



STATE OF NEW HAMPSHIRE  
DEPARTMENT OF HEALTH AND HUMAN SERVICES  
OFFICE OF PROFESSIONAL LICENSING  
BOARD OF ACUPUNCTURE LICENSING

121 SOUTH FRUIT STREET,  
CONCORD, NH 03301-3857

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[nhbal.info@dhhs.state.nh.us](mailto:nhbal.info@dhhs.state.nh.us) [www.nh.gov/acupuncture](http://www.nh.gov/acupuncture)

Nicholas A. Toumpas  
Commissioner

Stephen J. Mosher  
Chief Financial Officer

Dear Licensee:

Enclosed is an application for renewal of your acupuncture license. Please fill it out completely and legibly. Return it to the above address together with payment of \$110.00 total (of which \$25.00 is a nonrefundable application fee). **Please read this letter carefully, so your application will be done correctly.**

Your application is **due** and must be received here **at least 30 days PRIOR** to your actual license expiration date. The 30 days processing time is needed by our office. If there are problems with your application or CEU, this gives you time to correct it before your license expires. Applications received later than that date may result in temporary suspension of your right to practice acupuncture until you can be renewed.

Failure to submit your renewal application by your actual license expiration date **will** result in the **TERMINATION** of your licensure. You will need to reapply for a new license based on any new requirements at the time.

Continuing education activities must be completed by the date of license expiration, unless an extension has been applied for ahead of time and granted by the Board. During the extension period a licensee may NOT practice acupuncture from the expiration date until the CEU are submitted and the renewal approved.

NH does not have many restrictions on CEU. Please note that NCCAOM now does have many restrictions. You must keep your NCCAOM Certification status renewed as current every 4 years to stay licensed in NH.

**You must include proof of CEU classes or Professional Development Activities (PDA) as follows:**

For **CEU courses**, send a **photocopy of the CEU certificate**.

For PDA please see enclosed sheet.

Only a wallet-sized card will be reissued with your updated license expiration date. This must be used in conjunction with your original wall certificate (which is required to be permanently displayed in your primary office, and a photocopy displayed in all secondary practice locations).

If you have any questions about the renewal application process please contact this office at (603) 271-9254. We will gladly answer questions and assist you.

Sincerely,

Connie Beliveau, License Clerk  
New Hampshire Board of Acupuncture Licensing

## LICENSE RENEWAL Continuing Education & Professional Development Activities

### **PROVIDE PROOF OF CEU OR PDA:**

-For **CEU courses**, send a **photocopy of the CEU certificate**. It should have date, instructor, topic title, #CEU hours, approving board or organization for CEU (ie. NCCAOM provider number, or NESAs, or NHAAMA). You must ask the instructor to provide a proper certificate.

### **FOR PDA:**

-For **teaching or clinic supervising** (only allowed if taught at formal acupuncture schools, or if you run a valid formal apprenticeship program using NCCAOM guidelines, or an approved [see\* below] independent CEU seminar you teach): a copy of your teaching contract, or a letter from the school on letterhead, which must specify the course/clinic titles and credit hours taught/supervised. Preparation time, even if paid, does not count as teaching. Only actual classroom hours teaching or actual hours supervising in the school clinic (which cannot be more than the # of credit hours of the course to students at the school) are allowed.

-A copy of the **book or article in a journal** authored by you that was **published** (by publishing company with ISBN). Articles written for newsletters or for your practice publicity do not count.

-A letter from the senior acupuncturist under whom you did **supervised clinical experience** in acupuncture/oriental medicine, stating the dates and times as well as the type of clinical experience you did (case discussion/consultation, observation of patient treatments, supervised practice, etc.). 1 hour = 1 PDA. Note: If you want NCCAOM to count this, the supervisor must be a NCCAOM Diplomate of at least 5 years.

-Documentation of valid **research** with a letter from the institution under which you performed the research, with dates, activities performed, and total number of hours of research specified.

### **GENERAL INFO:**

-**Courses on business, management, insurance billing and practice building will NOT count as CEU in NH** (even if NCCAOM accepts these for your NCCAOM recertification). Please note that for some odd reason NCCAOM lists insurance billing and practice management under the Biomedicine category check box on their certificates, but we still cannot accept courses on those topics.

-Allowed CEU are **only** those specifically reviewed and **\*approved by the NHBAL itself ahead of time** by application of the instructor, **or** approved by another **organization that the NHBAL automatically accepts**. These are NCCAOM, AAAOM, state professional associations, other state licensing boards, or CEU courses taught at ACAOM-accredited acupuncture and oriental medicine schools, or at accredited colleges and universities. **Courses offered by anyone else might not count**. For example, qigong or homeopathy are allowed topics, but if that instructor did not apply to this board for approval ahead of time; or get approval from NCCAOM; or teach the course at NESAs, or a state/national professional association conference, then it won't count. **Courses and instructors must be reviewed and approved**.

-For Professional Development Activities, please note that **giving talks/demonstrations to the public does NOT count** as teaching PDA, as this is done to promote your practice or the general knowledge of acupuncture to the public or other health professionals who are not acupuncturists.

-Having a **student observer or assistant in your office does NOT count** as PDA. This is not official teaching or clinic supervision, since it is at your regular office practice and you were not hired and paid to teach a class or clinic at a school.

If you are unsure about any topic or board approval for a CEU course, it is better to call the NHBAL ahead of time, instead of coming up short at your renewal time because some of your CEU or PDA are invalid. **You must stop practicing on your expiration date until you earn more CEU or PDA, and after you submit them, wait until you receive your renewed license to begin practicing again**. If you have questions about CEU or PDA, the Guidebook you received with your initial license should be of help, or see our website [nh.gov/acupuncture/](http://nh.gov/acupuncture/)