

# NORTH CAROLINA ACUPUNCTURE LICENSE RENEWAL OR UPDATE

[Please Type or Print the Following Information]

PREFERRED ADDRESS

\_\_\_\_\_ HOME

\_\_\_\_\_ WORK

\_\_\_\_\_  
LAST NAME (Name as it appears on the License)    FIRST    MIDDLE    TITLE(S)

[    ]

\_\_\_\_\_  
HOME ADDRESS (include Apt.#., P.O. Box, and Zip Code)    (check here if this is a new address)

[    ]

\_\_\_\_\_  
WORK ADDRESS (include name of business)    (check here if this is a new address)

\_\_\_\_\_  
HOME TELEPHONE (include area code)

\_\_\_\_\_  
WORK TELEPHONE (include area code)

\_\_\_\_\_  
NC ACUPUNCTURE LICENSE NUMBER

\_\_\_\_\_  
FAX (include area code)

\_\_\_\_\_  
EMAIL

CHECK THE ACT YOU ARE REQUESTING

**FOR NCALB OFFICE USE ONLY**

\_\_\_\_\_ Renewal of License APPROVED

\_\_\_\_\_ Renewal of License DENIED

\_\_\_\_\_ Renewal of License PENDING

\_\_\_\_\_ Renewal Extension Granted

\_\_\_\_\_ Change of Name

\_\_\_\_\_ Duplicate Wall Certificate

\_\_\_\_\_ Renewal of Biennial License

## PLEASE READ AND ANSWER THE FOLLOWING STATEMENTS

\_\_ YES    \_\_ NO    I have read and understand the requirements for renewal of my license and that the NCALB will deposit my check, however this does *not* guarantee, nor imply my license renewal.

\_\_ YES    \_\_ NO    A list of completed programs is attached. Number of hours completed is included

\_\_ YES    \_\_ NO    I have engaged in one or more of the activities listed in GS. 90-456(attached) which would prohibit the renewal of my license. *If you answer YES, attach an explanation on a separate sheet*

\_\_ YES    \_\_ NO    I have been convicted of a felony since my last North Carolina Acupuncture License Renewal for which I have neither received a pardon of innocence or an order of expungement regarding that conviction.

**If you have any questions please contact the North Carolina Acupuncture License Board**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

I certify all the information provided in this application is correct and true to the best of my knowledge. I understand that the falsification of any statement or document will result in the revocation of my North Carolina Acupuncture License.

**THIS FORM SHOULD BE USED FOR THE FOLLOWING ACTIONS:**

- **Change in name**
- **Address Change**
- **To order a duplicate wall certificate**
- **To apply for license renewal**

**INSTRUCTIONS:**

- **Fill in the current personal information**
- **Check the block that corresponds to the action requested**
- **For license renewals only, complete the CEU forms**
- **Attach the appropriate supporting information**
- **Enclose any fees**
- **Sign and date the request**
- **Make a copy for your files**
- **Mail to:**

**NC Acupuncture Licensing Board  
Post Office Box 10686  
Raleigh, NC 27605**

**LATE RENEWAL OF LICENSE**

If a license renewal, nor a formal extension request (in writing) has been received by the expiration date, then the license is automatically placed in EXPIRED status and a late fee is required.

**FOR RENEWAL OF LICENSE**

The procedure and requirements for renewal of a license is as follows:

(1) The license shall be renewed every two years on July 1. Two months prior to the license renewal period, an application for renewal will be mailed to each licensee at the last address provided to the Board. Failure to receive notification during this period does not relieve the licensee of the responsibility of meeting the continuing education requirements and renewal of his or her license.

(2) An applicant for license renewal shall acknowledge on the form prepared by the Board that the licensee has completed the required continuing education units, the number of units completed of the programs completed. The licensee shall retain such receipts, vouchers, or certificates as may be necessary to document completion of the continuing education units required.

(3) The licensee must pay the renewal fee as prescribed. The licensee whose license has expired shall be subject to a late fee in addition to the renewal fee (See following fee schedule)

**NAME CHANGE**

No official document is required if a name change results from marriage. If the change is the result of legal action, a copy of the court order is required. Do not request a name change unless the change results from marriage or legal action

**FEES**

- **Renewal of Biennial License .....\$300.00**
- **Duplicate wall certificate fee .....\$ 50.00**
- **Late fee for reinstatement of expired license.....\$ 200.00**
- **Returned Check Fee.....\$ 40.00**

**NC General Statutes - Chapter 90 Article 30 1  
Practice of Acupuncture**

**§ 90-456. Prohibited activities**

The Board may deny, suspend, or revoke a license, require remedial education, or issue a letter of reprimand, if a licensed acupuncturist or applicant:

- (1) Engages in false or fraudulent conduct which demonstrates an unfitness to practice acupuncture, including any of the following activities:
  - a. Misrepresentation in connection with an application for a license or an investigation by the Board.
  - b. Attempting to collect fees for services which were not performed.
  - c. False advertising, including guaranteeing that a cure will result from an acupuncture treatment.
  - d. Dividing, or agreeing to divide, a fee for acupuncture services with anyone for referring a patient.
- (2) Fails to exercise proper control over one's practice by any of the following activities:
  - a. Aiding an unlicensed person in practicing acupuncture.
  - b. Delegating professional responsibilities to a person the acupuncturist knows or should know is not qualified to perform.
  - c. Failing to exercise proper control over unlicensed personnel working with the acupuncturist in the practice.
- (3) Fails to maintain records in a proper manner by any of the following:
  - a. Failing to keep written records describing the course of treatment for each patient.
  - b. Refusing to provide to a patient upon request records that have been prepared for or paid for by the patient.
  - c. Revealing personally identifiable information about a patient, without consent, unless otherwise allowed by law.
- (4) Fails to exercise proper care for a patient, including either of the following:
  - a. Abandoning or neglecting a patient without making reasonable arrangements for the continuation of care.
  - b. Exercising, or attempting to exercise, undue influence within the acupuncturist/patient relationship by making sexual advances or requests for sexual activity or making submission to such conduct a condition of treatment.
- (5) Displays habitual substance abuse or mental impairment so as to interfere with the ability to provide effective treatment.
- (6) Is convicted of or pleads guilty or no contest to any crime which demonstrates an unfitness to practice acupuncture.
- (7) Negligently fails to practice acupuncture with the level of skill recognized within the profession as acceptable under such circumstances.
- (8) Willfully violates any provision of this Article or rule of the Board.

- (9) Has had a license denied, suspended, or revoked in another jurisdiction for any reason which would be grounds for this action in this State.

(a) (1993, c. 303, s. 1.)

## **SECTION .0200 - RENEWAL OF LICENSURE**

### **21 NCAC 01 .0201 RENEWAL OF LICENSURE**

The procedure and requirements for renewal of license are as follows:

- (1) Biennial Renewal. A licensee must renew his or her license by the second July 1 following initial licensure and thereafter renew his or her license prior to expiration every two years.
- (2) Continuing Education. An applicant for license renewal shall verify on a form prepared by the Board that the licensee has completed the required continuing education units, the number of units completed, and a list of those programs completed. The licensee must retain such receipts, vouchers or certificates as may be necessary to document completion of the continuing education units required. An applicant must retain records to establish that the applicant has fulfilled the educational requirements set by the Board.
- (3) Fees. The licensee must pay the renewal fee prescribed in Rule .0103 of this Chapter.
- (4) Suspended license. The holder of a suspended license must meet the prescribed renewal requirements or the license shall expire.
- (5) Expired license. He or she must not practice acupuncture with an expired license. Failure to receive notification that the license has expired during this period does not relieve the holder of an expired license of the responsibility of meeting the continuing education requirements that would have been required if the license had continued to be in effect. These continuing education units will not apply to the renewal requirements for the subsequent renewal period. To renew an expired license the applicant must file the approved application, submit proof of completion of continuing education, and pay the renewal late fee resulting from the expired license as well as the required renewal fee.

History Note: Authority G.S. 90-455;

Eff. December 1, 1995;

Amended Eff. August 1, 2007.

### **21 NCAC 01 .0202 PROCESS TO OBTAIN INACTIVE LICENSE; ACTIVATE LICENSE**

- (a) The procedure and requirements for inactive status are as follows:
  - (1) Written request for inactive license. A licensed acupuncturist not engaged in the practice of acupuncture may request that his or her license be placed in inactive status by submitting the request in writing to the Board.
  - (2) Following a period of eight years, the Board shall treat an inactive license as lapsed.
- (b) The procedure and requirements to activate a license are as follows:
  - (1) Submit an application to activate a license on a form provided by the Board.
  - (2) The applicant meeting the requirements to activate his or her license as set out in G.S. 90-455(c) shall submit a signed statement to the Board establishing that he or she has not been involved in any prohibited activities set forth in G.S. 90-456 during the period of inactive status.
  - (3) To make this determination, the Board may hold a hearing in accordance with the requirements followed for revocation and suspension of a license as set out in 21 NCAC 01 .0710.

- (4) The applicant shall satisfy the Board that he or she completed 40 hours of continuing education units within the preceding two-year period as set out in G.S. 90-455.
- (c) Fees: An applicant shall submit payment of an inactive license fee extension every two years upon notice by the Board.
- (d) The Board shall activate a license upon a finding that the applicant has paid the sum total fee, completed the continuing education requirements, and not engaged in any prohibited activities that would constitute the basis for discipline as set forth in G.S. 90-456.

History Note: Authority G.S. 90-450; 90-455; 90-456;  
Eff. August 1, 2007

## **SECTION .0300 – CONTINUING EDUCATION**

### **21 NCAC 01 .0301 STANDARDS FOR CONTINUING EDUCATION**

- (a) Applicants for license renewal shall complete 40 Continuing Education Units (CEU) every two years. One CEU is defined as one contact hour or 50 minutes.
- (b) All CEUs shall be completed during the two calendar years immediately preceding the:
  - (1) License renewal date, or
  - (2) Date on which the license renewal is approved by the Board.
- (c) The following requirements shall apply to the total number of CEUs submitted by a licensee for license renewal:
  - (1) A minimum of 25 CEUs must be obtained from formally organized courses which have content relating to the scope of practice of acupuncture as defined by G.S. 90-451(3). Each course shall be sponsored or approved by one or more of the following organizations or their successor organizations:
    - (A) National Acupuncture and Oriental Medicine Alliance (NAOMA);**
    - (B) Association of Acupuncture and Oriental Medicine (AAOM);**
    - (C) Council of Colleges of Acupuncture and Oriental Medicine (CCAOM);**
    - (D) Acupuncture Schools Accredited By or in Candidacy Status with the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM);**
    - (E) National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM);**
    - (F) National Academy of Acupuncture and Oriental Medicine (NAAOM);**
    - (G) Society for Acupuncture Research;**
    - (H) National Acupuncture Detoxification Association;**
    - (I) American Academy of Medical Acupuncture (AAMA);**
    - (J) The acupuncture licensing board of another State;**
    - (K) North Carolina Association of Acupuncture and Oriental Medicine (NCAAOM);**
    - (L) American Heart Association; or**
    - (M) American Red Cross**
  - (2) A maximum of 15 CEUs may be obtained from teaching acupuncture diagnosis and treatment. All CEUs for teaching shall be approved by the Board *prior to the date of the class* and awarded for actual classroom hours taught pursuant to this Rule. For approval the licensee shall submit the following information:
    - (A) Title of the course;
    - (B) Summary of course content or class syllabus;
    - (C) Location of the class;
    - (D) Dates of the class;
    - (E) Number of classroom hours taught; and
    - (F) Copy of course evaluation to be provided students.

- (d) A course submitted to the Board for credit as CEUs shall be formally organized. A formally organized course shall consist of the following:
  - (1) A record of attendance maintained on file by the sponsor of the course. This record shall be made available to the Board upon request;
  - (2) For a course taught by an instructor who is required by the State to hold a credential to practice in the field which is the subject of the course, the credential of that instructor shall be in good standing and any instructor shall be competent to teach his or her designated course by virtue of his or her education, training, and experience;
  - (3) The course shall have stated course objectives and a course syllabus or a description of the content of the course with a class outline;
  - (4) The course shall be evaluated by each participant; and
  - (5) Upon completion of each course the provider shall issue a certificate of completion to each participant to include:
    - (A) Title of the course;
    - (B) Name of participant;
    - (C) Name of all instructors;
    - (D) Name of provider;
    - (E) Date and location of the course; and
    - (F) Number of CEU's completed.
- (e) CEUs from any given course may be used to satisfy the requirements of only one biennium.
- (f) At the time of license renewal, each licensee shall sign a statement under penalty of perjury indicating the licensee has complied with the continuing education requirements.
- (g) Each licensee shall retain for four years records of all continuing education programs attended, indicating:
  - (1) title of the course or program;
  - (2) sponsoring organization or individual;
  - (3) accrediting organization; and
  - (4) course hours in attendance.
- (h) The Board may audit the records of any licensee. No licensee shall be subject to audit more than once every two years. Those licensees selected for audit shall be required to document their compliance with the continuing education requirements of this article.
- (i) Failure to comply with the continuing education requirements shall prohibit license renewal and result in the license reverting to an expired status at the end of the renewal period.
- (j) It shall constitute unprofessional conduct for a licensee to misrepresent completion of required CEUs. In the event of misrepresentation, disciplinary proceedings may be initiated by the Board.
- (k) A maximum of 20 CEUs may be obtained for correspondence or on-line courses.
- (l) All applications for pre-approval must be submitted 60 days prior to the date of the course.
- (m) A licensee may apply to the Board for an extension of time as set out in G.S. 90-457.1.

History Note: Authority G.S. 90-454; 90-457.1;  
 Eff. July 1, 1995;  
 Temporary Amendment Eff. January 26, 1996;  
 Temporary Amendment Expired November 11, 1996;  
 Amended Eff. August 1, 2007; August 1, 2002.  
*Amended Eff. August 1, 2002.*  
*Amended Eff. April 1, 2011.*

**STATEMENT OF APPLICANT – REINSTATEMENT**

I, \_\_\_\_\_ am fully aware that my license to  
(NAME)  
practice acupuncture expired on \_\_\_\_\_.  
(DATE)

I ceased practicing acupuncture on \_\_\_\_\_.  
(DATE)

Below please provide a written explanation as to what your involvement with the practice of acupuncture has been since your license expired.

**FOR NOTARY PUBLIC  
Certification and Notarization**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

**The undersigned, being first duly sworn, hereby certifies that all information contained herein (including any attachments hereto) is true, complete and correct to the best of his/her knowledge and belief.**

\_\_\_\_\_  
**Signature of Applicant**  
**Date**

**Sworn to (or affirmed) and subscribed before me,**  
**this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_.**

\_\_\_\_\_  
**Signature of Notary Public**  
  
\_\_\_\_\_  
**Printed Name of Notary Public**

**My commission expires: \_\_\_\_\_.** **(NOTARY**  
**STAMP OR SEAL)**

# NCALB License Renewal

Please list all Continuing Education course information below.

Please note: Only CEU's(Continuing Education Units) within your renewal period will be counted

Name: \_\_\_\_\_



Complete this section ONLY if you have DISTANCE LEARNING classes

**Distance Learning includes online, webinar, DVD, CD, etc., CEUs**

**PLEASE NOTE:** only twenty (20) CEU hours will be counted for your NC Acupuncture License Renewal from DISTANCE LEARNING classes. You will need a total of (40) forty hours to renew your license. If you need more room to fit your hours for DISTANCE LEARNING classes, please copy this page and submit with your Renewal Application.

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<b>Date</b>	<b>Title of CEU course</b>
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**Which organization approved this course? (i.e., NCCAOM, NCAAM,etc.)**

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<b>Hours Earned</b>	<b>Sponsoring Institution(CEU Provider)</b>
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<b>Date</b>	<b>Title of CEU course</b>
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**Which organization approved this course? (i.e., NCCAOM, NCAAM,etc.)**

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<b>Hours Earned</b>	<b>Sponsoring Institution(CEU Provider)</b>
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<b>Date</b>	<b>Title of CEU course</b>
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**Which organization approved this course? (i.e., NCCAOM, NCAAM,etc.)**

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<b>Hours Earned</b>	<b>Sponsoring Institution(CEU Provider)</b>
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See attached Rules and Regulations on page 5 of this renewal packet sure the organization which approved this course is included in **SECTION .0300 – CONTINUING EDUCATION 21 NCAC 01 .0301 STANDARDS FOR CONTINUING EDUCATION**. Otherwise, you will not meet the requirements for renewal of your Biennial North Carolina Acupuncture License.)

**TOTAL DISTANCE LEARNING HOURS:** \_\_\_\_\_

Complete this section ONLY for classes that you attended IN PERSON

**PLEASE NOTE:** Forty (40) CEU hours are required for your L.Ac renewal. All 40 hours can be classes you attend IN PERSON. If you need more room for classes that you attended IN PERSON, please copy this page and submit with your Renewal Application.

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Date Title of CEU course / City, State

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Which organization approved this course? (i.e., NCCAOM, NCAAM,etc.)

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Hours Earned Sponsoring Institution (CEU Provider)  
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Date Title of CEU course / City, State

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Which organization approved this course? (i.e., NCCAOM, NCAAM,etc.)

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Hours Earned Sponsoring Institution (CEU Provider)  
\*\*\*\*\*

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Date Title of CEU course / City, State

---

Which organization approved this course? (i.e., NCCAOM, NCAAM,etc.)

---

Hours Earned Sponsoring Institution (CEU Provider)  
\*\*\*\*\*

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Date Title of CEU course / City, State

---

Which organization approved this course? (i.e., NCCAOM, NCAAM,etc.)

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Hours Earned Sponsoring Institution (CEU Provider)  
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Date Title of CEU course / City, State

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Which organization approved this course? (i.e., NCCAOM, NCAAM,etc.)

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Hours Earned Sponsoring Institution (CEU Provider)  
**TOTAL IN-PERSON HOURS** \_\_\_\_\_