

**Frequently Asked Questions to the Staff of the
Georgia Composite Medical Board Regarding the Licensure Process for
Acupuncturists**

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 web page by Board staff for general guidance to the citizens of Georgia and users of our web site. 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.

1. **How do I obtain an application for acupuncturist licensure?** The quickest and easiest way to obtain an application for acupuncturist is by downloading the forms from our website at www.medicalboard.georgia.gov under **For Professionals, Download Application, click on Acupuncturist**, and then click on **Initial Application for Licensure**. A request for an application for acupuncturist licensure 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 or 3914 and requesting an application by phone.
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 we did not issue you a permanent license within twelve (12) months, then, you must totally reapply. You must give us your most current information. You must also resubmit a new application fee as well. After we receive your application, we will notify you of any previously provided documentation that is acceptable. All other information, (e.g., letters of reference, etc. **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

completed, your file will be reviewed and an initial licensure determination will be made. You will be notified in writing of the initial determination and the next scheduled Medical Board meeting date.

7. **If my application is not received as “completed” by the 10-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. You will be notified in writing when your application is 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.

Revised: 3/2010

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 CAE requirements. The renewal applicant will simply forward the appropriate documentation to the Board
16. **May I report a change of address by e-mail or change it online myself?** You may report a change of address to going to our website at www.medicalboard.georgia.gov and completing the Change of Address form. You may also e-mail us at MEDBD@dch.ga.gov. Please be sure to include your full name, title and license number.
17. **How do I find out about career opportunities in rural Georgia?** For information concerning practice opportunities in rural Georgia, please contact the **Office of Rural Health Services** at **(229) 271-4606** or visit the **Department of Community Health, Office of Rural Health Services** web page at: <http://www.communityhealth.state.ga.us/>.
18. **How do I find out about minority health concerns in Georgia?** For information concerning minority health issues in Georgia, please contact the **Office of Minority Health** at 404-657-6707 or visit the **Department of Community Health, Office of Minority Health** web page at: <http://www.communityhealth.state.ga.us/>.