

Alaska Department of Commerce, Community, and Economic Development  
Division of Corporations, Business and Professional Licensing  
**ACUPUNCTURE SECTION**  
P.O. Box 110806, Juneau, Alaska 99811-0806  
333 Willoughby Avenue, 9th Floor, Juneau, Alaska 99801-0800  
Phone: (907) 465-2695 ★ E-mail: license@commerce.state.ak.us  
Website: www.commerce.state.ak.us/occ/pacu.htm

## **ACUPUNCTURE LICENSE APPLICATION PACKET**

AS 08.06.010 states: "A person may not practice acupuncture without a license."

### **GENERAL INSTRUCTIONS**

If you received this application other than directly from the division or its official website, the application may be outdated or not an official version. To ensure you have the official version, please contact the division. Please read the application and all the instructions carefully. It is the applicant's responsibility to completely and accurately fill out the application and submit all required supporting documents. It is also the applicant's responsibility to request official transcripts, translations, and original verifications of licensure to be sent to this office. If the supporting documents show a name other than the one on the application (e.g., because of marriage, divorce, or any other reason), include an explanation and a certified true copy of the document that supports that change (e.g., marriage certificate, divorce decree, court order of name change, etc.). Incomplete or incorrect documents will be returned and will cause delays in processing the application. Please type or print all requested data. If space for any answer is insufficient, use an additional sheet and specify the question to which it relates.

All documents must be originals or certified true copies of the original documents. To obtain a certified true copy, take the original documents and the photocopies to a notary public so s/he can compare each original document to its copy. Write or type "true copy of the original" on the photocopy and have the notary attest to its authenticity by including the notary's signature and seal. Documents of not larger than 8-1/2" x 11" are preferred. Each document in a foreign language must be accompanied by an official translation by a certified translator.

### **APPLICATION FOR LICENSURE BY EDUCATION**

The following documents and fees must be on file with the division before the file will be reviewed:

1. **APPLICATION** - completed, signed, and notarized, including a recent head and shoulders photograph. The notary's seal must overlie a portion of the photograph. The applicant must be at least 21 years of age as shown on the signed and notarized application. An applicant with a "yes" answer to one or more professional conduct questions must submit a separate written, signed and dated explanation and provide copies of any supporting documents.
2. **FEES** - Make check or money order payable to the State of Alaska.  
Nonrefundable application fee . . . \$50                      Acupuncturist license fee. . . \$50
3. **EDUCATION** - An official transcript from a school or college of acupuncture accredited by the Accreditation Commission for Colleges of Acupuncture and Oriental Medicine (ACCAOM).
4. **NCCAOM DIPLOMATE** – A certified true copy of the NCCAOM Diplomate certificate or an original verification of Diplomate qualification sent directly from NCCAOM. National Certification Commission for Acupuncture and Oriental Medicine, 11 Canal Center Plaza, Suite 300, Alexandria, VA 22314, www.nccaom.org.
5. **MORAL CHARACTER FORMS** - Two original forms (p. 4), each signed and notarized, attesting to your character.
6. **RELEASE** - Completed Authorization for Release of Records form (p. 5).

### **APPLICATION FOR LICENSURE BASED ON LICENSE IN ANOTHER JURISDICTION**

If the school you attended was not accredited by ACCAOM, you must hold a current acupuncturist license in another jurisdiction in order to receive Alaska licensure.

In addition to Items 1, 2, 4 - 6 above required for licensure, you must submit the following:

3. **LICENSE VERIFICATION** - Verification of licensure form (p. 3) from each state, territory, or country in which the applicant holds or has held a license to practice acupuncture. Make additional photocopies, if necessary.

## COURTESY LICENSES

The department will issue a courtesy license to an applicant for the recognized limited purposes of (1) provision of professional services in an emergency situation specifically recognized by the department; or (2) instruction or provision of professional services at a clinic or seminar focused on a subject in which the applicant is a specialist. The applicant must submit a completed application; \$50 application fee and \$100 courtesy license fee; verification of a current license in the profession in another licensing jurisdiction that confirms the license is active, in good standing, and covers the scope of practice required for the limited purpose as stated; a description of the limited purpose of the courtesy license and the applicant's intended scope of practice under it; a notarized statement that the applicant is not a resident of Alaska; and a second notarized statement that the applicant has not previously been denied a license or had a license revoked for the profession in this or another licensing jurisdiction. A courtesy license does not authorize the holder to practice the profession outside the scope of the limited purpose for which the courtesy license is issued and the license is valid for no more than 90 consecutive days. The department will not issue more than two courtesy licenses for the profession to an individual within a consecutive 18-month period.

## OTHER FEES

Wall certificate (suitable for framing), with initial application or subsequent written request.....	\$20
Duplicate license fee (with written request) .....	\$5
Verification of licensure to another state (with written request) .....	\$20
Returned check fee .....	\$20
Address change (must be in writing) .....	no fee

## GENERAL INFORMATION

**APPLICATION PROCESSING** - The amount of time it takes to process the application varies, depending on when all complete and correct documents and fees are received by the division. If the application is incomplete, the applicant will be notified of incomplete and/or incorrect documents and fees. When the application is complete and correct, all supporting documents have been received, and all fees have been paid, a license will be issued and mailed with an accompanying cover letter with further information about Alaska statutory requirements. If the application is not approved for licensure, a written explanation of the basis of that denial and information on how to appeal the decision will be provided.

**SOCIAL SECURITY NUMBERS** - AS 08.01.060 and 08.01.100 require that a U.S. Social Security Number be on file with the division before a professional license is issued or renewed for an individual. If you do not have a U.S. Social Security Number, please complete the "Request for Exception from Social Security Number Requirement" form located at [www.commerce.state.ak.us/occ](http://www.commerce.state.ak.us/occ) OR contact the division for a copy of the form.

**PAYMENT OF CHILD SUPPORT** – Alaska Statute 25.27.244 requires the Division of Corporations, Business and Professional Licensing to deny issuance of the professional or occupational license of any person reported by the Alaska Child Support Services Division (CSSD) as not in substantial compliance with a child support order. If this office is notified by CSSD that you are not in substantial compliance with a child support order, you may be issued a nonrenewable, temporary license valid for 150 days. The 150-day temporary license period is your opportunity to work with CSSD to obtain a release. If you have questions regarding the status of your child support obligation, you may contact CSSD at 1-800-478-3300 or (907) 269-6963 to resolve payment issues.

**LICENSE TERM** – Licenses are issued for a two-year period. However, all acupuncture licenses expire September 30 of even-numbered years, regardless of the date of issuance, except licenses issued within 90 days of the expiration date are issued to the next biennial expiration date. One renewal notice will be mailed at least 30 days before license expiration to the last known address of record.

**ADDRESS OR NAME CHANGE** - In accordance with 12 AAC 02.900, it is the applicant's/licensee's responsibility to notify the division, in writing, of changes of address or name. Name and address change notification forms are available on the division's website. The address of record with the division will be used to send renewals and all other official notifications and correspondence. The name appearing on the license must be your current legal name.

**ABANDONMENT** - Under 12 AAC 02.910, an application is considered abandoned when 12 months have elapsed since correspondence was last received from or on behalf of the applicant. An abandoned application is denied without prejudice and the application fee is forfeited. At the time of abandonment, the division will send notification to the last known address of the applicant, who has 30 days to submit a written request for a refund of license and other fees paid. If no request for refund is received, all fees are forfeited.

**DENIAL OF APPLICATION** – Please be aware that the denial of an application of licensure may be reported to any person, professional licensing board, federal, state, or local governmental agency, or other entity making a relevant inquiry or as may be required by law.

**STATUTES AND REGULATIONS** – The complete set of statutes and regulations for this program is available on the division's website at [www.commerce.state.ak.us/occ/pacu.htm](http://www.commerce.state.ak.us/occ/pacu.htm). If you are unable to download the statutes and regulations, please contact the division and request a copy by mail.

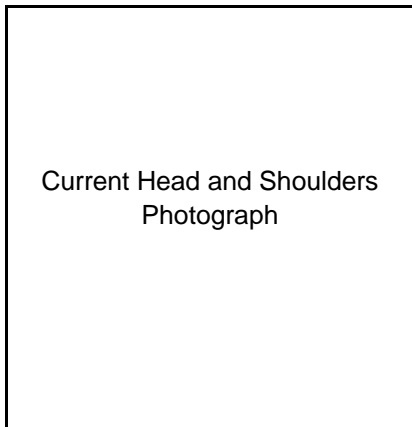


**PROFESSIONAL FITNESS** - The following questions must be answered. "Yes" answers may not automatically result in license denial. If you answer "Yes" to any of the questions, please explain dates and circumstances on a separate, signed and dated piece of paper, and send copies of any supporting documents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

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| 1. Has your professional license ever been denied, revoked, suspended, surrendered, stipulated, on probation, or been subject to any other restriction or disciplinary action in any jurisdiction?.....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you currently have a disciplinary proceeding or unresolved complaint pending?.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you ever had any malpractice settlements or judgments paid in your behalf?.....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you ever been convicted of any criminal offense other than a minor traffic violation (convictions include "suspended imposition of sentence")?.....  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Within the past five years, have you experienced, or been diagnosed with, or been treated for, bipolar disorder, schizophrenia, paranoia, psychotic disorder, substance abuse, depression (except for reactive or situational depression), or any other mental or emotional illness?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Within the past five years, have you been or are you addicted to, excessively used, or misused alcohol, narcotics, barbiturates, or habit-forming drugs?.....   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Within the past five years, have you had or do you have a physical disability or physical illness which may impair or interfere with your ability to practice acupuncture?.....   | <input type="checkbox"/> | <input type="checkbox"/> |

All information submitted with this application is considered public information unless required by state or federal law to remain confidential. If additional information of a confidential nature is required, you will be notified in writing. Licensee information, including mailing addresses, is available on the division's website at [www.commerce.state.ak.us/occ/](http://www.commerce.state.ak.us/occ/) under "Professional License Search."

I certify that the information in this application is true and correct to the best of my knowledge. I further certify that all credentials and supporting documents supplied by me are true and correct and that the photograph below is a true likeness of me taken within the past 60 days. I understand that any false information or falsification of documents may result in failure to obtain, or subsequent revocation of, a license to practice acupuncture in Alaska.



\_\_\_\_\_  
Signature of Applicant

SUBSCRIBED AND SWORN TO before me on \_\_\_\_\_ (date).

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

(NOTARY SEAL)

**NOTE: NOTARY SEAL MUST OVERLIE A PORTION OF THE PHOTOGRAPH**

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VERIFICATION OF ACUPUNCTURE LICENSE

Part I

Instructions to Applicant: Type or print the information needed to complete Part I of this form. Forward a verification to each jurisdiction where you previously were or currently are licensed as an acupuncturist. The information requested below must be officially verified by the agency or board that issued the license. The blank form may be photocopied for additional requests. It is the applicant's responsibility to request all necessary verifications and pay all applicable fees. Upon completion of Part II, the licensing agency will return the form directly to the State of Alaska.

Name Last First Middle Maiden/Other
Mailing Address City State ZIP Code
License # Birthdate
Signature Date Signed

PLEASE DO NOT DETACH

Part II

Instructions to Licensing Agency or Board: The above-named individual is applying for licensure as an acupuncturist in Alaska. Please provide the information requested below, and return the form directly to the Division of Corporations, Business and Professional Licensing at the address at the top of the page. The verification is not to be returned to the applicant. In lieu of this form, the State of Alaska will accept a standard computer verification that provides approximately the same information.

Licensee's Name as Shown on your Records:
License # Birthdate
Original Issue Date Current Expiration Date
Status: Current Inactive Lapsed Other
Licensed By: Exam (Date) Credentials Other, please specify:

Does your state require NCCAOM certification for licensure? Yes No

Has there been any final disciplinary action taken against this licensee? Yes No

If yes, please provide a copy of the disciplinary action document.

List derogatory information, if any

Board/Agency Name

Signature

Printed Name

Title

Date

(BOARD SEAL)

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**CERTIFICATE OF MORAL CHARACTER**

THIS CERTIFIES that I have been personally acquainted with \_\_\_\_\_  
for \_\_\_\_\_ years and that I know him/her to be of good moral character, not addicted to the use of habit-  
forming drugs or intemperance, and I recommend him/her to the State of Alaska, Department of Commerce,  
Community, and Economic Development, as being entirely worthy to be licensed to practice acupuncture in Alaska  
pursuant to law.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Daytime Phone No. \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me on

\_\_\_\_\_ (date).

\_\_\_\_\_

Notary Public, State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

(NOTARY SEAL)

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Community, and Economic Development, as being entirely worthy to be licensed to practice acupuncture in Alaska  
pursuant to law.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Daytime Phone No. \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me on

\_\_\_\_\_ (date).

\_\_\_\_\_

Notary Public, State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

(NOTARY SEAL)

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**AUTHORIZATION FOR RELEASE OF RECORDS**

To Whom It May Concern:

I, \_\_\_\_\_

residing at \_\_\_\_\_

authorize the Alaska Division of Corporations, Business and Professional Licensing and its investigators to examine my medical, dental, employment, and education records, and any records pertaining to litigation, suits, judgments and/or settlements, and any law enforcement records pertaining to me and discuss them with persons having possession of them. I also expressly permit and authorize the release of any and all such records pertaining to me to the Alaska Division of Corporations, Business and Professional Licensing and its investigators.

I authorize the division to discuss my records with persons or organizations which are considered appropriate by the division in connection with an official investigation, and to provide copies of my records to those persons or organizations considered appropriate by the division.

This release also applies to any documents or records which contain information pertaining to psychiatric, drug or alcohol evaluation, diagnosis, or treatment received by me and which were prepared or made in conjunction with, or under the authority or guidance of any local, state, or federal law which relates to psychiatric, drug or alcohol evaluation, diagnosis or treatment.

I request that upon presentation of this release, or a certified true copy of it, that you provide copies of those records to the division and/or its investigators, and/or representatives of the Office of the Attorney General of the State of Alaska.

This authorization is given expressly in connection with my application for initial issuance of a license as an acupuncturist. This authorization expires one year from the date of my signature below.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Work Telephone: \_\_\_\_\_