## 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

### Clinic Internship Prep: During CT2 Course
- Submit application for clinic internship
- Complete Clinic Internship Orientation
- Attend clinic intern meeting during week 3

### Terms 10 & 11: Level One Hurdles
- Attend clinic intern meetings each term in week three
- Begin application with NCCAOM for board exams
- Second Portfolio review due

### Terms 12 - 14: Level Two
- Complete level 2 intern checklist
- Level 1 practical exam due at completion of 432-540 treatment hours
- Meet with an advisor at least twice a year

### 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
- Complete Third portfolio review

### Final Term: Graduation Requirements
- Attend clinic intern meeting in week three
- Summative Portfolio review due
- Complete herbalist intern checklist

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

### Final Term: Graduation Requirements
- Attend clinic intern meeting in week three
- Summative Portfolio review due
- Complete herbalist intern checklist

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