



ALHAMBRA  
MEDICAL UNIVERSITY

# Graduation Packet 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 7<sup>th</sup>/8<sup>th</sup> week of each quarter. Please refer to each of the institutional examination guidelines for eligibility. 學生必須通過畢業考試才能成功畢業。畢業考試每學期提供一次，一般在放假期間的第二個週末。學生完成500小時診所實習之後，便有資格參加畢業考試。

## GRADUATION REQUIREMENTS 畢業要求

The Master in Acupuncture and Herbal Medicine degree is conferred upon those who have fulfilled the following requirements: 學生完成下列要求者將授予中醫碩士學位：

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. 通過畢業考試。
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](http://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：註冊參加畢業考試**

\_\_\_\_\_ Verify that you will be completing the entire curriculum (didactic and clinic) within the next **one to two** quarters. 核實你將在最後三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](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: NCCAOM MODULE REGISTRATION 第三步：NCCAOM 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 CCAOM 確認你已經獲得CCAOM頒發的潔針技術考試。

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

\_\_\_\_\_ Send a non-refundable application fee of \$595.00 to NCCAOM (2025 M Street NW, Suite 800 Washington DC, 20036) 寄送不退款的申請費\$595 至NCCAOM。

\_\_\_\_\_ 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 NCCAOM.*** 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NCCAOM。

#### **Notes:** 注意：

**NCCAOM processing time is approximately 6-8 weeks. If all requirements have been met and the applicant is accepted, the NCCAOM 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 NCCAOM website:**

**<http://www.nccaom.org/applicants/exam-content/>. There is a fee of \$300.00 to register for each exam, payable at the time of registration. Please refer to the complete NCCAOM applicant handbook for detailed information: <http://www.nccaom.org/applicants/handbook-and-applications/>. NCCAOM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NCCAOM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NCCAOM網站上查看考試大綱：<http://www.nccaom.org/applicants/exam-content/>。 每次考試註冊費為\$ 300.00，在註冊時支付。有關詳細信息，請參閱完整的NCCAOM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 \$250.00 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 Commission for Acupuncture and Oriental 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\$ 250.00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，帽子和长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 **Graduate**

, Not qualified to **Graduate**. 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 NCCAOM LICENSE (IF APPLICABLE)**

\_\_\_\_\_ Pass Acupuncture with Point Location module.

\_\_\_\_\_ Pass Chinese Herbology module.

\_\_\_\_\_ Have your official transcript sent directly from AMU to NCCAOM.

\_\_\_\_\_ 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 CCAOM send verification of your completed CNT course directly to NCCAOM.

### **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 offers CEU to its alumni at a reduced rate.*