

**MAHARASHTRA COUNCIL OF ACUPUNCTURE  
MASHARASHTRA STATE**



**POLICY FOR CONDUCTING  
CONTINUING ACUPUNCTURE EDUCATION PROGRAM  
(CAE) AND AWARING CREDIT POINTS**

## INDEX

Sr.No.	Subject	Page No
1	<b>Introduction and Preamble</b>	03
2	<b>ACCREDITATION &amp; MODALITIES FOR ORGANISATIONS FOR CONDUCTING ACADEMIC ACTIVITIES FOR CONTINUING ACUPUNCTURE EDUCATION (C.A.E.)</b>	04
3	<b>GUIDELINES FOR CREDIT POINTS</b>	05
4	<b>Guidelines for issuing credit points for Published Acupuncture text book / chapter intext book with ISBN number/ Research Papers in International &amp; National Indexed acupuncture Journals and Participation in International Conferences /CAE's/ Workshops.</b>	06-07
5	<b>Administrative Expenses to be paid to the MCA</b>	08-09
6	<b>Factors for Grant of Accreditation</b>	10
7	<b>Guidelines for grant of accreditation to conduct CAE programs</b>	11
8	<b>The Responsibilities of Accredited Organisations</b>	12
	<b><u>Appendix</u></b>	
I	<b>Application for Accreditation</b>	13
II	<b>Application for Accreditation of Speaker</b>	14
III	<b>Format of Certificate for Delegates</b>	15
IV	<b>Format of Certificate for Faculty</b>	16

## **1. INTRODUCTION AND PREAMBLE**

Acupuncture is an ancient and very effective system of therapy. Its popular in various parts of the State and country, even globally. It is essential for the existing acupuncturists to become acquainted with the advances in the acupuncture therapy. This is in essence of the concept of Continuing Acupuncture Education (CAE). Many advances are taking place in the field of acupuncture, continuously changing the technics, concepts, approach to management and the outcome of several diseases. The rapid pace of these advances makes it mandatory for every acupuncturist to keep themselves updated so that they may apply this information to their practice & thus fortify his/her competence and knowledge by keeping abreast with the latest developments in the field of acupuncture.

Importance of credit hours for scoring the credit point and updating knowledge of health professionals has been globally accepted. This is necessary as the acupuncture will be growing very fast in view of enactment of Maharashtra Acupuncture System of Therapy Act 2015 by the Government of Maharashtra to start degree, diploma and Certificate Courses as well as Research institutes in the State.

**2. ACCREDITATION & MODALITIES FOR ORGANISATIONS FOR  
CONDUCTING ACADEMIC ACTIVITIES FOR CONTINUING ACUPUNCTURE EDUCATION (C.A.E.)**

**A. CRITERIA FOR ACCREDITATION**

1. Any organization under-
  - a) Central Government/State Government/Local Body
  - b) Registered Private or trust
  - c) Missionary or any other organization registered under Society Registration Act
  - d) Company incorporated under section 25 of Company's Act are eligible to conduct Continuing Acupuncture Education (CAE)
2. Those institutes registered under section (1) above in the state and are conducting acupuncture classes for more than five years will be given accreditation to conduct Continuing Acupuncture Education (CAE) after assessment by the council.
3. As a special case, organizations can be accredited by the MCA President/Administrator or Accreditation committee on case to case basis.
4. Any other CAE in collaborations with MCA accredited/affiliated association/institute will be permitted on case to case basis to organize CAE with prior permission from MCA.
5. Organizer shall make sufficient space, proper seating arrangement and other facilities available before conducting CAE.
6. Organizers of CAE will have to submit audited statement of income and expenditure of each CAE to the Council. It will mainly be applicable to associations/private or charitable trusts / private acupuncture colleges/Institutes etc. Government/Municipal or local self government Acupuncture Colleges etc. are exempted from the same.
7. No financial transaction either by way of cheque / DD or any instrument be effected in the name / account of an individual. All such transactions should be done in the name of the organization which should preferably be a public charitable trust / foundation.

**B. Modalities for accreditation**

1. All organizations conducting acupuncture workshop/conference/classes etc. at present, should approach the Maharashtra Council of Acupuncture for accreditation as per guidelines.
2. Every branch of the association/ organization will have to apply separately.
3. The other category will be Acupuncture colleges and teaching Institutions recognized by the Maharashtra Council of Acupuncture.
4. There will be an arrangement for online submission of application for CAE with facility for uploading the data & payment of Application fees of Rs.1000/-. Associations fulfilling the criteria shall apply online. Application form will be made available on council website(CAE Guidelines).Online application will have to be made preferably one month before CAE. Accreditation committee will have power to waive this time limit in some specific circumstances
5. MCA can seek additional information and will inspect the applying organization before granting approval.
6. Inspection fees of Rs.5000/- will have to be paid by the association/organisation. Inspection form is available on the website. Inspection team shall consist of acupuncture teachers approved by the Maharashtra Council of Acupuncture.
  - a) Inspector will be MCA approved Hon. acupuncture teacher or Part A {Section 20 (3)} teacher or Part B {Section 20(4)} teacher of MCA or teacher in Acupuncture approved by MUHS.
  - b) Local conveyance plus incidental expenses plus DA as per prevailing rate approved by Govt. of Maharashtra/MUHS will be paid to inspectors for inspection.

### 3. GUIDELINES FOR CREDIT POINTS

- a. **Online CAE-** Upto 50% percent credit points can be scored by attending CAE online in 5 years by Acupuncturists residing in Maharashtra state which are approved by the MCA. Only acupuncturists residing out of state or out of country will be allowed 100 % online CAE to score credit points. Till the time MCA starts its own online CAE programs, organizations will be approved to conduct online CAE's on case to case basis by MCA.
- b. **Out of State/Country Conferences, Research paper, Book publications-** Maximum 4 Credit points for National Conference held by recognized MCA organisations will be given. (For only register acupuncturist in the state or out of state country ) Maximum 2 Credit points for any other conference or workshop. Maximum 4 Credit points for publishing textbook with ISBN no., 3 credit points for other book on his subject specialty, 2 credit points for original research paper in indexed journals or state, national conferences. For online or offline, International conferences credit points will vary, maximum 3 credit points can be awarded looking into content and credibility of conference/CAE.
- c. **All** acupuncture teachers in MCA recognized institutes will get 2 credit points per six months term. They will have to produce a Certificate to that effect from the institutional head.
- d. For a CAE /Workshop/Conference, of 3 hours duration of teaching only and 3 speakers will get **1 credit point**. Having 6 hours duration of teaching only and 6 speakers will get **2 credit points**. Maximum 4 credit points to be granted for one conference

4. **Guidelines for issuing credit points for Published Acupuncture text book / chapter in text book with ISBN number/ Research Papers in International & National Indexed acupuncture Journals and Participation in International Conferences /CAE's/ Workshops.**

Sr. No.	Particulars	Credit Points
<b>1</b>	<b>Publication of Acupuncture Text Book</b>	
	Author / Editor of Published acupuncture Text Book 1st Author	<b>4</b>
	2 <sup>nd</sup> Author	<b>2</b>
	Author of Chapter Published in Medical Text Book 1st Author	<b>2</b>
	2nd Author	<b>1</b>
<b>2)</b>	<b>Papers Published in International / National indexed Journals</b>	
	Original article 1st Author	<b>4</b>
	2nd and 3rd Author Case Report	<b>2</b>
<b>3)</b>	<b>Participation In International/National Conferences</b>	
	a) Guest speaker in International/National conference	<b>4</b>
	b) Paper presentation Presentation (oral/poster) in International/National conferences	<b>2</b>
	c) Participation in International Conference as Deligate	<b>2</b>
	d) National Conference organised by accredited National Professional	<b>4</b>
	e) Outside CAE/symposia organised by recognised professional bodies	<b>2</b>

**Requirement of Credit Points for Renewal**

1. 6 credit points per year are mandatory and minimum 30 credit points for renewal of registration is mandatory. Exemption from this rule in special circumstances can be given by President/Administrator on recommendation of MCA member. No carry forward of extra credit points is permissible.
2. Renewal cycle of 5 years is from the date of fresh registration or renewal date.
3. For a CAE/workshop/conference, of 3 hours duration of teaching only and 3 speakers will get **1 credit point**. Having 6 hours duration of teaching only and 6 speakers will get **2 credit points**. Maximum 4 credit points to be granted for one conference.
4. For any CAE Symposium/ Conferences of any duration, not more than 4 credit points will be awarded.

### **Exemptions from credit points**

All the below mentioned categories of exemption and Acupuncture professionals after completing 65 years of age are exempted from credit points but renewal is mandatory.

1. Ministers
2. Indian Administrative Services Officers (I.A.S)
3. Indian Police Services (IPS)
4. Vice Chancellor of Health University
5. Dean/Principal of Acupuncture College
6. President of Maharashtra Council of Acupuncture
7. In special cases, President or Administrator on recommendation of MCA member, can give rebate or exemption from credit points.

### **Continuing Acupuncture Education (C.A.E.) not be accredited:**

- I. The educational/academic activities organized by acupuncture equipment company for promotion of the acupuncture material/ equipment will not be entertained/considered.
- II. The educational/academic activities organized by the individual acupuncture professionals Hospitals or person for marketing purposes shall not be accredited.
- III. The educational/academic activities organized for self-promotion/advertisement etc will not be accredited.
- IV. Credit points will not be given to live operative workshop performed by foreign faculties unless they obtain provisional registration and approval for CAE from Maharashtra Council of Acupuncture.

## **5. ADMINISTRATIVE EXPENSES TO BE PAID TO THE MCA**

1. MCA will symbolically share the revenue out of the CAEs as per number of delegates and credit points as administrative expenses as there is no state funding to the Council.
2. For each CAE organized by the accredited organization will pay Rs.50/- per credit point per delegate as administrative expenses to MCA.

### **CAE COMMITTEE**

Maharashtra Council of Acupuncture will have an Accreditation Committee who will monitor, control and audit the CAE. MCA will help for smooth decentralized implementation of CAE's.

MCA will form a state level/district level standing CAE committees to provide speakers & observers for CAE's. They will also cooperate in overseeing proper conduct of CAEs in accordance to MCA norms.

All the CAE Committees/observers will have to submit an undertaking to MCA regarding proper conduct of CAE's.

### **Speakers & Observers for CAE**

#### **Speakers**

- 1 **Database** of accredited speakers will be created and made available on website. MCA will invite applications in a prescribed format from Acupuncture teacher/RMP's. Applications and criteria are available on the website.
2. MCA will give credit points only to CAEs having MCA approved speakers.
- 3 Speakers will have to apply to MCA with a fee of Rs.500 only to get approval, for 5 years in prescribed format available online.
- 4 A database of all approved speakers will be made & displayed on MCA.
- 5 Criteria for approval of speakers-
  - A) Registered Medical Practitioners – (for Allopathy) All approved UG and PG teachers of MCI recognized colleges or 5 years private practice)
  - B) Recognised teacher by MCA – Diploma, Degree or PG in Acupuncture
  - C) All Principals of Acupuncture degree/diploma Colleges
  - D) Foreign faculty recognized by concern state/country/University with prior permission of MCA.
  - E) In special cases, President can grant approval on recommendation of MCA member on case to case basis.



## Observer

- a) The accreditation committee will appoint maximum 1 observers in consultation with MCA.
- b) Observer shall preferably be from other than MCA members. Specific format, criteria, duties & regulations for working and appointment are formulated. Stay & Transport to be borne by the organizers. Or online observer can be done where ever facility are available
- c) MCA members can attend any CAE to oversee the conduct of CAE with prior information to the organization and report their observations to MCA. There will be no registration fee for any MCA member for any conference & observer for that specific conference. Database of observers will be created.
- d) Observers will be appointed in consultation with the nearest MCA recognized degree/diploma Acupuncture College or any MCA, MUHS approved teacher or by the President of MCA.
- e) The observer will fill up the data for the delegates online against their registration number for specific credit points, for which every observer will be allotted specific code and the password.
- f) The credit points will be thus directly deposited with the concerned registration of acupuncturist which can be seen on website with periodical updates.
- g) There will be specific code number for program and will be displayed on website under "CAE Program" with details of organizers.
- h) The organization hosting the CAE will have to make the observers as Hon. delegate and provide hospitality including local transport & stay wherever required.
- i) Observers will have to authenticate the attendance sheet, Feedback forms & Excel sheet (Summary of CAE) & mail it to MCA office.
- j) Observers will have to maintain highest **standard of decorum** and they will have to ensure that the CAE is conducted properly and as per prescribed norms and there is no false attendance and also excess fees is not charged.
- k) Observer will be paid honorarium of Rs.1000/- per day per CAE by organizing association.
- l) Observers will be entitled for 1 extra point plus the concerned CAE points.
- m) If no observer is sent by MCA, the organizers should approach the nearest Acupuncture college or member of the council.

## **6. Factors for Grant of Accreditation**

1. CAE programs meant for graduate/Diploma/Eligibility Test acupuncturist to have a brief session on national health programs on relevant subjects along with adequate exposure to recent advances, changing modalities of treatment, adequate exposure of consumer protection and medical insurance (whenever allowed) laws, record keeping and acupuncture audit.
2. The Organization should have all the requisite and demonstrated ability to plan and implement CAE programs to cover the targeted group (graduate/Diploma/Eligibility Test acupuncturist) etc.
3. The organizations should provide the schedule and transcripts of each CAE activity to the council for approval.
4. Organizations should make arrangements for advance publicity to the targeted group of participants.
5. The methodology of feedback evaluation program by a standard feedback form [of each delegate] duly signed by organizing secretary and observer should be maintained by each association.
6. The organization should undertake to publish handouts, bring out a brief report of each CAE and also prepare a list of participants and delegates. The Attendance sheet [with registration numbers] duly signed by organizing secretary and observer should be maintained by the association. One copy to be sent the council for record purpose.
7. The transcript of each CAE program will be considered relevant to updating the knowledge of the acupuncture practitioners by way of latest acupuncture advances in acupuncture therapy. National Health Program, and the local needs of the Area / zone/State.
8. Credit points will be granted to CAEs having MCA accredited speakers. Details of the speakers will be made available on the web site.
9. The organization should evaluate CAE to indicate the benefits accrued to participants by way of updating of knowledge, upgrading their ability and benefit to the patients.
10. Accreditation shall be for a period of maximum five year. After 5 year renewal will be done for further five year. Accreditation may be cancelled for valid reasons.

## **7. Guidelines for grant of accreditation to conduct CAE programs**

1. In the application sent to the Maharashtra Council of Acupuncture, duration given to each speaker should also be mentioned along with the topic of the lecturer while applying for the credit hour.
2. Credit hours will be based on the composition of the faculty participation, quality and the contents of the subject matter.
3. Associations/ Organizations should strictly issue the certificate to the delegate who has attended the C.A.E. No certificates should be distributed on the first day at the time of registration for the C.A.E./Conference. The certificates should be distributed/awarded only on the last day after completion of C.A.E./ Conference/Workshop.
4. In case it is found by the council that the certificate is false then the accreditation certificate of issuing Association / Organization will be cancelled and action as deemed fit will be initiated.
5. In case of collaborative C.A.E., held with non-accredited organizations, the application should be made in name of accredited association only, so also registration fees should be collected in the name of accredited organization only.
6. Organizations should make arrangements for advance publicity to the targeted group of participants.
7. The methodology of feedback evaluation program by a standard feedback from [of each delegate ] duly signed by organizing secretary and observer should be maintained by each association.

## **8. THE RESPONSIBILITIES OF ACCREDITED ORGANISATIONS**

1. The accredited organization will be held responsible for any irregularity while conducting CAE programs as stand alone or wherever they are collaborating with other organization / institute.
2. It will be the responsibility of accredited organizations to see that adequate standards are maintained and also ensure that no excessive fees are charged from the delegates. (Max. 500 excluding over head )
3. Fees of Rs.15000/- will be charged to the association for granting accreditation to it for 5 years. The said organization shall submit undertaking to follow the rules and regulations in conducting CAE's which is available on the website.
4. Delegate fees charges should be intimated to MCA along with application form granting for CAE credit points. Reasonable charges per point should be charged. Special prior permission from MCA will have to be taken in case of higher fees and explanation pertaining to justification of high charges should be presented before MCA.
5. If there is any complaint regarding unreasonable delegate registration fees by the accredited association, MCA will take strict action against concern association.
6. Yearly review (Performance Audit) will be done of such organizations by MCA. Accreditation can be given maximum for 5 years subject to review every year.
7. Each association will be given a code by MCA and password for individual CAE for online submission of the participants by official observer.
8. It will be responsibility of the organization arranging the CAE to deposit requisite MCA dues as prescribed. After clearance of dues, the organization will be permitted to arrange the next CAE.

## Appendix 1

### **Application for obtaining Accreditation from Maharashtra Council of Acupuncture.**

#### **APPLICATION FOR ACCREDITATION**

To,

THE REGISTRAR,  
Maharashtra Council of Acupuncture, Mumbai.  
202, 2<sup>nd</sup> Floor, Administrative / Superintendent office Bldg.,  
Cama and Albless Hospital, Mahapalika Marg, Mumbai 400 001  
Website- [www.mahacucouncil.org](http://www.mahacucouncil.org)

Sub. : Issue of Certificate of accreditation-

Sir,

Our organization conducts CAE programs / workshops / seminars for updating knowledge of acupuncturists and we have demonstrated ability to plan & implement above program to cover the target group of acupuncturists. Brief details of our organization are as below.

Name & Address of organization / Association / Institute : _____ _____ _____	
Branch : <input style="width: 150px;" type="text"/>	Parent Organization ( State or National) <input style="width: 150px;" type="text"/>
Registration & Date with Charity Commissioner	<input style="width: 300px;" type="text"/>
Report of last Audit (Attested Xerox Copies audited report)	<input style="width: 250px;" type="text"/>
Statement of CAE / Conferences held in last one year	<input style="width: 300px;" type="text"/>
Name of President / Dean / Principal _____ Mobile : _____ Fax : _____ Email : _____	
Name of Secretary _____ Mobile : _____ Fax : _____ Email : _____	
Recognition letter (Xerox copy to be attested) (For teaching institutes)	<input style="width: 250px;" type="text"/>
Name & Bank Account Details : Name of Bank _____ Branch : _____ Account No : _____	
Pan Card No.	<input style="width: 550px;" type="text"/>
Any Other Details   	

I request you to issue certificate of accreditation to our institute / association We here by agree to follow the rules and regulations as prescribed by Maharashtra Council of Acupuncture, Mumbai from time to time to conduct CAEs.  
Thanking you.

Yours truly,

Signature of office Bearer  
Name \_\_\_\_\_  
Office Stamp

Note :

- 1) Application should be made from official email of organisation / Association / Institute
- 2) If online facility is not available, please send a Demand Draft of Rs.5000/- (Rupees Five Thousand only) in favour of Registrar, Maharashtra Council of Acupuncture Mumbai, Payable at Mumbai of any Nationalised Bank after receiving approval letter of Accreditation from Maharashtra Council of Acupuncture, Mumbai.
- 3) Hard copy of application of accreditation along with necessary required documents should be send to MCA within 15 days of online application

## Appendix 2

### Application for Accreditation of Speaker

To,

THE REGISTRAR,  
MAHARASHTRA COUNCIL OF ACUPUNCTURE, MUMBAI  
202, 2<sup>nd</sup> Floor, Administrative / Superintendent Office Bldg.,  
Cama and Albless Hospital, Mahapalika Marg, Mumbai 400 001

#### **Sub. : Regarding Accreditation of Speaker.**

Sir/Madam,

I hereby request you to grant me approval as speaker.

Name : _____		
Address. : _____		
Date of Birth : _____		
Tel. No. (Resi.) : _____		
Mobile No. : _____		
Email : _____		
Registration No. _____ Regi. Date : _____ Last Renewal date		
: _____ State _____ Country : _____		
Council _____		
Qualification	Year of Passing	University
Diploma		
Degree		
PG		
Other		
1) Teaching Experience (in years) : _____		
2) Professional Standing (in years) : _____		
3) Total Number of Research Papers : _____		
4) Specialty : _____		
5) Membership of Professional Association if any : _____		

The above furnished information is true and correct to the best of my knowledge. I have not been penalized by any council or department in past.

Sign of applicant

Countersign of head of Institute  
(for teachers) President, Acupuncture association/org.  
(for private practitioners) with seal

Kindly attach the following photo copies / scan copies with application.

1. Registration certificate
2. Renewal proof
3. MCA Registration/Diploma/Degree Certificate
4. Teaching experience certificate
5. Demand Draft of Rs.500/- (Rupees Five Hundred Only) At Par Cheque payable to "Maharashtra Council of Acupuncture Mumbai" / Online Payment.

**Appendix 3**

**FORMAT OF CERTIFICATE FOR DELEGATES**  
**Name of organization**  
**(Organizing CAE / Workshop/ Seminars Conferences)**

**Code no. -** \_\_\_\_\_

**Type of CAE – Clinical / Teaching** \_\_\_\_\_

**This is to certify that**

**Dr.Mr/Mrs/Miss/** \_\_\_\_\_

**has participated as delegate in** \_\_\_\_\_  
**(CAE Programmes / Workshops / Seminars /**

**Organised by** \_\_\_\_\_ **held on** \_\_\_\_\_

**Maharashtra Council of Acupuncture Mumbai has granted** \_\_\_\_\_ **Credit hours**  
**for the delegates.**

**Signature & Name of**  
**Org. Secretary**

**Signature & Name of**  
**Org. Chairman**

**Signature & Name of**  
**Observer**

Appendix 4

**FORMAT OF CERTIFICATE FOR FACULTY**

**Name of organization**  
**(Organizing CAE Workshops / Seminars Conferences)**

**Code no.-** \_\_\_\_\_

**Type of CAE – Clinical / Teaching** \_\_\_\_\_

**This is to certify that**

**Dr.** \_\_\_\_\_

**has participated as faculty member in** \_\_\_\_\_  
**(CAE Programmes / Workshops / Seminars / Conferences )**

**Organised by** \_\_\_\_\_ **held on** \_\_\_\_\_.

**Maharashtra Council of Acupuncture, Mumbai has granted one Credit hours for this speaker.**

**Signature & Name of**  
**Org. Secretary**

**Signature & Name of**  
**Org. Chairman**

**Signature & Name of**  
**Observer**





