



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF PROFESSIONAL LICENSING
BOARD OF ACUPUNCTURE LICENSING
121 SOUTH FRUIT STREET,
CONCORD, NH 03301
603-271-9254 FAX: 603-271-6702 TDD Access: 1-800-735-2964

Nicholas A. Toumpas
Commissioner

Stephen J. Mosher
Chief Financial Officer

Dear Applicant:

Thank you for your interest in practicing acupuncture in New Hampshire. This packet contains all of the materials you need to complete your application for licensure.

Acupuncture Laws and Regulations

RSA328-G and Acp 100-600, the legal statute and administrative rules which govern the licensing and practice of acupuncture in New Hampshire, can be found on our website:

www.nh.gov/acupuncture/lawsandrules.htm

You may also contact our office at the above address and telephone to purchase a paper copy.

Requirements for Licensure

Before applying for an acupuncture license, you should determine that you meet the qualifications. Section RSA 328-G: 9, II spells out the requirements for licensure. The requirements are as follows:

The applicant must:

- be at least 21 years old;
- have current, active NCCAOM Certification in Acupuncture or Oriental Medicine through examination or Credentials Documentation Review;
- prove completion of a NCCAOM approved Clean Needle Technique course;
- be of good moral character;
- hold a baccalaureate or higher degree, RN degree or PA degree from an accredited institution **or** meet the waiver requirements spelled out in the "Request for Waiver of Undergraduate Degree Requirement" form (enclosed);
- have completed one of the following: a post-secondary US acupuncture college program which was ACAOM approved or in candidacy on the date the applicant graduated; **or** have completed acupuncture education that was approved by the NCCAOM in earning the applicant's Certification in Acupuncture or Oriental Medicine; **or** meet the waiver requirements (download or request a separate Waiver of Standard Acupuncture Education form if needed); and
- pay the required fees and file the official application for licensure with the Board.

General Guidelines for License Application

Read through the application carefully. Please note that since there are different paths leading to licensure some sections of the application will apply to you and some won't. **Be sure to mark the sections that do not apply to you with "N/A" (not applicable) since applications that are incomplete will be returned to the applicant.** Also, be sure to send back all additional forms which apply, **including the completed check-off list.** Lastly, enclose your check or money order for the application/license fee.

Timetable for Action on Applications

Your application for licensure will be considered on file with the Board on the date when the Board has received a fully completed application form **including** all supporting documentation, and the check sent with the application has been deposited and cleared.

From the file date (described above), the Board must act on your application within 120 days. If the Board should require additional information or documentation to clarify your application or materials related to your application, the Board will request it within 60 days of the file date. When additional information is received, the Board will again have up to 120 days to act on your application.

Approval or Denial of Licensure

If your application is approved, you will be issued a license, which will expire two years from the date of issue.

If your application is denied, you will have an opportunity to request a hearing for reconsideration on the deficiency issues identified by the Board. You must file such a request within 30 days of the Board's notification of denial. In the case of a denial, your application/licensure fee, minus the \$75 nonrefundable portion, will be refunded.

If you have any questions regarding these instructions, please call (603) 271-9254 or write to the address above.

Although this letter outlines the statutory timetable limitations by which the board must operate, the board generally meets quarterly, and applications will be reviewed at each meeting. The Board will review your application at the first meeting that occurs after your application is completed and on file. It is your responsibility to make sure that all supporting materials are on file. Please feel free to call our office to ask if materials have arrived, although it is up to you to follow up with schools, agencies etc. to have these materials mailed on time.

Sincerely,

New Hampshire Board of Acupuncture Licensing

**State of New Hampshire
Department of Health and Human Services
Office of Professional Licensing
Board of Acupuncture Licensing
121 South Fruit Street
Concord, NH 03301-3857
(603) 271-9254**

Application for Licensure

Instructions: All applicants for licensure are required to fill out this application. Please type or print clearly in black ink and complete all of the questions. Incomplete and illegible applications will be returned to the applicant. If a question does not apply to you, write "N/A" in the space. If you are unable to supply any information that is required, state the reason for failing to supply the information. Attach additional sheets of 8.5" by 11" paper if there is insufficient space to answer a question. Make a copy of your completed application for your own records. Return the application to the address above along with all other required materials and a check or money order for \$110.00 payable to "Treasurer, State of NH." This includes a \$75.00 nonrefundable application fee.

1. **Legal Name:** _____
Last First Middle

2. Name as it is written in Chinese, Korean or other Foreign Language (this is required of applicants who submit documents with their names written in a foreign language)

Last First Middle

3. Other names you have been known by or are known by (this is required of applicants who submit documents with other than their legal name). Please state the reason for any name change.

Last First Middle
Reason for change: _____

4. **Date of Birth** _____ **5. Social Security Number** _____ **6. Gender:** _____ Male _____ Female
Month Day Year

7. **Address:** _____
Street, PO Box, Apt # City/Town State Zip Code

Mailing

8. **Address:** _____
Street, PO Box, Apt # City/Town State Zip Code

Business

9. **Address:** _____
Street, PO Box, Apt # City/Town State Zip Code

(if you do not yet have a business address, you must later inform the board within 30 days after starting at a business address)

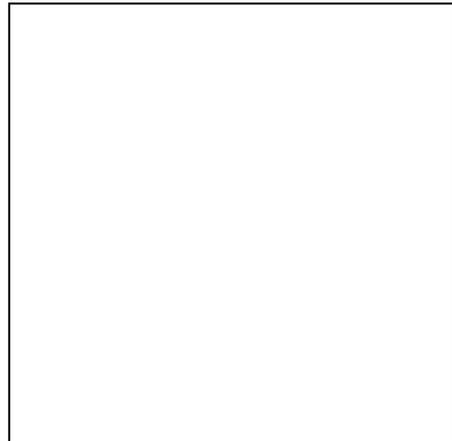
Other Bus.

Addresses: _____
Street, PO Box, Apt # City/Town State Zip Code

10. **Telephone Numbers** **Home:** _____ **Business(es)** _____

11. **Email:** _____

12. In the box to the right please staple one 2" x 2" passport quality photograph taken within 90 days of the date on the application. Write or type your name on the back of the photograph.



13. **Undergraduate Education.** **YOU MUST CHECK ONE OF THE FOLLOWING THREE OPTIONS:**

- A. **I received an undergraduate or higher degree, or a RN, or PA degree from WITHIN the United States.**
(Fill in the information requested below the dotted line.)

NOTE: This information must be supported by the following documentation:

- Official transcripts **sent directly** from the college or university which granted the undergraduate degree; **or**
- Your original diploma (which will be photocopied and returned to you after Board review).

- B. **I received an undergraduate (baccalaureate, bachelor) or higher degree, or a RN or PA degree from OUTSIDE the United States, from an institution that is approved by the government of that country.** (Fill in the information requested below the dotted line.)

NOTE: This information must be supported by the following documentation:

- Transcripts in English **sent directly** from the foreign institutions showing courses completed, dates attended, and type of diploma awarded. You may not send copies of transcripts to us yourself.

- C. **I did not complete an undergraduate degree and I am applying for a waiver of the undergraduate degree requirement.**

NOTE: You are required to submit a completed "Request for Waiver of Undergraduate Degree Requirement" form (which is included in the application packet) and all required supporting documentation for the waiver.

List below all the colleges or universities you attended, even if you did not graduate. (Attach additional sheets as necessary.)

Name of school _____

Complete mailing address _____

Dates attended (from/to) _____ Degree awarded? ____ yes ____ no

If yes, what degree? _____

Name of school _____

Complete mailing address _____

Dates attended (from/to) _____ Degree awarded? ____ yes ____ no

If yes, what degree? _____

14. **Acupuncture Education.** The standard education requirement for licensure in NH is successful completion of a post-secondary US acupuncture college program that was ACAOM accredited or in candidacy status for accreditation on the date you graduated. However, if your acupuncture education was: received at a US school that was not ACAOM accredited or in candidacy status on the date you graduated **or** from any foreign school **or** if you received your acupuncture education in an apprenticeship, you may still qualify if your acupuncture education was approved by the NCCAOM in earning your Certification in Acupuncture or Oriental Medicine. A waiver route exists, but as all applicants are required to have NCCAOM certification by NH law, it should not be necessary.

YOU MUST CHECK ONE OF THE FOLLOWING FOUR OPTIONS

- A. **I received my acupuncture education from a post-secondary US acupuncture college program that was ACAOM accredited or in candidacy status for accreditation on the date I graduated.** (If you have any question about the accreditation status of your school at the time you graduated, call your school or check acaom.org for clarification.)

Fill in the information below on all acupuncture schools attended. **NOTE:** *You must arrange to have original transcripts from each acupuncture school attended sent directly to the Board.*

- B. **I received my acupuncture education from**
- 1. **a US school that was not ACAOM accredited or**
 - 2. **from a foreign school outside the US.**

My education has been evaluated and approved by NCCAOM in earning my Certification in Acupuncture or Oriental Medicine.

Fill in the information below on all acupuncture schools attended. **NOTE:** *You must arrange to have original transcripts from each acupuncture school attended sent directly to the Board.*

- C. I received my acupuncture education in an apprenticeship. My education has been evaluated and approved by NCCAOM in earning my Certification in Acupuncture or Oriental Medicine.**

You must complete Apprenticeship section below and send all documentation required below. The board still needs to see your apprenticeship details, although you may simply ask NCCAOM to send us the documentation of your apprenticeship

- D. I am applying for a waiver of the Acupuncture education requirement, as I do not fall into the above categories. I understand that I cannot become licensed in NH if I am not certified in at least Acupuncture by NCCAOM.**

NOTE: *You are required to submit a completed "Request for Waiver of the Standard Acupuncture Education Requirement" form (which you may download from our website or request mailed to you).*

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EDUCATION 14. A, B, D

For all types of education you must list below the acupuncture school(s) you attended. (Attach extra sheets as necessary).

Name of school _____

Complete mailing address _____

Dates attended (from/to) _____ Date of graduation _____

Degree, certificate, diploma, etc. awarded: _____

Name of school _____

Complete mailing address _____

Dates attended (from/to) _____ Date of graduation _____

Degree, certificate, diploma, etc. awarded: _____

APPRENTICESHIP 14. C

In order for education to qualify based on apprenticeship, the following conditions, as stated in the Administrative Rules of the New Hampshire Board of Acupuncture Licensing, Acp 302.05 (b) (1), must be met.

If the applicant has received his or her training through an apprenticeship program, that program, as verified by appropriate documentation, shall:

- a. Conform to all NCCAOM apprenticeship program standards, pursuant to RSA 328-G:9,II (g); and
- b. Provide a balance of clinical training and didactic instruction that parallels the ACAOM core curriculum, including:
 1. A basic history of acupuncture;
 2. Basic oriental medical theory;
 3. Point location;
 4. Diagnostic skills;
 5. Treatment planning;
 6. Treatment technique;
 7. Specialized treatment patterns and point combinations;
 8. Emergency first aid treatment;
 9. Equipment and safety in practice techniques; and
 10. Ethics and human service skills.

If you feel that the apprenticeship program under which you studied meets these criteria, please, describe it on a separate sheet of paper attached marked "14.D Apprenticeship." *You will need supporting documentation for this claim. The simplest form of documentation would be a copy, sent directly from the NCCAOM, of all materials that you filed with the NCCAOM in order to sit for the certification examination. It is your further responsibility to make sure that material meets all of the above criteria. If it does not specify the content of what you studied as spelled out in b. above, you will need to provide further documentation such as a sworn statement from your preceptor as to the content of your acupuncture curriculum.*

15. (A) List other states and countries in which you are currently licensed, or otherwise allowed to practice acupuncture. **NOTE:** You must send an “Out of State Verification of Acupuncture Licensure” form (enclosed) to each state in which you are currently licensed. Each state must return the form directly to the NH Board of Acupuncture Licensing.

State or Country	License No.	Issue Date	Expiration Date
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- (B) List all states in which you have been licensed to practice acupuncture in the past.

State or Country	License No.	Issue Date	Expiration Date
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- (C) List other states and countries in which you are or were licensed, registered or otherwise allowed to practice a healing art other than acupuncture, such as nursing, medicine, chiropractic, dentistry, etc.

Type of Profession	State or Country	License No.	Issue Date	Expiration Date
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16. NCCAOM Certification:

Date of initial certification: _____

Date current certification expires: _____

Current certification is for: Acupuncture only Acupuncture & Herbal Medicine Oriental Medicine

NOTE: NCCAOM certification in at least Acupuncture is a requirement for licensure. Verification of certification must be sent directly from the NCCAOM. Use the “NCCAOM Certification Verification” form (enclosed).

17. Clean Needle Technique Practical Course:

Have you taken and passed the CNT practical exam? (YES) (NO)

NOTE: Successful completion of the CNT practical course is a requirement for NH licensure and must be verified directly from the NCCAOM or the CCAOM. The NCCAOM can verify completion of the CNT for its diplomates since it is a requirement of certification. For most applicants the NCCAOM Certification Verification form (enclosed) will be sufficient, however if you were certified through Credentials Documentation Review (CDR), you may not have taken the CNT practical course. In such a case, you must contact the council of Colleges of Acupuncture and Oriental Medicine at (301) 608-9175 to arrange to take the CNT course and exam. After completion of the CNT, request the CCAOM to send verification of completion directly to the NH Board of Acupuncture Licensing.

18. Moral Character Statement:

List below the names, addresses, and telephone numbers of three people, not related to you, who have known you for at least three years and who will attest to your moral character. One of the three must be an actively licensed acupuncturist.

Name _____ Phone Number _____

Address _____

Name _____ Phone Number _____

Address _____

Name _____ Phone Number _____

Address _____

NOTE: Send a “Moral Character Statement” form (enclosed) to each person listed above and have him/her return it directly to the Board.

19. Check "yes" or "no" to questions A through H below. Any "yes" response must be fully explained by written statement on separate sheets of paper as needed, signed, and dated, and enclosed with your application. Make sure that you describe the circumstances and your role completely, and include place, dates involved, a detailed description of the issue, and how it was or is being resolved. Attach additional 8.5" by 11" sheets as necessary to describe other incidents or to provide further information.

NOTE: A "yes" answer does not automatically constitute grounds for denying a license, but it is essential that the circumstances be explained truthfully and in detail.

- A. Has any malpractice claim ever been made against you, regardless of whether a lawsuit was filed in relation to the claim? Yes No
- B. Have you ever been denied an acupuncture license/certificate/registration anywhere for any reason? Yes No
- C. Have you had employment or appointment in a hospital, clinic or other health care facility suspended, or resigned from a health care facility in lieu of being subject to a disciplinary action? Yes No
- D. Are any formal disciplinary charges pending or has any disciplinary action been taken against you by any acupuncture or medical board, any health care facility, or any professional acupuncture association, whether international, national, state or local? Yes No
- E. Have you ever voluntarily surrendered a license to practice acupuncture or other healing art in lieu of facing disciplinary action? Yes No
- F. Have you, at any time, been convicted of a crime involving violence, abuse, fraud, dishonesty, or drugs? Yes No
- G. Have you had a professional license in a field other than acupuncture that has been revoked, suspended or otherwise terminated on disciplinary grounds, or are there any disciplinary actions currently pending against you in relation to any professional license you hold or have held? Yes No
- H. Have you had an emotional disturbance or mental illness, an organic illness, or an addictive disorder that impaired your ability to practice acupuncture or to function as an acupuncture student? (If so, describe treatment and outcome of treatment.) Yes No

20. Statement of applicant

I hereby certify that all statements made in this application and all information and documentation submitted in connection with this application are, to the best of my knowledge, true, accurate, complete, and unaltered. I understand that misstatements and omissions of material facts may be cause for denial of this application, or for suspension or revocation of a license, or other appropriate disciplinary action.

In the case that my application is approved and an acupuncture license is issued to me, I hereby agree to comply with all statutes, rules, and regulations pertaining to the practice of acupuncture in New Hampshire. I understand that this includes the requirement to use only sterile disposable one-use needles, and to use Clean Needle Technique. I understand that I must follow the NH code of ethics for acupuncturists and the NCCAOM code of ethics for acupuncturists.

Signature

Date

NCCAOM CERTIFICATION VERIFICATION

ATTENTION APPLICANT: Complete the top portion of this form and send it, along with a check or money order (payable to NCCAOM) for their current fee to:

National Certification Commission for Acupuncture and Oriental Medicine
76 South Laura Street, Suite 1290
Jacksonville, FL 32202
P: (904) 598-1005 F: (904) 598-5001 www.nccaom.org

NCCAOM also has its own online form you may print and either mail or fax with credit card for Certification Verification. Be sure to use the correct NH Board of Acupuncture Licensing address below, and request a verification report be sent *only after final Certification is complete, not merely after examination is passed.*

TYPE OR PRINT CLEARLY:

Name Telephone number

Address

I authorize the NCCAOM to release to the New Hampshire Board of Acupuncture Licensing all information requested below.

Applicant's Signature

Date

.....
(do not detach)

ATTENTION NCCAOM: Please complete this form or attach your own form containing the information below, and mail it directly to:

State of New Hampshire
Department of Health & Human Services
Office of Professional Licensing
Board of Acupuncture Licensing
121 South Fruit Street
Concord, NH 03301

I, _____, _____
(Name) (Title)

of the NCCAOM, attest to the following information regarding the above named acupuncturist:

Date of Initial Certification: _____ Date current certification expires: _____

Acupuncture certification by: Exam CDR

Certification is for: Acupuncture only Acupuncture & Chinese Herbology Oriental Medicine

CNT Practical Course completed? Yes No Date of completion: _____

(Affix Seal)

Signature

Date

OUT OF STATE VERIFICATION OF ACUPUNCTURE LICENSURE

TO APPLICANT: You are required to send this form to each state in which you are currently licensed or registered to practice acupuncture. We suggest that you contact the state to find out the fee you will be charged for this service before you send the form. Make copies of this form if you are licensed in more than one state. Complete the portion of this form **above** the dotted line. Leave the rest of the form blank. Do not detach.

I authorize the release of any information in your files, favorable or otherwise, directly to the New Hampshire Board of Acupuncture Licensing.

Signature: _____ License Number _____

Name: _____

Address: _____

.....

(Do not detach)

TO STATE ACUPUNCTURE OR MEDICAL LICENSING BOARD: Please provide the information requested below and return this form directly to address below. If you print your own report form, *be sure it contains all information requested below, or application will be considered incomplete.*

New Hampshire Board of Acupuncture Licensing
Department of Health & Human Services
Office of Professional Licensing
121 South Fruit Street
Concord, NH 03301

State of: _____

Full name of licensee: _____

Type of license: _____ License Number: _____

Issue date: ___/___/___ Expiration date: ___/___/___ Is license currently active? ___ Yes ___ No

(1) Has license been suspended or revoked? ___ If "yes", why? _____

(2) Has licensee ever been on probation? ___ If "yes", why? _____

(3) Is the license currently in good standing? ___ If "no", please explain. _____

(4) Any additional comments or information? _____

Signed: _____

(Affix Seal)

Title: _____

Date: _____

REQUEST FOR WAIVER OF UNDERGRADUATE DEGREE REQUIREMENT

Please sign the following statement:

I, _____, have a current, valid acupuncture license from the state of _____ whose requirements for licensure are substantively equal to or exceed the requirements of NH RSA 328-G.

Signed: _____ Date: _____

NOTE: The above information must be verified directly from the state involved on an "Out of State Verification of Acupuncture Licensure" form.

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An applicant applying for a waiver of the degree requirement must prove an accumulation of at least 40 points in one or more of the following categories:

- Two points for each 3 credit hours at an accredited post-secondary institution, verified by original transcripts from all colleges attended;
- Five points for each year the applicant has held a valid acupuncture license in another state, verified directly from the state or states involved;
- Five points for each semester of teaching acupuncture or acting as a clinical supervisor in an acupuncture school which is ACAOM accredited or in candidacy, verified by documentation directly from those schools.

Fill in the appropriate information. (Attach additional sheets as necessary.)

College Credits: List colleges attended below:

Name: _____
Address: _____
Dates attended: _____ Number of credit hours: _____
credit hours _____ divided by 3= _____ x 2= _____ **Total points accumulated**

Acupuncture Licensure:

Name of State: _____ Dates of licensure: _____
of years licensed _____ x 5= _____ **Total points accumulated**

Teaching or Supervising:

Name of school: _____
Position held: _____ Dates: _____
Number of semesters: _____
of semesters teaching or supervising _____ x 5= _____ **Total points accumulated**

GRAND TOTAL from college credits _____ + licensure _____ + teaching _____ = _____

NOTE: The applicant is required to arrange for all supporting documentation to be sent directly to the New Hampshire Board of Acupuncture Licensing.

CHECK OFF LIST

ATTENTION APPLICANT: Fill out both sides of this form and return it with your application.

Make a copy of the check off list for your own records in case you need to re-contact any parties regarding your application documentation.

I have enclosed the following:

- Completed Check Off List
- Completed application with photo attached at Question 10.
- Check or money order for \$110.00 made payable to: "Treasurer, State of New Hampshire" \$75.00 of which is a nonrefundable application fee.
- A stamped, self-addressed business envelope.

Original college diploma Not Applicable (N/A)
*Note: You may send an original diploma or request original transcripts sent directly from the degree granting undergraduate institution. If you choose to send an original diploma, please include a self-addressed envelope of the proper large size for return of the document **OR** indicate that you would prefer to arrange to pick up this document and it will be held in your file until you make such an arrangement.*

- Waiver forms if necessary:
- Request for Waiver of Undergraduate Degree Requirement N/A
 - Request for Waiver of the Standard Acupuncture Education Requirement N/A

I HAVE REQUESTED THAT THE FOLLOWING DOCUMENTATION BE SENT DIRECTLY TO THE NH BOARD OF ACUPUNCTURE LICENSING:

We cannot accept transcripts issued to student, do not include these with your application.

The following items are required of all applicants and must be sent directly from that institution or person:

Original transcripts from **all** acupuncture schools attended:

<u>Names of schools contacted:</u>	<u>Date request made:</u>
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Three (3) Moral Character Statement forms from:

<u>Names of references:</u>	<u>Date request made:</u>
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<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
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NCCAOM Certification Verification form Date request made: _____

Verification of Clean Needle Technique course completion from CCAOM N/A
Date request made: _____

NOTE: This documentation is required only if your NCCAOM certification verification does **not** verify CNT completion.

Undergraduate Degree Options, you must provide one of these:

____ Original transcripts from **US undergraduate degree granting schools** _____ N/A
NOTE: *Needed to prove college graduation unless the original diploma is submitted above.*
Names of schools contacted: _____ Date request made: _____

____ Transcripts (in English) from **foreign undergraduate schools** _____ N/A
NOTE: *This documentation is necessary for applicants whose undergraduate degree is from a college outside the US.*
Names of schools contacted: _____ Date request made: _____

If applying for a Waiver of Undergraduate Degree Requirement: _____ N/A

____ Original transcripts from US undergraduate institutions to verify credit hours
NOTE: *This is required for a waiver of the undergraduate degree requirement.*
Names of schools contacted: _____ Date request made: _____

____ Verification of semesters spent teaching or clinically supervising acupuncture _____ N/A
NOTE: *This is an **option** for applicants asking for a waiver of the undergraduate degree requirement.*
Names of schools contacted: _____ Date request made: _____

If applying for a Waiver of Standard Acupuncture Education: _____ N/A

____ Original transcript from accredited college or university to prove completion of the Anatomy & Physiology requirement.
Names of schools contacted: _____ Date request made: _____

____ Proper supporting documentation as required on the Apprenticeship Route form; *or*
____ Proper supporting documentation as required on the Formal Education and Professional Experience Route form

Required of ALL currently or previously licensed acupuncturists: _____ N/A

(This is also a *requirement* for a Waiver of Standard Acupuncture Education, and an *option* for Waiver of Undergraduate Degree Requirement):

____ Out of State Verification of Acupuncture Licensure Form
Names of states contacted: _____ Date request made: _____

