MAcOM Student Checklist for Full Time Enrollment: Tasks & Requirements

Rev. March 2015

New Student Tasks

- Submit Enrollment Agreement, Manuals Agreement, & Hepatitis B Ack.
- Submit Bacterial Meningitis vaccination requirement, if applicable
- Complete online OSHA, HIPAA, and Safety & Security training
- Attend clinic observer orientation, required prior to observing in clinic
- Complete FAFSA and financial aid entrance counseling

First Term Goals

- Check transcript for correctness in all transfer credit granted
- Meet with an advisor prior to term two online registration
- See an advisor as soon as any issue arises

Terms 2 - 9: Clinic Observation & Board Exams

- Complete the Clean Needle Technique (CNT) Course: register through CCAOM
- Complete a CPR course covering adult, child, & infant CPR
- Start & complete Checklist for Observers
- Complete first portfolio review

Clinic Internship Prep: During CT2 Course

- Submit application for clinic internship
- Complete Clinic Internship Orientation
- Attend clinic intern meeting during week 3
- Complete the Benchmark Written Exam
- First Portfolio review deadline, if not yet completed

Terms 10 & 11: Level One Hurdles

- Attend clinic intern meeting each term in week three
- Begin application with NCCAOM for board exams
- Second Portfolio review due
- Complete level 1 intern checklist
- Level 1 practical exam due at completion of 144 -180 treatment hours
- Meet with an advisor at least twice a year

Terms 12 - 14: Level Two

- Attend clinic intern meetings each term in week three
- Complete Third portfolio review
- Complete level 2 intern checklist
- Level 2 practical exam due at completion of 432-540 treatment hours
- Complete Foundations, Acupuncture, & Biomedical online courses to be eligible to for NCCAOM exams
- Sit for Foundations, Acupuncture, & Biomedical Exams

Terms 15 - 16: Level Three & Graduation Prep

- Attend clinic intern meetings each term in week three
- Meet with an advisor to ensure you are on track to graduate
- Submit Graduation application to Registrar
- Complete Exit Written exam
- Complete level 3 intern checklist
- Complete Herbal online course to be eligible for NCCAOM exam
- Sit for Herbal exam
- Begin licensure process

Final Term: Graduation Requirements

- Attend clinic intern meeting in week three
- Summative Portfolio review due
- Complete herbalist intern checklist
- Request final NCCAOM scores sent to state licensure board
- If applying for TX licensure, take Jurisprudence exam & request proof of CNT sent to state board
- Complete graduate survey and submit during exit interview
- Complete exit counseling with Financial Aid office
- Submit completed Graduate Certification to Registrar

Post-Graduation Tasks

- Collect diploma from Registrar
- Submit changes to contact information to the Registrar
- Arrange to begin financial aid loan repayment