

## Frequently Asked Questions Acupuncturist Licensure Process

Disclaimer: Any and all statements herein should not be construed as official policy or positions of the Georgia Composite Medical Board (GCMB). The information is merely provided on our website by Board staff for general guidance to the citizens of Georgia and users of our website. No individual staff member is authorized to provide a binding opinion or statement for the full Board. Nothing herein should be construed as legal advice or as a legal opinion for any particular situation. Refer to the Rules and Laws of the Georgia Composite Medical Board and consult an attorney of your choice for clarification.

**It is RECOMMENDED that YOU DO NOT ACCEPT an offer of employment to practice in Georgia UNTIL you have been notified in writing from the Board that you have met all necessary requirements for licensure and have received your license.**

**1. How do I apply for an acupuncturist license?**

**ONLINE:** The quickest and easiest way to apply for this type of license is to submit your application online by visiting our website at [www.medicalboard.georgia.gov](http://www.medicalboard.georgia.gov) and click the [Apply, Renew, Reinstatement or Manage License](#) link. You will be required to REGISTER first before you can apply for this license.

**PAPER APPLICATION:** If you prefer to apply by paper application, you may visit our website at [www.medicalboard.georgia.gov](http://www.medicalboard.georgia.gov) and click the [For Professionals](#) link. A request for an application may also be requested in writing by submitting the following information: your legal name and mailing address, or by contacting the Board directly at (404) 656-3913.

**2. Does an application for an Acupuncturist License have an expiration date?**

**YES.** Georgia Acupuncturist application for license remains active for **one year only**. If you applied for a Georgia Acupuncturist license and were not issued a permanent license within twelve (12) months, you must reapply by submitting a new application, with your most current information, in addition to an application fee. Upon receipt and review of your application, you will be notified of any documentation previously provided which is acceptable. All other information, such as letters of reference **MUST BE** resubmitted. We will not simply “reactivate” your old application.

**3. What does “primary source verification” mean?**

The Medical Board verifies all applicant information as “primary source” verification. This means that we must receive the information **DIRECTLY** from the issuing source. Please refer to the application instructions for additional information on what primary source documentation is acceptable by the applicant.

**4. Does Georgia issue temporary Acupuncturist licenses?**

The rules of the **Georgia Composite Medical Board** and the *Acupuncture Act of Georgia* allow for the issuance of temporary licenses for Acupuncturists. Rule 360-13-.13 Temporary Permits states, “Temporary permits for the licensure of acupuncturists and detoxification technicians may be issued by the Board.” However, as this is a new law, the Board is currently assessing the need for temporary permits. No determination has been made to their issuance or cost associated with a temporary permit.

**5. May I apply for a temporary Acupuncturists license if I will be coming to Georgia just for a couple of weeks, or just a month?**

Georgia does not issue temporary licenses for Acupuncturists at this time. You must apply for a permanent Georgia Acupuncturist license if you wish to practice in Georgia.

**6. How long does it take to get my Acupuncturist license?**

Absent any complicating factors, the average application process takes approximately six (6) to eight (8) weeks to complete. Once your application is complete, your file will be placed on the agenda for review at the next scheduled Medical Board meeting.

**7. If my application is not received as “completed” by the 5-business day deadline to go to the next Board meeting, what should I do?**

In most cases, the only thing to do is to follow-up with your primary source verifiers to find out if missing documentation has been sent to the Board. An application is considered complete when all the application pages, primary source documentation, and administrative screenings have been conducted. A final quality assurance audit of your application is the final process before your application is considered complete. Staff cannot submit an incomplete application to the Board for approval.

**8. I have a job offer and need an Acupuncturist license immediately. What should I do?**

The application process takes approximately six (6) to eight (8) weeks to complete. In the application instructions, applicants are informed **NOT TO ACCEPT EMPLOYMENT** until you have met all the necessary requirements for licensure and have been notified in writing of your approval for an Acupuncturist license.

As soon as the Board staff informs you of your application’s deficiencies, (generally within fifteen (15) days of submission of your application), the best thing for an applicant to do under these circumstances is to check with your primary source verifiers, (e.g., school transcripts, references, test scores, and out-of-state licensure verification), to make sure they send your information directly to the Medical Board in a timely fashion.

**9. I will be conducting a seminar on Clean Needle Technique (or any other type seminar) in Georgia. Must I have a Georgia Acupuncturists License to be able to conduct my seminar?**

**NO.** The *Acupuncture Act of Georgia* specifically makes provisions under 43-34-71(b)(3) to allow persons from out-of-state to conduct educational seminars in Georgia without a Georgia Acupuncture license so as long as the instructor is licensed in another state and the seminar is sponsored by a Board approved professional organization of acupuncture. However, if the participants are not licensed in Georgia and the seminar requires a practical examination (demonstrate the needle technique on “volunteer patient”), then, the student must be supervised “directly” either by *a person who is licensed to practice medicine in the state of Georgia* or an *acupuncturist who is licensed in the state of Georgia*.

**10. I am scheduled to complete my training program in June of next year, when should I apply for my Georgia Acupuncture License?**

Applications for an Acupuncturist license remain active for **one year** only. Therefore, you should not apply for an Acupuncturist license with the Georgia Composite Medical Board until you have completed all of your required training and have been notified that you have passed the required examinations.

**11. I received my education outside of the United States. May I apply for an Acupuncturist license in Georgia if I went to an international school?**

**YES,** Georgia law makes provisions to allow for licensure for Acupuncturists trained outside the United States. The law clearly acknowledges that acupuncture is techniques used in Oriental medicine and, therefore, many individuals have been trained in schools outside the United States.

**12. I have decided not to move to Georgia and I want to withdraw my application. What should I do? Is my application fee refundable?**

If you decide during the application process that you would like to withdraw your application, it is necessary for you to put this request in writing and sign and date the request and give a brief explanation as to why you would like to withdraw your application. Fees paid to the Georgia Medical Board are not refundable whether or not a license is issued, an application is withdrawn, or the application is denied.

**13. May I place my Georgia Acupuncturist license “on hold” or in an “inactive status”? If so, is there a fee involved?**

**YES.** The Board has provided for “inactive status” Licenses for Acupuncturists. Refer to the list of licensing fees. Complete the application for Inactive status for Acupuncturist and mail to the Board with the required fee.

**14. May a Board licensee practice acupuncture in Georgia using an Acupuncturist license from another state?**

**NO.** The only exception that allows an out-state-licensed Acupuncturist to practice in Georgia is when the individual is conducting an educational seminar on acupuncture techniques. (See question #9)

**15. Are Acupuncturists in Georgia required to obtain Continuing Acupuncture Education (CAE’s) every year? How do you know they are fulfilling their obligation?**

As we are in the initial stages of implementing the Acupuncture Act of Georgia, the Board has not yet promulgated rules on continuing education requirements for Acupuncturists. When the Board does promulgate the standards for continuing acupuncture education requirements, the Board conducts a random audit of renewal applicants. You will be notified by mail that your renewal application is being audited for current NCCAOM certification. The renewal applicant will simply forward the appropriate documentation to the Board.

**16. How do I report a change of address?**

You may visit our website at [www.medicalboard.georgia.gov](http://www.medicalboard.georgia.gov), log into your account and update your address online. You may also send an e-mail to [medbd@dch.ga.gov](mailto:medbd@dch.ga.gov). Please be sure to include your full name, title, license number, your old address and the new address. It is very important to specify if the address change is for your **mailing/practice address OR both**. Also remember that the mailing address you provide will be the address listed on our website for the public to view **UNLESS** you provide a practice location address.

**17. How do I find out about career opportunities in rural Georgia?**

For information concerning practice opportunities in rural Georgia, please visit [www.dch.ga.gov](http://www.dch.ga.gov)

**18. How do I find out about minority health concerns in Georgia?**

For information concerning minority health issues in Georgia, please visit [www.dch.ga.gov](http://www.dch.ga.gov)