currently competent to practise as an acupuncturist;*

*(C) the applicant otherwise demonstrates to the satisfaction of the Registrar or the Registration Committee that the applicant is currently competent to practise as an acupuncturist.*

## 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. Due to the pandemic, for effective communication, communications may be via email or regular mail.

## CONTACT INFORMATION

If you have further questions, please contact the College of Acupuncturists of Alberta office for more information.

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Phone: (780) 466-7787

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

Website: <http://acupuncturealberta.ca/>