12-6 Months Prior to Licensure

1. **Submit an application** for licensure with **$305** fee online at [www.tmb.state.tx.us](http://www.tmb.state.tx.us)
   a. Application is good for one year from day submitted.
   b. Don’t worry about qualifications, you will have these by the time you graduate, go ahead and begin application process.
   c. 2-8 weeks after they will mail you a permission to take Jurisprudence Exam form with your diplomate application number on it.

2. **Birth Certificate or Unexpired Passport**. Find one of these; you will need it for a document inspection.

3. **Prove English Proficiency**. Mail photocopy of one of the following: driver’s license, passport, or birth certificate to Texas Medical Board (TMB.)

4. **CNT certificate** verification sent to TMB. **($15)**

   CCAOM at: [www.ccaom.org](http://www.ccaom.org) Click Clean Needle Technique Courses: Certificate Verification Request.

5. **College Transcripts**: Have 60 college hours in addition to the acupuncture training. Contact your colleges; have them send it directly to TMB. **($5-$25)**

6. **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 you a verification in a sealed envelope with the state board seal across the outside of the envelope. Some states may require that the verification be sent directly to the TMB.

7. **Alternate Name** - If you have recorded an alternate name on your application you are required to submit copies of documents that will support the name change. Those documents could be a marriage certificate, divorce decree, court ordered name change, or some other official document.
2-8 weeks after applying

1. **Additional forms** sent if required, for special circumstances outlined in application questions.

2. **Jurisprudence examination.** Take and pass: $63 payable to Pearson Vue.
   - Schedule to take exam through Pearson Vue: (1-8 weeks to schedule)
   - [www.pearsonvue.com/texasmedicalboard](http://www.pearsonvue.com/texasmedicalboard) or at 888-300-6228.
   - Will use diplomate application number that you received from TMB after applying: If you have not received this within 6-8 weeks contact TMB.
   - After taking exam at Pearson Vue Center, they will send results to TMB.

12-2 Months Prior to getting License

1. **Take and Pass Board Exams**: ($1650 total) See Board Exam Application Checklist.
   - Plan to Take Boards Prior to graduation if possible, or immediately after, as it will take 2 weeks-2 months of processing time to receive a temporary acupuncture license after taking your last board exam.

1 month Prior to Graduation

1. **NCCAOM exam results** sent to TMB. $35
   - [http://www.nccaom.org/applicants/index.html](http://www.nccaom.org/applicants/index.html) (Takes 2-6 weeks after passing last board exam for NCCAOM to send in verification to licensing board.)
   - This request can be made prior to taking board exams, there is a special box indicated for them to send results after you take your last exam. This is recommended to expedite processing time.

2. **Deans Certificate** fill out and give to AOMA Registrar. AOMA mails to TMB.
   a. Print at [www.tmb.state.tx.us](http://www.tmb.state.tx.us) via acupuncture application information: additional licensure forms: Licensure Form D (Dean’s Certificate.)
   b. Get passport photo and attach. ($12)
   c. Give to registrar, AOMA will send to TMB. (FREE)

3. **AOMA transcript**: Ask registrar to send to TMB. (FREE)

4. **Form L-PA/AC**
   a. Print off of [www.tmb.state.tx.us](http://www.tmb.state.tx.us) via acupuncture application information: additional licensure forms: Licensure Form L (Evaluations): Licensure Form L:PA/AC.
   b. Give to Dr. Shen
   c. He will mail in to TMB. (Thank you Dr. Shen!) (FREE)

5. **Temporary License Affidavit** mailed in with $50 processing fee.
   a. You may have received this form in the mail.
If not, go to www.tmb.state.tx.us via acupuncture application information: additional licensure forms: Physician Temporary License Affidavit.

Day you receive your diploma

1. Mail photo copy of diploma (AOMA provides) to TMB.
2. Call TMB at 305-7030 to schedule a Document Inspection
3. Go to scheduled inspection at

   333 Guadalupe
   Tower 3, Suite 610
   Austin, TX 78701

   a. To this you will bring your diploma and your birth certificate or passport (aren’t you glad you went ahead and found one of these months ago!?)
   b. They will give you your temporary license at the inspection if you have turned in all your paper work prior.

If you have any paper work that has not been turned in or has been lost, bring in needed forms to inspection.

Tips

1. Ignore lacking letters- for true verification of what they need always call and talk to a person.
2. When calling, call in the morning Mon-Thursday: they tend to not answer in afternoons and are not available Fri-Sun.
3. Emails take 4-6 weeks to receive a response, if at all, keep trying and calling.
4. Make copies of all the forms that you send in for back up.
5. Keep a record of all emails and written conversations between you and the medical board.

Good Luck and Congratulations!