



CHECKLIST FOR APPLICATION FOR COURTESY REGISTRATION AS AN ACUPUNCTURIST

All completed applications must be sent via email in 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 (Clinical & Educational)

Provide a completed application form (original), dated and signed. [Application for Reinstatement Form](#)

Identification (Clinical & Educational)

Provide two **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 (Clinical & Educational)

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 (Clinical & Educational)

Provide a copy of your degree, diploma or certification in TCM/Acupuncture education, AND an official copy of your transcripts.

Internationally educated applicants (Clinical & Educational)

Must complete and submit an education credential assessment as part of their application to be eligible for registration. The assessment report ensures the education credentials are authentic and verifiable.

Acceptable education credential assessment services are:

- [International Qualifications Assessment Service \(IQAS\)](#)
- [World Education Services \(WES\)](#)

English Language Proficiency (Clinical & Educational)

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.

Criminal record & vulnerable sector check (Clinical)

Provide an original Criminal Record AND Vulnerable Sector Check. (Dated within 30 days of this application)

Character and reputation (Clinical)

2 references with respect to the applicant's acupuncture practice from an employer, educational institution or, where applicable, colleagues.

First aid & CPR certification (Clinical)

Provide a valid Standard First-aid and CPR-C certification from an Alberta Occupational Health and Safety approved agency: [Approved First Aid Training Agencies](#)

Sexual abuse and misconduct prevention training (Clinical)

Provide a copy of the completion certificate of the mandatory sexual abuse and sexual misconduct prevention training. <https://afrhp.org/bill21-protecting-patients/>

Letter of Standing (Clinical)

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.

- \$200.00 Non-Refundable Application Fee (Clinical & Educational)**
Payable on Alinity upon receipt of completed application. Alternate payment options are available.

- UPON APPLICATION APPROVAL - Proof of liability insurance (Clinical)**
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 the Bylaws of the College.

Additional information

- The application fee is non-refundable.
- Applicants have three (3) months to complete the registration for a practice permit with the College. After, 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@acupuncturerealberta.ca.