

## MARYLAND BOARD OF ACUPUNCTURE

# APPLICATION FOR FOREIGN CREDENTIALS EQUIVALENCY REVIEW

The Maryland Acupuncture Board requires that applicants for acupuncture licensure graduate from a formal education program in acupuncture that is either accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) or approved by the Board. The Board has delegated its review of foreign applicants to the Foreign Education Credential Service of the **American Association of Collegiate Registrars and Admissions Officers (AACRAO)** and/or the **World Education Services (WES)**.

### Instructions:

#### **World Education Services (WES) Evaluation:**

To apply to WES for a credential evaluation on-line, applicants should go to [www.wes.org](http://www.wes.org). Note that WES must receive the applicant's documents as specified in the scroll-down menu at [www.wes.org/required](http://www.wes.org/required) for the particular country where the applicant attained their degree/diploma. One evaluation will be sent to the applicant and the other to the U.S. organization indicated on the application. (Please request it is sent to the Board.) WES typically completes its credential review within seven business days after receipt of the WES application and documents according to [www.wes.org/required](http://www.wes.org/required). In some cases, WES may have to contact a particular school abroad for verification of documents, and this may necessarily extend the length of the equivalency review.

To send documents to World Education Services please use the following addresses:

- By Postal mail:  
World Education Services, PO Box 5087, Bowling Green Station, New York, NY, 10274- 5087
- By Express Courier:  
World Education Services, 64 Beaver St. #146, New York, NY, 10004

#### **American Association of Collegiate Registrars and Admissions Officers (AACRAO) Evaluation:**

To apply for AACRAO review, you must complete the attached supplemental application form (\*the AACRAO *Foreign Education Review Application*) and return it with the fee of \$250.00 (money order or credit card payment) to the American Association of Collegiate Registrars and Admissions Officers).

**The foreign credentials equivalency review application and \$250 fee must accompany the Maryland application and \$450 fee for acupuncture licensure.** See application for more details.

#### APPEALING A FOREIGN CREDENTIAL EQUIVALENCY REVIEW

1. If your credentials are deemed not equivalent, you may submit a written request to the Board requesting a final determination by its Foreign Application Review (FAR) Committee explaining why you think AACRAO or WES's determination was not correct.
2. the request for Eligibility Committee review, your written explanation, and all supporting information must be submitted to the Board within 45 days after we send you notification of the AACRAO or WES determination. The FAR Committee will make a final determination of equivalency no more than 90 days after you submit your request to Board.

NOTE: FOREIGN CREDENTIALS EQUIVALENCY REVIEW AND APPLICATION FEES ARE NON- REFUNDABLE

**MARYLAND ACUPUNCTURE BOARD**  
**\*AACRAO Foreign Education Review**  
**Application**

Submit both the standard Maryland acupuncture application and the AACRAO Foreign Education Review Application, all required supporting documents, and payment in full of the \$450 acupuncture licensure application fee and \$250 foreign education review fee. The Board will send your educational credentials and payment to the American Association of Collegiate Registrars and Admissions Officers within 3 business days of receipt of the application.

Official copies of all foreign educational records must include transcripts, certificates and diplomas and must be submitted in the original language. Records that are not in English must be accompanied by a literal English translation. Official transcripts must be sent directly from your school to the Board. The Board will accept copies of certificates and diplomas with a raised seal sent directly from your school or notarized photocopies of certificates and diplomas from the applicant.

The foreign application credentials review process may take 6 weeks or more after the receipt of your application and all required documentation. Neither the Board nor AACRAO guarantees that its reviews of your application for certification or educational credentials will be completed in any set period of time.

Once the Board receives an equivalency determination from AACRAO, you will be notified in writing of the results.

**Personal Information**

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle Int \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (mm/dd/yy) Place of Birth: \_\_\_\_\_  
(City, Country)

**Mailing Information**

Street Address: \_\_\_\_\_ Apt. No. \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Country: \_\_\_\_\_

Zip/Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email address: \_\_\_\_\_

## Educational Chronology

List all institutions attended beginning with secondary institutions (Print clearly or type). Attach an additional page if necessary.

Name of Secondary School(s)	Location (City/Country)	Dates attended	Type of Secondary School leaving certificate, diploma, or examination* *	Date completed
Name of Postsecondary Institution(s)	Location (City/Country)	Dates attended	Certificates, degrees & exams completed* *	Major/Area of Study

FEES: The \$250.00 Foreign Credentials Education Review fee (money order or following credit card information) is in addition to the required \$450 acupuncture licensure application fee (check or money order) and is non-refundable. All fees must be paid in U.S. funds.

**\$250 payment (money order or credit card) made to:  
American Association of Collegiate Registrars and Admissions Officers**

Name on credit card: \_\_\_\_\_

Credit card number: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I certify that all statements made on this application are correct and truthful.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CHECKLIST:

All of the items below must be submitted:

- A completed **Application for Maryland Acupuncture Licensure**
- **\$450 Maryland Acupuncture Licensure Fee** (check or money order) made payable to the **Maryland Acupuncture Board**.
- This completed **\*AACARO Foreign Education Review Application**
- **\$250 \*AACARO Foreign Education Review fee** (money order or credit card) made payable to the **American Association of Collegiate Registrars and Admissions Officers**
- All fees must be paid in U.S. funds.
- Official copies of **all foreign educational transcripts and records**.

*\* Official copies of all foreign educational records must include transcripts, certificates and diplomas and must be submitted in the original language. Official transcripts must be sent directly from your school to the Board. The Board will accept copies of certificates and diplomas with a raised seal sent directly from your school or notarized photocopies of certificates and diplomas from the applicant. Records not in English must be accompanied by a literal English translation.*

All applications, supporting documents and fees must be sent to:

**MARYLAND BOARD OF ACUPUNCTURE  
4201 PATTERSON AVENUE  
BALTIMORE, MD 21215**

If additional information is required for the review, you will be informed as to what is missing and will have 45 days to provide the information.

### **BOARD CONTACT NUMBERS:**

**TELEPHONE:**  
410-764-4766

**TOLL FREE:**  
1-800-530-2481

**FAX:**  
410-358-7258

**WEBSITE:** [www.dhmf.state.md.us/bacc](http://www.dhmf.state.md.us/bacc)