Texas Medical Board Licensing Worksheet
Modified 02/07/2012

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/.
   Under For Doctors & Other Healthcare Professionals you will find the page for Acupuncturists. The first link, Acupuncture FAQs, lists information about the jurisprudence exam, contact information, and details outlining the temporary license process. If you click on the link Acupuncture Application Information, this page will provide you with the link to the online application, fee schedule, and additional information.

2. Online Application: The online application link is located on the above mentioned page. Important to note, there is no save feature for this application. Once your application and fee, $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 now a sample application available for view at Acupuncture Application Information, Additional Acupuncture Online Application Information.

3. Supplemental Documentation: The following is a list of items that will be requested of you in order to be granted licensure in Texas. Note: You will not have all of these when you start this process as some cannot be completed until you graduate.
   a. Copy of birth certificate, driver’s license, or passport.
   b. Copy of Acupuncture Diploma. Take note: the registrar provides this for you for this purpose when you receive your diploma.
   c. Deans Certification (Form D) This form is available under the Additional Licensure Forms page. You will complete the form, sign the bottom, and attach your photograph. This form is then submitted 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. This form is also available under the Additional Licensure Forms page. When you download and complete your portion of this form, you will then submit to Lesley Hamilton to complete. She will then send this form directly to the board. 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.
g. **Proof of completion of a CNT course.** Verification of completion of the CNT course 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.

4. **Jurisprudence Exam:** You may only schedule this exam once you have completed your application online and have received authorization from the board. More information regarding this exam is available on the *Acupuncture Application Information* page. The cost for this exam is currently $63.

5. **Temporary License:** As the board meets only three times a year, you may wish to get a temporary license. The cost for this is currently $107. You may find the information for acquiring a temporary license on the *Acupuncture Application Information* page. The form is located on the bottom of the *Acupuncture FAQ* page.

6. **Registration Fee:** Once you are granted your license number, you will have 90 days to activate and register your license – fees vary. This process is also completed online; the link is found at *Acupuncture Application Information, Register/Renew Your License Online.*

**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. You must also then complete and submit *Form U.*