C.P. Negri, OMD, NMD President Fairmont

D.E. Samples, ND, OMD Secretary Huntington

Brian Stephen Love, MDMorgantown

State of West Virginia

Board of Acupuncture 179 Summer Street, Suite 711 Charleston, West Virginia 25301-2122 (304) 558-1060 (304) 558-1061 fax

Acupuncture Licensure Requirements
For The State of West Virginia

Michelle DeStefano, LAc Treasurer Shepherdstown

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Linda Lyter
Executive Director
Charleston

All applicants for acupuncture licensure in the State of West Virginia shall provide evidence of **ONE** of the following:

- 1. Graduation and receipt of degree or diploma in acupuncture or Traditional Chinese Medicine or its equivalent, from a school of acupuncture or Oriental medicine of at least one thousand eight hundred hours (1800), including three hundred (300) clinical hours. This degree or diploma must be from a school that is:
 - A. Approved by ACAOM, the Accreditation Commission for Acupuncture and Oriental Medicine.

- Or. -

- B. Approved by the Board of Acupuncture as being equivalent to the ACAOM standards. This procedure will be known as Examination and Licensure by Diploma.
- 2. Achievement of a passing score on an examination that is:
 - A. Administered by the NCCAOM, the National Commission for the Certification of Acupuncturists and Oriental Medicine. This procedure will be known as Examination and Licensure by NCCAOM Certification.

- Or. -

- B. Approved by the Board of Acupuncture as being equivalent to the NCCAOM examination. This procedure will be known as Examination and Licensure by Examination.
- 3. Successful completion of an apprenticeship in acupuncture or oriental medicine. The Board of Acupuncture requires documentation of two thousand, seven hundred hours of training in a five-year period under the direction of a licensed acupuncturist or individual approved to perform acupuncture in their respective jurisdiction. Persons wishing to license through this procedure bear the burden of proving their case before the Board of Acupuncture. This procedure will be known as Examination and Licensure by Apprenticeship.
- 4. Performance of acupuncture in accordance with the law of another jurisdiction for a period of at least three years within the five-year period prior to application, consisting of at least five hundred patient visits per year. Persons wishing to license through this procedure bear the burden of proving their case before the Board of Acupuncture. This procedure will be known as Examination and Licensure by Experience.
- 5. Holders of a current license to practice acupuncture issued by another State Board of Acupuncture or its equivalent, where the educational and experience requirements meet or exceed those found in the State of West Virginia. The applicant bears the responsibility of satisfying the West Virginia Board of the education or experience requirements. This procedure will be known as Examination and Licensure by Endorsement or Reciprocity.

The application fee is \$75.00. Licensure fee is \$425.00. Application fee is not refundable. Both fees must be included with the application. There will be no exceptions.

<u>Important: Read This Information</u> Instructions for Completing Application for Licensure

Application Certification: READ and SIGN this page.

- Page 1: Complete in full and SIGN, return this page with photograph attached.
- Page 2: Complete in full. Fraudulent answers to these questions may result in licensure denial or revocation.
- Page 3: Three copies. Two copies are to be completed by individuals who are not related to you. One copy must be completed by another acupuncturist or oriental medical practitioner who is licensed in the United States.

 All copies of this form must be notarized. **NONE OF THESE ARE TO BE COMPLETED BY THE APPLICANT.**
- Page 4: Complete in full, SIGN and return with the application. <u>List all states in which you are now licensed or have ever been licensed, whether active, inactive, or lapsed.</u> Fraudulent answers may result in licensure denial or revocation.
- Page 5: SIGN this page in the presence of a Notary Public and return it to us.
- Page 6: You must send this page to your Acupuncture or Oriental Medical School for them to complete. For those schools in countries under Communist rule, presently engaged in civil war, or no longer in existence, we will accept notarized letters from two (2) classmates, officials of the school, professors, etc., who will swear to your graduation and who were at the school the same time you were. These letters must give the name of the school and the dates both you and the letter writer started and graduated (month/year). The letters must be received by the WV Board of Acupuncture directly from the letter writer, not the applicant. These letters will not be accepted in lieu of Page 6 just because it would take a long time to have your school to complete this page. The Board reserves the right to determine which schools cannot/will not complete this page.
- Page 7: This page is to be sent to each state where you now hold or have ever held an acupuncture or oriental medical license, whether it is now active, inactive, or lapsed. The applicant is to complete the RELEASE part of the page (down to the broken lines), leaving the rest of the page blank. Letters of good standing are also acceptable, as long as they have the Seal of the State Board upon them. This might require a fee, so check with each individual Board. You may make extra copies of this page as necessary.
- Page 8: If you were first licensed by taking a State Board Examination this page must be sent to that State Board. They will, in turn, attach your scores and return the page directly to the WV Board of Acupuncture. The respective state may require a fee for this, so contact that State Board directly.
- Page 9: If your application is based upon successful completion of the NCCAOM examination this page must be sent to NCCAOM. The applicant will complete the RELEASE part of the page (down to the broken lines). The NCCAOM will, in turn, attach your scores and return the page directly to the WV Board of Acupuncture. The NCCAOM may require a fee for this, so contact them directly.
- Page 10: If your application is based upon successful completion of an apprenticeship this page must be sent to your mentor(s). He or she will, in turn, attach your records explaining in detail the full nature of your apprenticeship, scope of your training, and the length of time you studied. This must be returned directly to the WV Board of Acupuncture. **The letter from your instructor must be notarized.**
- Page 11. All applicants must complete and sign this page.

ADDITIONAL INSTRUCTIONS The following must be submitted with the application:

- 1. A <u>COPY</u> of your Acupuncture or Oriental medical school diploma. (Translation is REQUIRED if you are a foreign school graduate).
- 2. <u>COPY</u> of evidence or documentation which supports your claims of education, apprenticeship, licensure, NCCAOM Certification or experience if you do not submit a copy of your diploma.
- 3. A <u>COPY</u> of your birth certificate, passport, or citizenship documentation. Foreign nationals must also include a copy of their Immigration and Naturalization Service (INS) work visa documentation.
- 4. A <u>COPY</u> of your marriage license, divorce decree, or court order of change of name if the name shown on your diploma is not the same one you are now using. **You will be licensed under the name shown on your diploma** if evidence is not provided to the Board of a change of name.
- 5. TWO CHECKS OR MONEY ORDERS (DO NOT SEND CASH) made payable to the "West Virginia Board of Acupuncture" in the amount of \$75.00 and \$425.00. The application fee is not refundable under any circumstances. This fee will be charged again if the application process is not completed within a six-month period and the applicant reapplies. The license fee (\$425.00) will be returned if the Board does not license you.

Scope of Practice

Applicants are required to understand the "Scope of Practice" which sets the limitations upon their practices in the State of West Virginia. The West Virginia Code Chapter 30, Article 36, Section 2, defines the scope of acupuncture in the State of West Virginia. This definition is further defined by Rules of the Board of Acupuncture, Title 32 as approved by the Legislature. Practitioners regulated and licensed by the West Virginia Board of Acupuncture must adhere to these guidelines. Practicing outside of the West Virginia Code or Board Rules can result in Reprimand, Probation, Fines, Suspension and finally Revocation of your licensure.

Definitions under the West Virginia Code:

Acupuncture- means a form of health care, based on a theory of energetic physiology, that describes the interrelationship of the body organs or functions with an associated point or combination of points.

Moxibustion- means the burning of mugwort on or near the skin to stimulate the acupuncture point.

<u>Practice Acupuncture</u>- means the use of oriental medical therapies for the purpose of normalizing energetic physiological functions including pain control, and for the promotion, maintenance and restoration of health.

Therapies specifically included under the West Virginia Code:

Needling- the stimulation of points of the body by the insertion of acupuncture needles.

Moxibustion- the application of moxa to or near the acupoint.

<u>Manual</u>- the use of Oriental manual therapies for assessment and treatment, such as massage, joint mobilizations, Anma, Tuina, Shiatsu, and Qigong. These therapies can be used to correct structural imbalances only when used in accordance with traditional and modern oriental medical theory.

<u>Mechanical</u>-the use of mechanical devices, such as cups, hammers, and other mechanical vibrators which are used to assess and treat the physiological condition of an acupoint or combination of acupoints. The use of mechanical devices must be in accordance with traditional and modern oriental medical theory.

<u>Electrical</u>- the use of electrical devices for assessment and treatment, such as point stimulators, lasers, TENS units, light/spectrum therapies, ion pumps and magnets when used in accordance with traditional and modern oriental medical theory.

Thermal- the use of thermal devices for assessment and treatment, such as infra red, diathermy, ultra sound, and interferential when used in accordance with traditional and modern oriental medical theory.

<u>Point Puncture</u> the use of sterile material medica injected into the acupuncture point for physiologic or energetic therapy when used in accordance with traditional or modern oriental medical theory.

<u>Materia Medica</u>- the use of herbs, vitamins, minerals, organ extracts, homeopathics, or physiologic materials for energetic or physiologic therapy when used in accordance with traditional or modern oriental medical theory.

Special Discrimination Clause

Practitioners licensed by the West Virginia Board of Acupuncture cannot refuse, withhold from, deny or discriminate against any individual with regard to the provision of professional services because the individual is HIV positive. The West Virginia Board of Acupuncture will take swift disciplinary action in cases of discrimination of any type.

West Virginia Board of Acupuncture Application Certification

I hereby certify that I have read the preceding four (4) pages explaining the acupuncture licensure requirements for the State of West Virginia, and I understand what I have read, and I understand what I am required to produce for acupuncture licensure in the State of West Virginia. I understand that if I am unable to meet all of these requirements, including the production of all required documents and materials, I must be denied acupuncture licensure in the State of West Virginia. I hereby certify that I am able to meet all these requirements for acupuncture licensure in the State of West Virginia and that I will be able to produce all required documents and materials.

I also understand that if this application is not completed with six (6) months, I will be required to update the application fully.

I have read and understand the "Scope of Practice" and "Special Discrimination Clause" section as defined by the statutes of the State of West Virginia.

Applicants Signature:

Date:

Sign and date this form and return to the Board attached to the front of Page 1 of your application.

West Virginia Board of Acupuncture 179 Summer Street, Suite 711 Charleston, West Virginia 25301-2122 (304) 558-1060

(304) 558-1060 APPLICATION FOR LICENSURE BY: (Check only one)

DiplomaExaminationEr	ndorsementApprenticeship
NCCAOM Certification (Date:/)	Experience
PLEASE TY	PE OR PRINT CLEARLY
Name:	
(Last) (First)	(Middle)
Address:	
City: State: Z	ip:County:
Business Phone:	_Home Phone:
Date of Birth:Place of Birth:	
If female and married, list maiden name:	
Name and Address of Acupuncture or Oriental Medic	al School:
Date of Graduation:	
Type of Practice:	Board Specialty (if certified):
Board Certified: Yes No	Date Certified:
Social Security Number	EEIN.
Social Security Number:/// Sex: Male Female	FEIN:National Provider Identification Number:
PHOTOGRAPH	<u>IDENTIFICATION</u>
	Height:
Tape photograph here. Must have been taken within	Weight:
one year of application.	-
Enter date photo was taken and sign in ink across the bottom.	Color of Eyes:
Photo must be able to fit here.	Color of Hair:

<< Read Everything on this page carefully and completely>> << False or Fraudulent answers to the following questions may result in licensure denial or revocation.>>

Have you ever, in any jurisdiction, in any country, for any reason:

1.	been called before or appeared before any board or panel for discussions or questions concerning violations of the law or rules pertaining to the practice of acupuncture or oriental medicine, or for unethical conduct?	
2.	been charged with or convicted of or pled nolo contendere to any felony or misdemeanor?	
3.	been charged with or convicted of a violation of the Controlled Substance Act or any federal, state or local law pertaining to the manufacture, distribution, prescribing, or dispensing of controlled substances?	
4.	had limitations, restrictions or conditions placed upon your license to practice, or had your license to practice suspended, revoked or subjected to any kind of disciplinary action, including censure, reprimand or probation?	
5.	voluntarily surrendered or limited your license to practice acupuncture or oriental medicine?	
6.	been denied a license to practice acupuncture or oriental medicine in another jurisdiction or by another Board?	
7.	voluntarily resigned employment as an acupuncturist or oriental medical practitioner or failed to renew a license or credential to avoid, or prior to, disciplinary action?	
8.	Had any judgements or settlements arising from acupuncture professional liability rendered or made against you, And if yes, how many ?	
Have yo	u in the last five years, in any jurisdiction, in any state, in any country:	
9.	been addicted to, received treatment for the use or misuse of, prescription drugs and/ or illegal chemical substances, or been dependant upon alcohol or received treatment for alcohol dependancy?	
10.	Had any physical or mental condition or impairment that interrupted your practice of acupuncture that might reasonably be expected to affect your ability to practice acupuncture safely and with competence at this time?	*
If you ar	nswered "YES" to any of the above questions, you MUST furnish full details on an 8 ½ X 11 shee which MUST be attached to this application.	t

I have carefully read the questions in this application and have answered them completely, without
reservations of any kind that my answers and all statements made herein are true and correct. I understand
that any license issued from this application is based on the truth of the statements contained herein, and
that should I furnish any false information in this application, such act constitutes good cause for the denial
or revocation of my license to practice acupuncture in the State of West Virginia.

Applicants	
signature:	Date:

GOOD MORAL CHARACTER STATEMENT

State of		
County of		
I,(Name of Affiant)	_, do swear to have k	nown the
applicant(Name of Applicant)	well for	years and know
(Name of Applicant)		
him/her to be a person of good moral character.		
		Signature of Affiant
		Address of Affiant
Sworn to before me thisday of		, 19
My commission expires		·
Notory Sool		
Notary Seal		Notary Public
Return th	is form directly to:	-

West Virginia Board of Acupuncture 179 Summer Street, Suite 711 Charleston, West Virginia 25301-2122 (304) 558-1060

GOOD MORAL CHARACTER STATEMENT

State of		
County of		
I,, (Name of Affiant)	, am cur (Degree)	rently licensed in the
State of	and I do swea	ar to have known the
applicant	well for	years and know
him/her to be a person of good moral character.		
		Signature of Affiant
		Address of Affiant
Sworn to before me thisday of		
My commission expires		·
Notary Seal		Notary Public
Datum this	form directly to	•

Return this form directly to:

West Virginia Board of Acupuncture 179 Summer Street, Suite 711 Charleston, West Virginia 25301-2122 (304) 558-1060

False or Fraudulent Answers to these questions may result in Licensure Denial or Revocation

List all Health Professi	onal Licenses Hel	d in All State	s (whether active,	inactive, or	lapsed)
Name of Certificate	Classification		Based Upon		tatus
State Year	Number	Type	NCCAOM	StateExam	Diploma
(If you	need more space,	attach an 8 ½	x 11 sheet of paper	and continu	.e)
•	_		Graduation from		
A. In countries other than					
B. In the United States:					
List All Training	Programs, Includ	ling Post-Gra	duate Since Grad	uation (give	month/ye
List All Chats and Nether	-1. A	minutal Madic	al Canindian and a late	1	
List All State and Nation	iai Acupuncture/O	rientai Medica	al Societies of Whic	n you are a r	nember.
Applicants Signature			Date:		

<u>AF</u> 1	FIDAVIT	
I,	aracter; that n the person ma; that said	named in the diploma which accompanies this diploma was procured in the regular course of
I hereby request and authorize all hospitals, me acupuncturists, employers (past and present), busin governmental agencies and instrumentalities (local Board of Acupuncture any information, files, or receducation, training, professional ethics, character, pl any other factors which will or may reflect upon my being, for its evaluation of my professional qualificar release all such individuals and entities and their em the transmittal of any information or records bearing request and authorization. I have carefully read the questions included on completely, without reservations of any kind, and herein are true and correct. Should I furnish any understand that such an act shall constitute good caupractice in the State of West Virginia.	ess and pro , state, feder cords requir hysical and by y competence ations for lice ployees, age g on my pro-	fessional associates (past and present), and all ral, or foreign) to release to the West Virginia red by the Board regarding my clinical ability, mental health, emotional stability, veracity, and re, ethical integrity or physical or mental well-tensure in the State of West Virginia. I hereby rents and designees from any and all liability for fessional qualifications in connection with this responsible to this application and have answered them at my answers and all statements made by me mation in this application, I hereby agree and
A photocopy of this Affidavit shall have the same f	force and ef	fect as the original.
		Applicant's Signature
Subscribed and sworn to before me this	day of	, 19
NOTARY SEAL		Notary Public for the State of
		Name of State
My commission expires, 1	19	

Return this form to: West Virginia Board of Acupuncture, 179 Summer Street, Suite 711; Charleston, West Virginia, 25301-2122, (304) 558-1060

Acupuncture / Oriental Medical Education Certificate of Dean, Secretary, or Registrar of Acupuncture School or Oriental Medical College

(Must be completed by a representative of the School)

This is to certify that(Name of C	Graduata
(Ivallie of C	Jiaduate)
has satisfactorily completed hours of acu	ipuncture / oriental medical education at the
(Name of Acupuncture / Oriental Medical	l College) , located at
(Address of Acupuncture / On	riental Medical College)
The aforesaid graduate received the degree of	from this
College on/	
	(Signature)
	(Title)

Return this page to:
West Virginia Board of Acupuncture
179 Summer Street, Suite 711
Charleston, West Virginia 25301-2122
United States of America

SEAL OF COLLEGE

(304) 558-1060

Page 8

I,havir	, hereb	ion of Licensure y authorize and r locuments, records, and	request the State	
to furnish the West Virginia Board or complaints filed against me, fo	of Acupuncture in	nformation including do	cuments, records rega	arding charges
(Signature)		(License Number)	(Issue Date)
Name in Full)		Date of Birth	Social Security	No. (Print
(Other Names Used in Obtaining	Licensure)	C	urrent Address	
- This section is to be completed be Acupuncture, 179 Summer Street	y an official of th	ne State Board and Retur	rned to the West Virg	
State of:				
Full Name of Licensee:				
Graduate of:				
License No.:	Issue Date:	Expira	tion Date:	
Current Status:				
License Method: () National I	Board (NCCAOM) Degree only ty / Endorsement	f) () State () Other with:	Board ··:	
Is the applicant currently subject state? Yes No				
Have formal disciplinary proceed disciplinary authority in your stat attach details)	e? Yes			
Has the applicant ever had his or conditioned, restricted, suspended censure, reprimand or probation, to practice Acupuncture / Orienta Yes No Unable	l, revoked or subj or has the applica l Medicine, in yo	ected to any kind of dis ant ever voluntarily surrour ur state?	ciplinary action, incle endered or limited hi	luding
Comments, if any:				
Board Seal	Signe	d:		
_ 33. 0. 000	Title:			
	State	Board of:		
	Date:			

Certification of State Board Examination

I certify that		, in the examination
-		(Name of Applicant)
before the		Licensing Board attained a
	(Name of Board	
general average of	per cent, and	that the following marks were obtained in the subjects named
	Please List Subje	ect and Grade Obtained by Applicant
I do further certify that a	certificate to pract	etice Acupuncture / Oriental Medicine was issued to
said applicant on the _	day of _	, 19, upon the
following qualifications:		
		Signed:
		Title:
Board Seal		Address:
		Date:

Return this form to: West Virginia Board of Acupuncture 179 Summer Street, Suite 711 Charleston, West Virginia, 25301-2122

I,	of NCCAOM Examination	
of any records pertaining to my examination a examination and scores to the West Virginia	and certification, to furnis	th such information regarding my
(Signature)	Certification No	. Issue Date
(Print Name in Full)	Date of Birth	Social Security No.
This section to be completed by an official of 20036, phone (202) 232-1404, fax (202) 4	the NCCAOM, 1424 16t	
I certify that		, in the examination
before the National Commission for Certifica	tion of Acupuncture attai	ned a general average of
per cent, and that the following m	arks were obtained in the	subjects named:
Please List Subject	and Grade Obtained b	y Applicant
	English Chinese	
NCCAOM Seal	Signed:	
	Title:	
	Date:	

Return this form to: West Virginia Board of Acupuncture 179 Summer Street, Suite 711 Charleston, West Virginia, 25301-2122

Verification of Apprenticeship

I,	, hereby authorize and request			
that				
Signature	 Date			
This section is to be completed by the	instructor of your apprenticeship.			
Name:				
Licensed by:Number:	License			
Education:				
Address:				
Phone:				
apprenticeship program of education. progress, grades, and scope of training direct patient care or supervised clinical	, certify thathas (Apprentice) hours of Acupuncture / Oriental Medicine training in an The details of the program and the records of the applicant's work, are attached. This apprenticeship included hours of all training. The program was approved by the State of ard of			
(Month / Day / Year)	and graduated from this program			
on: (Month / Day / Year)				
Signed:	Date:			
Notary Signature:	Date:			
Notary Seal	My commission expires:			

Return this form to: West Virginia Board of Acupuncture, 179 Summer Street, Suite 711; Charleston, West Virginia 25301-2122

State of West Virginia Board of Acupuncture

179 Summer Street, Suite 711 Charleston, WV 25301-2122 (304) 558-1060

Pursuant to the provisions of West Virginia Code Section 48A-5A-5(C), the West Virginia Board of Acupuncture is required to include a new question section on all initial and all renewal applications relative to child support.

The code, Section 48-5A-5(C), states:

"Each licensing authority shall require license applicants to certify on the license application form, under penalties of false swearing, that the applicant does not have a child support obligation, the applicant does not have a child support obligation, the applicant does have such an obligation but any arrearage amount does not equal or exceed the amount of child support payable for six months, or the applicant is not the subject of a child support related subpoena or warrant. A license shall not be granted to any person who applies for a license if there is an arrearage equal to or exceeding the amount of child support payable for six months or if its determined that the applicant has failed to comply with a warrant or subpoena in a paternity or child support proceeding. The application form shall state that making a false statement may subject the license holder to disciplinary action including, but not limited to, immediate revocation or suspension of the license."

The Board of Acupuncture requires the following page to be signed and notarized as an additional page in the application. NO LICENSE WILL BE ISSUED WITHOUT THE FOLLOWING PAGE BEING COMPLETED.

Child Support Affidavit

$<\!<\!$ False or Fraudulent answers to the following questions may result in licensure denial or revocation. $\!>\!>$

		<u>YES</u>	<u>NO</u>	
1.	I have a child support obligation.			
If you answered yes to the above question you must answer the following questions.				
2.	I am current on my child support obligations.			
3.	My child support obligation is six months or more in arrears at this time.			
4.	I am the subject of a child support subpoena or warrant at this time.			

of any l swearin	carefully read the questions on this page and have answered the kind, that my answers and all statements made herein are true as ig can lead to disciplinary action including, but not limited to, in the practice acupuncture and oriental medicine in West Virginary	nd correct. I under nmediate revocation	rstand that false	
Applica	nnt's signature:	Date:		