

Alaska Department of Commerce, Community, and Economic Development
Division of Corporations, Business and Professional Licensing
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BIENNIAL ACUPUNCTURE LICENSE RENEWAL

October 1, 2008 – September 30, 2010

BIENNIAL RENEWAL FEE: \$50

Name: _____

License No. _____

YOUR LICENSE TO PRACTICE ACUPUNCTURE IN THE STATE OF ALASKA LAPSES ON SEPTEMBER 30, 2008. There is no grace period to practice on a lapsed license. It is illegal for you to practice or offer to practice acupuncture in Alaska if your license has lapsed. To renew your license for the period (October 1, 2008-September 30, 2010), return this signed, notarized application to the above address with a check or money order payable to the State of Alaska or use the attached Credit Card Authorization form. This is the only renewal notice you will receive. An incomplete application or insufficient fee will result in your renewal being rejected.

RENEWAL DUE DATE If you have met the continuing competency requirements (see reverse), complete this form and return with the appropriate fee for processing. The processing time for correct and completed renewal applications is three to four weeks after receipt. Plan accordingly and submit your form by September 1, 2008 to ensure processing by the lapse date of September 30, 2008.

NAME CHANGE If you have had a legal name change since your last license was issued, submit a certified true (notarized) copy of the legal document (marriage certificate, divorce decree, etc.) as proof of the change.

EXPIRED LICENSES There is no "inactive" license status. A license lapsed less than five years will be renewed in accordance with AS 08.06.040 and Article 2 of 12 AAC 05. Licenses which have expired more than five years cannot be renewed.

SOCIAL SECURITY NUMBERS AS 08.01.100 requires that a U.S. Social Security Number be on file with the division before a professional license is renewed for an individual.

PAYMENT OF CHILD SUPPORT AND STUDENT LOANS If the Alaska Commission on Postsecondary Education has determined you are in loan default, or if the Alaska Child Support Services Division has determined you are in arrears on child support, you will be issued a nonrenewable, temporary license valid for 150 days. Contact Postsecondary Education at (888) 441-2961 or Child Support Services at (907) 269-6657 if your last name begins with A through M; contact (907) 269-6845 if your last name begins with N through Z, or 1-800-478-3300 to resolve payment issues.

PUBLIC INFORMATION Please be aware that all information on this renewal form will be available to the public unless required to be kept confidential by state or federal law.

Name: _____ Social Security #: _____
Last First Middle (Required)

Corrected Mailing Address (complete only if your address is different than the address label shown above or there is no label):

Street or P.O. Box City State ZIP Code

Daytime Telephone #: _____ Date of Birth: _____ License #: _____

Email: _____

PROFESSIONAL FITNESS: The following questions must be answered. "Yes" answers may not automatically result in license denial. If you answer "yes" to any of the questions, please explain dates and circumstances on a separate piece of paper, and send any supporting documents that are applicable (court records, etc.).

Since the date of your <u>last</u> application for an Alaska acupuncture license:	YES	NO
1. Have you had your license denied, revoked, suspended, surrendered, placed on probation, or been subject of any restriction, censure, reprimand, or other disciplinary action in any jurisdiction?.....	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you been convicted of any criminal offense other than a minor traffic violation?.....	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you experienced or been treated for bipolar disorder, schizophrenia, paranoia, or psychotic disorder, or substance abuse?.....	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you now, or have you been addicted to or excessively or illegally used, alcohol or a controlled substance?.....	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you currently have a physical disability which may impair or interfere with your ability to practice acupuncture?.....	<input type="checkbox"/>	<input type="checkbox"/>

CONTINUING COMPETENCY

Your license cannot be renewed unless you have successfully completed the continuing competency requirements in regulation 12 AAC 05.210 and .220. (See attached regulations.) "Successful completion" is defined in 12 AAC 02.960(j) as "the date that credit for the continuing competency activity is awarded by the instructor, sponsor or other verifier for completion of the activity."

RANDOM AUDIT: The division will audit a percentage of the license renewals. If your license is randomly selected for audit, you will be required to submit copies of documentation and proof that you satisfied the continuing competency requirements as you stated on this renewal form. Save your documents for at least three years so you can respond to audits. **DO NOT SUBMIT PROOF OF CE UNTIL REQUESTED.**

Note: Continuing education is not required for **Licensees #111 and above** for this renewal only.

If your renewal application is POSTMARKED BY SEPTEMBER 30, 2008, complete this section:

LICENSE #s 001-110 - I certify that I have successfully completed the required 15 contact hours of continuing competency in accordance with 12 AAC 05. during the concluding licensing period of October 1, 2006 through September 30, 2008.

LATE RENEWAL APPLICANTS: If your renewal application is POSTMARKED AFTER SEPTEMBER 30, 2008, complete this section:

(Read carefully and check the box below that fits your situation)

Even though I am submitting my application after September 30, 2008, I successfully completed the 15 contact hours of continuing competency during the concluding licensing period of October 1, 2006 through September 30, 2008.

I certify that I did not complete the continuing competency requirements during the concluding licensing period of October 1, 2006 through September 30, 2008. However, as allowed under 12 AAC 02.965 I successfully completed the required continuing competency on or after October 1, 2008 but prior to submitting this renewal application and have attached copies of the certificates verifying I completed this education.

NOTE: If any of the situations described above do not fit your situation, attach a letter of explanation.

I certify that the statements in this application are true and correct to the best of my knowledge. I understand that any false information may result in failure to renew my license as an acupuncturist in Alaska, or subsequent revocation of my license.

Sign Here _____
Signature **Date**

SUBSCRIBED AND SWORN TO before me on _____ (date).

NOTARY Notary Public, State of _____

My commission expires _____

CONTINUING COMPETENCY REQUIREMENTS

12 AAC 05.200. LICENSE RENEWAL. (a) A license to practice acupuncture expires on September 30 of even-numbered years.

- (b) A licensee applying for license renewal shall
- (1) complete a renewal application on a form provided by the department;
 - (2) pay the license renewal fee established in 12 AAC 02.108;
 - (3) submit proof of current certification as required by AS 08.06.040; and
 - (4) submit a sworn statement of the contact hours of continuing competency activities completed during the concluding period, if required by 12 AAC 05.210.

12 AAC 05.210. CONTINUING COMPETENCY REQUIREMENTS. (a) An applicant for renewal of a license to practice acupuncture shall document completion of 15 contact hours of continuing competency activities acceptable to the department that was earned during the concluding licensing period.

(b) An applicant for renewal of a license to practice acupuncture who has been licensed less than 12 months is exempt from the requirements of this section.

(c) For the purposes of this section,

(1) one contact hour equals a minimum of 50 minutes of classroom instruction between instructor and participant;

(2) one academic semester credit equals 15 contact hours; and

(3) one academic quarter credit equals 10 contact hours.

12 AAC 05.220. APPROVED CONTINUING COMPETENCY ACTIVITIES. (a) To be accepted by the department, continuing competency activities must contribute directly to the professional competency of the licensee and must be directly related to the skills and knowledge required to practice acupuncture.

(b) Continuing competency activities offered or recognized by the following organizations are acceptable if they are related to the practice of acupuncture in accordance with (a) of this section:

(1) National Commission for Certification of Acupuncturists;

(2) a school of acupuncture approved by the department.

12 AAC 05.230. AUDIT OF CONTINUING COMPETENCY REQUIREMENTS. (a) The department will, in its discretion, audit renewal applications to monitor compliance with the continuing competency requirements of 12 AAC 05.210 and 12 AAC 05.220.

(b) A licensee selected for audit shall, within 30 days from the date of notification, submit documentation to verify completion of the contact hours of continuing competency claimed under 12 AAC 05.200.

(c) An applicant for renewal is responsible for maintaining adequate and detailed records of all contact hours of continuing competency claimed and shall make the records available to the department upon request under this section. Records must be retained for three years after the date the continuing competency hours were earned.

(d) Records of continuing competency hours earned must include the following information:

(1) the name and address of the course sponsor;

(2) the number of contact hours of continuing competency credit claimed;

(3) the title or a description of the course;

(4) the dates of attendance;

(5) the name of the person awarded the continuing competency credit.

NOTIFICATION OF PROPOSED REGULATIONS CHANGES

If you would like to receive notice of all proposed Acupuncture regulation changes, please send a written request adding your name to the Acupuncture Interested Parties List to:

REGULATIONS SPECIALIST

Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing

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