

The American Board of Animal Acupuncture Candidate Handbook and Application Form

Mail: ABAA

1880 Lancaster Dr. NE, Suite 111, Salem, OR 97035

Web: www.AnimalAcupunctureBoard.org 503-370-8770

Our profession is well into its fifth decade since the establishment of the first clinics and the first schools were established in the United States. Since those earlier days, our profession has come a long way and attained legal status in all but seven states. And currently, Animal Acupuncture is legal in at least eleven states.

The ABAA's commitment to excellence stems from the core of our mission - we care for animals, the quality of medical care they receive and we are acutely aware of the benefits of animal acupuncture when properly applied.

We are also very aware that in the profession of acupuncture and Chinese medicine there has been no certification of animal acupuncturists until now. Our vision is to make sure that all licensed acupuncturists who are treating animals are certified by the ABAA, thus helping to safeguard the future of this specialty of Acupuncture and Chinese medicine.

Gene Bruno, OMD, LAc, FABAA 2020

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NON-DISCRIMINATION POLICY

The ABAA does not discriminate on the basis of race, color, age, gender, sexual orientation, political or religious beliefs, handicap, marital status, or national origin.

ABOUT THIS HANDBOOK

This handbook serves as the principal source of information for those applying for certification in Animal Acupuncture. Applicants also need to periodically check our website for any changes to ABAA's policies, requirements, or forms. If you are unsure about a policy or procedure, contact ABAA by email at www.AnimalAcupunctureBoard.org

ABOUT THE ABAA

Founded in 2013, the American Board of Animal Acupuncture (ABAA) has been established to standardize the field of certification in Animal Acupuncture. The Board is composed of specialists in the field of Animal Acupuncture and western veterinary medicine. The mission of the ABAA is to establish, assess, and promote recognized standards of education, competency and safety in use of Acupuncture for the treatment and benefit of animals. Board Certification from the ABAA authenticates an acupuncturist's knowledge and skill to practice the specialty of animal acupuncture. The ABAA also recognizes that Animal Acupuncture is, and has been the domain of practitioners of Acupuncture long before western veterinary medicine was ever developed.

The ABAA is a non-profit 501(c) 6 corporation devoted to teaching, research, the practice and the certification of practitioners of Acupuncture and Oriental Medicine as it relates to the treatment of animals. The ABAA respects the training and lineage of all practitioners who work with treating animals. In the interest of the health of animals, and the advancement of the AOM profession, the ABAA asserts the right of any practitioner to gain advanced knowledge in any area they choose to study.

ELIGIBILITY REQUIREMENTS FOR ABAA CERTIFICATION

ACCREDITED EDUCATION

Graduation must have been obtained from a formal AOM Educational Program that has met the standards of the Accreditation Commission for Acupuncture (ACAOM) or equivalent training.

CERTIFICATION ROUTES

The ABAA has established *two routes of eligibility* for certification in Animal Acupuncture: Individuals may qualify to take the ABAA examinations by meeting *all* of the requirements specified under one of the following routes:

If you are applying to sit for the examination, you must:

1. A. be certified or licensed by a State acupuncture licensure board, and
B. have graduated from a program of instruction in Animal Acupuncture that meets the minimum competencies as listed below and is comprised of a minimum 120 hours of instruction with clinical training.
[Currently, the only program that qualifies is the through the Phoenix Institute of Herbal Medicine & Acupuncture (PIHMA).

or

2. A. be certified or licensed by a State acupuncture licensure board, and
B. have had tutorial instruction equivalent in nature to the minimum competencies and over 6

years of actual practice of animal acupuncture.

In order to complete the process for certification in Animal Acupuncture, the following documentation is required:

1. Proof of Acupuncture License – a current copy must be submitted with the application. License must be verifiable and applicant must be in good standing with their state licensing board or agency.
2. a. - Proof of graduation from a certification program in Animal Acupuncture that meets the ABAA's minimum requirements; or
b. - Proof of tutorial instruction and 6 years of practice of animal acupuncture.

BENEFITS OF ABAA CERTIFICATION

Earning certification from the American Board of Animal Acupuncture (ABAA) represents a significant professional achievement. ABAA certification makes an important statement about professional competency that is recognized by regulatory bodies, the profession, and the public.

To retain your lifetime certification, you must submit and document professional development activity in the amount of 15 ABAA-approved CEUs in the subject of Animal Acupuncture or animal medicine every 4 years. For a list of ABAA-approved CEU's, please go to our website at: www.animalacupunctureboard.org. Western studies in animal medicine and anatomy may also qualify to meet the ABAA recertification requirements. Instructors in animal acupuncture can also acquire CEUs.

ABAA certification provides important benefits and privileges. ABAA certification allows you to:

- ◆ Describe yourself as “Certified in Animal Acupuncture” and, according to the credential earned, use the title: **FABAA (Fellow of the ABAA)**.
- ◆ Be listed in **ABAA's *Directory of Certified Practitioners***, which is published on our website (www.animalacupunctureboard.org), and which is recognized as a valuable resource to find Board Certified Animal Acupuncture practitioners;
- ◆ Be considered as an advisory member to the ABAA board;
- ◆ Be considered to serve on ABAA standing committees.

APPLICATION PROCESS AND DEADLINES

Your completed application form, application fee(s), and all supporting documents must be postmarked by the application deadline. Submission of an application by the application deadline does not automatically guarantee your eligibility to take an examination. You must meet all eligibility criteria to sit for an examination. **These guidelines are only approximations; actual processing time may vary with individual cases.**

CONFIDENTIALITY

The ABAA respects the privacy of all applicants. All materials submitted or received in connection with applications and all test scores are held in confidence, except upon permission for disclosure from the applicant, or except as required by law. Information about an applicant's certification status is also provided in accordance with the ABAA.

The signature of an applicant on the application for ABAA certification authorizes ABAA to obtain additional information, if necessary, from third parties, to establish eligibility for certification.

CHECKING APPLICATION STATUS

The *Acknowledgement Form* that you attached to a self-addressed, stamped envelope and submitted with your application will be returned to you approximately two weeks after your application arrives in ABAA's office. This card will contain your ABAA identification number. Use that number to check your application status with ABAA.

All documents must be reviewed, so allow reasonable time for documents to be processed and reviewed. Candidates must rely on the official notification (via United States mail) as to whether she or he has passed the examination.

AUTHENTICITY AND ADEQUACY OF DOCUMENTATION

The ABAA will verify the authenticity of all documents, including non-United States or translated educational documents before determining your eligibility to test. This verification process adds time to the application review period. You are encouraged to apply well in advance of the application deadline for the examination if you are using documentation from outside the United States or documentation that is translated from another language.

APPLICATION VALID FOR DURATION ONE YEAR

Your application is valid for one year from the date it was received by ABAA. After one year, if you still have not obtained certification, you must submit a new application and be subject to all certification and fee requirements in place at that time.

WITHDRAWING AN APPLICATION

You may withdraw your application at any point by submitting a written request to the ABAA. However, **application fees are not refundable.**

FEES & REFUNDS

Due when application is submitted. All application/examination fees are non-refundable and must be payable in United States (\$) dollars.

FEES

ABAA Handbook and Application Fee	---	\$100
ABAA Examination Fee	---	\$300
Recertification Fee	---	\$200
Duplicate Certificate Fee	---	\$30
Copy of ABAA File Fee	---	\$50

Note: The above information reflects fees in effect at the time this handbook was printed. Please check ABAA'S website (www.animalacupunctureboard.org) for up-to-date fee information.

Refunds will not be issued under the following circumstances:

- ◆ Absence from an examination administration for which you were registered.
- ◆ Your involvement in cheating or fraud at any point in the application/certification process.
- ◆ No refunds of any kind will be issued once an application has expired.

EXAMINATION ADMINISTRATION & POLICIES

The ABAA examinations are currently administered one time each year at one designated test site in North America. Because of certain government and travel restrictions because of Covid - 19, the ABAA is investigating the preparation of online examinations.

PERSONAL PROPERTY

Measuring devices, computers, calculators, cameras, dictionaries (electronic or paper), and notes, should not be taken to the testing center.

EXAMINATION CONTENT

If you believe there is an error in a particular question or have comments about other specific aspects of examination content, submit your concern in writing to ABAA. You may also notify the proctor about the area of concern. Please submit all comments in writing to the ABAA.

HOW EXAMINATION COMPLAINTS ARE RESOLVED

The ABAA will evaluate all complaints and a written response will be issued within 45 days.

CONFIDENTIALITY AND EXAMINATION SECURITY

Prior to starting the exam, you will be asked to read and accept the terms of the non-disclosure agreement (see below) which will be presented to you.

TAKING THE TEST

The examinations in all categories consist of multiple-choice questions.

REPORTING EXAMINATION RESULTS

The ABAA exams are designed to test competence, not to measure excellence. For this reason, examination results are reported as PASS (with no score) or FAIL (with no score) to indicate whether or not a candidate has demonstrated the knowledge required to meet standards of competence as defined by the profession. Each candidate must rely on the official notification(s) (via United States mail) as to whether she or he has passed the examination.

APPEALING EXAMINATION DECISIONS

Candidates may appeal the Pass/Fail decision by sending a letter describing the justification for the appeal. The ABAA must receive the appeal within 30 days of the candidate's receipt of ABAA's initial decision. The ABAA Board of Directors will review the appeal request at its next regularly scheduled meeting. The candidate will be notified of the Board's decision within 30 days after the Board meeting at which the appeal was considered.

RETAKE THE EXAMINATION

Applicants who need to retake an examination will receive an *Authorization Letter* that gives them permission to retest.

CERTIFICATION

ACHIEVING CERTIFICATION

When certification is awarded, you will receive a letter that will contain your official certification date and certification number. You are officially certified as of the date shown in the letter and may rely on that information for any appropriate purpose. You can expect to receive your ABAA certificate within 3 weeks from the date you are certified. Please note: it is critical that ABAA has your current and accurate address. If ABAA sends your certificate to an old address because you did not update the information, you may be charged \$30 for a replacement certificate.

ABAA CERTIFICATION

The ABAA is a non-profit organization. It awards certification in Animal Acupuncture. It does not award licenses to practice acupuncture or other forms of medicine. In the United States, licensure laws vary among the 50 states, the District of Columbia, and United States territories and possessions. It is very important to use the correct terminology when referring to your ABAA certification-Fellow American Board of Animal Acupuncture [FABAA] or any license to practice issued to you by a United States jurisdiction.

Licensure is the process whereby a governmental unit (state or local) grants an individual permission to pursue an occupation or carry out a business subject to regulation under the government's "police powers." Penalties for violating licensure laws vary from state to state. Animal Acupuncture done by a licensed acupuncturist or a practitioner certified in acupuncture by a specific jurisdiction is not necessarily legal. In some states it is illegal for a non-veterinarian to treat animals with acupuncture. It is important to understand and follow the laws of your own state or jurisdiction.

RECERTIFICATION – ABAA Diplomat status is required to be recertified every 4 years. The Recertification Application and information is available on our website.

CODE OF ETHICS

All practitioners certified by the American Board of Animal Acupuncture must be committed to responsible and ethical practice, to the growth of the profession's role in the broad spectrum of health care, and to their own professional growth. All Certified members agree to be bound by the ABAA Code of Ethics.

A. Commitment to the Patient

1. Respect the rights and dignity of each patient.
2. Keep the owner of every animal informed by explaining treatments and outcomes.
3. Keep accurate records of each patient's history and treatment.
4. Treat only within the lawful scope of practice.
5. Render the highest quality of care and make timely referrals to veterinarians as may be appropriate.

B. Commitment to the Profession

1. Continue to work to promote the highest standards of the profession.
2. Provide accurate, truthful, and non-misleading information in connection with any application for licensure, certification, ABAA disciplinary investigation or proceeding or recertification.
3. Report any changes to the information regarding professional ethics and on-going fitness to

practice.

4. Report to ABAA or appropriate licensing authorities information about any violations of the Code of Ethics or Grounds for Professional Discipline.

C. Commitment to the Public

1. Provide accurate information regarding education, training and experience, professional affiliations and certification status.

2. Refrain from any representation that ABAA certification implies licensure or a right to practice unless so designated by the laws in the jurisdiction in which you practice.

3. Use only the appropriate professional designations for credentials (FABAA).

4. Advertise only accurate, truthful, non-misleading information and refrain from making public statements on the efficacy of Animal Acupuncture that are not supported by the generally accepted experience of the profession.

5. Respect the integrity of other forms of health care and other medical traditions and seek to develop collaborative relationships to achieve the highest quality of care for individual patients.

Core Competencies for Animal Acupuncture Certification

Domain: Patient Care

- Ability to exercise clinical judgment.
- Ability to properly relate to and be supportive of the owner's of the animal being treated.
- Ability to safely and comfortably position the animal for treatment.
- Ability to relate to and be comfortable with small animals.
- Ability to relate to and be comfortable with large animals.

Domain: Patient Treatment & Clinical Judgment

- Ability to recognize conditions that are outside of the practitioners expertise and to refer these patients to a veterinarian or appropriate medical professional.
- Ability to assess and evaluate the animal's medical records as it pertains to their care.
- Ability to assess and evaluate the appropriateness of Oriental medical care for each presenting animal.
- Ability to make a TCM diagnosis.
- Ability to assess, evaluate and execute the need for urgent, acute or alternative care in each animal presentation.
- Ability to diagnose and prepare a practical treatment plan.
- Ability to provide a safe working environment.
- Ability to locate and treat appropriate points and point combinations for specific conditions.

Domain: Professionalism and Systems-Based Practice

- Understanding legal requirements.
- Practice with professional integrity.
- Ability to explain and answer owner's questions regarding the history of animal acupuncture and how it works.
- Ability to educate other health professionals regarding the appropriate use of acupuncture and Oriental medicine in the treatment of animals.
- Ability to understand the importance of participating in, and supporting professional and educational organizations and activities.
- Ability to demonstrate knowledge of common and relevant animal care systems.

ABAA REFERENCE TEXTS

***Acupuncture Points on the Horse*, by Gene Bruno, OMD**

***Acupuncture Points on the Dog*, by Gene Bruno, OMD**

Merck Veterinary Manual

Textbook of Veterinary Anatomy by Dyce, Sack, Wensing

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

1. Personal Information

Type or print your last name (family/surname), first name, and middle name. *Note: The two forms of identification you present at the test site must bear the same name that appears on your application.*

Indicate your gender.

Type or print your Social Security number or Alien Registration number.

Type or print your date of birth (MM/DD/YY).

2. Official Mailing Address/Contact Information

Type or print your mailing address. You may use your home or business address. ABAA uses the official mailing address on all correspondence.

3. Business Contact Information

Type or print your business contact information. Enter this information if your business address differs from your official mailing address.

4. Special Requests

Indicate, by checking one box, which address you would like to have listed in the ABAA *Directory of Members*. This listing is made available to the general public on ABAA's website at www.animalacupunctureboard.org. If you do not wish to be listed, please check the *Do Not Wish to Be Listed* box.

5. Identification

Staple a recent passport-sized photo to your application in the space provided.

6. Route of Eligibility

Indicate the route of eligibility under which you are applying.

7. Formal Education

Type or print your school name and location and enrollment and graduation dates.

8. Professional Ethics and Fitness to Practice

Review the information and answer each of the questions in this section.

9. Occupational/Professional Licenses

Indicate all healthcare licenses you currently hold.

10. Fees

ABAA Handbook and Application Fee	---	\$100
ABAA Examination Fee	---	\$300
Recertification Fee	---	\$200
Duplicate Certificate Fee	---	\$30
Copy of Official File Fee	---	\$50

The Application fee(s) are due when you submit this application.

Please send payment to ABAA, 1880 Lancaster Dr. NE, Suite 111, Salem, OR 97305

11. Statement of Acknowledgement

Review the Statement of Acknowledgement.

Be sure to attach a self-addressed, stamped envelope with your Application.

If you are eligible to take the exam, you will be notified within 7 days of confirmation by the ABAA.

1880 Lancaster Dr. NE, Suite 111, Salem, OR 97305

APPLICATION FOR CERTIFICATION IN ANIMAL ACUPUNCTURE

1. PERSONAL INFORMATION

NAME: _____
 LAST (Family name or surname) *FIRST* *MIDDLE*

Other Names Used: _____

GENDER: ___ FEMALE ___ MALE

DATE OF BIRTH (MM/DD/YYYY): _____

2. OFFICIAL MAILING ADDRESS/CONTACT INFORMATION

(All correspondence will be sent to this address)

STREET APT. / SUITE #: _____

CITY, STATE, ZIP/POSTAL CODE, COUNTRY: _____

HOME TELEPHONE/MOBILE: _____ / _____

EMAIL: _____

3. BUSINESS CONTACT INFORMATION

(Complete only if different from official address)

BUSINESS NAME: _____

STREET/SUITE #: _____

CITY, STATE, ZIP/POSTAL CODE, COUNTRY: _____

BUSINESS TELEPHONE/ WEBSITE:
_____ / _____

4. SPECIAL REQUESTS AND ACCOMMODATIONS

___ **I WISH TO BE LISTED IN THE CERTIFIED PRACTITIONER DIRECTORY**

BUSINESS NAME: _____

STREET/SUITE #: _____

CITY, STATE, ZIP/POSTAL CODE, COUNTRY: _____

BUSINESS TELEPHONE: _____

WEB SITE: _____

___ **I DO NOT WISH TO BE LISTED IN THE CERTIFIED PRACTITIONER DIRECTORY**

5. IDENTIFICATION

You must bring a form of identification (ID) to the test site. It must be a current government-issued photo ID (e.g., driver's license, passport, military ID card, or state-issued personal ID card). **You will not be admitted to the examination without proper identification.**

6. ROUTE OF ELIGIBILITY (*Check applicable route*)

___ State License Holder and completed formal Animal Acupuncture training program.

___ State License Holder, completed tutorial instruction and 6 years of experience in Animal Acupuncture.

7. FORMAL ANIMAL ACUPUNCTURE EDUCATION

SCHOOL NAME & LOCATION: _____

DATE OF GRADUATION: _____

Or

TUTORIAL STUDY PROGRAM: _____

Instructor: _____ Phone Number: _____

DATE OF COMPLETION: _____

[Tutorial study program applicants will be required to verify hours of clinical and didactic instructions and certain documents may be need to be notarized.]

8. PROFESSIONAL ETHICS AND FITNESS TO PRACTICE

I. LEGAL STATUS: *You must furnish additional information with this application if you answer "yes" to any of the following questions. This documentation must include your explanation of the charges or claims made against you, all legal documents related to the charges or claims and an account of how the charges or claims were resolved. If a case is still pending, please indicate that fact in your response. All information provided will be reviewed in accordance with ABAA policies.*

1. Have you ever been a defendant in litigation related to the practice of a health-related profession? ___ YES ___ NO

Has a judgment ever been entered against you or have you been a party to a settlement in any legal proceeding relevant to the practice of a health-related profession? ___ YES ___ NO

3. Have you ever been convicted of a felony? ___ YES ___ NO

4. Have you ever been convicted of any other crime relevant to the practice of a health-related profession or to your fitness to practice? ___ YES ___ NO

5. Have you ever had any disciplinary or administrative action or order taken against you by any licensing board or health-related professional association or school?
___ YES ___ NO

6. Have you ever been denied or voluntarily surrendered a license to practice in any health-related profession? YES NO

II. HEALTH STATUS: *If you answer “yes” to any of the following questions, you must furnish with your application information about any impairment from a healthcare professional who has treated you if you. This documentation must include a personal statement of the history and current status of any physical or psychological impairment or impairment due to substance abuse and an attestation that you are no longer impaired (or that you are currently under treatment for the impairment) and that the impairment, or treatment does not interfere with your ability to practice.*

7. Has your physical or psychological health status interfered with your ability to practice a health-related profession or otherwise interrupted your professional or academic activities for more than three months? YES NO

8. Have you ever been, or are you currently, impaired because of any substance abuse, including alcohol? YES NO

9. OCCUPATIONAL LICENSES: List other occupational licenses below - (nursing, veterinary, chiropractic, etc). Include State of issue and license #.

10. FEES

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ABAA Examination Fee	---	\$300
Recertification Fee	---	\$200
Duplicate Certificate Fee	---	\$30
Copy of Official File Fee	---	\$50

11. STATEMENT OF ACKNOWLEDGEMENT:

I hereby certify that the information I provided on this application and in any supporting documents is accurate, and true, to the best of my knowledge. I acknowledge and agree to abide by the policies, procedures, and Code of Ethics promulgated by ABAA. I agree to inform and release to ABAA and its designated agents all pertinent information about my qualifications or about other matters that may arise in connection with my application and /or my subsequent certification or recertification by ABAA. I agree that I am prohibited from transmitting information about ABAA examination questions or content in any form to any person or entity and that my failure to comply with this prohibition, may result in my scores being cancelled or my certification being revoked. I acknowledge that application fees are non-refundable.

Applicant's Signature: _____ Date: _____

Send this application, supporting documents, applicable fees, and the Acknowledgement Form to:

**ABAA
1880 Lancaster Dr. NE, Suite 111
Salem, OR 97305**

STAPLE A RECENT PASSPORT-SIZED PHOTO HERE: