



MAHM Graduation Packet

碩士畢業須知

Student: 學生 : _____

Anticipated Graduation Date: 計劃畢業的日期 : _____

Congratulations! You are on your way towards graduating and becoming a licensed Oriental Medicine Practitioner! This Graduation Packet has been designed to help you navigate through the processes and steps necessary towards completing your end-of-program exams, as well as your graduation and licensure requirements. This packet contains information from our school catalog, as well as some helpful checklists for your convenience. It also includes your Petition to Graduate, which must be returned to the Administrative Staff in order to process you as a graduate.

恭喜！您正在走向畢業並成為有執照的東方醫學執業者！本畢業須知旨在幫助您瀏覽畢業考試所需的流程和步驟，以及您的畢業和執照要求。這個須知包含學校簡章的信息，以及一些有用的清單，方便您使用。它还包括您的畢業生申請表，必須將其交還給行政人員，以便將您作為畢業生處理。

INSTITUTIONAL EXAMS 全校性考試

Students must pass all Institutional Exams to be able to graduate. The exam is given quarterly during the 7th/8th week of each quarter. Please refer to each of the institutional examination guidelines for eligibility. 學生必須通過所有考試才能成功畢業。考試每學期提供一次，一般在學期的第7、8週。考試資格請參考考試指南。

GRADUATION REQUIREMENTS 畢業要求

The Master of Science degree in Oriental Medicine is conferred upon those who have fulfilled the following requirements: 學生完成下列要求者將授予東方醫學碩士學位：

1. Complete didactic and clinic hours in the curriculum (or their equivalent) as a matriculated student according to established policies. 作為一個註冊學生，根據學校政策，完成整個課程要求的課堂學分和診所實習小時。
2. Achieve a minimum 2.5 Cumulative Grade Point Average (CGPA) 最後總的GPA在2.5以上。
3. Pass all institutional exams. 通過所有考試。
4. Clear all indebtedness and other obligations to the University. 厘清所有對於學校的債務和其他義務。
5. Submit the attached “Petition to Graduate” form with complete signatures 遞交簽過字的附件“申請畢業表”。
5. Complete an exit interview, if applicable. 完成一次離校面談。

LICENSURE REQUIREMENTS 執照要求

A graduate of the University or a current student may be eligible to sit for both the California Acupuncture Board Licensing Exam as well as the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM, nccaom.org) module including Acupuncture with Point Location and Chinese Herbology. 本校的畢業生或在校學生可能可以參加加州針灸師執照考試，以及NCCAOM的針灸和中藥證書考試。

To practice in the State of California, graduates must pass the California Acupuncture Board Licensing Exam. For other states, a graduate should contact the appropriate state licensing agency for specific licensing requirements. 要想在加州執業針灸中醫，畢業生必須通過加州針灸局的執照考試。要在其他州執業的話，畢業生應該聯繫對應的州的執照管理部門以獲取該州執照的要求。

Please refer to the CA Acupuncture Board website (<http://www.acupuncture.ca.gov/>) and the NCCAOM applicant handbook for detailed information as well as the application process: <http://www.nccaom.org/applicants/handbookandapplications/> 請訪問加州針灸局和NCCAOM的網站。

RESERVATION OF RIGHTS TO INCREASE GRADUATION UNITS/HOURS 學校保留增加畢業所需的學分和實習小時數的權利

AMU expressly reserves the right to increase didactic unit/hour requirements and/or clinical hour requirements in compliance with the mandates of the State of California, or any applicable regulatory body as deemed appropriate by the University. 仁愛醫科大學明確保留根據加利福尼亞州或學校認為適當的任何適用監管機構的要求增加課堂學分和/或臨床小時的權利。

Individual student and informal student groups participate in the decision making process by completing course

evaluations at the end of each quarter, as well as periodic program surveys. Students may also speak to members of the faculty and/or administration about individual concerns or suggestions for the program. Students are invited to all appropriate and relevant committee meetings. 每一個學生和非正式學生團體通過在每季度結束時完成課目評估以及定期課程調查來參與決策過程。學生還可以向教師和/或行政部門的成員講述關於該專業的個人關注或建議。學生將被邀請參加所有適當的相關委員會會議。

Pre-Graduation Student Checklist 畢業前學生核實清單

STEP 1: Verification of Completion 第一步：验证学业完成

_____ Verify that you will be completing the entire curriculum (didactic and clinic) within the next one to two quarters. 核實你將在最後兩個學期內完成整個課程（課堂的和診所的）

STEP 2: CALIFORNIA ACUPUNCTURE BOARD LICENSING EXAM REGISTRATION 第二步：加州針灸局執照考試註冊

_____ Confirm that anticipated graduation date is 6-8 weeks away. 確認預計的畢業日期離開執照考試6 - 8 週。

_____ Verify completion of a total of 3120 hours, which includes 960 clinic hours. 確認已經完成全部3120小時的學習，包括960小時的診所實習。

_____ Make a profile and fill out the CABLE application form at the Acupuncture Board website: http://www.acupuncture.ca.gov/pubs_forms/examapp.pdf and pay the required fee 通過加州針灸局網站填寫加州針灸局執照考試申請表，繳付要求的費用。

_____ Meet with the Dean of Students or Registrar to complete the Pre-Graduation form, and request an official transcript. ***Both will be sent directly from the school to CAB.*** 會見學生事務主任或者註冊主任以完成畢業前表格，並且要求一份正式的成績單。該文件會直接從學校送至加州針灸局。

STEP 3: NCBAHM MODULE REGISTRATION 第三步：NCBAHM 組合考試註冊

_____ Confirm that anticipated graduation date is 6-8 weeks away. 確認預計的畢業日期離開執照考試6 - 8 週。

_____ Verify completion of a total of 3120 hours, which includes 960 clinic hours. 確認已經完成全部3120小時的學習，包括960小時的診所實習。

_____ Make certain you have the Clean Needle Technique Certificate from CCAHM 確認你已經獲得CCAHM頒發的潔針技術考試。

_____ Make a profile and fill out the NCBAHM application form at the NCBAHM website: <https://mx.nccaom.org/MyProfile/SignIn>. 通過NCBAHM的網站填寫其考試申請表和其他手續。

_____ Send a non-refundable application fee to NCBAHM (2025 M Street NW, Suite 800 Washington DC, 20036) 寄送不退款的申請費至NCBAHM。

_____ Meet with the Dean of Students or Registrar to complete the Pre-Graduation form, and request an official transcript. **Both will be sent directly from the school to NCBAHM.** 會見學生事務主任或者註冊主任以完成畢業前表格，並且要求一份正式的成績單。該文件會直接從學校送至NCBAHM。

Notes: 注意：

NCBAHM processing time is approximately 6-8 weeks. If all requirements have been met and the applicant is accepted, the NCBAHM Authorization to Test letter is sent to the applicant. Exams listed in the Authorization to Test letter can be taken in any order, and all exams must be completed within 4 years. You can order an Exam Prep guide and see the exam outline on the NCBAHM website:

<http://www.nccaom.org/applicants/exam-content/>. There is a fee to register for each exam, payable at the time of registration. Please refer to the complete NCBAHM applicant handbook for detailed information: <http://www.nccaom.org/applicants/handbook-and-applications/>. NCBAHM的處理時間約為6-8週。如果滿足所有要求並且申請人被接受，則NCBAHM測試授權函將發送給申請

人。“授權考試”中列出的考試可以按任意順序進行，所有考試必須在4年內完成。您可以訂購考試準備指南，並在NCBAHM網站上查看考試大綱：<http://www.nccaom.org/applicants/exam-content/>。

每次考試註冊費，在註冊時支付。有關詳細信息，請參閱完整的NCBAHM申請人手冊：

<http://www.nccaom.org/applicants/handbook-and-applications/>。

STEP 4: GRADUATION FEE 第四步：畢業費用

_____ Pay \$350.00 Graduation Fee (The graduation fee is required to process the Graduation Application, which is necessary for all licensing examination applications. The fee also covers the official transcripts sent to the California Acupuncture Board and the National Certification Board for Acupuncture and Herbal Medicine. Students also gets one official transcript in addition to the Diploma. The commencement ceremony, graduation photo, cap and gown rental are all inclusive with the graduation fee regardless of attendance) 支付\$ 350.00畢業費用（畢業費用是處理畢業申請的必要條件，這是所有執業資格考試申請的必要條件，費用還包括發送給加州針灸委員會和國家針灸和東方醫學認證委員會的正式成績單。除文憑外，還有一份官方成績單，畢業典禮，畢業照，帽子和長袍出租都是包括在內的）

_____ Acquire all the signatures on “Petition to Graduate” form and submit it to the Registrar 取得“申請畢業生”表格上的所有簽名并提交給註冊主任。

_____ Make certain of the name order (Chinese English) you wish to appear on the Diploma 確認在畢業證書上的你的姓名（中文、英語）順序

_____ Complete and submit the Graduation Survey Form 完成並遞交畢業評述表。

Graduation Qualification Check Form

Student Name: _____ ID: _____

1. How many quarters and units plus clinic hours have you completed at AMU?
 _____ Quarters _____ Units _____ Clinic hours
2. How many units and clinic hours do you still need to graduate?
 _____ Units _____ Clinic hours
3. If you transferred from another Acupuncture school, how many quarters have you completed in that school?
 _____ Quarters
4. How many transferred credit do you have?
 _____ Units _____ Clinic hours
5. Have you completed Clinic Level 3 Case Presentation?
 No Yes
6. Do you have any outstanding balance with AMU?
 No Yes How much? \$ _____

Student Signature

Date

Office Use Only

The student's cumulative GPA is _____

Qualified

Not qualified Reason: _____

University Registrar Signature

Date

CAO Signature

Date

PETITION TO GRADUATE

Once all signatures have been collected, this form must be turned into the Office of the Registrar

Student Name : _____
(print the exact order you wish to appear on the diploma)

ACADEMIC AFFAIRS

- ____ Student has passed all Institutional Exams
- ____ Student has completed all outstanding Academic Advising & Appeals (if applicable)
- ____ Student has earned the minimum number of didactic and clinical hours necessary for completion
- ____ Student has achieved a final Cumulative Grade Point Average of 2.5 or above

Name & Title of Authorized Academic Officer: _____
Signature: _____ Date: _____

CLINIC

- ____ Student has completed 960 hours and Clinic Level 3 Case Presentations
- ____ Student has at least 250 patient treatments on file

Name & Title of Authorized Clinic Personnel: _____
Signature: _____ Date: _____

LIBRARY

- ____ Student has returned all library books borrowed, and has reconciled any outstanding fees (if applicable)

Name & Title of Library Representative: _____
Signature: _____ Date: _____

BUSINESS OFFICE

- ____ Student has reconciled any unpaid balances (if applicable) and has paid all tuition and fees owed to AMU University

Name & Title of Business Office Representative: _____
Signature: _____ Date: _____

FINANCIAL AID

- ____ Student has completed Federal Student Aid Exit Counseling (if applicable)
- ____ Student has received the contact information for their Lender and has received an up-to-date printout of their loans owed from the NSLDS website (if applicable)

Name & Title of Financial Aid Representative: _____
Signature: _____ Date: _____

Chief Academic Officer

- ____ Student has completed an Exit Interview, and is ready to submit this petition to the Registrar

Name: _____
Signature: _____ Date: _____

Graduation Survey

Do you feel that you have gained enough knowledge and are able to apply what you have learned in Acupuncture to your practice? (1=Least likely, 5 Most likely)

1 2 3 4 5 Comments: _____

Do you feel that you have gained enough knowledge and are able to apply what you have learned in Herbs/Formula to your practice?

1 2 3 4 5 Comments: _____

Do you feel that you have gained enough knowledge in TCM theory and are able to make the correct TCM diagnosis in your practice?

1 2 3 4 5 Comments: _____

Do you feel that you have gained enough knowledge in Western Medicine and are able to read and understand lab data and make referrals accordingly?

1 2 3 4 5 Comments: _____

Do you feel that the clinic internship program and the hours has provided you with sufficient training to start your own practice?

1 2 3 4 5 Comments: _____

Do you feel that a clinic residency program would be beneficial and better prepare you to start your own practice?

1 2 3 4 5 Comments: _____

Do you feel that you have gained enough understanding of the professional and ethical responsibilities as a TCM practitioner?

1 2 3 4 5 Comments: _____

What is your career plan after getting your acupuncture license? _____

Would you recommend AMU to your friends who have interests in TCM learning and why? _____

What topics are you interested in taking for your Continuing Education hours? _____

Is there any instructor you would like to recommend to other students and why? _____

Additional Comments: _____

Post-Graduation Student Checklist

STEP 1: APPLY FOR CALIFORNIA ACUPUNCTURE BOARD LICENSURE EXAM

_____ Download application from <http://www.acupuncture.ca.gov/students/examination.shtml>

STEP 2: APPLY FOR NCBAHM LICENSE (IF APPLICABLE)

_____ Pass Acupuncture with Point Location module.

_____ Pass Chinese Herbology module.

_____ Have your official transcript sent directly from AMU to NCBAHM.

_____ Print out and complete the Certificate/Verification Request form found at <http://www.ccaom.org/cntcert.asp>, and either fax, mail, or email the completed form to have CCAHM send verification of your completed CNT course directly to NCBAHM.

Notes:

Read the application very carefully! There are numerous steps to complete in order to complete this application. The application process will take a minimum of six months. The application and examination fees can be found at:

<https://www.nccaom.org/resources/applicant-resources/applicant-fees/>

Please seek assistance from a staff member at AMU if you have any questions about the application process.

STEP 3: KEEP IN TOUCH!

Even after you graduate, the staff at AMU is here to help you. We are happy to assist you with your post-graduation steps. We can assist by providing a second pair of eyes on your exam application or resume, and can be a resource of information for you within the Traditional Chinese Medical community. AMU's alumni association offers CEU to its alumni at a reduced rate.