

## APPLICATION COMPLETION CHECKLIST

For Graduates of ACAOM Accredited, Candidate, or Approved Equivalent Acupuncture Programs

Please use this sheet to help you keep track of what you need to do to complete your file. Most often, delays are due to incomplete or inaccurate information. It takes approximately six weeks from the date the Board receives your application in order to be granted a license. **You may not begin practice until you receive a license.** You will receive status letters when the Board receives documentation regarding your application. Please contact Licensing Call Center at 971-673-2700 if you have any questions. **FAXES ARE NOT ACCEPTED.**

### DOCUMENTS REQUIRED FROM THE APPLICANT BY THE APPLICATION FILING DEADLINE:

- Completed notarized application form, including passport photograph
- Initial application-filing fee of \$245.00

### DOCUMENTS REQUIRED FROM THE APPLICANT BY FILE COMPLETION DEADLINE:

- A photocopy of your official birth certificate (hospital birth certificates are not accepted)
- Name change documentation (if applicable)
- Fingerprint Card **and** Identification Verification Form
- A photocopy of your Acupuncture school diploma
- Questionnaire on the Medical Practice Act and Administrative Rules
- Any additional documentation requested by the Board

### DOCUMENTS REQUIRED FROM THE SOURCE SENT DIRECTLY TO THE BOARD BY THE FILE COMPLETION DEADLINE:

- Verification of current NCCAOM certification from the NCCAOM
- Verification of health related employment for the past five (5) years (if applicable)
- Verification of education from the Dean of your Acupuncture program
- Verification of health related licenses/certifications granted by Oregon or another state (if applicable)
- Verification of English proficiency examination scores (if applicable)

**RETAIN A COPY OF YOUR COMPLETED APPLICATION FOR YOUR FILES.**

**While an applicant, please use the form at the following link to submit any address change(s) to the Board:**  
[http://egov.oregon.gov/OMB/MD-DO\\_Application/Applicant\\_Address\\_Change.pdf](http://egov.oregon.gov/OMB/MD-DO_Application/Applicant_Address_Change.pdf).