



Registration Policy

1. Introduction

The College of Acupuncturists of Alberta (College) is responsible for regulating the Acupuncturist Profession under the *Health Professions Act* (Act). The College, in accordance with the Act, sets registration requirements for an individual to become registered as a regulated member in the province of Alberta.

These registration requirements are integral in ensuring the public receives safe, competent, and ethical services from regulated members.

To practice as an acupuncturist in the province of Alberta and use the protected title of Doctor of Acupuncture, an individual must be registered with the College and hold a valid practice permit within the regulated and non-regulated registration categories.

2. Purpose

The purpose of this policy is to establish clear and consistent requirements for registration, reinstatement, and practice permit renewal for regulated members of the College.

3. Definitions

Applicant: An individual who applies to the College to become a regulated member in the province of Alberta.

Practice permit: a practice permit issued to a regulated member under Part 2 of the Act.

Registration requirements: minimum requirements required for each registration category.

Regulated member: an individual registered on the general, provisional, or courtesy register with the College.

4. Policy

Registration Requirements

- 4.1 To be eligible for registration, applicants must meet the registration requirements as follows:
 - 4.1.1 Submit a completed application form, including required documents and payment of fees.
 - 4.1.2 Meet the registration requirements as set out in the Registration Procedure.

Non-Practicing Status

- 4.1.3 Regulated members applying for non-practicing status must meet the requirements as set out in the Registration Procedure to be eligible.

VERSION 1

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Annual Practice Permit Renewal

- 4.2 Regulated members applying for practice permit renewal must:
- 4.2.1 Submit a renewal application and provide payment of practice permit fees, penalties, costs, and any other fees between February 1 to March 31 annually.
 - 4.2.2 Meet practice hour requirements including direct hours.
 - 4.2.3 Complete Continuing Competence Program requirements.
 - 4.2.4 Hold valid standard first aid & CPR-C certification and professional liability insurance.
 - 4.2.5 If a regulated member's application for renewal is not received by March 31, the member's practice permit will be suspended.

Cancellation of Registration

- 4.3 The registration and practice permit of a regulated member will be subject to cancellation in the following circumstances:
- 4.3.1 The regulated member resigns from registration.
 - 4.3.2 The regulated member does not apply for a practice permit.
 - 4.3.3 The regulated member defaults on payment of practice permit fees, penalties, costs, or any other fees.
 - 4.3.4 As a result of a decision of unprofessional conduct under the Act, based in whole or in part on sexual abuse or on a conviction of a sexual nature.

Reinstatement

- 4.4 Regulated members who resign or have their practice permit cancelled, must reinstate their registration prior to returning to practice. An applicant applying for reinstatement must:
- 4.4.1 Meet current requirements for registration.
 - 4.4.2 Fulfill any conditions imposed on their practice permit at the time of cancellation.
 - 4.4.3 Be fit to practice as an acupuncturist and not pose a risk to public safety.
 - 4.4.4 Remit any outstanding payment of practice permit fees, penalties, costs, or any other fees.
 - 4.4.5 Demonstrate currency in practice as set out in the Registration Procedure.



5. Authority

This policy is established under the authority of Corporate Governance Policy G.1.2, which delegates the authority for the Chief Executive Officer to establish policies and procedures for the management and operation of the College for regulatory program policies and Policy G.1.5, which delegates responsibility for the Chief Executive Officer to design, develop, administer, and deliver College programs and services in accordance with the established goals and targets set out in the strategic and business plans.

6. Scope

This policy applies to applicants and regulated members of the College.

7. Related Policies and Procedures

- R.1.2.1 Registration Procedure
- R.1.1 Continuing Competence Program Policy
- R.1.1.1 Continuing Competence Program Procedure

8. Version History

Date	Notes
July 17, 2023	New policy

Appendix 1 – Registration Requirements

The chart below outlines the requirements for each registration category based upon application type. All requirements must be submitted for an application to be considered complete.

APPLICATION TYPE	New Graduates	Internationally Educated	Labour Mobility	Reinstatement	Provisional	Courtesy (Educational)	Courtesy (Clinical)
REGISTRATION CATEGORY	General	General	General	General	Provisional	Courtesy	Courtesy
Application	P	P	P	P	P	P	P
Application Fee	P	P	P	P	P	P	P
Identification (2 pieces)	P	P	P	P	P	P	P
Proof of Citizenship or work permit	P	P	P	P	P	P	P
Credentials of Acupuncture Education	P	P		P	P	P	P
Criminal & Vulnerable Sector Check	P	P	P	P	P		P
References (2)	P	P		P	P		P
First Aid & CPR	P	P	P	P	P		P
Sexual Abuse & Misconduct Training	P	P	P	P	P		P
Letter of Standing	P	P	P	P	P		P
Professional Liability Insurance	P	P	P	P	P		P
Examinations	P	P		If applicable	P		
Currency of Practice	P	P	P	P	P	P	P
Fitness to Practice	P	P	P	P	P	P	P
English Language Requirements	P	P	P	P	P	P	P
Jurisprudence Examination			P	If applicable			P
Education Credential Assessment	Graduates outside of Alberta	P				Graduates outside of Alberta	Graduates outside of Alberta

Appendix 2 – Currency In Practice Requirements

The below chart outlines the currency in practice requirements applicants must meet to be eligible for registration if they have not completed their acupuncture education within three years prior to submitting their completed application for registration or reinstatement.

Unregistered Period	Currency-in-Practice Requirements
< 2 years	<ul style="list-style-type: none"> • Complete any outstanding CCP requirements for the year they were last registered. • Complete all mandatory College-directed activities during the cancelled period.
2 to < 5 years	<ul style="list-style-type: none"> • Complete jurisprudence examination. • Complete all mandatory College-directed activities from previous unregistered years. • If proof of currency in practice is provided, obtain 15 Continuing Competence Program (CCP) credits.* • If not current in practice: <ul style="list-style-type: none"> ○ Obtain 20 CCP credits* for each previous unregistered year. ○ Successfully complete the Safety, Modalities, and Acupuncture Points Exam.
5-10 years	<ul style="list-style-type: none"> • Complete all mandatory College-directed activities for the past five years. • If proof of currency in practice is provided, obtain 15 CCP credits.* • If not current in practice: <ul style="list-style-type: none"> ○ Obtain 20 self-selected CCP credits* for each previous unregistered year. ○ Successfully complete all components of the Alberta Acupuncturist Registration Examinations.
More than 10 years	<ul style="list-style-type: none"> • Complete 500 supervised practice hours. • Complete all components of the Alberta Acupuncturist Registration Examinations.

* Only credits obtained from a formal program (e.g., courses, seminars, workshops, etc.) are accepted.

Appendix 3 – First Aid and CPR Certification

The chart below outlines acceptable first aid and CPR-C training. Regulated members must obtain standard first aid and CPR-C training from an organization approved by Alberta Occupational Health and Safety.

First Aid	CPR
Standard First Aid	CPR-C with AED
Advanced First Aid	CPR-HCP
First Responder	BLS Provider
	First Responder