



ACUPUNCTURE BOARD
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P (916) 515-5200 F (916) 928-2204 www.acupuncture.ca.gov



CONTINUING EDUCATION PROVIDER APPROVAL NOTIFICATION

April 21, 2017

Asian Health Institute
1600 Divisadero St., Box 1609
San Francisco, CA 94143-1609

Dear CE Coordinator:

The Acupuncture Board (Board) has approved your Continuing Education Provider (CEP) application. **Please refer to the provider number whenever you are corresponding with the Board.**

Provider Number is: 1419

Expiration: 4/30/2019

As a provider your status must be renewed every two years, at which time you must file an updated provider application and pay the renewal fee of \$150. While your provider status is current, you may offer as many courses as you like as long as the Board has approved each course (California Code of Regulations, Section 1399.484).

It is your responsibility as an Approved CE Provider to abide by the responsibilities as set forth in the Acupuncture Regulations Article 8, sections 1399.480 – 1399.489.1. These can be found on the Board's website at:

http://www.acupuncture.ca.gov/pubs_forms/laws_regs/art8.shtml#1399480

Please note that a CEP shall keep the following records for a period of four years in one identified location for each course:

- (1) Course outlines of each approved course given.
- (2) Record of time and places of each approved course given.
- (3) Course instructor curriculum vitae or resumes.
- (4) The attendance record for each approved course that shows the name, signature and license number of the acupuncturists who took the course and a record of any certificates issued to them.
- (5) Participant evaluation forms for each approved course given.

If you have any questions please contact the Education Coordinator at 916-515-5200 or email acupuncture@dca.ca.gov.