



Registration Policy

1. Introduction

The College of Acupuncturists of Alberta (College) is responsible for regulating the Acupuncturist Profession under the *Health Professions Act* (Act). The College, in accordance with the Act, sets registration requirements for an individual to become registered as a regulated member in the province of Alberta.

These registration requirements are integral in ensuring the public receives safe, competent, and ethical services from regulated members.

To practice as an acupuncturist in the province of Alberta and use the protected title of Doctor of Acupuncture, an individual must be registered with the College and hold a valid practice permit within the regulated and non-regulated registration categories.

2. Purpose

The purpose of this policy is to establish clear and consistent requirements for registration, reinstatement, and practice permit renewal for regulated members of the College.

3. Definitions

Applicant: An individual who applies to the College to become a regulated member in the province of Alberta.

Practice permit: a practice permit issued to a regulated member under Part 2 of the Act.

Registration requirements: minimum requirements required for each registration category.

Regulated member: an individual registered on the general, provisional, or courtesy register with the College.

4. Policy

Registration Requirements

- 4.1 To be eligible for registration, applicants must meet the registration requirements as follows:
 - 4.1.1 Submit a completed application form, including required documents and payment of fees.
 - 4.1.2 Meet the registration requirements as set out in the Registration Procedure.

Non-Practicing Status

- 4.1.3 Regulated members applying for non-practicing status must meet the requirements as set out in the Registration Procedure to be eligible.

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Annual Practice Permit Renewal

- 4.2 Regulated members applying for practice permit renewal must:
- 4.2.1 Submit a renewal application and provide payment of practice permit fees, penalties, costs, and any other fees between February 1 to March 31 annually.
 - 4.2.2 Meet practice hour requirements including direct hours.
 - 4.2.3 Complete Continuing Competence Program requirements.
 - 4.2.4 Hold valid standard first aid & CPR-C certification and professional liability insurance.
 - 4.2.5 If a regulated member's application for renewal is not received by March 31, the member's practice permit will be suspended.

Cancellation of Registration

- 4.3 The registration and practice permit of a regulated member will be subject to cancellation in the following circumstances:
- 4.3.1 The regulated member resigns from registration.
 - 4.3.2 The regulated member does not apply for a practice permit.
 - 4.3.3 The regulated member defaults on payment of practice permit fees, penalties, costs, or any other fees.
 - 4.3.4 As a result of a decision of unprofessional conduct under the Act, based in whole or in part on sexual abuse or on a conviction of a sexual nature.

Reinstatement

- 4.4 Regulated members who resign or have their practice permit cancelled, must reinstate their registration prior to returning to practice. An applicant applying for reinstatement must:
- 4.4.1 Meet current requirements for registration.
 - 4.4.2 Fulfill any conditions imposed on their practice permit at the time of cancellation.
 - 4.4.3 Be fit to practice as an acupuncturist and not pose a risk to public safety.
 - 4.4.4 Remit any outstanding payment of practice permit fees, penalties, costs, or any other fees.
 - 4.4.5 Demonstrate currency in practice as set out in the Registration Procedure.

5. Authority

This policy is established under the authority of Corporate Governance Policy G.1.2, which delegates the authority for the Executive Director to establish policies and procedures for the management and operation of the College

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for regulatory program policies and Policy G.1.5, which delegates responsibility for the Executive Director to design, develop, administer and deliver College programs and services in accordance with the established goals and targets set out in the strategic and business plans.

6. Scope

This policy applies to applicants and regulated members of the College.

7. Related Policies and Procedures

- R.1.2.1 Registration Procedure
- R.1.1 Continuing Competence Program Policy
- R.1.1.1 Continuing Competence Program Procedure

8. Version History

Date	Notes
July 17, 2023	New policy

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Approved Date: August 10, 2023