

# INSTRUCTION SHEET

## ILLINOIS ACUPUNCTURE CONTINUING EDUCATION SPONSOR APPLICATION

### C.E. APPROVED SPONSOR

In order for Acupuncturists to obtain credit for attendance at continuing education (C.E.) programs/courses, the program/course must be provided by an approved sponsor. The sponsoring entity must:

1. Complete and submit an Illinois Acupuncture Continuing Education Sponsor Questionnaire.
2. Forward a fee of \$250 in the form of a check or money order made payable to the Department of Financial and Professional Regulation. **Fee is non-refundable.** (State agencies, state colleges and state universities in Illinois are exempt from paying this fee.)
3. Enclose a sample "Certificate of Attendance," which contains the following:
  - a) the name, address and license number of sponsor;
  - b) the name and address of the participant;
  - c) a brief statement of the program/workshop subject matter;
  - d) the number of hours attended for each program/workshop;
  - e) the date and place of the program; and
  - f) the signature of the sponsor.

Sponsor means an accredited school, college or university, state agency, or person, firm, or association approved by the Department.

Upon receipt of the sponsor application and all required documentation, it will be reviewed by the Illinois Board of Acupuncture. Subsequent to Board review, you will be advised of their recommendation.

The following is a list of automatic approved sponsors. These entities need not apply for a license as an approved provider of CE for Acupuncturists:

- A. Association of Acupuncture and Oriental Medicine or its affiliates;
- B. Asian American Acupuncture Association or its affiliates;
- C. Illinois State Acupuncture Association or its affiliates;
- D. Korean American Acupuncture Association of Illinois or its affiliates;
- E. Chicago Korean American Acupuncture Association or its affiliates;

### LICENSURE C.E. RENEWAL REQUIREMENTS

Beginning with the June 30, 2005, renewal and every renewal thereafter, each person who applies for renewal of a license as an Acupuncturist shall complete 30 hours of C.E. relevant to the practice of Acupuncture during the prerenewal period.

### C.E. COURSE CONTENT

All C.E. courses shall:

- a) Contribute to the advancement, extension and enhancement of the professional skills and scientific knowledge of the licensee in the practice of acupuncture that includes direct and indirect patient care, acupuncture treatment, treatment techniques, point location and channel theory, and ethics.
- b) Foster the enhancement of general or specialized acupuncture practice and values.
- c) Be developed and presented by persons with education and/or experience in the subject matter of the program;
- d) Specify the course objectives, course content and teaching methods to be used; and
- e) Specify the number of C.E. hours that may be applied to fulfilling the Illinois C.E. requirements for license renewal.

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## **SPONSOR RESPONSIBILITY AND APPROVAL**

1. The sponsor shall be responsible for verifying full time continuous attendance at each program.
2. Upon request by the Department, a sponsor will submit evidence (e.g., certificate of attendance or course materials) as is necessary to establish compliance with the Rules. Evidence shall be required when the Department has reason to believe that there is not full compliance with the Rules and that the information is necessary to ensure compliance.
3. Each C.E. program shall provide a mechanism for evaluation of the program by the participants.
4. An approved sponsor may subcontract with individuals and organizations to provide approved programs.

5. All programs given by approved sponsors shall be open to all Licensed Acupuncturists and not be limited to members of a single organization or group.
6. The sponsor will be responsible for providing a certificate of attendance and will maintain attendance records for at least 5 years.

## **C.E. SPONSOR RENEWAL REQUIREMENTS**

To maintain approval as a sponsor, each sponsor shall submit to the Department by June 30 of each odd-numbered year a renewal application, a \$250 fee, and a list of courses and programs offered within the last 24 months. The list shall include a brief description, location, date and time of each course given by the sponsor and by any subcontractor.

IMPORTANT NOTICE: Completion of this form is necessary for consideration for licensure under 225 ILCS 2/1 et. seq. (Illinois Compiled Statutes). Disclosure of this information is VOLUNTARY. However, failure to comply may result in this form not being processed.

RETURN APPLICATION TO:

STATE OF ILLINOIS  
**DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION**  
**ATTN: Division of Professional Regulation**  
 320 West Washington Street, 3rd Floor  
 Springfield, Illinois 62786

FOR OFFICIAL USE ONLY

\_\_\_\_\_ Approved  
 \_\_\_\_\_ Denied  
 \_\_\_\_\_ Deferred  
 \_\_\_\_\_ Date

## Illinois Acupuncture Continuing Education Sponsor Application

### INSTRUCTIONS

Submit the following with this application:

1. A \$250 fee. (***Fee is non-refundable.***)
2. Sample Certificate of Attendance.
3. A copy of a sample program with faculty, course materials and syllabi.

1. OFFICIAL NAME OF SPONSORING ORGANIZATION OR INSTITUTION	2. TELEPHONE NUMBER (Include Area Code)
3. ADDRESS (Include Street, City, State, and ZIP Code)	4. FEIN OR SOCIAL SECURITY NUMBER
5. NAME OF PERSON RESPONSIBLE FOR CONTINUING EDUCATION PROGRAM(S)	6. TITLE
7. ADDRESS (Include Street, City, State, and ZIP Code)	8. TELEPHONE NUMBER (Include Area Code)

9. SPONSOR IS:

<input type="checkbox"/> School, College or University	<input type="checkbox"/> Professional Association
<input type="checkbox"/> Individual	<input type="checkbox"/> State Agency
<input type="checkbox"/> Firm	<input type="checkbox"/> Other (Describe) _____

10. ORGANIZATIONAL PURPOSE AND OBJECTIVES

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11. SPONSOR'S BACKGROUND IN ACUPUNCTURE EDUCATION

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12. Specify length of time Sponsor maintains records: \_\_\_\_\_

13. DESCRIBE METHOD FOR RECORDING AND VERIFYING ATTENDANCE (Supply forms used)

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\_\_\_\_\_  
 Signature of Person Submitting Application

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Type or Print Name of Person Submitting Application

\_\_\_\_\_  
 Date

## AFFIDAVIT

I hereby certify that I am the individual responsible for the continuing education program(s) offered by this sponsor and:

1. That all courses and programs offered by this sponsor for C.E. credit will comply with the criteria in 68 Ill. Adm. Code, Section 1140.90 c) 3) and all other criteria in 68 Ill. Adm. Code, Section 1140.90; and
2. That this sponsor will be responsible for verifying full-time continuous attendance at each program, and provide a certificate of attendance as set forth in 68 Ill. Adm. Code, Section 1140.90 c) 2); and
3. That upon request by the Department, this sponsor will submit such evidence as is necessary to establish compliance with the requirements of 68 Ill. Adm. Code, Section 1140.90; and
4. That each C.E. program shall provide a mechanism for evaluation of the program by the participants. The evaluation may be completed on-site immediately following the program presentation or an evaluation questionnaire may be distributed to participants to be completed and returned by mail. The sponsor and the instructor, together, shall review the evaluation outcome and revise subsequent programs accordingly.
5. That this sponsor may subcontract with individuals and organizations to provide approved programs.
6. That all programs given by this sponsor shall be open to all Licensed Acupuncturists and not be limited to members of a single organization or group.
7. That this sponsor will submit by June 30 of each odd-numbered year to the Department, a list of all courses and programs offered within the last 24 months, which includes a brief description, location, date, and time of each course given by the sponsor and by any subcontractor.
8. That this sponsor will maintain attendance records for not less than five (5) years.
9. That this sponsor will be responsible for assuring that no renewal applicant shall receive C.E. credit for time not actually spent attending the program.
10. That this sponsor is aware that failure to comply with the Rules of the Department of Financial and Professional Regulation (68 Ill. Adm. Code, Section 1140.90) may result in disapproval of this sponsor by the Department; and
11. That this sponsor is aware that disapproval by the Department will result in no credit being accepted by the Department of Financial and Professional Regulation by this Sponsor subsequent to such disapproval.

NOTARY

SEAL

\_\_\_\_\_  
Signature of Person Responsible for Continuing Education Program

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

NAME OF CE SPONSOR:

Profession: