



Application Guidance Notes - Overseas qualified applicants applying for Registered Membership with the New Zealand Acupuncture Standards Authority (NZASA) Inc.

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
6. Fees Schedule
7. Applying for Registration
 - Documentation Required
8. NZASA contact details

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 and safe practice 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 be kept on file for all members:

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

5. Application Process

Applicants who hold overseas qualifications from tertiary institutions

Pathway A: Pre Approved Qualifications

The overseas training institutions and courses below have been assessed against New Zealand qualification standards and have been preapproved by NZASA. If you are a graduate from any of these institutions you will not need to have your qualifications assessed by the New Zealand Qualifications Authority.

- Westminster University, London, United Kingdom - BSc (Hons) Traditional Chinese Medicine: Acupuncture.
- Middlesex University, London, United Kingdom - BSc (Hons) Traditional Chinese Medicine or BSc Complimentary Health Sciences.
- Reading College of Integrated Chinese Medicine, Berkshire, United Kingdom – Bachelor Degree (Formerly a Licentiate in Acupuncture).
- University of Technology, Sydney, Australia - Bachelor of Health Science (Acupuncture).
- RMIT University, Melbourne, Australia - Master of Applied Science (Acupuncture).
- Australian College of Natural Medicine, Australia - Bachelor of Health Science (Acupuncture).
- All Government-owned Universities of Traditional Chinese Medicine, China – Bachelor of Chinese Medicine (Acupuncture)

NOTE: NZASA reserves the right to amend this pre-approved list as and when required.

All applicants with overseas qualifications have additional requirements which must be met.

Step 1: Application Form

- Complete and sign the Application Form for Overseas 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 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.

Pathway B - Qualifications that require Assessment

If you are an overseas graduate whose training institute is **not on the pre-approved training institution list** then there is a 2-step pathway to have your qualifications and clinical proficiency assessed against New Zealand qualifications and professional standards.

Step 1: NZQA Assessment of Qualifications

Applicants in this category need to have their Acupuncture academic qualification/s assessed by the New Zealand Qualifications Authority (NZQA). If your qualification/s have been assessed and recognised by NZQA to be at Level 7 or above you are able to submit your application to NZASA for consideration.

Do not apply until you have first completed the NZQA process. (You will be required to send a certified copy of the NZQA certificate with your application).

You will incur an additional cost for this service which is to be paid directly to NZQA. You can view the NZQA International Qualification Assessment (IQA) information and application process [here](#) and information on the NZQA fees for qualification recognition [here](#).

Applicants whose NZQA assessment shows their overseas tertiary qualification to be less than Level 7 will be required to undertake further tertiary upskilling before being eligible to sit the competency examination. **In this instance, contact the Registrar to discuss your situation.**

Step 2: Application Form

- Complete and sign the Application Form for Overseas Qualified Applicants Applying for Registration to NZASA. Form available [here](#).
- Provide all the required documentation as specified in the Application Form.
- 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 as per the Application Guidelines and the application fee is paid.

Step 3. Competency-base Examination and Clinical Assessment

Applicants whose acupuncture qualifications have been recognised by NZQA as being at Level 7 or above are required to sit the NZASA competency-based examination.

This examination will be made available (in Auckland) up to two times per year and consists of:

- A three hour written assessment.
- A one-and-a-half hour clinical assessment.

This assessment process is designed to assure appropriate clinical competence in order to ensure public safety. The cost for both parts of this assessment is **\$625 +GST**.

You will need to demonstrate a minimum of 80% pass rate competency in both the written and clinical sections of the exam.

Step 4: Clinic Inspection and Professional Visit

All applicants who apply for registered membership with NZASA are required to have a 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 5: Issuing the Annual Practicing Certificate (APC)

Once your application is processed and approved, the pharmacology test is passed 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.

6. Fee Schedule

Applicants who hold Overseas Qualifications	
Application Fee	\$75 plus GST (\$86.25)
Written and Clinical examination Fee (As required)	\$625 plus GST (\$718.75)
Clinic Inspection and Professional Visit Fee	\$160 plus GST (\$184.00)
Follow up Clinic Inspection and Professional Visit (if required)	\$100 plus GST (\$115.00)
Annual Practicing Certificate <i>This is charged pro rata for applications received part way through the registration year @ \$31.66 per month exc GST.</i>	\$380 plus GST (\$437.00)
Annual Practicing Certificate – new graduate rate for first year only <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>	\$120 plus GST (\$138.00)

*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 additional Examination and Pharmacology fees are non-refundable and apply whether or not registration is granted.
5. The fee for the Clinic Inspection and Professional Visit must be paid prior to the visit.
6. If your application is successful, the APC fee is required before the APC is issued.

7. Applying for Registration

Choose the correct application form:

Application Form for Overseas Qualified Applicants Applying for Registration with NZASA.

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.

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, academic transcripts and the course curriculum for all qualifications held.
- If your qualifications were required to undergo an NZQA review ([see Pathway B](#)), please supply a certified copy of the NZQA review document.
- If the documents you are required to provide to NZASA are not in English, you will need to have them translated at your own expense. You are required to provide the NZASA Registrar with:
 - The certified copy of the original document in the original language, and
 - A full English translation prepared by an official translation service.

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 and/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, BAAC, 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.

English Language skills:

In order to practise as an acupuncturist in New Zealand, the Registration Board requires you to have effective communication with patients and other health professionals to practice safely and completely. Therefore, you must demonstrate English language skills in accordance with the NZASA requirements.

You are required to provide a certification showing a minimum IELTS standard of 6.5, with no individual score below 6.0 in each of the four components.

Information including locations, contact details and dates for IELTS examinations in New Zealand and overseas is available at <https://www.ielts.org/>.

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
321 Great South Road,
Greenlane,
Auckland 1051,
New Zealand
nzasainc@xtra.co.nz.
www.nzasa.org