



## **Application Guidance Notes - New Zealand qualified applicants and applicants previously holding registration with the New Zealand Acupuncture Standards Authority (NZASA) Inc, Acupuncture New Zealand, New Zealand Register of Acupuncturists Inc**

These guidance notes are for applicants with New Zealand qualifications applying for registration to NZASA and for those applicants who have previously held registration with NZASA or AcNZ or NZRA which has lapsed.

Please read all of the following information carefully prior to completing the correct Application form.

1. Introduction to NZASA
2. Public Liability and Indemnity Insurance
3. NZASA Standards, Ethics and Safe Practice
4. Annual Practicing Certificates
5. Application process
  - Applicants with New Zealand Qualifications
  - Applicants who have previously been registered with NZASA
6. Fees Schedule
7. Applying for Registration
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## 1. Introduction to NZASA

The New Zealand Acupuncture Standards Authority (NZASA) Inc is a standards based registration authority. NZASA's objective is to protect the health and safety of members of the public by promoting and monitoring high standards of professional ethics, competence, care and conduct, safe practice, fitness to practice and continuing practitioner development.

NZASA was recognised in 2005 under the Accident Compensation Corporation (ACC) Act and through that NZASA Registered members who hold a current Annual Practicing Certificate (APC) are able to apply to become ACC Treatment Providers.

By becoming a member of NZASA you accept the rules set out in the [NZASA Rules \(2021\)](#).

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

## 2. 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 your application is successful and you wish to take advantage of this group scheme, you will need to advise the Registrar and an introduction to Apex will be made. Apex will provide an individualised quote to you at the time of your enquiry.

## 3. Standards, Ethics and Safe Practice

### Your responsibilities when you Join NZASA as a Registered member

NZASA has established ethical, professional and practice standards, implemented through the registration and annual practicing certification programme and enforced through a code of professional conduct that incorporates appropriate disciplinary procedures that apply to all of its Registered members.

The NZASA codes of Safe Practice and Code of Ethics and Professional Conduct provide a clear framework within which NZASA registrants are expected to work.

NZASA requires all members to abide by NZASA's:

- Standards of Acupuncture Practice
- Code of Professional Conduct and Ethics
- [Code of Safe Practice \(Acupuncture\)](#)
- [Guidelines for Informed Consent](#)
- [Cultural Competence Guidelines](#)
- [Ethical Advertising Guidelines for Healthcare Professionals Guidelines for Ethical Advertising](#)

All applicants must complete a questionnaire on the NZASA requirements with respect to ethics, professional conduct and safe practice, to be submitted at the time of the Clinic Inspection and Professional Visit. All applicants should take time to review these documents, especially regarding any areas of their practice that would require amendment to meet NZASA requirements.

### **Sterile Single-use Disposable Needles:**

Sterile, single use disposable needles are to be used at all times.  
All NZASA members are recognised by the NZ Blood Donor Service.

## Statutory Requirements

### Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations 1996.

All health care professions within New Zealand have a statutory duty to practice in accordance with the Code of Health and Disability Consumers' Rights (1996).

You must familiarise yourself with this code and understand your responsibilities. You can find the code [here](#).

## 4. Annual Practicing Certificate

If you are successful in gaining registration, you will pay a fee to gain your Annual Practicing Certificate (APC). The APC is renewable each year. The APC year runs from 1 April to 31 March. This fee will be pro-rated if you apply part way through the practicing year. The Registrar will inform you what your APC fee will be and when to pay this.

### NZASA Annual renewal of certification requirements

Registered members must:

1. Provide evidence of a minimum of **20 hours** of Continuing Professional Development (CPD) each year. The NZASA CPD policy is accessible [here](#) and describes the CPD category requirements. NZASA publicises pre-approved CPD opportunities to its members and recognises local and international courses, workshops and conferences as well as online courses. All courses, workshops and peer review groups require pre-approval from NZASA in order to qualify as eligible CPD.

Practitioners are encouraged to use reflective practice, i.e. to review their own clinical approach, and to update their knowledge according to gaps and/or areas of interest. We invite practitioners to consider learning opportunities in line with their current and future professional goals.

2. Provide evidence of a current and valid First Aid certificate.
3. Complete a Mandatory Declaration.
4. Complete a Health Workforce New Zealand survey.
5. Pay the annual re-certification/APC fee.

### **Annual Practicing Certificates are only re-issued following completion of these requirements**

## Mandatory Declaration

At the time of application and each year within the renewal process, members are required to complete a Mandatory Declaration form.

NZASA respects and maintains confidentiality but requires information about the following areas are kept on file for all members:

- Fitness to practice.
- Criminal charges.
- Claims for medical negligence.

- Professional conduct.

## 5. Application Process

### Applicants who hold a New Zealand qualification

Applicants who hold a New Zealand qualification for registration must meet NZASA's registration criteria **and must either:**

1. Hold a National Diploma in Acupuncture (Level 7) or equivalent according to the criteria for the New Zealand Register of Quality Assured Qualifications. (e.g. Bachelor's degree in Acupuncture or Chinese Medicine (acupuncture and Chinese herbal medicine)).

**Or**

2. Be a qualified health professional registered to practise in some other medical discipline in New Zealand who holds a recognised postgraduate qualification in acupuncture of a minimum of 120 credits (1year full time) at Level 8 or above on the New Zealand Register of Quality Assured Qualifications.

### Step 1: Application

- Complete and sign the Application Form for New Zealand Qualified applicants applying for registration to NZASA. Form available [here](#).
- Provide all required documentation as specified in the Application Form.
- Provide any supplemental information as required to support information given in your Application Form.
- Post or courier the completed application to NZASA.
- Pay the correct non-refundable application fee as per the [Fee Schedule](#).
- The Registrar will acknowledge receipt of the complete application and will begin to process your application.

**NOTE:** Your application cannot be processed unless all the documentation is fully completed and the application fee is paid.

### Step 2: Clinic Inspection and Professional Visit.

Once your application has been processed the Registrar will contact you to arrange the Clinic Inspection and Professional Visit (CI&PV).

The CI&PV will be conducted by a nominated NZASA Assessor; you can view the CI&PV form [here](#). For applicants living outside of greater metropolitan areas the visit will be done via Skype.

The CI&PV includes a questionnaire on NZASA's Standards of Acupuncture Practice, Code of Ethics and Professional Conduct and the Code of Safe Practice (Acupuncture). You will be emailed the questionnaire prior to the visit and you will be required to complete the questionnaire and give it to the assessor to review at the time of the visit

You will be required to pay the fee as per the [Fee Schedule](#) prior to the CI&PV.

### Step 3: Issuing of Annual Practicing Certificate (APC)

Once the application is processed and approved and the CI&PV is satisfactorily completed you will be advised by the Registrar of the APC fee to be paid as per the [Fee Schedule](#). This is charged pro rata for applications approved part way through the year.

Once all fees are received, you will be issued with your APC. This must be displayed in your clinic.

### **Applicants who have previously held registration with NZASA**

This pathway is for applicants who have previously been registered members of NZASA but whose registration has lapsed and wish to reapply. This does not apply to those members who have changed their membership status to non-practicing membership.

#### **Step 1: Application**

- Complete and sign the Application form for New Zealand Qualified applicants or the Application form for Overseas Qualified applicants applying for registration to NZASA.
- Provide any supplemental information as required to support your Application Form.
- Post or courier the completed application to NZASA.
- Pay the correct non-refundable application fee as per the [Fee Schedule](#).
- The Registrar will acknowledge receipt of the complete application and will begin to process your application.

**NOTE:** Your application cannot be processed unless all the documentation is fully completed and the application fee is paid.

#### **Step 2: New Clinic Inspection**

Once your application has been processed the Registrar will contact you to arrange a New Clinic Inspection (NCI). The NCI will be conducted by a nominated NZASA Assessor.

You will be required to pay the appropriate fee prior to the Clinic Inspection as per the Fee Schedule. The cost for a NCI is \$50+ gst.

For applicants living outside of greater metropolitan areas the visit will be done via Skype.

#### **Step 3: Issuing of Annual Practicing Certificate (APC)**

Once the application is processed and approved and the NCI is satisfactorily completed you will be advised by the Registrar of the APC fee to be paid as per the Fee Schedule. This is charged pro rata for applications approved part way through the year.

Once all fees are received, you will be issued with your APC. This must be displayed in your clinic.

## **6. Fee Schedule**

| <b>Applicants who hold New Zealand Qualifications</b>                                       |                                |
|---|--------------------------------|
| <b>Application Fee</b>  | <b>\$75 plus GST (\$86.25)</b> |
| <b>Application Fee - new graduates</b><br><i>If applying within 12 months of graduating</i> | <b>Nil</b>                     |

|  |                                  |
|--|----------------------------------|
| <b>Clinic Inspection and Professional Visit Fee</b>  | <b>\$125 plus GST (\$143.75)</b> |
| <b>Clinic Inspection and Professional Visit Fee – new graduates</b>  | <b>\$95 plus GST (\$109.25)</b>  |
| <b>Follow up Clinic Inspection and Professional Visit (if required)</b>  | <b>\$100 plus GST (\$115)</b>    |
| <b>Annual Practicing Certificate</b><br><i>This is charged pro rata for applications approved part way through the year @ \$31.66 per month exc GST.</i>   | <b>\$380 plus GST (\$437.00)</b> |
| <b>Annual Practicing Certificate – new graduate rate for first year only</b><br><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 registration year @ \$10 per month exc GST.</i> | <b>\$120 plus GST (\$138.00)</b> |
| <b>New Clinic Inspection (for previously registered applicants)</b>  | <b>\$50 plus GST (\$57.50)</b>   |

\*GST is charged at 15%.

\*\* All fees are in New Zealand Dollars

### Notes on Payment of Fees:

1. It is preferred that you pay online into the following account: NZASA Inc, 38-9001-0902867-00. Please provide your name as a reference.
2. If you are paying your application fee by cheque or money order, it should be made payable to the 'NZ Acupuncture Standards Authority Inc'.
3. The application fee is non-refundable. Cash payments are not accepted.
4. The fee for the Clinic Inspection and Professional visit or the New Clinic Inspection must be paid prior to the visit.
5. If your application is successful, the APC fee is required before the APC is issued.

## 7. Applying for Registration

Please choose the correct application form:

Application Form for New Zealand Qualified Applicants applying for Registration to NZASA available [here](#).

### Application Details:

- This includes personal details and a mandatory declaration regarding fitness to practice, criminal charges and professional conduct.

### Payment:

- The non-refundable application for registration fee is \$86.25.  
(No Charge for New Zealand Graduates if applying within 12 months of graduation).

### Further application documentation required:

All applicants applying for registered membership to NZASA are required to send the following documentation along with their completed application form.

**Proof of qualification:**

- Certified copies (not originals) of your qualification/s and academic transcripts for all qualifications held.

**Proof of identity:**

- Please provide either a certified copy of the personal pages of your current passport, or a certified copy of your birth certificate.

**And**

- A passport sized, colour photo of yourself. The photograph should not be more than six months old and must be certified by a person with the legal authority (see below).  
On the back of the photo should be the following statement:  
“I certify that this is a true likeness of [applicant’s full name].”

**Evidence of change of name (where applicable):**

- Please provide a certified copy of evidence of your name change.

**Your curriculum vitae:**

- Please provide a curriculum vitae with your application including all prior work experience. This should outline your full work history as an acupuncturist and Chinese medicine practitioner (including any non-clinical positions held eg. teaching) and any other health care positions held.

**Previous and Current Registration and Professional Membership:**

- Please provide certified copies of membership certificates or Annual Practicing Certificates (APC) previously or currently held from Regulatory Authorities, Registering Bodies or Professional bodies in New Zealand and overseas. (e.g. AcNZ (or previously NZRA) NZCMAS, NZCMS, BAcC, Nursing Council of New Zealand, Physiotherapy Board of New Zealand, Midwifery Council of New Zealand etc).

**Eligibility to Work in New Zealand:**

- If you are not a NZ permanent resident or a NZ citizen, please supply a certified copy of your resident or working visa.

**First Aid Certificate:**

- Please provide a copy of your current and valid first aid certificate. This is an ongoing requirement for all NZASA registered members. A list of NZASA pre-approved First Aid courses is available [here](#).

**Record of Criminal Conviction(s) New Zealand:**

- The Registration Board requires every applicant for registration to supply a Criminal Conviction record (criminal conviction history) from the New Zealand Ministry of Justice (NZMOJ).
- This must be issued by the NZMOJ and dated within six months when received by the NZASA registrar.
- The NZMOJ will most likely email the record to you. If you receive your report as a PDF document via email, then you can email this to the NZASA Registrar. We cannot accept a printed copy of the email that the Ministry of Justice sent to you.

- If you were posted your criminal conviction record, you should send a certified copy of the original.
- This document lists only criminal and traffic convictions and does not include Youth Court charges. Find out more about what your Criminal Conviction Record covers [here](#).
- You are not required to disclose any convictions covered by the Criminal Records (Clean Slate) Act 2004. You can find out more about this [here](#).

#### **Criminal conviction record (overseas) (where applicable):**

- You will need to provide either a certified copy or the original criminal conviction record (or its equivalent), issued by the relevant police authority for every country you have lived in other than New Zealand for 12 months or more, within the last 10 years, while you were aged 18 or over.
- The record(s) must not be more than six months old when received by the Registrar, and must include your full name (including middle name/s) and any previous names, or names that you are known as.
- NZASA accepts the same documents as Immigration New Zealand. If you visit the [Immigration New Zealand website](#) you can use the searchable tool (filter) to find details on how and where to request the correct certificate from any country.
- Criminal conviction records from the U.S.A. – In addition to your FBI Identity History Summary Check, you will need to provide a criminal conviction record issued by the state police department in the state where you currently reside and all other states you have previously resided in for 12 months or more, within the last ten years, while you were aged 18 or over.

NOTE: A conviction does not necessarily preclude the granting of registration. Any convictions will be considered by the Registration Board on a case-by-case basis. If you have a conviction, you should also submit an explanatory letter about the conviction to the Registration Board with your Application.

#### **Guidance Notes**

##### ➤ **Certified copies:**

To have a copy of a document certified, take the original document/s and copy to a person who is authorised to certify documents e.g. a Justice of the Peace, Solicitor, Notary Public, Court Registrar or Deputy Registrar. A Justice of the Peace usually provides this service free of charge. Contact details for Justices of the Peace, can be found [here](#) or at your local [Citizens Advice Bureau](#).

Each copy of an original document must bear a statement certifying that it is a true and correct copy of the original. The certification must include an official stamp or seal and the name and signature of the certifying person.

##### ➤ **Translation of Documents:**

Documents written in a language other than English must be translated by an official translation service.

Both the translation and a certified copy of the original document must be sent with your application. There will be a charge for this service which you will need to meet. There are several agencies which provide translation service which you may choose from including the New Zealand Department of Internal Affairs Translation Service, available [here](#).



## Privacy Statement:

NZASA collects personal information about you when we process your application for registration for membership.

This is required to establish your identity, assess your qualifications, competence, and fitness to practise as a NZASA Registered member.

All relevant information about you is collected and is held by the New Zealand Acupuncture Standards Authority Inc. You have the right to have access to any personal information we hold about you and to ask for it to be corrected if you think it is wrong. If you'd like to have access to your personal information, or to have it corrected, please email or write to the Registrar.

## 8. NZASA Contact Details and Postal Address

The Registrar  
NZ Acupuncture Standards Authority (NZASA) Inc  
6/1784 Great North Road  
Avondale  
Auckland 1026  
New Zealand  
[nzasainc@xtra.co.nz](mailto:nzasainc@xtra.co.nz)  
[www.nzasa.org](http://www.nzasa.org)

局范针新 [www.nzasa.org](http://www.nzasa.org)  
正验灸西 *Te turanga taumata*  
章证规兰 *Excellence in Acupuncture*