



Mike Kehoe  
Governor  
State of Missouri

Sheila Solon, Division Director  
DIVISION OF PROFESSIONAL REGISTRATION

Missouri Department of  
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**ACUPUNCTURIST ADVISORY COMMITTEE**

3605 Missouri Boulevard P.O. Box 1335  
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573-526-1555  
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To All Licensees Renewing:

On behalf of the Committee, we want to thank you for your patience while we upgrade to our new automated licensure system.

Once you have registered and as you move forward through the online renewal process, you are asked several licensure questions that lead you to document page. Several licensees have shared their confusion as to what they need to upload.

**TIP 1**

You will **ONLY** need to upload supporting documents/written details if you answered **YES** to any of the following:

- Having been arrested since July 1, 2023, charged, or found guilty or entered a plea of nolo contendere, in a criminal prosecution under the laws of any state or of the United States for any offense, whether or not a sentence was imposed or executed within the past twenty-four months?
- Have you ever been the subject of disciplinary action by any acupuncture licensing entity or NCCAOM within the past twenty-four months?

**TIP 2**

- **CE's ARE NOT TO BE UPLOADED AT THIS JUNCTURE!** You will only need to upload these documents if you are **Audited**.
- Please note you will not be able to view anything you upload after it goes into the system. You need to keep your CE's in your own file.

**TIP 3**

- You **do not** have to upload a photo at this time (FYI, for the next renewal cycle, we could ask you for a 2x2 photo that will go on your license, so plan accordingly).
- If you opt to upload a photo at this time, please follow the passport tips. [U.S. Passport Photos](#)



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**TIP 4**

- If you did not answer **YES** to the questions in Tip 1 you can hit **“save and next”** to continue through the process to generate your renewal.

**TIPS for printing your license:**

- If you choose 'No' because you prefer to only download a digital copy of your license once it's issued, you can go back to your Dashboard:
  - Click on the “eye” at the end of license information row
    - Click on **“Download a Copy of My License”** under License Actions.
  - Whether you answer “yes” or “no” after the fact, you can always go back into your account and request either a duplicate license (which we will print and mail) or download/print your license yourself.

Thank you,

A handwritten signature in cursive script that reads "Gloria Lindsey".

Gloria Lindsey  
Executive Director