



**INCORPORATING:**  
AUSTRALIAN ACUPUNCTURE  
ASSOCIATION  
ACUPUNCTURE ETHICS &  
STANDARDS ORGANISATION LTD  
ACUPUNCTURE ASSOCIATION  
OF SOUTH AUSTRALIA INC.

**ALL ENQUIRIES &  
CORRESPONDENCE TO:**  
PO BOX 1635  
COORPAROO DC QLD 4151

**REGISTERED OFFICE:**  
UNIT 1, 55 CLARENCE STREET  
COORPAROO QLD 4151

**PHONE 07 3324 2599**  
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EMAIL: [aacma@acupuncture.org.au](mailto:aacma@acupuncture.org.au)  
WEB: [www.acupuncture.org.au](http://www.acupuncture.org.au)

Dear Practitioner

Please find enclosed an Application for Membership Form for the Australian Acupuncture and Chinese Medicine Association Ltd.

The Australian Acupuncture and Chinese Medicine Association Ltd (AACMA) is the peak national practitioner-based professional association representing qualified practitioners of acupuncture and Chinese medicine in Australia. Formerly established as the Australian Acupuncture Association Ltd, it has been an incorporated association since 1973. On 1 March, 1995 AACMA amalgamated with the Acupuncture Ethics and Standards Organisation Ltd (AESO) and in 1996 with the Acupuncture Association of South Australia (AASA). The name of the amalgamated association was changed to the Australian Acupuncture and Chinese Medicine Association Ltd in 1998.

There are two main types of membership which are open on normal application. These are Member and Non-Practising Member.

#### **Member**

This is the normal method of entry to AACMA and is open to qualified practitioners of acupuncture and/or Chinese herbal medicine who meet the AACMA practitioner accreditation standard. Members are entitled to all the rights and benefits of membership, including the right to vote and stand for election to the Board.

Members receive health fund rebate status with over 50 health funds in Australia (including Medibank Private, MBF, HCF, BUPA, HBA in Victoria, and HBF in WA), as well as receiving access to ongoing professional education via seminars and journals. The association is in regular liaison with state and federal governments on issues as diverse as professional registration, skin penetration, Therapeutic Goods Administration requirements and educational standards. In this way the Association protects and promotes the profession. Membership of an association listed in Schedule One of the *Therapeutic Goods Regulations* is essential to ensure access to advertising materials for therapeutic goods, an essential aspect of successful practice. AACMA is a Schedule One listed body.

AACMA is a *recognised professional association* under the A New Tax System (Goods and Services Tax) Act (GST Act). This means that members accredited by AACMA in acupuncture or Chinese herbal medicine are *recognised professionals* in relation to the provision of GST-free acupuncture and Chinese herbal medicine services.

Full practising members are entitled to be listed on our Australia-wide practitioner referral database, whereby members of the public can access the names of accredited practitioners in their area via a national 1300 number. Our national office is staffed on a full-time basis to ensure the needs of members and the public are met efficiently and effectively.

The Association negotiates benefits for practising members such as low cost professional indemnity insurance and concessions on clinic supplies and books. The Association has also developed a video tape library of seminars which are available for sale to members.

Members are required to take out professional indemnity insurance prior to being conferred the rights and privileges of practising membership. Details of the Association's Master Policy for professional indemnity insurance, offering competitive rates and terms, will be forwarded on acceptance to membership.

The Board of AACMA is democratically elected from the membership on an annual basis, with all Members eligible to vote and stand for election. The Board communicates with the membership via a regular newsletter.

### **Provisional Member**

Provisional membership may be awarded to an applicant who meets all the qualifications requirements but may be unable to supply all the necessary paperwork. Most commonly this refers to applicants who have met the requirements for graduation but are awaiting the formal awards ceremony. These applicants may be admitted as Provisional Members pending supply of a copy of the award on graduation.

Provisional Members are entitled to the same practice benefits as Members, but are unable to vote or stand for election until all the conditions on their membership have been completed.

### **Non-Practising Member**

Non-Practising Member status is open to applicants who meet the criteria for Member, but are not in practice or charging a fee for health care services. This membership option is also open to Members and Provisional Members who are no longer in practice or who cease practice temporarily. Prior to commencing or recommencing health care practice, Non-Practising Members must apply to the Board for upgrading to Member or Provisional Member status.

Non-Practising Membership enables you to keep abreast of trends in the profession and other issues of importance. Non-Practising Members also enjoy any other concessions which the Association may negotiate from time to time. Although Non-Practising Members are not entitled to vote or stand for election, they are invited to participate in all other activities of the Association.

### **Fees (all quoted fees include GST)**

- Application Fee - non refundable, payable in advance : \$165.00
- Annual subscription (Membership Fee) – first year's fee payable on invoice after acceptance to membership. Discounts apply when these fees are paid within 30 days of the invoice date.
  - Full Member\* see below \$505.00/\$557.00
  - Full Member (new graduate) # see below \$120.00/\$220.00
  - Non-Practising Member \$110.00/\$145.00

# **New graduates** who apply for membership within 9 months of the end of the semester of course completion are entitled to a reduction on the first year's membership fee, as indicated above. A further discount on the first year's annual subscription is offered to new graduates (reduced from \$220.00 to \$120.00) if the fee is paid within 30 days of the date of invoice.

\* A discount rate is also offered to **other new members** (reduced from \$557.00 to \$505.00) if the fee is paid within 30 days of the date of invoice.

New graduates who are **Student Members** at the time of applying are exempted from the Application Fee.

Please complete the enclosed Application for Membership Form and Practitioner Responsibility Questionnaire and return it, with a cheque, bank cheque, or money order to the value of \$165.00 made payable to the Australian Acupuncture and Chinese Medicine Association Ltd (AACMA) or complete the credit card section on the application form.

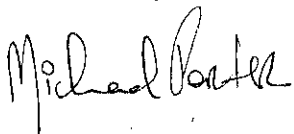
As requested, please enclose **certified** copies of all your qualifications, academic records and other relevant documentation. Please enclose **three (3) certified** copies of each document.

For overseas-trained applicants, please supply a certified copy of the awards and transcripts in the original language, together with any English translations provided by the issuing institution or the overseas government PLUS a certified copy of an authorised translation in English. Translation of documents into English is to be provided by an Australian government authorised translator/interpreter service. China-trained applicants should also supply certified copies of any notarised documents relating to their education, qualifications assessment and employment history.

For graduates of recognised programs, the process takes about 2 weeks once all necessary documents have been provided. For all other applicants, the process usually takes about 6 – 8 weeks once all necessary documents have been provided. Delays will occur if uncertified copies of documents are submitted or where authorised translations into English have not been supplied.

We look forward to receiving your application for membership. If you have any questions about the application process, please contact the AACMA membership department on extensions 12 or 14.

Yours sincerely

A handwritten signature in black ink that reads "Michael Porter". The signature is written in a cursive style with a large initial 'M'.

**Michael Porter**  
**Membership Officer**

(OFFICE USE ONLY)

APPLICATION # \_\_\_ / \_\_\_

iMIS ID # \_\_\_\_\_



### APPLICATION FOR FULL MEMBERSHIP

PLEASE PRINT OR TYPE AND FORWARD COMPLETED FORM TO THE POSTAL ADDRESS BELOW WITH PAYMENT

TITLE: Mr/Ms/Mrs/Miss/Dr .....FAMILY NAME.....GIVEN NAMES.....

POSTAL ADDRESS.....P/CODE .....

HOME ADDRESS..... P/CODE .....

HOME PHONE (.....) .....MOBILE.....EMAIL.....

CLINIC ADDRESS 1.....P/CODE.....  
 PHONE NO: (.....)..... FAX NO: (.....) .....

CLINIC ADDRESS 2.....P/CODE.....  
 PHONE NO: (.....)..... FAX NO: (.....) .....

CLINIC ADDRESS 3.....P/CODE.....  
 PHONE NO: (.....)..... FAX NO: (.....) .....

DATE OF BIRTH:..... CITY & COUNTRY OF BIRTH:.....

I am an AUSTRALIAN CITIZEN/RESIDENT:  YES  
 NO I am a citizen of .....(Country)

My first language is English  YES  
 NO Language other than English, please specify .....

My English language proficiency level is: .....  
 (Please attach certified copy of your IELTS/ASLPR/other English language assessment)

I am/have been a member of the following associations (state type of membership)

.....

I HAVE NOT been suspended or expelled from a professional association for breach of the Code of Ethics or Memorandum and Articles of Association. If you have been suspended or expelled from a professional association for the above reasons, please provide details.

.....

I would like my name to appear on my Certificate of Membership as follows (no titles permitted):

.....





## PRACTITIONER RESPONSIBILITY QUESTIONNAIRE

*This section of the accreditation procedures is to elicit a statement of your intention in relation to safe practice.*

1. List the proscribed conditions which, in your State, are not able to be treated by any form of therapy other than that prescribed or performed by a registered medical practitioner.

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2. If the patient presents with symptoms which coincide with the known side-effects of medication prescribed by a medical or other health care practitioner, what is the appropriate advice and/or course of action for the acupuncture practitioner?

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3. If the patient presents with evidence of sudden weight loss in the course of treatment (except patients who have presented for weight control), what is the appropriate course of action and/or recommendation to be given to the patient?

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4. If the patient presents with severe abdominal muscle guarding (eg peritonitis), what is the appropriate course of action and/or recommendation to be given to the patient?

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Name and Signature of Applicant .....

5. What should be the first question asked of a patient who presents with pain (eg head, spinal, abdominal) which is long-standing?

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6. If you are required to attend at the site of a medical emergency (eg car accident), what therapeutic aid should you offer?

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7. If the shaft of a needle should break off at skin level during treatment, how should the shaft of the needle be removed?

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8. If the shaft of a needle should break off below skin level, what is the appropriate course of action?

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9. Give the signs and symptoms of a pneumothorax and state the appropriate course of action.

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Name and Signature of Applicant .....





## AACMA APPLICATION CHECKLIST

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Before you post your application form, please check that you have attended to each of the following items, and attach this form to your application. This will ensure that delays in assessing your application are minimised.

- Completed all questions on the front and back on the Application Form.
- Signed and dated the Application Form in front of a witness.
- Obtained the signature of the witness.
- Completed the Practitioner Responsibility Questionnaire.
- Signed each page of the Practitioner Responsibility Questionnaire and dated and signed the Statement of Intention.
- Supplied three (3) certified copies\* of ALL your original qualifications and awards.
- New graduates who have met the requirements for graduation but have not yet been formally awarded the qualification will need to supply a Statement of Course Completion issued by their institute's Student Administration.
- Supplied three (3) certified copies\* of all original Statements of Academic Record (Academic Transcripts).
- For documents issued in a language other than English – a certified copy\* of an authorised English language translation# of each document.  
#Translations must be done by an Australian Government authorised translation service.
- For China-trained applicants – three (3) certified copies\* of ALL notarised documents relating to your qualifications and employment.
- A certified copy\* of a current Senior First Aid Certificate (or equivalent Workplace First Aid certificate).
- If your first language is a language other than English, a certified copy\* of your IELTS, ASLPR, or other English language assessment. This requirement is waived if your professional qualifications were obtained through an English language teaching institution (e.g. at an Australian university or college).
- Attached a cheque or money order for the Application Fee (\$165, incl. GST).  
The Application Fee is waived if you are a Student Member of AACMA at the time of submitting the application.

\* Certification is to be undertaken by Justice of the Peace or other person authorised by law in your State to certify documents.



## AACMA POLICY STATEMENT FOR APPLICANTS

### ASSESSMENT OF OVERSEAS QUALIFICATIONS IN TRADITIONAL CHINESE MEDICINE

Last updated 27 May 2011

#### Introduction

The assessment of overseas qualifications for professional membership is an important part of the practitioner accreditation process.

There are three basic components of the overseas qualification assessment process:

- assessment of a qualification for equivalence to an Australian qualification;
- assessing the validity of a qualification (that is, that it is a genuine qualification); and
- assessing whether a qualification meets the AACMA accreditation standard.

There are two groups of post-secondary qualifications in the Australian Qualifications Framework against which an overseas qualifications is assessed for equivalence:

- higher education (HE) sector qualifications (diploma, advanced diploma, associate degree, bachelor degree, graduate certificate, graduate diploma, masters, and doctorates);
- vocational education and training (VET) sector qualifications (certificate I–IV, diploma, advanced diploma, vocational graduate certificate, and vocational graduate diploma).

The Health Training Package (HTP) in Complementary and Alternative Medicine (CAM) covers VET sector qualifications up to advanced diploma level, and no qualifications in Traditional Chinese Medicine other than TCM Remedial Massage (diploma level). Qualifications in Acupuncture and/or Chinese herbal medicine are not included in the HTP in CAM.

Under the Australian education system, the process for course accreditation varies according to the nature of the institutions and the type of program:

- universities are self-accrediting agencies which means that a course is not required to have specific approval from an external agency (other registration boards who are required to approve the course for the purposes of graduates obtaining registration);
- registered training organisations (RTOs) offering a higher education qualification (such as a bachelor degree) must have the approval of the relevant State Minister for Education in order to deliver the program;
- RTOs offering a qualification with the HTP for CAM must have the course included within their scope; and
- RTOs offering a VET sector qualification which is not part of a training package need to have the participation course approved by the state VET sector accreditation agency.

TCM qualifications covered under this Policy Statement are qualifications in one or more of the following modalities:

- Acupuncture;
- Chinese herbal medicine; and
- TCM remedial massage (Chinese manual therapy).

#### Assessing Qualifications Equivalency

The national body charged with determining policy about Australian equivalence of overseas qualifications is Australia Education International – National Office of Overseas Skills Recognition (AEI-NOOSR) which is part of the Australian government Department of Education, Employment and Workplace Relations.

AEI-NOOSR publishes Country Education Profiles (CEPs) which provide information and guidelines on comparing qualifications from 119 countries. The CEPs form the backbone of the Australian system of overseas qualifications assessment.

### ***AEI-NOOSR***

AEI-NOOSR provides education assessments of higher education, post-secondary and technical and vocational qualifications. A fee applies for qualifications assessment and the process can take up to 3 months. New South Wales and overseas practitioners should also look at VETASSESS to compare costs. See AEI-NOOSR website; viewed online 27 May 2011:

<http://www.aei.gov.au/AEI/QualificationsRecognition/Information/EduAssessments.htm>.

### ***Overseas Qualifications Units***

State governments (other than New South Wales) also provide assessment of overseas qualifications, based on the CEPs, through state overseas qualifications units. All states and mainland territories provide this service to persons resident in the same jurisdiction, usually at no charge. NSW-based practitioners can apply for an educational assessment through AEI-NOOSR.

### ***VETASSESS***

VETASSESS, based in Victoria, provides qualification equivalency assessments to support an application for membership of a professional association and/or provider registration with a private health fund for people both within and outside of Australia. A fee applies for qualification equivalency assessments.

### ***Australian universities***

Australian universities may assess qualifications of prospective students for Australian equivalence using the AEI-NOOSR CEPs.

### ***Loose ends***

In some cases, it will not be possible to obtain a qualifications assessment. This may be because there is no CEP prepared for that jurisdiction, the education system of the country is not regulated, or the institution operates outside the country's regulated education system. In these situations, AACMA relies on its knowledge of particular overseas institutions to ascertain the relative standard of a qualification (see below for information on dealing with this group of applicants).

### **Validation of Qualifications**

AACMA needs to satisfy itself of the genuineness of a particular overseas qualification.

For China-trained applicants, AACMA requires the qualification to be validated as 'genuine' by VETASSESS. This is a different process from assessment for equivalence to an Australian qualification.

Qualifications from other countries are assessed on a case-by-case basis, based on AACMA knowledge of the TCM education system in the relevant country and/or the specific institution. If there are concerns about validity of a particular qualification, the issuing institution may be contacted for verification of the award.

### **Standard of the qualification**

The most important component in the assessment of overseas TCM qualifications is assessing the professional standard of the qualification; that is, does the program satisfy AACMA membership requirements.

For example, a course may satisfy the first two elements in the process of overseas qualifications assessment, but the actual course may not meet an acceptable professional standard or the professional standard of the course cannot be assessed.

AACMA policy is that, with three specified exceptions, all overseas-trained applicants must complete the AACMA entrance examination. Exemptions from parts of the entrance examination may be permitted depending on the applicants qualifications. For example, applicants with a qualification in western medicine may be exempted from the western medical sciences exam.

### **AACMA Accreditation Policy**

In relation to overseas-trained applicants, AACMA practitioner accreditation policy requires that:

- An assessment of the primary-qualifying TCM qualification for equivalence to an Australian qualification be submitted;
- Chinese qualifications to be validated as genuine by VETASSESS (Hong Kong and Macau qualifications only post-reunification with China);
- The AACMA Entrance Examination be undertaken, except for:
  - o Applicants with a five year full-time Chinese Bachelor of Medicine qualification majoring in acupuncture, acupuncture/tuina, tuina, traditional Chinese medicine CM, TCM orthopaedics/traumatology or other approved TCM major;
  - o Applicants with a five to six year full-time Bachelor Degree in Korean Oriental Medicine issued by an approved South Korean university;
  - o Applicants from an approved overseas qualification on the AACMA Recognised Course List (currently there are no overseas programs on the List).

### **Requirements of third party payers for TCM services**

Some health insurers require overseas qualifications to be assessed for equivalence by a university, an RTO or VETASSESS.

It is AACMA policy not to accept equivalency assessments of acupuncture and Chinese herbal medicine qualifications by vocational RTOs, because they are not qualified to assess higher education qualifications (such as bachelor degrees) for professional registration purposes.

It is noted that there are only two RTOs approved to deliver bachelor degree education in TCM, and neither has been approved to issue assessments of overseas qualifications for equivalence to an Australian bachelor degree. All other RTOs in the field of TCM/complementary medicine are VET sector organisations and are not even part of the higher education sector.

It is also noted that there are no RTOs or universities on the list of approved migration assessing authorities for professional occupations. See AEI-NOOSR website; viewed 27 May 2011: <<http://www.aei.gov.au/AEI/QualificationsRecognition/AboutUs/Relationship/default.htm>>.

### **Contact information for qualifications assessment agencies**

#### **AEI-NOOSR**

International Education Group  
1300 363 079 (within Australia)  
+61 3 9938 2543 (outside Australia)

#### **VETASSESS**

Skills Recognition – General Occupations  
Phone: +61 3 9654 2773  
Fax: +61 3 9655 4801  
eMail: [migrate@vetassess.com.au](mailto:migrate@vetassess.com.au)

#### **AUSTRALIAN CAPITAL TERRITORY**

Overseas Qualification Unit  
Phone: +61 2 6205 3047  
Fax: +61 2 6207 5862  
Web: [http://www.dhcs.act.gov.au/matsia/multicultural/services/act\\_overseas\\_qualifications\\_unit\\_oqu](http://www.dhcs.act.gov.au/matsia/multicultural/services/act_overseas_qualifications_unit_oqu)

**NORTHERN TERRITORY**

Overseas Qualifications Unit

Phone: +61 8 8999 3859

Fax: +61 8 8999 3889

Web: [http://www.dcm.nt.gov.au/strong\\_community/a\\_great\\_place\\_to\\_live\\_and\\_work/multicultural\\_affairs](http://www.dcm.nt.gov.au/strong_community/a_great_place_to_live_and_work/multicultural_affairs)**QUEENSLAND**

Skills Recognition

Client Enquiries: +61 1300 369 935

Other enquiries Phone: +61 7 3237 1900

eMail: [skillsrecognition@deta.qld.gov.au](mailto:skillsrecognition@deta.qld.gov.au)Web: <http://www.training.qld.gov.au/information/skills-recognition/index.html>**SOUTH AUSTRALIA**

Skills Recognition Services (SRS)

Phone: 1800 658 887

Fax: +61 8 8226 5350

eMail: [srs@saugov.sa.gov.au](mailto:srs@saugov.sa.gov.au)**TASMANIA**

Tasmanian Qualifications Authority

Phone: +61 3 6233 7948

Fax: +61 3 6224 0175

Web: <http://www.tqa.tas.gov.au/>**VICTORIA**

Overseas Qualifications Unit

All enquiries via e-mail to [oku@employment.vic.gov.au](mailto:oku@employment.vic.gov.au)Website: [http://www.business.vic.gov.au/BUSVIC/STANDARD/PC\\_62607.html](http://www.business.vic.gov.au/BUSVIC/STANDARD/PC_62607.html)**WESTERN AUSTRALIA**

Overseas Qualifications Unit

Phone: +61 8 9224 6566

Fax: +61 8 9224 6580

eMail: [oku@det.wa.edu.au](mailto:oku@det.wa.edu.au)**Further Information**

Assessment of Overseas Qualifications

<http://www.aei.gov.au/AEI/QualificationsRecognition/AboutUs/Relationship/default.htm><http://www.aei.gov.au/AEI/QualificationsRecognition/Assessing/Work.htm><http://www.aei.gov.au/AEI/QualificationsRecognition/default.htm><http://www.aei.gov.au/AEI/QualificationsRecognition/Information/CEP.htm><http://www.aei.gov.au/AEI/QualificationsRecognition/Information/EduAssessments.htm>[http://www.vetassess.com.au/migrate\\_to\\_australia/assess2\\_my\\_qualifications.cfm](http://www.vetassess.com.au/migrate_to_australia/assess2_my_qualifications.cfm)

Australian Qualifications Framework

<http://www.aqf.edu.au/>[http://www.aqf.edu.au/Portals/0/Documents/Handbook/AQF\\_Handbook\\_07.pdf](http://www.aqf.edu.au/Portals/0/Documents/Handbook/AQF_Handbook_07.pdf)

Health Training Package for Complementary and Alternative Health

<https://www.cshisc.com.au/><http://www.ntis.gov.au/>

Verification of Chinese qualifications

[http://www.vetassess.com.au/migrate\\_to\\_australia/verify\\_chinese\\_documents.cfm](http://www.vetassess.com.au/migrate_to_australia/verify_chinese_documents.cfm)