MAcOM Student Checklist: Tasks & Requirements (Full Time)

**New Student Responsibilities**
- Submit Enrollment Agreement, Manuals Agreement, & Hepatitis B Acknowledgement
- Submit Bacterial Meningitis vaccination requirement, if under age 30 at admission
- 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, if applicable

**First Term Tasks**
- Update current contact information with the registrar, if not already done
- Double check that your record reflects any transfer credit you earned at other institutions
- Attend clinic observer orientation, required prior to observing in clinic
- Complete all items on the Application for Clinic Internship

**Terms 1 - 9: Prep for Clinic Internship**
- Clean Needle Technique (CNT) Course: register through CCAOM, must have completed or be currently taking Acu Tech 2 course
- Complete a CPR course: adult, child, & infant
- First Formative Portfolio review due during term prior to clinic internship
- Complete FAfSFA and financial aid entrance counseling, if applicable

**Clinic Internship: Registration & Other Requirements**
- Submit application for internship to the registrar, at the latest during registration for the term you wish to begin treating
- Submit mentorship application to the registrar prior to start of official registration for the term you wish to begin treating
- Attend required clinic internship meeting during week three of each term

**Terms 10 - 14: Level Two Hurdles**
- Attend required clinic internship meeting during week three of each term
- Apply to sit for NCCAOM exams; Foundations, Acupuncture, & Biomed once you have earned a total of 1490 combined didactic/clinical hours
- Second Formative Portfolio review due in term before final term
- Second Year Practical Exam
- Meet with an advisor at least twice a year or more, especially if 'life happens' and you need advising

**Two Terms from Graduation**
- Apply to sit for NCCAOM herbal board once you have earned a total of 2050 combined didactic/herbal hours
- Begin licensure process and submit forms/transcript requests to Registrar

**Final Term: Graduation Requirements**
- Attend required clinic internship meeting
- Graduation application is due to the Registrar
- Exit Written exam in term before final term
- If applying for TX licensure, take Jurisprudence exam

**Post-Graduation Tasks**
- Submit licensure paperwork to registrar for completion
- Request proof of CNT sent to state board if applying for TX licensure, if not completed
- Submit complete graduate certification to Registrar

**Post-Graduation Tasks**
- Collect diploma when contacted by the Registrar
- Submit address change to the Registrar to keep your alumni contact information current
- Arrange to begin financial aid loan repayment
- Submit completed graduate certification to Registrar

- Complete exit counseling with Financial Aid office