

STATE CERTIFICATION OF REGISTRATION TO PRACTICE NATUROPATHIC MEDICINE IN A FACULTY POSITION

INITIAL APPLICATION & RENEWAL INSTRUCTIONS

Business & Professions Code Section 3624 (a) states:

(a) The committee may grant a certificate of registration to practice naturopathic medicine to a person who does not hold a naturopathic doctor's license under this chapter and is offered a faculty position by the dean of a naturopathic medical education program approved by the committee, if all of the following requirements are met to the satisfaction of the committee:

(1) The applicant furnishes documentary evidence that he or she is a United States citizen or is legally admitted to the United States.

(2) The applicant submits an application on a form prescribed by the committee.

(3) The dean of the naturopathic medical education program demonstrates that the applicant has the requisite qualifications to assume the position to which he or she is to be appointed.

(4) The dean of the naturopathic medical education program certifies in writing to the committee that the applicant will be under his or her direction and will not be permitted to practice naturopathic medicine unless incident to and a necessary part of the applicant's duties as approved by the committee.

(b) The holder of a certificate of registration issued under this section shall not receive compensation for or practice naturopathic medicine unless it is incidental to and a necessary part of the applicant's duties in connection with the holder's faculty position.

(c) A certificate of registration issued under this section is valid for two years.

Application Process

1. The applicant/faculty member submits a completed application (form ND-134) to the Naturopathic Medicine Committee (Committee).
2. The applicant/faculty member submits (with the application) documentary evidence that they are either a citizen of the United States or are legally admitted to the United States.
3. The dean of the naturopathic medical school certifies in writing (optional: completes form ND-135) and mails it directly to the Committee.
4. Within 30 days of receipt of the application, the Committee will notify the applicant/faculty member of any application deficiencies or that the application is complete and accepted. (The application is considered complete if all requirements of B & P Code Section 3624 are met)
5. Within 60 days of receipt of the completed application, the Committee will inform the dean in writing of its decision regarding the application and, if appropriate, will issue the applicant/faculty member a certificate of registration.

Renewal Process

Certificates of registration expire two (2) years after the date of issuance.

1. It is the responsibility of the certificate holder (faculty member) to initiate and complete the renewal process prior to the expiration of the certificate.
2. The certificate holder sends a written renewal request to the Committee [optional: (ND-137)].
3. The certificate holder also provides the Committee with a statement (optional: ND-138) from the dean of the approved naturopathic medical school that specifies the certificate holder still holds the faculty position for which the certificate was issued and identifies changes in the certificate holder's duties, if any.

Certificate Holder/Faculty Position Change or Termination

The dean shall immediately notify the Committee if a certificate holder no longer holds the position for which the certificate was issued.

Reference: CA Code of Regulations, Division 40, Title 16

§ 4214. Certificate of Registration (Section 3624); Application; Duration.

(a) A person who desires a certificate of registration shall submit an application to the Committee on a form prescribed by the Committee that includes:

- (1) The applicant's name, mailing and street addresses, telephone numbers, and social security number.
- (2) The following documents from the dean of a naturopathic medical school or naturopathic medical education program approved by the Committee pursuant to section 4230 of this article:

(A) A written statement that the applicant holds a faculty position at the school and has the necessary qualifications to hold that position.

(B) A written certification that specifies the applicant will be under his or her direction and will not be permitted to practice naturopathic medicine unless such practice is incidental to and a necessary part of the applicant's duties in relation to the faculty position.

(C) A list of the applicant's duties in the faculty position.

(3) Documentary evidence that the applicant is either a citizen of the United States or is legally admitted to United States.

(b) Within thirty (30) working days of receipt of an application for a certificate of registration as a part of an appointment to a position pursuant to Section 3624 of the Code, the Committee shall inform the applicant in writing that it is either complete and accepted for filing or that it is deficient and what specific information or documentation is required to complete the application. An application is considered complete if it is in compliance with the requirements of Section 3624 of the Code and this section.

(c) Within sixty (60) days from the date of filing of a completed application, the Committee shall inform the dean in writing of its decision regarding the application and, if appropriate, shall issue the faculty member a certificate of registration.

(d) A certificate of registration shall expire two years after the date of issuance. To renew the certificate, the certificate holder, prior to the expiration of the certificate, shall:

(1) Send a written renewal request to the Committee.

(2) Provide the Committee with a statement from the dean of the approved naturopathic medical school that specifies the certificate holder still holds the faculty position for which the certificate was issued and identifies changes in the certificate holder's duties, if any.

(e) The dean of an approved naturopathic medical school shall immediately notify the Committee if a certificate holder no longer holds the faculty position for which the certificate was issued.

(f) Renewal of the certificate is the responsibility of the certificate holder.

§ 4232. Informed Consent.

(a) No person issued a certificate of registration pursuant to Section 3624 of the Code shall render naturopathic medical services to a patient in California unless said patient has been informed that the services will be rendered by the certificate holder.

(b) No student enrolled at an approved naturopathic medical school shall render naturopathic medical services to a patient in California unless said patient has been informed in writing that the services will be rendered by the student and has consented to in writing to receive the services from the student. It shall be the responsibility of the approved school to assure that the necessary consent is obtained.