

GRADUATION & LICENSURE CHECKLIST

This checklist is meant to help layout the final year of school at AOMA. Please note, this best fits for students looking to complete their board exams while still in school and complete their licensure shortly after. These dates can be flexible, but the overall guideline should help establish what's ahead.

Expected Graduation Date: _____

6-12 Months Before Graduation

Date: _____

- Academic Advising** - Establish final coursework and graduation date
- Application for NCCAOM Certification** - Complete application on NCCAOM website along with \$595 application fee
- 2nd Level Practical Exam** - Register for and take exam 2-3 terms prior to grad
- 3rd Portfolio Review** - Completed same term as 2nd Level Practical Exam
- Level 2 Skill Check List** - Photocopy for records, turn original in to registrar
- Schedule Competency Exams** - Schedule 1+ term prior to sitting for boards

3-6 Months Before Graduation

Date: _____

- Complete Competency Exams** - 1+ term prior to sitting for boards
- Request Approval to Sit for Boards** - Once competencies are completed, request permission from registrar to sit for boards. Registrar will inform NCCAOM
- Written Exit Exam** - Register and sit for exam one term prior to graduation
- Application for Degree** - Complete application and submit \$125 fee to finance office. An audit will be performed and submitted via email
- Level 3 Skill Check List** - Photocopy for records, turn original in to registrar
- Schedule Board Exams** - Once NCCAOM receives approval, evaluate board exam schedule. Each exam costs \$300, paid when scheduled, via Pearson Vue website.

3 Months (Last Term) Before Graduation

Date: _____

- Level 3 Herbalist Skills Checklist** - Photocopy for records, original to registrar
- Sit for Board Examinations** - (If you choose to take boards while in school)
- Submit TMB Acupuncture Licensure Application** - Complete application online (20 minutes, \$320). Begin 3+ months before ideal licensure date
- Collect TMB Licensure Requirements** - Process will take several months, begin as soon as items are available (review *TMB Licensure Requirements* packet)
- Schedule Juris Prudence Exam** - Call to schedule once you receive JP scheduling permit via mail. Study guide on TMB website

1 Month Before Graduation

Date: _____

- Final Portfolio Review** - Complete in final term of school
- Group Exit Interview** - Schedule on portal, typically Wk 10 (Wk 6 in Summer)
- MAcOM Graduation Certification Form** - Collect signatures from required offices, complete any necessary counseling, deliver to registrar
- Collect TMB Licensure Requirements** - Process will take several months, begin as soon as items are available (review *TMB Licensure Requirements* packet)
- Submit Licensure Paperwork to Registrar** - ONLY for students completing licensure during last term of school. Send requests and deliver paperwork in bulk to registrar.
 - Form D - Dean's Certification
 - Request AOMA transcript be sent to TMB
 - Form-L Acupuncture (3 weeks prior to graduation)

After Graduation

Date: _____

- Diploma** - Once all coursework, institutional exams, portfolio, and paperwork is complete, a diploma will be ordered by the registrar. Pick up in office.
- Request Copy of Diploma Sent to TMB** - From registrar
- Submit all TMB Licensure Requirements** - Submit any residual TMB licensure requirements to the TMB office. Packages can be hand delivered to office in downtown Austin.

OVERVIEW OF THE GRADUATION PROCESS

This guide is meant to assist students' progress through the final year of school, graduation from AOMA, national board certification, and licensure via the Texas Medical Board.

Definition of Terms:

- **NCCAOM** - National Certification Commission for Acupuncture and Oriental Medicine. This is the non-profit that administers the national board examinations, of which there are four - Acupuncture with Point Location, Foundations of Oriental Medicine, Biomedicine, and Chinese Herbology. You must complete the *Application for NCCAOM Certification* to begin scheduling your board examinations. This application requires a one time fee of \$595 for the Diplomate in Oriental Medicine. It is recommended you submit this application fee several months in advance of taking your boards.
- **CCAOM** - Council of Colleges of Acupuncture and Oriental Medicine. The board that administers and issues Clean Needle Technique (CNT) certification. Proof of CNT certification will be requested from NCCAOM and the TMB.
- **TMB** - Texas Medical Board. The governing board that includes the Acupuncture Board of Medical Examiners charged with reviewing your licensure application. TMB/ABME has an office in downtown Austin. If you don't intend to license in Texas, be sure to research the requirements for your state.
- **Pearson Vue** - Pearson Vue is the private company that administers the NCCAOM national board examinations. As a national administrator of industry exams, their facility becomes busy during different examination seasons (insurance, real estate, etc) and appointments can be limited. Plan ahead. Online, your Pearson Vue & NCCAOM accounts will be linked so exams may be scheduled and paid for at the same time. Board exams can be scheduled individually, but do remember that you need to pass all three Acupuncture with Point Location, Foundations of Oriental Medicine, and Biomedical competency exams before you will receive approval to schedule those board exams. You must complete the herbal competency exam before you can take the Chinese Herbology board.
- **Competency Exams** - Institutional exams administered by AOMA as a preparation for the national board examinations. You will schedule the competency exams with the finance office, similar to a make-up exam. They are free of charge. You must pass all three Acupuncture with Point Location, Foundations of Oriental Medicine, and Biomedical competency exams before you are able to sit for those board exams. You must pass the herbal competency before you can take the Chinese Herbology national board. Once you have completed these exams, be sure to inform the registrar via email so they may send approval to NCCAOM in order for you to schedule your national board exams.

Tips & Recommendations:

- **Guidelines** - This checklist is a general overview; if you have a criminal record, have been on academic probation at any point, or have additional health care licenses, you may be required to complete extra forms.
- **Stay Organized** - It is recommended you collect all items that you personally will submit to the TMB, create a file, and submit all at once to avoid complications. This can be dropped off in person to the TMB office in downtown Austin. The board only holds three meetings per year, which can be found here: <http://www.tmb.state.tx.us/page/acupuncture-board-calendar>. If there is a meeting within 5-8 weeks after your graduation date, you should be set for licensure. If there is a larger gap, you may want to consider applying for a temporary license.
- **Stay Informed** - Requirements for graduation and licensure can change. Be sure to stay updated throughout your process by checking in with your advisor as well as the TMB website.

Costs & Budgeting:

- **Costs** - All told, graduation, national certification, and Texas licensure will cost approximately \$2800 (~\$1920 without state licensure). Understanding the costs associated with this process will assist in planning the last year of school.
- **Budgeting** - Depending on the structure of your finances, you can space the cost associated with finishing school across 12-18 months, potentially scheduled with financial aid disbursements. Fees that can be done far in advance of graduation are the \$595 NCCAOM application fee, the \$320 Texas licensure application, and the \$300 costs for individual boards can be spread out when scheduling.

INSTITUTIONAL REQUIREMENTS FOR GRADUATION

This is a summary of AOMA's requirements for graduation. It is **highly recommended that you continue to meet with faculty advisors in your last several terms of school** to ensure all requirements are met within an adequate time frame.

- **Competency Exams** - You are required to pass these institutional exams before you take the national board examinations. You may schedule these exams with the finance office, they are free of charge. Once scheduled, the exam will appear under courses on your student portal account along with numerous study guides and resources. It is recommended to schedule these exams at least one term before you intend to take your boards, approximately 2-3 terms prior to graduation if you intend to complete boards while in school. If you fail an exam, you will be asked to review the exam with a faculty advisor before retaking. (2-3 terms prior to graduation)
- **Clinical Skill Checklists** - These checklists are part of your portfolio requirements. It is recommended you submit them as soon as they are completed. Make a photocopy for your records/portfolio before submitting the original to the registrar's office. (ongoing)
- **Portfolio** - Ideally, you have been working on your portfolio since your first shift as a clinical observer. The portfolio is required for graduation, and it is recommended to review the portfolio requirements several times throughout each term to ensure you are progressing adequately. Portfolio requirements can be found outside the Student Services office and online. You must schedule three progress reviews and one summative review with faculty through the administrative office or south clinic. You will not graduate until your portfolio is completed. (ongoing)
- **Written Exit Exam** - Schedule this exam during registration and sit for the exam 1-2 terms prior to graduation. It is recommended you review AOMA's academic calendar several terms in advance to ensure there are no scheduling conflicts. (1-2 terms before graduation)
- **Application for Degree** - Otherwise known as the "graduation audit," this form should be submitted one term prior to your graduation, and **no later than** Week 1 of your final term. You can find this form outside of the Student Services office. You must submit the form, including payment of the \$125 fee, to the Finance Office. After processing the form, the registrar will provide an audit of your records and a letter outlining lacking items via email. (1 term before graduation)
- **Group Exit Interview** - This meeting will typically occur on the Tuesday of Week 10 (or Week 6 in Summer) in your last term. This is a group lead exit discussion. You will need to obtain the signature of the administrator for your MACOM Graduation Certification form. This meeting should appear under your registered courses on the student portal. (Last term)
- **MACOM Graduation Certification Form** - This form is to ensure you have no outstanding items with several AOMA departments. This form is available outside of the Student Services office. You will need signatures from Financial Aid, Finance, and the Library. The Financial Aid Office will require in office and online counseling for those with student loans, at which time they will sign off. Make a photocopy for your records before submitting the original to the registrar's office. (Last term)

PROCESS FOR NATIONAL BOARD CERTIFICATION via NCCAOM

NCCAOM administers the national board examinations. Upon passing all four board examinations and providing CNT verification, you will become a Diplomate of Oriental Medicine (Dipl. O.M.) with the NCCAOM, showing national board certification as part of your overall credentials.

- **Application** - Complete application on the NCCAOM website and submit \$595 fee. (6-12 months prior to graduation)
- **Complete Competency Exams** - Not strictly part of the diplomate process, but a passing grade on the competencies is required before you will garner approval from the registrar to take your board examinations.
- **Schedule, Pay, & Sit for Board Examinations** - Once you complete the prior steps, you are eligible to schedule your board exams online. Each exam is \$300 which is paid when scheduled. Pearson Vue has a 24 hour cancellation policy.
- **Send CNT Verification to NCCAOM** - Form available here : <http://www.ccaom.org/downloads/CertificateorVerificationRequestForm.pdf>

TMB LICENSURE REQUIREMENTS

This is an informal summary of the Texas Medical Board's process for licensure. Please note that requirements change, so be sure to check the TMB's website for accurate information. (<http://www.tmb.state.tx.us/page/licensing-acupuncture-overview>)

TMB Acupuncture Licensure Application - This application initiates the licensure process. It is completed on the TMB website, will take approximately 20 minutes and costs \$320. An eligibility checklist can be found here: <http://www.tmb.state.tx.us/page/acupuncture-eligibility-checklist>. Note: this application can be submitted before you complete your boards and the Juris Prudence exam. It is recommended you start this application several months before you intend to be licensed. Once the application is processed, you will receive an email with the outstanding requirements. Save this email!

The following items will be required (All forms obtained from <http://www.tmb.state.tx.us/docs/forms>):

- Form D - Dean's Certification** - Complete the top half of the form, then submit to the AOMA registrar near graduation. Requires official passport sized photograph.
- Pre-Acupuncture Transcripts** - All transcripts from prior collegiate level education must be submitted. You can obtain official transcripts by requesting them directly from your former institutions. Ensure that these are "official transcripts" and **do not open them**. You will submit these to TMB with your application. (\$15+)
- Acupuncture School Transcripts** - The AOMA registrar will send your transcripts directly to TMB, once you have graduated and requested so. If you are a transfer student, you must request your previous school's transcripts to be sent directly to the TMB.
- Diploma** - Diplomas will be automatically ordered by the AOMA registrar once all graduation requirements have been fulfilled. The registrar will send a copy to TMB directly, at your request.
- NCCAOM Scores** - Request for NCCAOM to send your board examination scores to the TMB directly. Complete form and fax to NCCAOM. (\$35)
- CCAOM CNT Verification** - Complete two forms - one sent to TMB, another sent to NCCAOM. Do this as soon as you begin the licensure process, as your CNT certification is already complete. (\$10 each)
- Evaluations (Form-L Acupuncture)** - Submit this form to the registrar within several weeks of graduation. Registrar will send to TMB.
- NPDB/HIPDB Report** - Go to www.npdb.hrsa.gov and complete the National Practitioner Data Bank self-query. You will submit the hard copy (received via mail) or printed PDF to the TMB.
- DPS/FBI Fingerprinting** - Via the TMB website, you will schedule an appointment with Morpho Trust for digital fingerprinting. Morpho Trust vendor will submit your fingerprints to the TMB directly. The "Fast Pass" form is no longer required. Save your receipt. (\$41)
- Proof of Age** - A photocopy of a passport or Birth Certificate. You will submit this to the TMB yourself.
- Texas Juris Prudence Exam** - You will receive a Juris Prudence scheduling permit via mail, after you have initiated your TMB licensure application. *Save this document!* You must call Pearson Vue to schedule this exam. Pearson Vue will require your Scheduling Permit when you arrive for the exam.
- TL Affidavit (optional)** - To be completed should you choose to request a temporary license. Complete form and submit to TMB yourself.
- Receipt of Temporary License Fee (optional)** - Should you seek a temporary license, a payment of \$107 is required via personal check, cashier's check, or money order. Be sure to check the website to confirm exact fee amount. Submit this completed payment with your application to the TMB. (\$107)