



NZASA
New Zealand
Acupuncture Standards
Authority Inc.



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Application form for Membership with NZASA

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1. Introduction to NZASA

Why join NZASA?

The NZ Acupuncture Standards Authority (NZASA) Inc is a standards-based registration authority committed to helping you maintain standards of professional, ethical and clinical competency in acupuncture in New Zealand.

NZASA was incorporated in 2000. It is a member-led organisation with an elected Executive Board and an employed Registrar.

NZASA is one of two voluntary self-regulatory bodies which register acupuncturists in New Zealand. There is currently no national regulation of Chinese Medicine (acupuncture and Chinese herbal medicine) in New Zealand.

NZASA was recognised in 2005 under the Accident Compensation Corporation (ACC) Act, and through that NZASA registered members are able to become ACC Treatment Providers.

NZASA is the only acupuncture registration body in New Zealand that understands the importance of separating education and regulatory roles in keeping with the professional requirements of the Health Practitioners Competency Assurance (HPCA) Act.

NZASA's membership includes both local practitioners and practitioners from the UK, USA, Australia, China, Korea and further afield who have chosen to reside and practice in New Zealand. The membership is made up of practitioners who hold recognised qualifications in Acupuncture and/or Chinese Medicine, including diplomas, undergraduate, postgraduate and masters degrees.

NZASA recognises that practitioner needs vary from one person to another. It therefore offers discounts to new graduates who are starting out in practice and a variety of membership types so you can choose what suits you best:

- **Student member**
- **Non-Registered member**
- **Registered member**

For NZASA membership fees and application processes – see section 4.

Benefits of membership with NZASA:

- Membership of a recognised Registration Authority
- Educational opportunities through NZASA's affiliated organisations and the wider professional acupuncture community
- The potential to apply for Registered membership (if registration requirements are met)

- The option to have access to a group Public Liability and Indemnity insurance scheme at special rates negotiated by NZASA– see *Section 7*
- Up-to-date news and information regarding regulations affecting the profession
- The opportunity to build your professional network

Joining NZASA as a Registered member

NZASA maintains a list of Registered acupuncturists who are able to apply to become ACC Treatment Providers in terms of Section 6 (1) of the ACC Act.

NZASA has established ethical, technical and practice standards, which are implemented through the registration and certification programme, and enforced through a code of professional conduct and disciplinary procedures that apply to all of its Registered acupuncturists.

NZASA operates a competency assessment regime that includes a workplace evaluation by qualified assessors. NZASA also provides guidance to practitioners on acupuncture and Chinese Medicine practice issues, and promotes the education and training of practitioners.

ACC Treatment Providers:

NZASA has been recognised in the ACC Act since 2005. Acupuncturists registered with NZASA can apply to become ACC Treatment Providers.

ACC provides comprehensive, no-fault personal injury cover for all New Zealand residents and visitors to New Zealand. As an ACC treatment provider, you are able to treat people and claim your fees (or part-fees) directly from ACC. Please visit the ACC website for further information about ACC - www.acc.co.nz

In order to become an ACC Treatment Provider, a practitioner must first meet NZASA's Registration criteria and secondly be issued with an Annual Practicing Certificate.

Legislation:

In September 2010, the Chinese Medicine profession in NZ submitted two applications for the recognition of Chinese Medicine (acupuncture and Chinese herbal medicine) under the Health Practitioner's Competency Assurance (HPCA) Act.

As at August 2014, no decision has been made by the government.

Until Chinese Medicine is recognised as a health profession, regulation will continue to be voluntary and the profession will continue to be self-regulated.

Therefore, the current registration process surrounding registration with NZASA remains in place in accordance with the ACC legislation.

Who can use this form?

This form is for use by practitioners who wish to apply for membership with NZASA – as a **Student member, Non-Registered member or Registered member**.

This application form is suitable for use by persons who are:

- **Graduates or practitioners** with a New Zealand qualification in acupuncture or Chinese Medicine (acupuncture and Chinese herbal medicine)
- **Graduates or practitioners** with an overseas qualification in acupuncture or Chinese Medicine (acupuncture and Chinese herbal medicine)
- **Previously registered practitioners** (within five years) who wish to re-register
- **Others** who have a qualification in acupuncture or Chinese herbal medicine but do not wish to be registered
- **Students** of acupuncture or Chinese Medicine (acupuncture and Chinese herbal medicine)

2. Student and Non-Registered membership - fees and application process

NZASA offers Student and Non-Registered membership to:

1. Students of acupuncture or Chinese Medicine (acupuncture and Chinese herbal medicine)
2. Acupuncturists or Chinese Medicine practitioners who do not meet NZASA's registration requirements but wish to be a member of an acupuncture registration body
3. Health professionals who practise acupuncture, where acupuncture is recognised as a scope of professional practice (e.g. medical doctors, physiotherapists, nurses), and who wish to belong to an independent acupuncture registration body
4. Acupuncturists or Chinese Medicine practitioners, and other health professionals with an acupuncture qualification who are not currently practising

Student and Non-Registered membership annual fees

Student membership	\$40 plus GST (\$46)
Non-Registered membership	\$80 plus GST (\$92)

For Public Liability and Indemnity Insurance – see Section 7

Student and Non-Registered membership application process

All applicants must fill in the application form contained within this document.

1. Fill out the application form
2. Fill out and sign the mandatory declaration
3. Attach copies (not originals) of your certificates and academic transcripts for all qualifications held
4. If you hold an overseas qualification, please supply a copy of your academic transcript and course curriculum (and certified translations if required)
5. Supply a passport sized photograph
6. Attach your curriculum vitae (a full work history)
7. If you do not hold a NZ passport, please supply a certified copy of your residents or working visa
8. Contact the Registrar to confirm the fees to be paid
9. Make the appropriate payments

Once your application is approved and payment is received, you will be issued with your Student or Non-Registered membership certificate.

Please note:

NZASA's Student and Non-Registered members do not receive an Annual Practicing Certificate and are therefore unable to apply to become ACC Treatment Providers.

3. Registered membership – fees and application process

Applicants for registration must meet NZASA's registration criteria. *According to the current ACC legislation you must hold either:*

1. the National Diploma in Acupuncture (NDA), or equivalent (e.g. Bachelor's degree in Acupuncture or Chinese Medicine (acupuncture & Chinese herbal medicine))

OR

2. be a practising health professional with a post-graduate qualification in acupuncture at Level 8 or above (1200 hours), or equivalent

- New graduates are offered discounted rates on their APC fee for applications received within 12 months of completing their qualification – see details below
- New Zealand new graduates also receive discounted Application and Clinic Inspection and Professional Visit fees.
- Applicants with overseas qualifications have additional requirements which must be met. Their documents (academic transcripts and curriculum content) are assessed by NZQA initially before the application process can continue. A self-directed Pharmacology Module and Assignment is also required.
- **Certification showing a minimum ILETS standard of English of 7.0 is required with no less than 6.5 in any one band.**
- Practitioners applying to re-register must supply proof of previous registration and ongoing education.

Registered membership fees

A. Applicants who hold New Zealand qualifications (including new graduates)

Application Fee (once-only fee)	\$75 plus GST (\$86.25)
Application Fee - new graduates (within 12 months of graduating)	NIL
Clinic Inspection and Professional Visit Fee (once-only fee)	\$125 plus GST (\$143.75)
Clinic Inspection and Professional Visit Fee – new graduates <i>Applicants living outside the major metropolitan areas may be asked to pay for travel costs - options regarding this will be discussed at the time of the application. Skype visits are sometimes used.</i>	\$95 plus GST (\$109.25)
Any additional Clinic Inspection and Professional Visit (if required)	\$100 plus GST (\$115)
Annual Practicing Certificate <i>This is charged pro rata for applications received part way through the year</i>	\$360 plus GST (\$414.00)
Annual Practicing Certificate – new graduate rate <i>This rate applies to applications received within 12 months from the date the qualification was awarded (academic transcript date) and is charged pro rata for applications received part way through the year</i>	\$120 plus GST (\$138.00) 1st year only

B. Applicants who hold overseas qualification (including new graduates)

Application Fee (once-only fee)	\$75 plus GST (\$86.25)
Written and Clinical examination Fee (once-only fee)	\$475 plus GST (\$546.25)
Pharmacology Module and Assignment Fee (once-only fee)	\$60 plus GST (\$69)
Clinic Inspection and Professional Visit Fee (once-only fee) <i>Applicants living outside the major metropolitan areas may be asked to pay for travel costs - options regarding this will be discussed at the time of the application. Skype visits are sometimes used.</i>	\$125 plus GST (\$143.75)
Any additional Clinic Inspection and Professional Visit (if required)	\$100 plus GST (\$115)
Annual Practicing Certificate <i>This is charged pro rata for applications received part way through the year</i>	\$360 plus GST (\$414.00)
Annual Practicing Certificate – new graduate rate <i>This rate applies to applications received within 12 months from the date the qualification was awarded (academic transcript date) and is charged pro rata for applications received part way through the year</i>	\$175 plus GST (\$201.25) 1st year only

Registered membership fees

- All applicants must pay a non-refundable Application fee
- All applicants must pay a Clinic Inspection and Professional Visit fee
- Applicants with overseas qualifications have additional costs to be met
- Any practitioners applying to re-register will be charged an administration fee and may also be asked to pay for a Clinic Inspection and Professional Visit fee if required. Proof of prior registration and ongoing education will be required.

For Public Liability and Indemnity Insurance – see Section 7.

Registered membership application process

All applicants must fill in the application form contained within this document.

1. Fill out the application form
2. Fill out and sign the mandatory declaration form
3. Attach copies (not originals) of your qualifications and academic transcripts for all qualifications held
4. If you hold an overseas qualification, please supply a copy of your academic transcript and course curriculum (and certified translations if required)
5. For those practitioners whose overseas degree is not from one of the pre-approved institutions, please also supply the NZQA Assessment proving learning at Level 7 or above.
6. Supply certification showing a minimum ILETS standard for English of 7.0 with no less than 6.5 in any one band.
7. Supply a passport sized photograph
8. Supply a copy of your current first aid certificate
9. Attach your curriculum vitae (a full work history)
10. If you do not hold a NZ passport, please supply a certified copy of your resident or working visa
11. Contact the Registrar to confirm which fees apply
12. Make the appropriate payments

Practitioners previously registered with NZASA applying to re-register need only complete items 1, 2, 6 and 8 and provide proof of prior registration i.e. copy of registration certificate and CPD.

Applicants with New Zealand qualifications:

- Once the above information and documents are received, the Registrar will process your application.
- A member of the NZASA Executive or a nominated Registered member will make contact with you to arrange your Clinic Inspection and Professional Visit – *see page 9*. You will be emailed the Ethics Questionnaire prior to the visit. Complete and hand it in at the time of the visit.
- Once the application is approved, the visit is completed and all fees are received, you will be issued with your Annual Practicing Certificate.

Applicants with overseas qualifications:

- When the above information and documents are received, the Registrar will process your application. You will be advised of the next available examination date.
- Once your examination is complete (and passed) you will be supplied by email with NZASA's Pharmacology Module and Assignment to complete and return to the Registrar for marking.
- A NZASA Assessor will make contact with you to arrange your Clinic Inspection and Professional Visit. You will be emailed the Ethics Questionnaire prior to the visit. Complete and hand it to the Assessor at the time of the visit.

Once the application is approved, the visit is completed and all fees are received, you will be issued with your Annual Practising Certificate.

4. How to complete this application form

NZASA has tried to answer all the questions you may have about NZASA's membership options and application processes. If you have any further questions about the information in this document, please read the information again, and if you cannot find the information you need, please contact the Registrar – nzasainc@xtra.co.nz.

READ THE FOLLOWING INSTRUCTIONS CAREFULLY.

Completing the form

- Use ink to answer ALL relevant questions on the application form
- Tick boxes, or circle answers where required
- READ the relevant INSTRUCTIONS as you work your way through the form
- Print your answers in ENGLISH
- If necessary, ATTACH ADDITIONAL SHEETS of paper to complete your answers
- KEEP A PHOTOCOPY of your application form for your records
- Consider using registered post to ensure safe arrival

Additional sheets

- Write and sign your name on each additional sheet.
- Attach each additional sheet securely to the application form.

Supporting documents

- DO NOT send originals.
- List all the items that you are attaching to your application, including:
 - additional sheets/copies of supporting documents, and
 - certified translations

Check the list carefully and ensure that all the required supporting documents are attached to your application.

To obtain a certified copy, take the original document to a person who is authorised to make a certified true copy e.g. a Justice of the Peace. This service is usually provided free of charge. Contact details for a Justice of the Peace can be found in the telephone book or at your local Citizens Advice Bureau.

Certified translations

If a supporting document is not in English, in addition to a certified copy of the document itself, you will ALSO need to attach a certified copy of an English language translation, prepared by an official translation service. Translation companies can be found in your telephone book and fees will apply.

Fees

- Enclose (or pay by direct credit) the required application fee. The application fee is non-refundable.
- For overseas applicants the application, examination and Pharmacology fees are non-refundable and apply whether or not registration is granted.
- The fee for the Clinic Inspection and Professional Visit must be paid prior to the visit. Applicants living outside the greater Auckland metropolitan area may be asked to pay travel costs or the visit will be done via Skype.
- If NZASA grants you registration, the APC fee is required before the APC is issued.
- GST is charged at 15%. Fees are shown with and without GST.
- Your cheque or money order should be made out to the 'NZ Acupuncture Standards Authority Inc'.
- You can pay online into the following account: NZASA Inc, 38-9001-0902867-00. Please provide your name as a reference.
- Do NOT send cash.

5. Clinic Inspection and Professional Visit

NZASA's registration process includes a one-off Clinic Inspection and Professional Visit that is designed to assist the applicant meet NZASA's professional practicing requirements.

For example, the check list includes the use of single-use sterile disposable needles, adequate light, heating and ventilation, audio and visual privacy, fees and qualifications on display, evidence of record keeping and so on. A copy of the checklist is available on the NZASA website – www.nzasa.org

The Clinic Inspection and Professional Visit includes a questionnaire on NZASA's Standards of Acupuncture Practice, Code of Ethics and Codes of Safe Practice for Acupuncturists which all applicants must complete and submit at the time of the visit. Answers to all these questions can be found in a single document which is located on NZASA's website – www.nzasa.org

6. Pharmacology Module and Assignment

Applicants with an overseas qualification must complete a self-directed Pharmacology Module and Assignment. This document is emailed to you so you can study the contents, print the appropriate pages to fill in the answers, and then return them to NZASA by post. A MIMs (Medical Information Management) or similar is also required to complete the questions.

A marking fee of \$60 plus GST applies.

7. Public Liability and Indemnity Insurance

NZASA has negotiated a group scheme for Public Liability and Indemnity Insurance through Apex Insurance Ltd that is available to all members if required. If you are interested, please advise the Registrar and an introduction to Apex will be made. The fees are charged on a pro rata basis and Apex will provide an individualised quote you at the time of your enquiry.

8. Standards, Ethics and Safe Practice

NZASA requires all members, regardless of their type of membership, to abide by NZASA's:

- Standards of Acupuncture Practice
- Code of Ethics
- Code of Safe Practice for Acupuncturists
- Code of Health and Disability Services Consumers' Rights.

All applicants must complete a questionnaire on these Standards, Ethics and Safe Practice which must be submitted at the time of the Clinic Inspection and Professional Visit.

NZASA's Standards of Acupuncture Practice, Code of Ethics and Codes of Safe Practice for Acupuncturists can be found in a single document on NZASA's website – www.nzasa.org

Sterile Single-use Disposable Needles – All NZASA members are required to use sterile, single-use disposable needles as per sections C and E of the NZASA Codes of Safe Practice for Acupuncturists, and sections 13.3 of the NZASA Codes of Ethics. All NZASA members are recognised by the NZ Blood Donor Service.

9. Affiliate Organisations

NZASA has a professional relationship with the following organisations:

NZIA	New Zealand Institute of Acupuncture Inc
NZCMAS	New Zealand Chinese Medicine and Acupuncture Society Incorporated
NZCMS	New Zealand Chinese Medicine Society
BAcC	British Acupuncture Council
NZRA	New Zealand Register of Acupuncturists

NZASA is also a member of the World Federation of Chinese Medicine Societies (WFCMS) and has consulted with other professional organisations around the world including the Victorian Chinese Medicine Registration Board (VCMB) in Melbourne, Australia.

Please note: other countries have their own specific registration requirements and registration with them does not guarantee registration with NZASA.

10. APC renewal and Continued Professional Development (CPD) ongoing education

NZASA encourages all members to maintain their ongoing education (CPD). NZASA is a registration body and therefore does not offer educational courses directly to its members. This is in keeping with the professional requirements of the HPCA Act 2003.

NZASA works with its affiliates and other groups to publicise ongoing education opportunities to its members.

NZASA's registered members must provide evidence of 20 hours CPD each year as part of the renewal of registration process. NZASA recognises courses from around New Zealand, Australia, UK, USA and other countries, as well as online courses provided by such websites as Blue Poppy, ProDSeminars and Medigogy.

Important:

Renewal of Annual Practicing Certificate (APC) requirements

Registered members must:

- **provide proof of 20 hours ongoing education/training every year** (e.g. conferences, workshops, peer review groups, online seminars etc.)

The 20 hours can be made up of:

- a minimum of 12 hours of acupuncture **and**
- 8 hours of 'other'. A maximum of 4 of these 'other' hours can relate to business practices. The remainder can be Chinese Medicine related techniques including Chinese herbal medicine, tuina, qi gong, TCM research, Chinese dietary therapy.

NZASA members who do more than the required 20 hours per year can request those additional hours be credited to the following year.

AND

- From 2015 onwards, hold a current First Aid certificate.

APCs are only re-issued following proof of these requirements

11. NZASA website

NZASA operates a website which provides several services to its members:

1. A “Find A Practitioner” section which lists all NZASA members and their clinic details so members of the public are able to look for practitioners in their area. It is optional for practitioners to be listed on the website.
2. A “Members” section where news and information about the profession, current events and ongoing education opportunities are listed and newsletter archives are held; free consent forms can be downloaded; brochures in English, Korean and Chinese can be ordered.
3. A general information section where non-members can read about NZASA and download Application forms etc.
4. A CPD Log where claims for CPD (with documentary evidence) should be uploaded for approval.

NZASA is always working to improve its website services to its members.

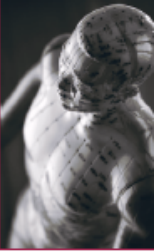
12. NZASA contact details

Applicants can contact:

Karen Lawton
Registrar

NZ Acupuncture Standards Authority (NZASA) Inc
Room 6
13 Coyle Street
Sandringham
Auckland 1025
New Zealand

+64 9 528 8214
nzasainc@xtra.co.nz
www.nzasa.org



13. Application Form

Student, Non-Registered and Registered Membership

1. Type of application (tick one)

I am applying for *Student* *Non-Registered* *Registered*
membership.

2. Personal Details

Family/surname: _____ Given/forenames: _____

Name to appear on your APC: _____

Nationality: _____ Date of Birth: _____

Passport photograph attached:

Home address:

Telephone: _____ Mobile: _____

Fax: Email: _____

Postal address (if different from home address):

3. Languages spoken: (e.g. English, Maori, French, Chinese, Korean, Dutch etc)

4. Residency status (tick one):

NZ resident Non-resident with valid work / student visa (certified copy required)

5. Clinic Details

Practice name and address: *(if more than one clinic, please write details on a separate page)*

Telephone:

Mobile:

Fax: Email:

Address to appear on your Annual Practicing Certificate (home, postal or clinic?)

Home

Postal

Clinic

6. Training Details

Qualifications and Courses (all prior training) **and Institutions / Education Providers** (contact details, names, telephone and address details). Use additional pages if required.

Please attach copies of your Chinese Medicine / Acupuncture academic record (assessment results, NZQA Certificate of Learning, qualifications) to this application to avoid processing delays.

If you hold an overseas Chinese Medicine / Acupuncture qualification, please attach copies of your academic transcript and course curriculum (including certified translations).

Please include copies of certificates for all prior qualifications.

7. Other Registrations / Memberships held

List memberships. Please attach copies of membership certificates: *(e.g. NZCMAS, NZIA, NZCMS, BAcC, nursing, physiotherapy, midwifery etc)*

8. Work experience:

Please attach your curriculum vitae, including prior work history and training, and two referees.

9. Insurance

Do you have professional liability and indemnity insurance? If so, please give details here.

If not, do you require professional liability and indemnity insurance? Yes No

10. Recency of practice

a. I am a new graduate

I graduated in (insert year) and am about to commence health practice for the first time.

b. I am an existing practitioner

Recency of practice means that you have been in practice within the past five years. Have you had sufficient practice experience in the last five years to maintain your competence for registration? Proof of prior registration is also required if held.

Yes

Please provide details of any practice, training, or other experience you have had in the last five years that is relevant to your practice of Chinese medicine:

No

If you have not had sufficient experience in the practice of Chinese medicine in the last five years (e.g. you are no longer seeing patients, or have not attended any training) please submit a proposed training plan appropriate to your situation with this application.

11. Mandatory Declaration

NZASA respects and maintains confidentiality but requires the below information be kept on file for all members.

Fitness to practise

a. Do you have any emotional, psychological or physical illness or disability which may impair your ability to practice acupuncture or any other health profession?

Yes No

If yes, please provide details below and attach a certified copy of any document(s) that you wish the NZASA Executive to take into consideration.

b. Are you dependent on alcohol or drugs (prescribed or non-prescribed) which may impair your ability to practice acupuncture or any other health profession?

Yes No

If yes, please provide details below and attach a certified copy of any document(s) that you wish the NZASA Executive to take into consideration.

Criminal charges

Are you under investigation or have been convicted or found guilty of any criminal offence in NZ or any other country?

Yes No

If yes, please provide details below and attach a certified copy of any document(s) that you wish the NZASA Executive to take into consideration.

Claims for medical negligence

Have you ever been the subject of ANY claim for damages or other compensation for alleged negligence in the course of providing any health care services which has resulted in a court award for damages?

Yes No

If yes, please provide details below and attach a certified copy of any document(s) that you wish the NZASA Executive to take into consideration.

Professional conduct

Have you ever been subject to any disciplinary proceedings and/or findings against you by any acupuncture professional register or other healthcare professional register or association, any teaching institution or government authority, whether international, national or local?

Yes No

If yes, please provide details below and attach a certified copy of any document(s) that you wish the NZASA Executive to take into consideration.

Details (add additional sheets if required):

Previous memberships

Do we have your permission to contact your previous professional body as part of the NZASA application process?

Yes

No

Name:

Signature:

Date:

12. Fees: (after consultation with the Registrar, tick the boxes that apply to you)

Student membership fee pa	\$40 plus GST (\$46.00)	<input type="checkbox"/>
Non-registered membership fee pa	\$80 plus GST (\$92.00)	<input type="checkbox"/>
....
Registered membership application fee – new graduates (New Zealand)	No charge	<input type="checkbox"/>
Registered membership application fee	\$75 plus GST (\$86.25)	<input type="checkbox"/>
....
Clinic Inspection and Professional Visit fee – new graduates (New Zealand)	\$95 plus GST (\$109.25)	<input type="checkbox"/>
Clinic Inspection and Professional Visit fee	\$125 plus GST (\$143.75)	<input type="checkbox"/>
....
Examination fee	\$475 plus GST (\$546.25)	<input type="checkbox"/>
Pharmacology assignment fee	\$60 plus GST (\$69.00)	<input type="checkbox"/>
....
Annual Practicing Certificate fee – new graduates (Note: charged on a pro rata basis of \$10 per month plus GST for applications received during the year)	\$120 plus GST (\$138.00)	<input type="checkbox"/>
Annual Practicing Certificate fee – general (Note: charged on a pro rata basis of \$30 per month plus GST for applications received during the year)	\$360 plus GST (\$414.00)	<input type="checkbox"/>
....

PLEASE CONTACT THE REGISTRAR TO CONFIRM TOTAL SUM TO BE PAID

Please make cheques payable to: NZASA Inc.

Or pay online to: NZ Acupuncture Standards Authority Inc
38-9001-0902867-00 (**please put your name as a reference**)

Checklist – please ensure all items are ticked off before you send in your application:

1. Application form completed
2. Mandatory declaration completed and signed
3. Documentation attached
 - Copies of qualifications and academic transcripts for all qualifications held
 - Copies of overseas qualifications, academic transcripts and course curriculum
 - Copies of NZQA qualifications assessment if required
 - Copies of ILETs if required
 - Copies of other membership certificates held
 - Certified copies of any translated documents (certificates, academic transcripts, curriculums, references etc)
 - Any other support documentation as required
4. Passport sized photograph
5. Curriculum vitae (a full work history)
6. Copy of current First Aid certificate
7. For non-NZ residents, a certified copy of your residents' or working visa
8. Applicants re-registering have provided proof of prior registration and ongoing education
9. Payments enclosed or paid online
10. Copy of application made for your own reference

Name: _____

Signed: _____ **Dated:** _____