



# Minnesota Board of Chiropractic Examiners

## SUBJECT: APPLICATION FOR REGISTRATION TO PERFORM ACUPUNCTURE

The Minnesota Board of Chiropractic Examiners (MBCE) is writing to respond to your request to register as an acupuncturist.

Pursuant to Administrative Rule 2500.3000, you are required to register with the MBCE to perform acupuncture. Please submit the enclosed application and return it to this office with a filing fee of \$100.

Applicants must also arrange for receipt by the board of **official\*** certificates of standing and transcripts as described below:

1. **Official\*** certificates of good standing from each state or jurisdiction in which you are or were previously licensed;
2. **Official\*** transcripts showing 100 hours of study, in the utilization of acupuncture. Courses or seminars offered by accredited schools, the National Acupuncturists' Association, or separately approved by the board according to parts 2500.1200 to 2500.1600 shall be accepted by the board; and
3. **Official\*** proof of successful completion of either the National Board of Chiropractic Examiners Acupuncture Examination or the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) Examination.

The board will contact you at regular processing points (i.e., upon initial receipt, if a question arises regarding fitness to be registered, and upon granting or denying registration). When all materials are received, we will issue your acupuncture certificate. Upon receipt of this certificate you will be authorized to provide acupuncture services *in conjunction with* chiropractic care.

This registration is subject to an annual renewal fee of \$50, and the renewal is due on or before September 15 of each year.

If you have any questions, please feel free to contact the Board office.

Sincerely,

Lori Blanski  
License Coordinator

Enclosure

- \* **Official** means that each document is an original document received by the MBCE **directly** from the source of origin. If the MBCE receives duplicates, or documents not properly sealed by the source of origin, the documents will not be accepted.

2829 University Avenue SE #300, Minneapolis, Minnesota 55414-3220  
Telephone 612-617-2222 • Fax 612-617-2224 • Internet [www.mn-chiroboard.state.mn.us](http://www.mn-chiroboard.state.mn.us)

MN Relay Service for Hearing or Speech Impaired: 1-800-627-3529  
AN EQUAL OPPORTUNITY EMPLOYER

## APPLICATION FOR ACUPUNCTURE REGISTRATION

Check One:     INITIAL     REINSTATEMENT

Please type or print the following information:

Last Name                      First Name                      Full Middle Name                      MN DC License Number

### AFFIDAVIT TO THE BOARD OF CHIROPRACTIC EXAMINERS

I hereby swear that I am a doctor of chiropractic utilizing acupuncture only in order to prepare patients for a chiropractic adjustment or to complement the chiropractic adjustment, and that I meet the following requirements and will obey all the rules of the Minnesota Board of Chiropractic Examiners relating to acupuncture.

**Check one:**

\_\_\_\_\_ I hereby apply for registration under Minn. R. 2500.3000 and affirm that I have completed 100 hours of board-approved study, in the utilization of acupuncture from the following entities *or* have completed the following required continuing education for renewal of a lapsed registration:

Name of courses or seminars offered by accredited schools, the National Acupuncturists' Association, or separately approved by the board according to parts 2500.1200 to 2500.1600 as accepted by the board	LOCATION (City and State or Country)	DATES OF ATTENDANCE		HOURS EARNED
		FROM (Month/ Year)	TO (Month/ Year)	

(attach additional sheets if necessary)

**OR**

\_\_\_\_\_ I hereby apply for registration along with a licensure application under the provisions of part 2500.0800 and do not have proof of compliance with the requirements requested in the preceding paragraph, and apply to satisfy the requirements by providing the board with this affidavit stating as follows:

- ◆ I am a doctor of chiropractic who has obtained no less than 100 hours of acupuncture-related education from an educational institution approved by the board prior to the submission of this application; *and*
- ◆ I am a doctor of chiropractic who has performed no less than 500 acupuncture-related patient visits per year for at least three years preceding this application for registration.

**The following applies to all registrants:**

- ◆ I hereby enclose a check or money order in the amount of \$100.

\_\_\_\_\_  
Print Full Name (Last, First Middle)

\_\_\_\_\_  
DC License Number  
Rev. 12/1/2005

**I further acknowledge and agree as follows:**

- ◆ This registration will expire on September 15th of each year.
- ◆ Renewal of my registration will annually require the payment of a \$50 fee and the submission of an updated affidavit. My eligibility for registration renewal shall also be dependent upon whether I meet all renewal requirements which may be established by rule.
- ◆ I agree to abide by the standards set by rule regarding sterilization of needles and utilization of acupuncture.

\_\_\_\_\_  
Signature of Applicant

State of \_\_\_\_\_

County of \_\_\_\_\_

Before me personally appeared \_\_\_\_\_, to me known to be the person who signed this affidavit and being by me first duly sworn, on oath stated that all the statements in this affidavit are true and correct to the best of his/her knowledge and belief.

Signed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

SEAL

\_\_\_\_\_  
Signature of Notary

The Minnesota Board of Chiropractic Examiners is an affirmative action / equal opportunity employer and does not discriminate in employment on the basis of race, color, creed, religion, national origin, sex, marital status, disability, public assistance, age, sexual orientation, or membership on a local human rights commission.

This information will be made available, upon request, in alternative formats (for example, large print, Braille, cassette tape, etc.)

Upon the MBCE's renewal of your license/registration/sponsorship, all information which you provide on, or as an attachment to, this form is classified as public under *Minnesota Statutes 13.41, subdivision 2 and 4, except your social security number.*

The purpose and intended use of this information is to enable the MBCE to determine whether you meet statutory and rule requirements for license/registration/sponsorship. You are not legally required to provide this information, but if you fail to do so, your license/registration/sponsorship will not be renewed.

Additional information is available on the board's web site at [www.mn-chiroboard.state.mn.us](http://www.mn-chiroboard.state.mn.us). Inquiries may be sent to the board by email to [mn-chiroboard@state.mn.us](mailto:mn-chiroboard@state.mn.us); by fax number at 612-617-2224; by calling 612-617-2222; or US Mail addressed to: MBCE, 2829 University Ave SE, Suite 300, Minneapolis, MN 55414.

**FOR BOARD USE ONLY:**

Date of approval \_\_\_\_\_

Signed \_\_\_\_\_

Form Related Information	Payment Information	Received Stamp
Incomplete Form Returned To Licensee	Check #	
Date Re-received Form	Amount	
Date Certificate Printed	Date	

\_\_\_\_\_  
Print Full Name (Last, First Middle)  
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\_\_\_\_\_  
DC License Number  
Rev. 12/1/2005

**Minnesota Board of Chiropractic Examiners  
Permanent Rules Relating to Acupuncture Registration**

**2500.3000 ACUPUNCTURE**

Subpart 1. Sterilization; disposal. Where nondisposable needles are used for acupuncture, the needles must be sterilized by:

- A. autoclave;
- B. dry heat sterilization; or
- C. ethylene oxide sterilization.

Needles must be individually packaged for each patient. The individually packaged needles must either be discarded following patient treatment or sterilized according to the above methods of sterilization when nondisposable needles are used.

Needles must be disposed of according to the Infectious Waste Control Act, Minnesota Statutes, sections 116.75 to 116.83. In addition, all needles to be discarded must be sterilized and placed in a rigid puncture-resistant container before disposal. Noncorrosive needles must be used. An infectious waste disposal plan must be filed with the Department of Health.

Subp. 2. Qualifications and fees. Prior to engaging in acupuncture, a licensed chiropractor must be registered with the board. Prior to initial registration, the chiropractor must complete no less than 100 hours of study, in the utilization of acupuncture. Courses or seminars offered by accredited schools, the National Acupuncturists' Association, or separately approved by the board according to parts 2500.1200 to 2500.1600 shall be accepted by the board. The chiropractor must submit certification of completion of the approved course of study along with a \$100 registration fee. In addition, the applicant must have successfully completed either the National Board of Chiropractic Examiners Acupuncture Examination or the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) Examination.

Doctors of chiropractic who are applying for licensure under the provisions of part 2500.0800 and who do not have proof of compliance with the requirements in the preceding paragraph, may satisfy the requirements by providing the board with an affidavit stating the following:

- A. the doctor of chiropractic has obtained no less than 100 hours of acupuncture-related education from an educational institution approved by the board prior to the submission of this application; and
- B. the doctor of chiropractic has performed no less than 500 acupuncture-related patient visits per year for at least three years preceding this application for registration.

Upon applying to the board for registration, the doctor of chiropractic must submit the affidavit in addition to a \$100 registration fee. An annual renewal fee of \$50 is required in order to maintain registered status with the board.

Subp. 3. Continuing education. The doctor of chiropractic is required to fulfill the continuing education requirements as set by the board in part 2500.1200 before a renewal of registration is granted.

Subp. 4. Sanitary office or clinic. It is unprofessional conduct to maintain unsanitary or unsafe equipment as it relates to the utilization of acupuncture.

Subp. 5. Registration certificate. Upon receiving a registration certificate from the board, a doctor of chiropractic may utilize acupuncture to prepare for or complement a chiropractic adjustment.

Subp. 6. Exemptions. Any doctor of chiropractic who is separately registered according to Minnesota Statutes, chapter 147B, is exempt from subparts 2 and 5.

Subp. 7. Renewals. Within 14 days after the due date of acupuncture registration renewal, the board shall mail notices to applicants who have not completed registration.

Any registrant who fails to renew registration for more than 30 days after the due date for renewal, and who wishes to renew registration, must reapply for registration prior to providing acupuncture services, pay the initial registration fee, and pay the penalty fees in part 2500.1150.

Any registrant who fails to renew registration for more than one year but less than five years, and who wishes to renew registration, must reapply for registration prior to providing acupuncture services, pay the initial registration fee, pay the penalty fees in part 2500.1150, and complete ten hours of acupuncture-related continuing education for each year the registration was not renewed.

Any registrant who fails to renew registration for a period of more than five years and who wishes to renew registration, must reapply for registration prior to providing acupuncture services, pay the initial registration fee, pay the penalty fees in part 2500.1150, and successfully complete either the National Board of Chiropractic Examiners Acupuncture Examination or the NCCAOM Examination.

Any person continuing to provide acupuncture services while not authorized to do so is in violation of Minnesota Statutes, section 148.10.

#### 2500.3100 INACTIVE ACUPUNCTURE REGISTRATION.

A Minnesota licensed chiropractor who has converted a Minnesota license to inactive may apply to the board for an inactive acupuncture registration. An inactive acupuncture registration is intended for those chiropractors who will be in active practice elsewhere. Upon approval of an application, the board will modify the annual acupuncture registration certificate to indicate inactive registration.

#### 2500.3200 ANNUAL RENEWAL OF INACTIVE ACUPUNCTURE REGISTRATION.

A registrant must complete an annual renewal application and submit the annual renewal fee for an inactive acupuncture registration as authorized under Minnesota Statutes, section 148.108.

#### 2500.3300 REINSTATEMENT OF INACTIVE ACUPUNCTURE REGISTRATION.

Subpart 1. Generally. An inactive acupuncture registration may be reinstated to an active acupuncture registration according to items A to C:

- A. completion of a board-approved application of reinstatement;
- B. payment of a reinstatement fee as authorized under Minnesota Statutes, section 148.108; and
- C. submission of a notarized statement from the doctor stating that the registrant has completed two hours of continuing education credits in acupuncture or acupuncture-related subjects as approved by the board for each year the registration was inactive.

Subp. 2. Denial. If any of the requirements of subpart 1, items A to C, are not met by the doctor, the board shall deny approval of the application for reinstatement. A person who maintains an inactive acupuncture registration will not be required to take the NBCE acupuncture examination for the purposes of reinstatement.

STAT AUTH: MS s 148.08 HIST: 31 SR 185 *Current as of 08/23/06*

## 2500.1200 CONTINUING EDUCATION.

Subpart 1. Purpose. The primary purpose of chiropractic continuing education is to advance the chiropractor's professional skills and knowledge.

Subp. 2. MR 1997 [Omitted in part, MS s 14.47, subd. 6, paragraph (b)]

Subp. 2. Annual requirement. Except as otherwise provided in this part, every person licensed to practice chiropractic in this state shall obtain a minimum of 20 continuing education units during the calendar year preceding the renewal. At least three of the continuing education units must be devoted to radiographic or advanced imaging safety, technique, or interpretation, and at least one unit must be devoted to professional boundaries in the clinical setting. Any person who is also registered to provide acupuncture services according to part 2500.3000 must acquire, as part of the person's annual requirement, two units in acupuncture or acupuncture-related subjects. The continuing education courses must be recognized and approved by the board or a board-approved sponsor.

Subp. 3. [Repealed, 17 SR 1711]

Subp. 4. Schedule of required continuing education units. Chiropractors must obtain 20 continuing education units by December 31 of each calendar year.

A chiropractor is not required to obtain any continuing education units during the calendar year in which the chiropractor is initially licensed.

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Only forms containing original signatures will be processed. Faxed copies are not acceptable.