Note: Please verify all information with the board as this serves as a guide only through the initial steps for licensure in Texas.

1. Visit the Texas Medical Board website at [http://www.tmb.state.tx.us/](http://www.tmb.state.tx.us/).
   The following link will provide easy access to all requirements and forms necessary: [http://www.tmb.state.tx.us/page/acupuncturist-licensing-overview](http://www.tmb.state.tx.us/page/acupuncturist-licensing-overview).

2. **Online Application:** Information you enter will be automatically saved at the end of every page and you must complete the application within 15 days or your information will be deleted. Once your application and fee of $305 are submitted, it will take approximately 60-90 days to complete the entire process. After the board receives your application, you will be notified in writing of the status of your application and list of lacking supplemental documents. You should take the above timeframe in consideration when considering when to start your application.

   **New:** There is a sample application available for view so that you know exactly what will be asked.

3. **Supplemental Documentation:** The following is a list of items that will be requested of you. Note: You will not have all of these when you start this process as some cannot be completed until you graduate and the board may require additional documentation.
   a. **Proof of Identity:** Copy of birth certificate or passport.
   b. **Copy of Acupuncture Diploma**
   c. **Deans Certification (Form D):** You will complete the form then submit to the registrar, who will complete and send directly to the board with your final transcript.
   d. **Pre-acupuncture Education:** Transcripts from each undergraduate school you attended must be sent directly to the board.
   e. **Form L-PA/AC: Verification of Acupuncture Licensure Evaluation:** Download and complete your portion of this form, then submit the registrar. Please submit this form only one month prior to your graduation date, as the board will not accept if submitted sooner.
   f. **Examination records from NCCAOM:** You must request that a record of your exam scores be sent directly to the board. Current fee is $35 and this request may be submitted while still completing exams, but you must have met all requirements within six months of submitting to NCCAOM or you will have to resubmit.
   g. **Proof of completion of the CNT course:** Verification is handled directly through CCAOM. Please visit their website at [www.ccaom.org](http://www.ccaom.org) for
information for requesting this verification be sent directly to the state. Current fee is $10.

h. **Criminal History Verification.** Submit the DPS Computerized Criminal History (CCH) Verification form that can be found by clicking the Supplemental Forms link to the left and selecting the Licensing Forms Acupuncture. Note that in some cases applicants may also be required to get fingerprints.

i. **State Board Licensure Verifications:** Contact each state, province, or federal locale in which you have ever held a license or applied for a license as a health care professional and request that they furnish this proof to the state.

4. **Jurisprudence Exam:** You may only schedule this exam once you have completed your application online and have received authorization from the board. The cost for this exam is currently $61.

5. **Temporary License:** As the board meets only three times a year, you may wish to get a temporary license. An additional required form is required to request this. The cost for this is currently $107.

6. **Registration Fee:** Once you are granted your license number, you will have 90 days to activate and register your license – fees vary, but start at around $350. This process is also completed online. To maintain an active license you will need to renew your registration annually.

**IMPORTANT:** If you are/were ever placed on probation/suspension at AOMA or any other institute and this information is forwarded to the TMB via your transcript/official records, you must disclose this to the board in your application on question #13d.

It is also advised that you start the licensing process in Texas as close to your graduation as possible as the longer you wait the more difficulty it may be for you to become licensed due to lack of continued practice. The timeframe we have been given is that you should be licensed in Texas within two years from graduation.