



TEXAS STATE BOARD OF ACUPUNCTURE EXAMINERS

Continuing Acupuncture Education (CAE) Approved Provider Application

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 their license. Courses offered by an approved provider may be used by a licensee to satisfy the CAE requirement. Approved Providers do not have to submit individual course applications for approval while they hold the approved provider status.

Board rules regarding Approved Providers can be found at <http://www.tmb.state.tx.us> under Laws & Rules, Chapter §183.20 (r) Criteria for Provider Approval and (s) Requirements of Approved Providers.

To become an approved provider, a provider must submit evidence that they have three continuous years of previous experience providing at least one different CAE course in Texas in each of those years that were approved by the board. Example: Provider ATX had Course 1 approved by the board in 2020, then a different course, Course 2, in 2021 and then Course 3 in 2022.

Additionally, the provider must have no history of complaints or reprimands with the board. Provider approval expires three years after it is issued by the board and may be renewed. Provider approval is non-transferable. Retroactive approval is not granted.

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.

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.

The following items must be submitted:

- Application signed by the President, Chief Executive Officer, or Chief Operating Officer.
- List of courses that have been approved by the TSBAE during the three-year period.
- 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 \$50 fee in a check made payable to the TSBAE.

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

Telephone Number _____ E-Mail Address _____

I hereby certify that:

- I am familiar with Section 183.20 of the Board Rules as they relate to Continuing Acupuncture Education.
- I understand that the board may audit during reasonable business hours records, courses, instructors and related activities of an approved provider.
- I have three continuous years previous experience providing CAE courses in Texas that were approved by the board and that I have course evaluations from participants in each of these courses on each date it has been provided since approval of the course by the board.
- I have no history of complaints or reprimands with the board.
- I shall offer CAE programs that are presented or instructed by persons who meet the minimum criteria as described in subsection 183.20(t) of the board's rules.
- I shall keep the following records for a period of four years in one identified location: (A) Course outlines of each course given; (B) Record of time and places of each course given; (C) Course instructor curricula vitae or resumes; (D) The attendance record for each course which shows the name, signature and license number of any Texas licensed acupuncturists taking the course and a record of any certificates issued to them; and (E) Participant evaluation forms for each course given.
- I shall submit to the board the following within ten days of the board's request: (A) A copy of the attendance record showing the name, signature and license number of any licensed acupuncturists who attended the course; and (B) The participant evaluation forms of the course.
- I shall issue, within 60 days of the conclusion of a course, to each participant who has completed the course, a certificate of completion that contains the following information: (A) Provider's name and number; (B) Course title; (C) Participant's name and, if applicable, his or her acupuncture license number; (D) Date and location of course; (E) Number of continuing education hours completed; (F) Description of hours indicating whether hours completed are in general acupuncture, ethics, herbology, or practice management; and, (G) Statement directing the acupuncturist to retain the certificate for at least four years from the date of completion of the course.
- I shall notify the board within 30 days of any changes in organizational structure of a provider and/or the person(s) responsible for the provider's continuing education course, including name, address, or telephone number changes.
- I understand that the title "approved provider" can only be used after a provider number has been issued by the board.
- I understand that a person or organization may be issued only one provider number and, that when two or more approved providers co-sponsor a course, the course shall be identified by only one provider number and that provider shall assume responsibility for recordkeeping, advertising, issuance of certificates and instructor(s) qualifications.

Date _____ Signature _____

Printed Name _____

Title _____

(must be signed by President, Chief Executive Officer or Chief Operating Officer)

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