MAcOM Student Checklist for Fast Track 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 - 5: Clinic Observation & Board Exams**
- Complete the Clean Needle Technique (CNT) Course: register through CCAOM
- Complete 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 clinical 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

**Term 6 & 7: Level One Hurdles**
- Attend clinic intern meetings each term in week three
- Complete level 1 intern checklist
- Level 1 practical exam due at completion of up to 144-180 treatment hours
- Meet with an advisor at least twice a year

**Terms 8 - 10: Level Two**
- Attend clinic intern meetings each term in week three
- Complete level 2 intern checklist
- Level 2 practical exam due at completion of 432-540 treatment hours

**Terms 11 & 12: Level Three & Graduation Prep**
- Attend clinic intern meeting in week three
- Complete level 3 intern checklist
- Complete Foundations, Acupuncture, & Biomedical online courses to be eligible for NCCAOM exams
- Sit for Foundations, Acupuncture, & Biomedical Exams
- Sit for Herbal exam
- Begin licensure process

**Final Term: Graduation Requirements**
- 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

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