

Checklist for Application for Registration as an Acupuncturist (Current BC, ON, QC and NL Registrants)

All completed applications must be sent via email in a PDF format to registration@acupuncturealberta.ca. Do not send multiple emails.

Please read carefully before you complete the required forms. All documentation must be enclosed with a completed Application for Registration before your application is submitted. Incomplete applications will not be considered.

- Application for Registration (*Labour Mobility Act*)**
Provide a completed application form (original), dated and signed.
- Identification**
Provide two (2) DIFFERENT pieces of identification. Primary and secondary identifications are classified differently so please read the description for both.

Below is a list of VALID primary identifications:
 - Driver's license, learner's license, or government identification card (must have your photo)
Below is a list of VALID secondary identification that can be provided:
 - School identification card (student card)
 - Foreign birth certificate (a baptismal certificate is not acceptable)
 - Canadian or U.S. driver's license
 - Secure Certificate of Indian Status
 - Naturalization certificate
 - Canadian Forces identification
 - Vehicle registration (only if applicant's signature is shown)
- 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.
- Credentials of Acupuncture education**
Provide a copy of your degree, diploma, or certification in Traditional Chinese Medicine/acupuncture education, AND an official copy of your transcripts.
- Additional academic information**
Provide a copy of your degree, diploma, or certification in areas other than acupuncture.
- Sexual Abuse and Sexual Misconduct Prevention Training**
Provide a copy of the completion certificate of the mandatory sexual abuse and sexual misconduct prevention training. <https://afrhp.org/bill21-protecting-patients/>
- First Aid and CPR certification**
Provide a valid Standard First Aid and CPR-C certification from an Alberta Occupational Health and Safety approved agency: [Approved First Aid Training Agencies](#).

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- English language proficiency**
If English is not the first language of the applicant, the applicant must provide their English proficiency test results from one of the following designated agencies:
- IELTS: General or Academic, with minimum band score of 6.0 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.

Note: Test scores more than four years old will not be accepted.

Applicants may qualify for an exemption from the English Language Proficiency requirement if one of the following applies:

- The applicant has completed high school in Canada or another country where the primary language of instruction is English. Must include Alberta Grade 12 (or equivalent).
- The applicant has completed post-secondary education in Canada or another country where the primary language of instruction is English.

Note: Acupuncture education cannot be used for exemption from the English Language Proficiency requirement.

- Letter of Standing**
If you have practiced as an acupuncturist in another jurisdiction OR are a member of any 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 Letter of Standing form is available on the College's website.
- Criminal record check**
Provide an original Criminal Record AND Vulnerable Sector Check. (Dated within thirty [30] days of this application.)
- \$300.00 non-refundable application fee**
Payable on Alinity upon receipt of completed application. Alternate payment options are available.
- Proof of liability insurance (UPON APPLICATION APPROVAL)**
Provide a copy of the certificate of insurance with minimum coverage of \$2,000,000.00. Policy must indicate "Acupuncture Services".

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

Additional information:

- The application fee is non-refundable.



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- Applicants have three (3) months to complete the registration for a practice permit with the College. After three (3) months, incomplete applications 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 registration@acupuncturealberta.ca.