



## CHECKLIST FOR APPLICATION FOR REGISTRATION AS AN ACUPUNCTURIST

All completed applications must be sent via email in PDF format to [registration@acupuncturealberta.ca](mailto: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**

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

**Identification**

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**

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 TCM/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.

**Criminal record check**

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

**Character and reputation**

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

**First aid & 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](#)

**\$300.00 Non-Refundable Application Fee**

Payable on Alinity upon receipt of completed application. Alternate payment options are available.

**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.

**UPON APPLICATION APPROVAL - Proof of liability insurance**

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@acupuncturealberta.ca](mailto:registration@acupuncturealberta.ca).