



TEXAS STATE BOARD OF ACUPUNCTURE EXAMINERS

Application For Continuing Acupuncture Education (CAE) Course Approval

Background

The Texas State Board of Acupuncture Examiners (TSBAE) requires a license holder to complete a certain number of hours of Continuing Acupuncture Education (CAE) courses, in certain categories, approved by the board to renew a license. [Chapter 183.20 of the Board rules](#) describe the required content for CAE courses and requirements for CAE instructors.

The content of the course, program, or activity must be related to the practice of acupuncture or oriental medicine and must be related to the knowledge and/or technical skills required to practice acupuncture or be related to direct and/or indirect patient care. To assist you in determining the eligibility of the course, program, or activity, shown below is the statutory definition of acupuncture (§205.001(2)(A) and (B) TEXAS OCCUPATIONS CODE ANNOTATED):

"Acupuncture" means:

(A) the nonsurgical, nonincisive insertion of an acupuncture needle and the application of moxibustion to specific areas of the human body as a primary mode of therapy to treat and mitigate a human condition, including evaluation and assessment of the condition; and

(B) the administration of thermal or electrical treatments or the recommendation of dietary guidelines, energy flow exercise, or dietary or herbal supplements in conjunction with the treatment described by Paragraph (A).

Procedure

An application can be reviewed and approved by the Manager of Licensure, but review may escalate to the Executive Director and/or the Board. Course approval is valid for a maximum of three years and may be reconsidered by the Board at any time during the three years. Retroactive approval will not be granted.

Applications must be processed by staff and found to be in order at least 30-45 days prior to the next board meeting in the event review of the application has escalated to the Board.

A course is an organized presentation of information for the purpose of providing instruction or training in the practice of acupuncture. A program is an organized event made up of two or more courses. If you develop a program that includes only courses that have previously been approved, and the course approval is still in effect, there is no need to resubmit an application for approval of the courses in the new program format.

The following items must be submitted for **each** course:

- Application for CAE Course Approval, signed by the President, Chief Executive Officer, or Chief Operating Officer. Applications must be typewritten.
- Course Information Sheet.
- Course Schedule Sheet. Credit hours must be broken down hour by hour on the sheet.
- Course Instructor Information Sheet for each instructor of the course.
- A \$25 fee per course application. Make check payable to the TSBAE.

A sample of a completed Course Schedule Sheet and a Participant Evaluation Form are included at the end of this packet.

Location Address:
1801 Congress Ave, Suite 9-200
Austin, Texas 78701

Mailing Address
P.O. Box 2029
Austin, Texas 78768-2029

Phone 512.305.7030
Fax 888.790.0621
Licensure Fax 888.550.7516

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Provider Name _____

Provider Address (Street, City, State, Zip) _____

Telephone Number _____

E-Mail Address _____

I, _____, hereby certify that:

- (1) the content of the course, program, or activity is related to the practice of acupuncture or oriental medicine, and shall: (A) be related to the knowledge and/or technical skills required to practice acupuncture; or (B) be related to direct and/or indirect patient care.
- (2) the method of instruction is adequate to teach the content of the course, program or activity;
- (3) the credentials of the instructor(s) indicate competency and sufficient training, education and experience to teach the specific course, program, or activity;
- (4) the continuing education provider will maintain an accurate attendance/participation record on individuals completing the course, program, or activity;
- (5) each credit hour for the course, program, or activity is equal to no less than 50 minutes of actual instruction or training;
- (6) the course, program, or activity is provided by a knowledgeable health care provider or by a reputable school, state, or professional organization;
- (7) the course description provides adequate information so that each participant understands the basis for the program and the goals and objectives to be met; and,
- (8) the education provider obtains written evaluations at the end of each program, collates the evaluations in a statistical summary, and makes the summary available to the board upon request.

I further certify that I am familiar with Section 183.20 of the Board Rules as they relate to Continuing Acupuncture Education.

Date _____

Signature _____

Printed Name _____

Title _____

Must be signed by President, Chief Executive Officer, or Chief Operating Officer.

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Course Information Sheet

Course Name: _____

Course Description: _____

1. **Has this course been previously approved by the TSBAE in a format identical to this submission (circle one)?** Yes No If yes, when was the most recent approval granted? _____

2. **Has this course been previously approved by another state board with a formal approval process (circle one)?** Yes No If yes, attach documentation of the approval including approval date.

3. **Has this course been approved by the NCCAOM (National Certification Commission for Acupuncture and Oriental Medicine) (circle one)?** Yes No

- If yes, when was the most recent approval granted? _____
- NCCAOM Provider Number: _____

4. **Method of Course Instruction (circle all that apply):** Lecture Distance Learning

- For Distance Learning, describe the format of the course (circle all that apply):
Live/real-time lecture Replay of live lecture Reading only
- For Distance Learning Courses that are Reading only, on average, how long does it take the to complete the course? _____

5. **Language(s) of instruction** (language of instruction should be included in any advertisement of the course):

- _____

6. **Total number of hours requested for this course**, by continuing acupuncture education type:

General Acupuncture: _____

Practice Enhancement/Business Administration: _____

Herbal: _____

Ethics: _____

Biomedicine: _____

1 credit hour equals 50 minutes of instruction. Time taken for simultaneous translation cannot be included in the hours requested for approved CAE.

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Provider: _____

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Course Content Types

Theoretical (T)

Theoretical content related to the knowledge of acupuncture, oriental medicine or medical ethics.

Examples: Meridian Theory, Yin Yang, Zang Fu Organs, Five Elements, Eight Principles, Etiology, Body Fluids, Qi, Blood, Shen, Jing, Treatment Principles and Classics, Oriental Philosophy, Diagnosis, Case Studies, Medical Ethics, Risk Management.

Practical Application (PA)

The application of knowledge relating to the practice of acupuncture and oriental medicine.

Examples: Acupuncture Technique, Point Location, Drugless Substances, Nutrition, Exercise, Oriental Massage, Acupressure, Moxibustion, Breathing Techniques.

Western Medicine (WM)

Content related to Western Medicine.

Examples: Courses in first aid, emergency conditions, indications for referral, understanding of diagnostic testing analysis.

Direct and/or indirect patient care (PC)

Content related to direct and/or indirect patient care.

Examples: Sterilization and Preventive Practices, Patient Counseling, Patient Education.

Business Practice (BP)

Content related to business practice or medical ethics.

Examples: Acupuncture Law, Medical Ethics, Patient Management, Office Management, Risk Management.

Other (O)

Please provide a detailed explanation in the space provided of how the course is related to the practice of Acupuncture and/or Oriental medicine.

Content Not Related to the Practice of Acupuncture/Oriental Medicine

No credit will be allowed for these types of courses. Examples: Courses which focus upon the practitioner's self-improvement or self-therapy, personal growth, self-awareness etc.; liberal arts courses in music, art, philosophy, and others unrelated to acupuncture or oriental medicine; all other courses not related to the practice of Acupuncture and/or Oriental Medicine.

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Course Instructor Information Sheet

Course Name: _____

Instructor Name: _____

Instructor's State Licenses Held (include state of license, type of license and license number):

Instructor's Education (name and location of school, date of graduation, type of degree or major emphasis of study):

Summary of Instructor's Qualifications:

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Participant Evaluation Form

CAE Provider Name

Date(s) of Program or Course

Program/Course Title

Instructor Name

Participant's Name and License Number

Date of Evaluation

Did this course meet its stated objectives? Yes No

Did the instructor demonstrate adequate knowledge of the course subject? Yes No

Did the instructor utilize appropriate teaching methods? Yes No

Do you feel that you will be able to apply what you have learned today to your practice? Yes No

Would you recommend this course to other licensed acupuncturists? Yes No

Additional Comments:

If you have a complaint about this course, you may contact the Texas State Board of Acupuncture Examiners at the address shown below.

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