

# ACUPUNCTURE FAQs

What is a notarized document?

- A notarized document is one where a notary views the original document and provides a statement on a copy that they saw the original and this is a true copy of said original. They would also put their stamp or seal on the copy and sign and date it. If the notary does not make the statement “they saw the original and this is a true copy of said original” the document will not be accepted. (exception below)

My notary states he/she cannot make the statement “true copy” what should I do?

- There are four states that in some sections do not allow a notary to make the statement “this is a true copy of the original”. These states are Michigan, Illinois, California and New York. If you are from one of these states you need to do the following: The custodian makes a photocopy of the original document, makes a written statement about the trueness, correctness and completeness of the copy, signs the statement before a notary, is identified by the Notary and takes an oath affirming regarding the truth of the statement. The Notary, having witnessed the signing, identified the signer either through personal knowledge or satisfactory evidence, and given the oath or affirmation executes the notary statement.

How do I go about getting my pocket card license?

- IPLA no longer sends out pocket cards, but gives the practitioner the option online to either print a free copy or purchase a nicer copy that will be mailed to you. Go to <http://www.in.gov/pla/3120.htm> Your license number is your logon ID and the last 4 digits of your social security number is your password. Remember to enter a 1 in the number of cards you wish to print/order or it will not go through correctly.

Why must I provide my email address?

- We require an email address as we send all correspondence regarding your application, license, renewals etc by email. Please make sure you keep it current with us just as you would your mailing address.

I need a verification of my Indiana license sent to the State of Ohio. How much does the cost and where do I send my form?

- Indiana now uses the online digital certification process to verify licenses to other states. Information regarding this may be found at <http://www.in.gov/pla/3118.htm> Please read the directions carefully and be sure to turn off your pop-up blocker as the

verification will be pulled up as a PDF. You will then need to save it to your computer and email it to the State of Ohio. All states should accept our verification as we have been doing it this way for 4 years. The cost is approximately \$11.22.

I am out of state how do I go about getting my criminal back ground check?

- There are lengthy instructions on how to proceed with the criminal back ground check on our website. Go to <http://www.in.gov/pla/3240.htm> scroll down and click on out of state instructions.

**When can I get my criminal background check done?**

- You must wait until you have been notified that we have received your application before you proceed to obtain your criminal background check. If you obtain the criminal background check prior to submitting your application we will not be able to accept it and we will require you to re-do the CBC.

**I have a professional acupuncturist license do I need CE's to renew it?**

- A professional acupuncturist could be a Dentist, Podiatrist, or Chiropractor. You do not have to have CE to renew your acupuncture license, however you must have a current professional (DDS; DPM; Chiro) license in order to renew your acupuncture license. Your professional license may require CE.

**I have an acupuncture and detoxification specialist license do I need CE to renew either of them?**

- No, we do not require CE for either an acupuncture license renewal or a detoxification specialist renewal.

**When does my license expire?**

- Licenses expire on the following dates, regardless of when they were issued.
  - Professional acupuncture – June 30<sup>th</sup> of odd year Cost to renew is \$100
  - Acupuncture license – September 30<sup>th</sup> of even years. Cost to renew is \$100
  - Acupuncture Detox – September 30<sup>th</sup> of even years. Cost to renew is \$50Renewal notifications will be sent by email approximately 60 days prior to the expiration date.

**I am a physician. Do I need an acupuncture license to perform acupuncture?**

- No, physicians and osteopathic physicians can perform acupuncture in Indiana under their Indiana medical license.