

Commonwealth of Massachusetts  
Board of Registration in Medicine  
**COMMITTEE ON ACUPUNCTURE**  
200 Harvard Mill Square Suite 330  
Wakefield, Massachusetts 01880

THE REQUIREMENTS OF THE COMMITTEE ON ACUPUNCTURE FOR THE  
REVIEW OF CONTINUING ACUPUNCTURE EDUCATION COURSES

Continuing Education Requirement (CAE) 243 CMR 5.10)

As a condition of renewal, a full licensee is required to complete 30 hours of continuing acupuncture education in a Committee on Acupuncture (COA) approved acupuncture program or course or other COA approved activity (this may include courses in western medicine or other healing arts) during each 2 year period that begins on the date that his or her license is issued or renewed by the COA and ends on the following renewal date. A minimum of 15 hours must be spent in COA approved courses directly related to acupuncture. A licensee who is certified by the COA to employ herbs in the practice of acupuncture must complete 30 hours of continuing education per renewal cycle and at least 10 hours of those 30 hours must be directly related to Herbology and 10 hours directly related to acupuncture. The remaining 5 hours may be indirectly related to acupuncture or herbology.

In accordance with Board of Registration in Medicine regulation 243 CMR 5.10, the Committee on Acupuncture (COA) approves courses and other educational activities that acupuncture licensees take in fulfillment of their Continuing Acupuncture Education (CAE) requirement. The regulation lists the following criteria for a course to be approved:

1. The course or program meets the standards established and recognized by the Committee;
2. The instructor(s) must have adequate credentials to teach the subject matter, as determined by the Committee;
3. A complete record of attendance is maintained on file by the sponsor of the course or program;
4. The content of the course or program is related to the practice of acupuncture, as defined in 243 CMR 5.00;
5. The course or program has clearly stated educational or professional objectives that can be realistically accomplished;
6. Any self-directed course, program or activity must require that the student pass a test demonstrating adequate mastery of the subject matter in order to obtain a certificate of completion.
7. A credit hour must be at least 50 consecutive minutes in length;
8. There must be a written outline, syllabus, text, bibliography or other written material and these materials shall be updated at least every 4 years by the sponsor or sponsoring entity.
9. If the program includes a clinical component, the instructor must be a licensee possessing the appropriate credentials to provide instruction.
10. If there are any changes in the faculty, course instructors, content of hours of a Committee on Acupuncture approved course, the course of education activity must be reevaluated by the Committee.

A sponsor may request Committee approval of his continuing education course or program. Any such request shall be made in writing to the Committee, and the Committee shall be furnished with the curriculum vitae of the instructor(s), the outline, syllabus, bibliography and other materials describing the course or program. The sponsor shall ensure that attendance will be taken per session and will provide certification of attendance, including the number of hours attended, to the Committee upon request. Sponsors of continuing education programs will be expected to maintain in their records the names of all continuing education attendees and the number of hours awarded for attendance at each program.

**The documentation required for the COA to review a CAE course must be received by the deadline listed below.**

<u>Deadline</u>	<u>COA Meeting</u>
January 12, 2009	March 12, 2009
April 11, 2009	June 11, 2009
July 10, 2009	September 10, 2009
October 10, 2009	January 14, 2010

In order for the COA to evaluate a CAE course the COA requires that the sponsor of the course submit the following materials:

- a) One copy of an updated and complete resume for each course instructor, including an instructor's teaching experience and the titles of any articles or other publications written by an instructor, and
- b) One copy of an outline of the course, including a course schedule showing an hourly breakdown of activities (if two or more instructors are teaching the course, the course schedule should indicate which instructor is teaching which portion of the course), and
- c) One copy of the course objective, and
- d) One copy of the certificate of attendance, and
- e) One copy of the promotional material or other descriptive material about the course and/or the instructor that the course sponsor thinks will help the COA evaluate the course.

If the COA feels that it has sufficient information to evaluate a course, it will review the course at the next regularly scheduled COA meeting; otherwise, the COA will request additional information. If a course is approved, the COA will decide, based upon a review of the hourly schedule of the course activities, the number of hours that a participant in the course will receive towards his or her CAE requirement.

A note on advertising courses. The COA has determined that advertising by licensees of titles or degrees such as "O.M.D.", "Doctor of Acupuncture", "M.A. Acupuncture", "Ph.D. Acupuncture", "Doctor," and "Lic.Ac." (unless the person is licensed in a particular state) is misleading to the public. The COA requests that sponsors of courses refrain from advertising the credentials of course instructors in a way that is contrary to Massachusetts's public policy.

Please note that a licensee who teaches a COA **approved** CAE course can earn up to 12 credits per renewal period (up to 6 per year) for teaching this COA **approved** CAE course as long as it is teaching that is outside his/her normal work environment. The credits will be granted only for the actual instruction time, and not for preparation time.

CAE courses (other than home study courses) **sponsored** by the following organizations are automatically approved by the Committee on Acupuncture in either the "directly related" to or the "not directly related to acupuncture category.

1. COA approved acupuncture schools
2. The Acupuncture Practitioners Association of Massachusetts (APA)
3. The Acupuncture and Oriental Medicine Society of Massachusetts (AOMSM)
4. The American Assoc. of Acupuncture and Oriental Medicine (AAAOM)
5. The American Medical Association (AMA)
6. The American Red Cross, the American Heart Assoc., etc.
7. The Massachusetts Medical Society (MMS)
8. The National Acupuncture & Oriental Medicine Alliance (NAOMA)
9. The National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM)
10. The Oriental Traditional Medical Association (OTMA)
11. The MA Chinese Society of Traditional Chinese Medicine

CAE courses (other than home study courses) **approved** by other state acupuncture licensing boards for Continuing Acupuncture and or Medical Education are automatically approved by the COA in either the "directly related to" or the "not directly related to" acupuncture category.

CAE courses (other than home study courses) **approved** by other state health licensing boards (such as registered nurses, physical therapists, social workers, etc.) are automatically approved by the COA in the **not directly related to acupuncture category**.

**NOTE:** The CAE certificate of attendance that is given to the participant should contain the following information:

- Name of the above mentioned pre-approved sponsor of the course, workshop or seminar
- Name of the participant
- Date(s) of attendance (month, day and year)
- Hour(s) attended.

If you have any questions please contact the Licensing Division at (781) 876-8210.

acupuncture.websiterev.CAE.requirements 12.18.2009