

# Graduation Checklist

OFFICE OF THE REGISTRAR

# AOMA

GRADUATE SCHOOL of  
INTEGRATIVE MEDICINE

***This checklist is intended as an internal tool for upcoming AOMA graduates.***

**Note on Graduation Date:** Your graduation date is the day you fulfill all your graduation requirements, including submission and review of your final portfolio items, and the completion of all 4 competency exams. When possible, this date is at the end of the term; please plan to have all your requirements fulfilled by the end of your last term of enrollment. The date you fulfill requirements will be your graduation date on your transcript and diploma.

AOMA holds **one annual Commencement Ceremony**, generally between the Summer and Fall term. Students are encouraged to walk in the ceremony of the calendar year they are graduating. Sign-up for the ceremony occurs in February. This date is the day you will walk in the ceremony, but is not your official graduation date when your degree will be conferred. (The \$125 Graduation Fee is charged whether or not you choose to walk in the commencement ceremony).

### **Third-to-Last Term (6-12 months before graduation):**

**Meet with your Academic Advisor** to make sure you are on track to graduate.

**Complete your 2nd Portfolio Review** if you have not done so already

**Turn in Checklists 1 & 2** (& Pre-Internship/Observation) if you have not done so already

**Submit Graduation Application & Fee** (early)

**Register for and take the Level 2 Practical Exam (OSCE)**

**Start Scheduling Competency Exams**

### **Second-to-Last Term (3-6 months before graduation):**

**Submit Graduation Application & Fee** (due by Friday of week 1)

**Research Licensing Requirements** for Other states (See LICENSURE Checklist).

**Complete your 3rd Portfolio Review** with an Academic Advisor.

Double-check your **Completed and registered Clinic hours**; make plans to complete make-ups as needed. (Refer to your graduation audit, submit your graduation application if you need an audit).

**Start taking your 4 Competency Exams:** Foundations, Acupuncture, Biomedicine, & Herbal. (Schedule with Competency/Make-up Exam Scheduling form or by emailing [MakeUpExamRequest@aoma.edu](mailto:MakeUpExamRequest@aoma.edu)).

### **Final Term (3 months before graduation):**

**Turn in Level 3/Herbalist Checklist**

**Complete your Summative Portfolio Review**

**Schedule and complete your group or individual MAcOM Group Exit Interview** (with Student Services Coordinator, get Graduation Certification signed)

**Complete Exit Counseling with Financial Aid** (Get Graduation Certification signed).

**Submit completed Graduation Certification Form to Registrar**

**Complete all Clinic make-up hours**

**Complete all 4 competency Exams:**

Foundations

Biomedicine

Acupuncture

Herbal

<b>Final Term (3 months before graduation) (Continued):</b>	
	<b>Start Online Licensure Application &amp; submit \$320 Fee to the Texas Medical Board (TMB)</b> (see checklist and application materials on website: <a href="http://www.tmb.state.tx.us/page/acupuncturist-licensing-overview">http://www.tmb.state.tx.us/page/acupuncturist-licensing-overview</a> (Process can take a few months, so begin in last term - but not too early).
	<i>(Gather other needed documents; SEE LICENSURE CHECKLIST)</i>
	<b>Register with NCCAOM</b> to complete your 4 Board Exams (set up account in portal, pay the \$595 exam registration fee, <b>60 days before graduation</b> ). Choose: Diplomat of Oriental Medicine (this includes Herbs).
	<b>Request copy of CNT sent to NCCAOM from CCAOM.</b>
<b>Post-Graduation</b>	
	<b>Pick-up Diploma</b> (or provide mailing address) - within 3 weeks
	<b>Turn in TMB Forms D &amp; L</b> to Registrar to submit with transcript & diploma copy
	<b>Request Transcript sent to AOBTA</b> (if pursuing membership)
	<b>Submit Other State Licensure forms</b> , request transcript (no fee required).
	<b>Ensure AOMA has the correct contact information</b> (Graduation Certification form).
	<b>Complete NCCAOM Board Exams</b> (You will receive Approval to Test Letter after final graduation transcript is uploaded by The Registrar).
	<b>Request NCCAOM Scores sent to state licensing agency</b>
	<b>Request final transcripts sent to Doctoral program school (if applicable).</b>
<b>After you Graduate, the Registrar will:</b>	
	Upload final graduation transcripts to NCCAOM portal
	<b>Submit to TMB: Official transcript, copy of diploma, Forms D &amp; L (upon request, after D&amp;L submitted by graduate, after you have initiated your application).</b>
<b>Additional Transcripts can be requested online:</b>	
Form:	<a href="https://aoma.edu/students/registrar/transcripts-and-forms">https://aoma.edu/students/registrar/transcripts-and-forms</a>
Fee:	<a href="http://store.aoma.edu/category/fees.html">http://store.aoma.edu/category/fees.html</a>
Submit:	Email to Registrar@aoma.edu
<b>Resources &amp; Links:</b>	
MAcOM Portfolio & Clinic Forms:	<a href="https://aoma.edu/students/registrar/program-resources/">https://aoma.edu/students/registrar/program-resources/</a>
Graduation Forms (Application, Certification)	<a href="https://aoma.edu/students/registrar/graduation/">https://aoma.edu/students/registrar/graduation/</a>
Licensure Resources/Info:	<a href="https://aoma.edu/students/registrar/licensure/">https://aoma.edu/students/registrar/licensure/</a>
Registrar Office Forms:	<a href="https://aoma.edu/students/registrar/transcripts-and-forms/">https://aoma.edu/students/registrar/transcripts-and-forms/</a>
Program Catalog, Student & Intern Manual, Degree Planning Resources:	<a href="https://aoma.edu/my-aoma">https://aoma.edu/my-aoma</a>