



Institute *of*
Clinical Acupuncture
& Oriental Medicine

2012 - 2013

CATALOG

CHINATOWN CULTURAL PLAZA
100 N. BERETANIA STREET
SUITE 203
HONOLULU, HAWAII 96817
808.521.2288
WWW.ORIENTALMEDICINE.EDU

SCHOOL CALENDAR
2012 - 2013

FALL 2012

Registration Period	August 20 – August 31
Instruction Begins	September 4
Final Exams	December 10 - 14
Instruction/Trimester Ends	December 17
Holidays	Labor Day, September 3 Veterans Day, November 11 Thanksgiving, November 22

SPRING 2013

Registration Period	December 17 – December 30
Instruction Begins	January 7
Final Exams	April 15-20
Instruction/Trimester Ends	April 20
Holidays	New Years Day, January 1 Martin Luther King, January 14

SUMMER 2013

Registration Period	April 20 – April 30
Instruction Begins	May 6
Final Exams	August 12 - 16
Instruction/Trimester Ends	August 17
Holiday	Memorial Day, May 27 Independence Day, July 4

FALL 2013

Registration Period	August 17– August 24
Instruction Begins	September 3
Final Exams	December 9 - 13
Instruction/Trimester Ends	December 16
Holidays	Labor Day, September 2 Veterans Day, November 11 Thanksgiving, November 28

(This calendar supersedes any previous edition published by ICAOM)

INSTITUTE OF CLINICAL ACUPUNCTURE AND ORIENTAL MEDICINE
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ABOUT ICAOM

The Institute of Clinical Acupuncture & Oriental Medicine (ICAOM) was established in 1996 in Honolulu, Hawaii, to provide education and training for students wishing to become acupuncture and Chinese medicine practitioners.

Initially, ICAOM offered a Certificate of Completion diploma in acupuncture and graduated its first class of practitioners in 1997. However, in that same year, the founders Drs. Catherine and Wai Low decided to offer a more mainstream model of education in Oriental medicine than had been available in Hawaii.

As a result, in 1999, ICAOM enrolled its first class in its Master of Science in Oriental Medicine program, and in 2002 the program was accredited by the Accreditation Commission for Acupuncture and Oriental Medicine which is the recognized agency for preparing acupuncture and Oriental Medicine practitioners recognized by the U.S. Department of Education.

ICAOM is approved by the Federal Bureau of Citizenship and Immigration Services (BCIS) to offer F-1 International Student Visas. Also, ICAOM has obtained Title IV funding that provides students loans by the U.S. Department of Education and veterans education benefits by the State of Hawaii Commission on Higher Education.

ICAOM's student population is comprised of diverse cultures that provide a positive learning environment to support the healing mission. A unique feature of ICAOM's resources is access to the Kokua Kalihi Valley garden that offers a unique and valuable educational opportunity where students can engage in the growing, caring and harvesting of plants used in healing and wellness modalities.

ICAOM also offers the clinical externship in China as an elective for those students who wish to experience the roots of Chinese medicine. The opportunity embraces three weeks of study that includes hospital rotations at Guangzhou University of Traditional Chinese Medicine or at the Chengdu University of Traditional Chinese Medicine. In addition, students can visit the Guangzhou Chinese Medicine Museum.

ICAOM dedicates itself to educational, clinical, and professional excellence, fostering the development of competent and skillful Oriental Medical practitioners, and promoting acupuncture and Oriental Medicine in the local and global communities. Our faculty and staff are eager to enhance every student's opportunity for success and help them achieve their goals.

ICAOM is located in downtown Honolulu in the Chinatown Cultural Plaza.

Message from the Founder and President

Aloha! Thank you for your interest in our program of acupuncture and Oriental Medicine. We are proud to have a faculty who are among the best, with many years of experience behind them. The Institute of Clinical Acupuncture and Oriental Medicine (ICAOM) is committed to the growth and development of each student. It offers students a learning environment that promotes the highest levels of academic performance.

During the last thirty years, acupuncture and Oriental Medicine has been one of the fastest growing fields of health care in the United States. Since its entrance into mainstream American consciousness in 1971, it has rapidly become an important method in the prevention and treatment of disease. As of 2006, forty-four states, plus the District of Columbia, have passed legislation to legalize and regulate the practice of acupuncture and Oriental Medicine, with many other States working towards this same goal.

In May 1993, the United States Food and Drug Administration estimated that there were 9 to 12 million patient visits each year for acupuncture, and in March 1996 classified acupuncture needles safe and effective as Class II medical devices. The National Institute of Health issued a statement in 1997 stating that there is clear evidence that acupuncture is effective for treating pain and nausea associated with pregnancy, chemotherapy, surgery, and is helpful with many other pain related conditions.

It is our utmost concern that all students who graduate from our program are not only qualified but completely confident in their ability to accurately diagnose and successfully treat diseases. The program at ICAOM is for anyone who wants to be challenged and has the desire to strive unremittingly towards excellence.

The demand for qualified acupuncturists throughout the world continues to grow as more people turn to holistic health care and experience the wonderful results that acupuncture and Oriental Medicine offers.

Wai Hoa Low, DAOM, MBA, Dipl. Ac., L.Ac.

Message from the Chancellor

I am most pleased for this opportunity to extend a greeting to you and I look forward to meeting you. After many years devoted to teaching and research at the University level in three University campuses, I am excited by the challenge of the Chancellorship at ICAOM. The Institute has made great strides and has been granted another five year re-accreditation.

The curriculum, faculty, facility and supporting academic resources reveal major signs of improvement and the promise of continued excellence for the future. Pride of participating in this field of endeavor - the science and art of healing - abounds and reflects a contagious optimism for the future.

I have specified several academic goals or themes to attain and/or sustain my academic duties and responsibilities here at ICAOM.

1. To strive for and/or sustain excellence in all aspects of our academic programs and clinical services.
2. To enhance diversity in our faculty, students and staff.
3. To achieve academic prominence in the field of Oriental Medicine here in the State of Hawaii and further in the Western region of the USA.
4. To broaden the base of our academic offerings by seeking out and interacting with established experts in the field of complementary medicine.
5. To enhance the core of our academic knowledge by offering advanced study and research in relevant fields of Oriental Medicine.
6. To become recognized as acknowledged leaders in our professional field and with it, to provide a clear image of whom we are and what we offer.

These will serve as the fundamental guideposts to achieve our potential as an Institute and to provide the community with skilled professionals essential to meet our dedicated mission.

I hope you find your experience here both enlightening and enjoyable. I know you will graduate as a knowledgeable and competent practitioner of the healing arts.

Ed Bernauer, Ph.D.

MISSION STATEMENT

The Institute of Clinical Acupuncture and Oriental Medicine dedicates itself to the advancement of educational, clinical, and professional excellence, fostering the development of competent and skillful Oriental Medicine practitioners, and promoting Oriental Medicine in the local and global communities.

GOALS

- Our graduates will understand and be able to apply the principles, philosophies, and methods of Oriental Medicine.
- Our graduates will be knowledgeable about Biomedicine and other healing arts, and will be able to make informed and appropriate referrals.
- Our graduates will meet the educational requirements to qualify for both National Board Certification and professional licensing in the State of Hawaii.
- Our Institute will strive to provide opportunities for our faculty to advance their knowledge and skills in order to enhance their ability to become leaders in their fields.

AUTHORIZATION AND ACCREDITATION

The Institute of Clinical Acupuncture and Oriental Medicine is institutionally accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for freestanding institutions and colleges of acupuncture or Oriental medicine that offer such programs.

The Master of Science in Oriental Medicine degree program of the Institute of Clinical Acupuncture and Oriental Medicine is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized accrediting agency for programs preparing acupuncture and Oriental Medicine practitioners.

ACAOM is located at:

14502 Greenview Drive, Suite 300B
Laurel, MD 20708,
Phone (301) 313-0855, Fax: (301) 313-0912.

ICAOM is also approved by the Hawaii State Board of Acupuncture. The Institute is licensed by the State of Hawaii Department of Commerce and Consumer Affairs. ICAOM is approved to participate in Title IV Students Loans by the United States Department of Education and approved to enroll non-immigrant students (F-1) by the United States Department of Immigration. ICAOM is also approved for veteran's education benefits by the State of Hawaii Commission on Higher Education. ICAOM is a member of the Council of Colleges of Acupuncture and Oriental Medicine and a member of the National Network Libraries of Medicine.

Principles of Community

This document is proposed to promote discussion and thoughtful consideration of fundamental assumptions to be used as a guide and basis for decision making and to advance the interest of the broader community, consumers, practitioners and others in the field of Acupuncture and Oriental Medicine. We embrace these principles as fundamental to Acupuncture and Oriental Medicine as a healing art.

- **The Institute of Clinical Acupuncture and Oriental Medicine** is first and foremost an institution of learning and teaching, committed to serving the needs of our students and society. The successful conduct of the Institute's affairs requires that every member of the Institute, faculty, staff, and students, acknowledge and practice basic principles.
- **We affirm the dignity** inherent in all of us, and we strive to maintain a climate of justice marked by respect for each other. We acknowledge that our society carries within it historical and deep-rooted misunderstandings and biases, and therefore, we will endeavor to foster mutual understanding among the many parts of our whole.
- **We affirm our commitment** to the highest standards of civility and decency towards all. We recognize the right of every individual to think and speak as dictated by personal belief, to express any idea, and to disagree with or counter another's point of view. We promote open expression of our individuality and our diversity within the bounds of courtesy, sensitivity, and respect.
- **We confront and reject** all manifestations of discrimination, including those based on race, ethnicity, gender, age, disability, sexual orientation, religious or political beliefs, status within or outside the Institute, or any of the other differences among people which have been excuses for misunderstanding, dissension, or hatred. We recognize and cherish the richness contributed to our lives by our diversity. We take pride in our various achievements, and we celebrate our differences.
- **We honor the legacy** of Acupuncture and Oriental Medicine, its masters, artisans, and others who created and nurtured that legacy, and contemporary colleagues, collaborators and peers who carry on the legacy.
- **We recognize that each of us has an obligation** to the community of which we have chosen to be a part. We will strive to build a true community of spirit and purpose based on mutual respect and caring.
- **We place the healing relationship first** and the well-being of the individual consumer at the center of Acupuncture and Oriental Medicine practice. We recognize that maximum accessibility to health care is essential to individual and social well being.

*(adapted from the *Principles of Community*, University of California, Davis, and from *The Seattle Statement*, Declaration of Principles, Seattle, Washington)

The Master of Science in Oriental Medicine Degree Program

The Institute of Clinical Acupuncture and Oriental Medicine (ICAOM) has created a comprehensive professional degree program that leads to a Master of Science in Oriental Medicine (M.S.O.M.). The curriculum, totaling 3,240 hours (180 credits) of academic and clinical education, is designed to provide our students with a strong foundation in the theory, philosophy, and practice of Oriental Medicine, the various treatment modalities employed, as well as the biomedical model of health and disease. As students progress through the curriculum, they gradually move towards becoming independent practitioners in this rapidly growing field of health care.

The academic portion of the program is composed of four sections: Theoretical Foundations, Acupuncture, Herbal Medicine, and Biomedicine. Altogether, these four areas of study give our students a broad base of knowledge and understanding that they will apply in the clinical program. By structuring the courses in this manner, we ensure that our students build a strong foundation and gain the necessary knowledge and skills to progress in their studies.

The Department of Theoretical Foundations covers basic through advanced theory, diagnosis, disease pattern discrimination, Internal Medicine, history and classical literature, Medical Qi Gong, ethics, and practice management. The faculty and administration here at the Institute of Clinical Acupuncture and Oriental Medicine believe that a solid foundation in these areas, is necessary for every student in order to build a strong foundation in the practice of Oriental Medicine, and we have created a structure of learning to accomplish this goal.

The Department of Acupuncture is designed to help students develop a deep knowledge and understanding of this ancient art that has become the hallmark of Oriental Medicine in the United States. It includes a comprehensive study of point location, channel theory, functions and indications of all the regular channel points, as well as many Extra or New points, the various techniques of Acupuncture and Moxibustion, Tui Na (bodywork or manual therapy), Microsystems of Acupuncture (such as ear, scalp, and hand), Acupuncture Orthopedics which integrates acupuncture training with a study of the treatment of musculo-skeletal disorders and concludes with courses in Five Element Acupuncture and Advanced Point Combination.

The Department of Chinese Herbal Medicine is designed for each class to build upon the foundation of the previous classes. The Introduction to Herbology includes a study of botany and basic herbal theories; the study of Chinese Dietary Therapy also falls under this section, since herbs and foods are really part of the same continuum. The individual herbs are studied over three courses, and involve a detailed study of over 300 different herbs, followed by the study of herb combinations (Dui Yao). Similarly, the study of complex Herbal Formulas is covered in three courses where students will learn at least 150 different formulas. Finally, students will deepen their herbal knowledge through the study of one of the most profound and influential classics, the Shang Han

Lun and Wen Bing (Treatise on Cold Induced Disorders and Warm Febrile Disease). The Department of Biomedicine in the program is intended to broaden the students' understanding of the structure and function of the human body, as well as aid in the integration of Oriental Medicine and Biomedicine. Increasingly, practitioners of Oriental Medicine are working side by side with doctors of Biomedicine, and so it is important that students develop the ability to communicate between these two disciplines. This section includes a study of the History and Philosophy of Medicine, basic sciences including Biology, Chemistry, Nutrition, Anatomy, Kinesiology and Physiology. Advanced studies cover Pharmacology, Pathophysiology, Physical and Laboratory Assessment, Clinical Psychology, a Survey of Clinical Practices, Western Nutrition and Case Management. Concluding this section is a course on East-West Research Methodology.

Perhaps the most important part of the education at the Institute of Clinical Acupuncture and Oriental Medicine is the Department of Clinical Medicine's Internship program. It is here that all the knowledge students have accumulated is brought together ultimately leading to a greater understanding of what it means to be a healer. Throughout the clinical program, the students will become knowledgeable of the operations of a professional clinic, including case management, and gain valuable experience in all of the skills needed in the practice of Acupuncture and Oriental Medicine, thereby preparing them to become an independent practitioner. Our busy teaching clinic offers high-quality, low-cost health care to the community, under the supervision of some of the finest practitioners in the state of Hawaii.

The Institute of Clinical Acupuncture and Oriental Medicine also requires that students enroll in elective courses in both the didactic and clinical curriculum to enhance the quality of their education. Electives offer our students the opportunity for further study in areas of personal interest, areas of specialization, as well as the chance to learn from experts in the field. Our offerings include, but are not limited to, Medical Chinese Acupuncture, Aroma therapy and Spa Modalities, Trigger Points, Hawaiian Lomi Lomi, Foot Reflexology, Swedish Therapy, Myofascial Release/Deep Tissue, Acupuncture Physics (CA Board) and Japanese Hara therapy, as well as opportunities to experience foreign hospitals and other universities of Traditional Chinese Medicine.

THE ICAOM CAMPUS

ICAOM is located in the Chinatown Cultural Plaza in downtown Honolulu, providing access to an enormous variety of cultural shops, restaurants, and attractions. The school operates its own clinic, with a comfortable Waiting Room, several Treatment Rooms, and a large Herbal Dispensary/Classroom that is stocked with both dried loose herbs and many prepared (Patent) formulas. The Main Classroom can also accommodate large seminars and continuing education events, and the Library is an ideal place for the individual student, a group study, or formal meetings. The Administrative Offices are also located on the premises.

TRANSPORTATION & PARKING

Reliable personal transportation is recommended, although Oahu has an inexpensive, extensive, and dependable public transportation system (TheBus). For TheBus schedules call 808-848-5555.

Parking is available in the Chinatown Cultural Plaza, as well as along nearby streets. A list of current rates & hours of operation for parking in the Plaza with a validation stamp on the parking ticket will be provided upon request from the administration.

LIBRARY

The ICAOM has its own library of learning resources and supports the academic and clinical program by providing an ever-growing collection of books, journals, and audio-visual learning resources on Acupuncture and Oriental Medicine. In addition to this collection, ICAOM's library has many other books on the natural sciences, Biomedicine, nutrition, and Complementary and Alternative Medicine, as well as a Chinese Language collection. All of the materials, services, and related equipment are available to students, faculty, and staff in order to facilitate and improve learning, foster inquiry and intellectual development, and support the educational program. ICAOM also maintains a Reference library of important texts which are always available for use in the Teaching Clinic or classroom. The library has computer workstations with Internet access, broadband wireless Internet service for students to access learning resources, and has developed an on-line library catalog.

The library is conveniently housed on the premises, and is open from 10:00 am to 5:00 pm, Monday through Friday, or by appointment for use during other hours. In addition, students should obtain a library card from the Hawaii State Library which is within walking distance from the Institute. The ICAOM library is an affiliate member of the National Network of Libraries of Medicine.

On line Library Catalog:

<http://maple.cybertoolsforlibraries.com/cgi-bin/CyberHTML?ICAOMHO>

CAMPUS SECURITY AND THE CLERY ACT

The Federal Campus Security Act of 1990 requires that all colleges and universities receiving federal funds provide annual statistics on several specific categories of crime to the government and to the members of the college community by October 1st of each year. Any crime occurring on campus or on the streets and sidewalks directly adjacent to the campus must be reported to the President/CEO (808-521-2288). ICAOM's Annual Security Report can be found on U. S. Department of Education website: <http://ed.gov/admins/lead/safety/campus.html#data>

According to published data for the past year, no violent crimes were reported at the Chinese Cultural Center building where ICAOM is located. Within a surrounding one-mile radius, there were several reports of thefts from vehicles and vandalism. Overall, Honolulu tends to have a lower violent crime rate than other large cities, and a somewhat higher rate of thefts from vehicles. Compared to 2009, the 2012 rate of violent crime is expected to continue a downward trend.

The area surrounding ICAOM has the characteristics of the downtown in any large city: During the daytime there are hundreds of people involved in business and shopping; late at night there are fewer people around. In other words, just use common sense. The Honolulu Police Chinatown Substation is less than three blocks from ICAOM, and provides a greater police presence than many other parts of the city. Specific data on reported crimes can be found on www.honoluluupd.org/statistics and www.crimemapping.com.

CRIME AWARENESS AND PREVENTION

Reporting Emergencies: Emergencies include crimes that are in progress or about to happen, and ones that have resulted in serious personal injury, property damage, or property loss. They also include situation in which the suspect may still be at the scene and some suspicious activities. By calling 9-1-1 you will be linked to the appropriate police as well as fire fighting, medical, and ambulance services.

Reporting Non-Emergencies: To report some non-emergency crimes you can file a police report online or call:

Honolulu Chinatown Police substation on
79 North Hotel Street
808-529-3932.

Crimes and suspicious activities that fall into this category are:

- those that don't involve serious personal injury, property damage or property loss,
- ones in which there is no possibility that the suspect is still at the scene or is likely to return to the scene,
- and ones for which an immediate response is not needed.

If there is any doubt as to whether the situation is an emergency, it is better to be on the safe side and call 9-1-1.

24 hour security	864-1033
Garage Security	864-0528
Securitas Dispatch	842-4800

The names below provide the contact information for all reports related to actual or potential criminal activity on campus.

ICAOM Campus Security Contacts:

Michael Zanoni, Asst to the President

521-2288 (ICAOM)

mikezanoni@gmail.com

AMERICANS WITH DISABILITIES ACT

An equal opportunity institution of higher education, ICAOM is committed to providing equal employment opportunity and full participation for persons with disabilities. In compliance with Section 504 of the Rehabilitation Act, and Titles I and III of the Americans with Disabilities Act of 1990, it is ICAOM's policy that no qualified individuals shall, on the basis of disability, be excluded from participation in, or be denied the benefits of, any ICAOM sponsored program or activity. ICAOM reasonably accommodates qualified individuals with disabilities upon request. A professional assessment of a student or employee disability is required before the services can be engaged.

EQUAL OPPORTUNITY & NONDISCRIMINATION

The Institute is committed to a policy of equal opportunity and nondiscrimination in all aspects of its relations with faculty, students, staff members and applicants, regardless of race, sex, color, religion, national origin, age, disability, sexual orientation, marital or parental status. Inquiries regarding these policies may be addressed to the CEO/President. The Institute of Clinical Acupuncture and Oriental Medicine (ICAOM) prohibits the harassment of any students, faculty, employee, applicant for employment, customer, patient, or member of the general public based on an individual's race, religion, national origin, age, sex, handicap status, disability, arrest and court record, marital status or sexual orientation.

ADMISSIONS POLICIES

The Institute of Clinical Acupuncture and Oriental Medicine (ICAOM) is seeking students who have the necessary desire, educational background and personal character to ensure their ability to complete the program, maintain good standing, and develop into a competent practitioner. ICAOM is open to all qualified applicants and provides equal educational opportunities regardless of racial origin, age, gender, religion, sexual orientation, marital status, or physical disability.

ICAOM prefers candidates who have completed the Bachelor's degree from an accredited institution recognized by the U.S. Dept. of Education; however, an Associate degree or its equivalent (60 semester or 90 quarter credits) with a 2.5 GPA from an accredited institution would be the minimum requirements. This is considered appropriate preparation for graduate level work.

A maximum of 50% (30 semester or 45 quarter credits) of the prerequisite two-year education requirement may be earned through learning assessment using either, or a combination of, the following assessment techniques:

1. *Credit by examination through the use of standardized tests.* The only standardized tests accepted by ICAOM are those offered by the College Level Examination Program. Examination topics, passing scores and units accepted for transfer as a prerequisite are the same as those used by the University of Hawaii at Manoa. The CLEP website is clep.collegeboard.org
2. *Assignment of credit for military and corporate training based on recommendations established by the American Council of Education.* It is the applicant's responsibility to verify credit and obtain transcripts for any ACE program being offered as a prerequisite for admission at ICAOM. The American Council on Education website is www.acenet.edu

The Master's program at the Institute is very demanding academically. To benefit and enhance the applicant's success in the program, a background related to the Health Sciences such as the biological sciences (nutrition, biology, physiology and psychology) is recommended.

Hawaii law require each student to present a report of a physical examination, a Certificate of Tuberculosis examinations, and a record of immunizations before attending the first day of school.

The State of Hawaii Department of Health requires that each student obtain a certificate of Tuberculosis (TB) examination dated within 12 months before first attending any post-secondary school in Hawaii in any course of study longer than 6 months. This requirement may **NOT** be deferred or postponed and students who have not complied with the law will not be allowed to enroll or attend classes.

Students must also present a record of Measles-Mumps-Rubella (MMR) immunization, signed or stamped by a U.S. licensed MD, DO, APRN, PA , or clinic.

Exemptions to the immunization requirements include

- Students born prior to 1957.
- Laboratory evidence of immunity may be submitted in lieu of a record of immunization, provided that it includes both a copy of the laboratory report, and a signed statement by the Provider certifying that the student is immune to the specified disease.
- Medical exemptions to immunizations must state the length of time during which the vaccine would endanger student's health or life, and must be signed by a U.S. licensed MD or DO.
- In some circumstances, a religious exemption may be granted.

Other requirements for admission into the Master's program includes

- a completed application form with the \$50 non-refundable application fee (\$150 for international students),
- official transcripts sent directly to ICAOM
- two original signed letters of recommendation sent DIRECTLY to ICAOM, which comment on the applicant's ability to carry on graduate level work, complete the program in good standing, and contribute to the Acupuncture and Oriental Medicine profession.
- proof of identification,
- Curriculum Vitae
- Statement of Long Term Plans (500 word typed statement about yourself including what experiences have led you to apply to ICAOM and your personal interests and future professional development)
- two recent official passport photographs, signed on the back.

All applications and supporting documents will be held for one year from the date on the application form; after that the application will not be retained. Applicants who fail to enroll within one year of the initial application date will have to reapply, pay another application fee, and again provide all the required documents necessary for consideration for admission.

The student file is a confidential record kept by the Registrar and no part of it can be copied or released to the individual student or to anyone else.

FOREIGN STUDENTS

ICAOM is approved by the Federal Bureau of Citizenship and Immigration Services (BCIS) to offer F-1 Student Visas.

Foreign students who wish to enroll in the program need to have all foreign transcripts translated into English, and evaluated to approximate comparable levels of education achievement in the United States by an agency recognized by the U.S. Secretary of Education as being qualified to make such assessments. ICAOM recommends the following agencies:

American Association of Collegiate Registrars and Admissions Officers (AACRAO),
Office of International Education Services (OIES),
One DuPont Circle N.W., Suite 520,
Washington, D.C. 20036.
Telephone: 202-296-3359.
Website: www.aacrao.org.

OR

World Education Services, Inc. (WES),
Bowling Green Station
P. O. Box 5087
New York, NY 10274-5087
Telephone: 212-966-6311
Website: www.wes.org.

In addition to the required documents for admission to the program, foreign applicants must

- provide proof of their financial status and ability to pay for tuition and living expenses for at least one calendar year while in the United States.
- Documentation may be in the form of a recent bank statement or affidavit of financial support.
- Form 1-20 will be provided to international students once all admission requirements have been met.
- Students are required to pay all relevant fees.

ENGLISH LANGUAGE COMPETENCY

English language competency is required of all students seeking admission to the program whether or not they are native speakers of English.

Proof of competency may be demonstrated by one of the following ways:

1. Completion of two-years (60 semester credits or 90 quarter credits) of baccalaureate level education in an institution accredited by an agency recognized by the U.S. Secretary of Education or from an equivalent English language institution in another country; or
2. Score at least 500 on the paper-based version of the Test of English as a Foreign Language (TOEFL) and at least the current mean score on the Test of Written English (TWE); or
3. Score at least 61 on the internet-based version of the Test of English as a Foreign Language (TOEFL) and at least the current reported mean score on the Test of Written English (TWE).

Applicants who do not initially satisfy the competency requirement may be considered for admission with English as a second language, but they must satisfy the proficiency requirement in English within the first year of study. There also may be situations where, despite completing the two years of baccalaureate education, a student is not able to effectively communicate in English. In such a situation, the student will be required to pass the TOEFL exam before beginning the clinical experience.

For information on the Test of English as a Foreign Language, please consult the Educational Testing Service's TOEFL website at www.ets.org/toefl. The ICAOM code number for the TOEFL is 7978.

TRANSFER CREDITS

A transfer student is one who has completed coursework at an accredited college or university and is seeking transfer credit as a result of that coursework.

- All transfer students must meet the same pre-requisites as any applicant.
- Transfer students must enroll for a minimum of 2 academic years at ICAOM in order to be granted a degree.
- Clinical hours may transfer, although all students will complete a specified number of clinic hours at ICAOM.

Upon enrollment in the program, a student will be given the opportunity to request transfer credit for specific classes that are essentially similar in description, content, level, and credits and were taken at an accredited college or university.

- Transfer credit must be requested and reviewed within 12 month of the student's matriculation or prior to the trimester in which the course is offered (whichever occurs first).
- Submitting an application request does not guarantee that transfer credits will be awarded.

To be considered for transfer credit, the student needs to submit:

- A Transfer Credit Request Application Form obtainable from the Registrar's Office.
- A non-refundable application fee must accompany the completed Transfer Credit Request Application Form.
- Official Transcript(s) that documents all the courses listed on the Transfer Credit Request Application Form.

The student may also be required to submit a course description from the year the course was taken from either a school catalog or course syllabus.

- A minimum grade of "C" (2.0) is required for all transfer courses.
- Transfer courses must have been completed within ten (10) years before the enrollment date at ICAOM.
- Any classes exceeding this time limit must be re-taken.

If a deficiency is suspected or identified, the President/CEO, in consultation with the course instructor, will determine whether the student must pass a challenge exam in the subject. If the deficiency or disparity is too great, the student will be required to re-take the course in question.

The required courses for the Master of Science in Oriental Medicine degree program at ICAOM must be completed either at the Institute, or as transfer credits. A maximum of 72 credits/1080 hours of academic and 16 credits/480 hours of clinical transfer credits may be awarded as transfer credit.

In addition, transfer students must complete a minimum of 175 patient treatments (50 with loose herb formulas) at ICAOM in fulfillment of the 350 patient treatments (100 with loose herb formulas) required for graduation.

TUITION & FEE

The following is a list of the tuition and other expenses for the Master's Degree program at the Institute for Clinical Acupuncture and Oriental Medicine (ICAOM). Unless other arrangements have been made, tuition must be paid in full for each trimester at the time of registration. All students must register at least three days prior to the first day of class. All fees are non-refundable.

Tuition

Tuition for Full-Time Students	\$280.00 per credit (Minimum 12 credits trimester)
Tuition for Part-Time Students	\$310.00 per credit (Less than 12 credits/trimester)
Late tuition Fees & Interest	\$25.00 for 1-15 days \$50.00 for 16-30 days After 30 days, 0.5% interest per month on total amount past due.
Returned Check Fee	\$25.00 for each check

Fees

Program Application Fee	\$50.00/\$150.00 for International Students
Registration Fee	\$25.00 per trimester
Late Registration Fee (1 st week)	\$50.00
Transfer Credit Application Fee	\$150.00 (non-refundable)
Challenge Exam Fee (per credit)	\$50.00
Proctor fee (per hour)	\$25.00 (min. one hour)
Administrative Add fee (per course)	\$25.00
Administrative Drop fee (per course)	\$25.00
Textbooks and Supplies	\$350.00 per trimester (approximately)
Herb Sample Fee	\$30.00 for each herb course
Make-Up Exam fee (per course)	\$50.00
Make-up Clinic Fee	\$100.00
Pre-Clinical Examination Fee	\$25.00 per module (Total 4 modules)
CWE Examination Fee	\$50.00 per module (Total 4 modules)
Retake CWE Exam	\$25.00 per module
Intern Permit (DCCA)	\$50.00
Malpractice Insurance Fee (for interns only)	\$100.00 per trimester
Student ID card Fee	\$10.00
Student ID replacement card	\$10.00 each
Clean Needle Technique Course	Payable to CCAOM – TBA

Estimated Total Program Cost: \$50,400.00

[All tuition and fees are subject to yearly increase and also subject to State General Excise Tax.]

FINANCIAL INFORMATION

You may pay your tuition by VISA, MasterCard, Money Order, or personal Checks. The ICAOM financial aid counselors are available Monday through Friday from 9:00 a.m. to 5:00 p.m. (Hawaii Time). The telephone number is (808) 521-2288. Or, you may write to us at the following address:

Financial Aid Office
Institute of Clinical Acupuncture and Oriental Medicine
100 North Beretania Street, Suite 203 B
Honolulu, HI 96817

REFUND POLICY

Dropping a course **prior** to the first day of class will result in a 100% refund of tuition paid for that course.

Dropping a course after classes have begun, during the first four class sessions, will result in a prorated refund based on the following schedule:

Sessions Completed	Tuition Refund
1 session or less	75% refund
2 sessions	50% refund
3 sessions	25% refund
More than 3 sessions	No refund.

NON-PAYMENT POLICY

In the event of non-payment, after thirty (30) days the student will be dismissed from the program, unless other arrangements have been made with the administration.

TITLE IV STUDENT LOANS

If you qualify on the basis of need, you can receive substantial assistance through grant and loan programs. You must be accepted for admission to ICAOM in order to receive your initial award letter. ICAOM's school code is **037353**.

The <https://studentloans.gov/> website provides information for federal requirements such as:

- the Free Application for Federal Student Aid (FAFSA),
- the on line application for DOE Direct Loans;
- Master Promissory Note
- Online entrance counseling;
- FAFSA renewal forms.

To qualify for a student loan, a student must enroll in at least 12 credits each trimester in order to receive the full award amount.

If you have any questions or concerns, please call us at: 808.521.2288

MILITARY TUITION ASSISTANCE WITH VA BENEFITS

If you wish to use your GI Bill education benefits for our program, you are required to contact ICAOM's VA benefit coordinator to certify of your courses. You may contact us directly at

808-521-2288 or **E-mail:** faa@orientalmedicine.edu

VA students can also contact the VA toll free number at: 1-888-GI-BILL-1 (1-888-442-4551)

Please forward a copy of your application form directly to the VA for VA education benefits to:

U.S. Department of Veterans Affairs
PO Box 8888
Muskogee, OK 74402-8888

ACADEMIC PERFORMANCE POLICIES

PROGRAM OF STUDY

The program of study is a program that was designed to ensure the student's smooth, timely and academically optimal progress through ICAOM's program. The minimum course load for a full time student is 12 credits, but students normally average 15 credits per trimester. Students are expected to follow the program of study. All modifications to the program of study must be approved by the President/CEO. The program of study sequence of courses can be accessed on ICAOM's website.

REGISTRATION AND ADVISING:

Students must meet with the President/CEO prior to the start of each trimester to register for classes, pay tuition, and discuss any issues or questions. A student must sign a completed registration form.

Students may complete courses at another U. S. Institution accredited by a U. S. Department of Education recognized accrediting agency, or at a foreign institution evaluation by an agency approved by ICAOM and determined to be equivalent to a US accredited institution.

ADD/DROP/WITHDRAW POLICY:

Students wishing to add, drop or withdraw from a class must first meet with the President/CEO and fill out the appropriate form. Students may not add a course without receiving prior approval. Please note that dropping a class may result in delays in eligibility for the Stage Learning Proficiency Exams and/or graduation. The form must be signed by the President/CEO in order to be effective.

AUDIT POLICY

An ICAOM student may audit any didactic course without charge that he/she has successfully completed. Auditors are required to comply with class attendance rules. Academic credit is not awarded for audits and classes are available for auditing on a space available basis.

STAGES OF LEARNING PROFICIENCY EXAMINATION

At the completion of each stage of learning, as a requirement for graduation, students will be required to pass a SLPE, covering all of the material presented during each stage of learning. (Refer to the Master of Science in Oriental Medicine Curriculum in the catalog and in your Student Resource Manual).

GRADING STANDARDS

The standard of measurement for grades is as follows:

A	95-100	4.0
A-	90-94	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	75-76	2.0
F	74 or less	0.0

Most courses are graded on this “A” to “F” standard; however some courses are graded on a Pass/Fail basis. A grade of “Pass” is a score of 75 and above. A grade of “Fail” is a score of 74 or less. Pass grades are not used when determining the grade point average (GPA).

Discrepancies on the grade report must be brought to the attention of the Registrar or the President/CEO by the student within thirty (30) days of receipt of the grade report. After the thirty day period, all grades are final.

Official Transcripts will not be issued until the student has fulfilled all financial obligations to the Institute.

SATISFACTORY STUDENT PROGRESS

Satisfactory Academic Progress is defined as compliance with all academic policies, including conduct and attendance, maintaining a cumulative grade point average (GPA) of 2.7 (“B-”) or better, passing all didactic and clinical courses, passing the Stages of Learning Examinations, and maintaining a course load sufficient to complete the program within the maximum time frame allowed. Students who are not making satisfactory academic progress must schedule academic advising with the President/CEO.

GRADE OF 'I' (Incomplete)

Incompletes require the prior approval of the faculty member, and must be filed with the Registrar prior to the conclusion of the trimester during which the course was taken. An Incomplete grade (I) indicates that the student has not completed the required work for a course. Failure to complete course work does not automatically give the student an incomplete, but is given by the Instructor due to extenuating circumstances.

It is the responsibility of the student receiving an "I" grade to complete the course requirements as specified by the instructor and to see that the Registrar receives proper notification of the grade change.

A grade of incomplete that is not converted to a passing grade within the 30 day deadline will automatically become a grade of "F". The student shall be issued a notice of Academic Probation or Suspension, and will be required to retake the course (at full cost) in order to obtain credit for the failed course.

If the grade of "I" is due to an ongoing illness on the part of the student, and cannot be made up by the deadline, the student will be required to take a medical leave of absence for the trimester and a grade of "W" will be given for the class. Withdrawal will affect the student's ability to continue in certain course sequences in subsequent trimesters.

If a student feels that the grade of incomplete is not justified, the student must make an appointment to meet with the Director of Student Affairs to resolve the issue.

GRADE OF 'F' (Fail)

When a student receives a failing grade in a required course (including clinical rotation), she/he must repeat the course the next time it is offered, usually the next year. The student is prohibited from continuing in any courses for which the failed course is a prerequisite. The student will repeat the course at the current per-credit rate.

APPEALING A GRADE

A student may request a review of a grade given in an exam or a final grade for a course in the following manner.

- A written request by the student for a review of the grade is submitted to the faculty member. The appeal must be within 10 days of the written notification of the grade. The faculty member will advise the student in writing of her/his decision within 7 days of receiving the request.
- The student may appeal the faculty member's decision in writing to the Chancellor. This appeal must be made within 7 days of the faculty member's written notice to the student of the outcome of the review. The Chancellor will

forward the appeal to the President/CEO who will review it with the Chancellor for the final decision. The student will be notified in writing of the decision.

ACADEMIC NOTICE

The Academic Notice is used for formal communication between the administration and a student. A copy will be kept in the student's file, but no record of the notice will appear in the student's official transcript.

ACADEMIC PROBATION

Any student who receives the grade of "F" in any course (an Unsatisfactory Clinical Evaluation is the equivalent of an "F"), whose cumulative grade point average (GPA) falls below a 2.7 ("B-"), or who violates school policies will be given a written notice of Academic Probation. The student will be required to meet with the President/CEO (and if appropriate, the Clinic Director) to discuss the issue, the effect a failed course will have on the student's time frame for completion of the program, and if the student is operating competently in the body of knowledge required for graduation. The student may, at the discretion of the administration, be removed from the program for a period of one trimester or until such time as the student can prove competence.

Students may only be on probation for two trimesters during the entire course of study. If the student continues to fail while under probation, does not raise their GPA, or continues to violate school policies, the student shall be placed on Academic Suspension (removed from all courses).

ACADEMIC SUSPENSION

Academic suspension is the removal of a student from all courses and/or clinic for a minimum of one trimester. A student may be suspended for failing to meet the terms of their Academic Probation, or for failing three or more courses in a trimester. A student may also be either placed under Academic Suspension, or face Academic Expulsion, for violation of school policies, gross misconduct, or gross negligence in clinic, depending on the severity of the transgression. Suspension shall remain in effect for one trimester. If, at the end of that trimester, the student does not demonstrate readiness to resume his/her studies, he/she will be withdrawn from the program.

ACADEMIC EXPULSION

Academic Expulsion is removal from the program. A student may be expelled for violation of school policies, gross misconduct, or gross negligence in clinic. A student who is expelled will not be re-admitted to the program.

ATTENDANCE

It is expected that students attend all classes and clinics, and should arrive and leave on time. Arriving late or leaving class or clinic early is disrespectful to both the instructor/supervisor and fellow classmates, and is disruptive to the classroom and teaching environment.

Each instructor/supervisor is required to record attendance. Instructors/supervisors may consider habitual tardiness when calculating a course or clinic grade. Excessive tardiness (more than 10 minutes late, on 3 separate occasions) is considered an absence.

EXCUSED ABSENCES

Excused Absences may be granted in cases of severe illness, bereavement, or family emergency. The request must be in writing and verified by appropriate documentation. Students are responsible for contacting the President/CEO and their instructor(s) and/or clinical faculty, to make individual arrangements. It may be necessary for students to withdraw for the trimester.. Please contact the administration for assistance.

Didactic Courses

- Students should notify the instructor ahead of time if they will be unable to attend a class, and make arrangements to make-up missed assignments and other course work.
- A student who misses 3 sessions will be considered automatically withdrawn from that course, and will be required to repeat the course for credit in order to graduate.
- A student who misses an exam must reschedule the exam with the instructor and a Make-Up Exam fee (per course) will be charged.

Clinic Sessions

The State of Hawaii Board of Acupuncture requires documentation of 100% participation and attendance of clinical internship hours.

- A student is allowed 2 excused absences per clinic session that must be made up and rescheduled to fulfill the required hours.
- The student must inform the Clinic Director in advance if she/he must be absent during a clinic session.
- The Clinic Director is responsible to approve the absence.
- Students are required to make up a missed session during the same trimester as their scheduled clinic assignment.
- Students will be charged a Makeup Clinic fee.

LEAVE OF ABSENCE AND WITHDRAWAL

Any student in good standing (i.e., without unresolved academic, financial or disciplinary issues or commitments) may apply for a formal leave of absence for up to 3 trimesters.

During this time the student is entitled to return to ICAOM without reapplying. If a student is on a leave of absence for longer than 3 trimesters and wishes to return to ICAOM, the student may be asked to apply for readmission.

At the discretion of the instructor, a student returning from a leave of absence may be asked to audit or review courses already completed at ICAOM.

Any tuition refunds or remaining financial obligation to ICAOM will be determined based on the date of application for the leave of absence. See Refund Policy.

Students may request in writing a formal withdrawal from ICAOM and must meet with the President/CEO.

Any student who fails to inform the President/CEO or who fails to register for any will be considered by ICAOM to have withdrawn.

Students who have withdrawn from ICAOM must reapply for admission.

GRADUATION

GRADUATION REQUIREMENTS

In order to graduate from ICAOM with a Master of Science in Oriental Medicine degree, a student must have:

- Satisfactorily completed the required courses (didactic & clinical) in the M.S.O.M. Degree Program as stated upon admission to the program, including the required documentation verifying the minimum number of actual treatments performed as a student intern.
- Passed the 4 Stages of Learning Proficiency Examinations (SLPE).
- Returned all library materials to the Institute.
- Satisfied all financial obligations to the Institute.
- Completed a Student Loan Exit Interview.
- Students who fail to complete any of the above listed graduation requirements within the established time frame policy, shall be considered as withdrawn from the program.

ACUPUNCTURE LICENSURE IN HAWAII

The practice of Acupuncture in the State of Hawaii is regulated by the Hawaii State Board of Acupuncture, Department of Commerce and Consumer Affairs. The Board's address is:

Board of Acupuncture
DCCA, PVL Licensing Branch
PO Box 3469
Honolulu, HI 96801
(808) 586-2698

On the internet: Hawaii.gov/dcca/pvl/boards/acupuncture/

The Board requires that students obtain an Acupuncture Intern permit after they have completed a minimum of three (3) trimesters of instruction. This permit will allow the student to engage in the practice of acupuncture under the immediate supervision of a licensed acupuncturist in the school or in another approved setting for a period of four (4) years.

Licensure as an acupuncturist in Hawaii requires proof of the completion of a program from a school accredited by a regional or national accrediting body recognized by the United States Department of Education. The Institute of Clinical Acupuncture and Oriental Medicine is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine, which is recognized as a national accrediting organization by the Department of Education.

Hawaii law requires all applicants for acupuncture licensure to pass the National Certification Commission for Acupuncture and Oriental Medicine's (NCCAOM) Acupuncture Module (AM) and the Foundations of Oriental Medicine Module (FOMM). There are specific instructions regarding the exams and submission of verification to the licensing board on the DCCA website listed previously.

Information on taking the NCCAOM examinations can be found on the Commission's website:

www.nccaom.org

LICENSURE IN OTHER STATES

The requirements for licensure as an acupuncturist vary by state and may require applicants to meet more stringent standards than does Hawaii. A guide to licensure requirements in each state can be found on the NCCAOM website at the following address:

<http://www.nccaom.org/regulatory-affairs/state-licensure-map>

No guarantee can be made that completion of the program at ICAOM will result in passing the NCCAOM exams or lead to licensure by any agency.

STUDENT RECORDS

Student academic records are maintained in permanent files in the Registrar's Office. A student record contains all documents related to the student's activities at ICAOM including, but not limited to: admission, grade reports and transcripts, trimester registration, tuition payments, correspondence, stage learning examination scores, tuition agreement forms, and health documents. ICAOM protects student records in accordance with the Family Educational Rights and Privacy Act of 1974, as amended. ICAOM does not release school records or any other information about a student to a third party without the consent of the student, except as allowed by law. ICAOM permanently maintains records of academic progress.

TRANSCRIPTS

A student's academic file is the property of the Institute; however, official transcripts are furnished for a fee upon request by the student. An official transcript is a copy of the student's permanent academic record and lists in chronological order all courses taken at ICAOM and the grades received. The transcript is official only if signed by the Registrar and embossed with the seal of the Institute. Requests for transcripts must be submitted on the official form. Upon graduation a student may request one unofficial transcript free of charge.

The Institute will not issue official transcripts for students with outstanding financial obligations to the Institute or other encumbrances such as unreturned library books. The student records office does not provide copies of transcripts or other documents that were received from other educational institutions attended by the student.

CURRICULUM**Department of Theoretical Foundations**

T101	Chinese Med. Terminology	3	45
T102	Oriental Medicine I	3	45
T103	Oriental Medicine II	3	45
T104	History of Chinese Med.	2	30
T105	Therapeutic Ethics	1	15
T201	Patterns of Disease I	3	45
T202	Patterns of Disease II	3	45
T203	Medical Qi Gong	2	30
T301	Internal OM I	3	45
T302	Internal OM II	3	45
T401	Internal OM III	3	45
T402	Internal OM IV	3	45
T403	Classics of Oriental Med.	3	45
T404	Practice Management	3	45
Total 38		570	

Department of Acupuncture

A101	Acu-Points I	3	45
A102	Acu-Points II	3	45
A201	Acu-Points III	3	45
A202	Acu-Points IV	3	45
A203	Techniques of Acu-Moxa	2	30
A301	Acup. Microsystems	2	30
A302	Tui Na	3	45
A303	Acupuncture Orthopedics	3	45
A401	Five Elements Acup.	2	30
A402	Advanced Point Combo	2	30
Total 26		390	

Department of Chinese Herbal Medicine

H101	Introductory Herbology	3	45
H102	Materia Medica I	3	45
H201	Materia Medica II	3	45
H202	Materia Medica III	3	45
H301	Dui Yao	3	45
H302	Chinese Dietary Therapy	3	45
H303	Herbal Formulas I	3	45
H401	Herbal Formulas II	3	45
H402	Herbal Formulas III	3	45
H403	Shang Han Lun & Wen Bing I	3	45
H404	Shang Han Lun & Wen Bing II	3	45
Total 33		495	

Department of Biomedicine

B101	History & Philosophy of Med.	2	30
B102	Western Med. Terminology	1	15
B103	Biology	3	45
B104	Chemistry	3	45
B106	Functional Anatomy & Kinesiology	3	45
B201a	Anatomy & Physiology I	3	45
B201b	Anatomy & Physiology II	3	45
B202	Clinical Safety	1	15
B203	Clinical Psychology	3	45
B204	Patho physiology I	3	45
B301	Patho physiology II	3	45
B406	Patho physiology III	3	45
B302	Physical Examination	2	30
B303	Pharmacology	3	45
B304	Western Nutrition	2	30
B401	Survey of Clinical Practices	1	15
B403	East-West Research Methodology	2	30
Total 41		615	

Department of Clinical Medicine

C101	Clinical Theater	1	30
C102	Practitioner Observation	2	60
C201	Intern Observation	3	90
C202	Clinic Level I-Internship	6	180
C301	Clinic Level II-Internship	6	180
C302	Clinic Level III-Internship	6	180
C401	Clinic Level IV-Internship	6	180
C402	Clinic Level V- Case Management	3	90
EC	Clinical Externship	3	90
Total 36		1080	

Elective Courses

Medical Chinese Acu-Point	3	45
Medical Chinese Herbs	2	30
Aroma Therapy and Spa Modalities	2	30
Trigger Points	3	45
Hawaiian Lomi Lomi	2	30
Foot Reflexology	2	30
Swedish Therapy	2	30
Myofascial Release / Deep Tissue	2	30
Acupuncture Physics (CA Board)	2	30
Japanese Hara Therapy	2	30
Craniosacral Therapy	2	30
Required 6		90

Grand Total: 180 credits/3240 hours

Institute of Clinical Acupuncture and Oriental Medicine Four Year Curriculum

<u>First Stage</u>			<u>Fourth Stage</u>		
T101	Chinese Medical Terminology	3/45	T401	Internal OM III	3/45
T102	Oriental Medicine I	3/45	T402	Internal OM IV	3/45
T103	Oriental Medicine II	3/45	T403	Classics of Oriental Med	3/45
T104	History of Chinese Medicine	2/30	T404	Practice Management	3/45
T105	Therapeutic Ethics	1/15	A402	Advanced Point Combo	2/30
A101	Acu-Points I	3/45	B401	Survey of Clinical Practices	1/15
A102	Acu-Points II	3/45	B402	East-West Research Method	2/30
H101	Introductory Herbology	3/45	H402	Herbal Formulas III	3/45
H102	Materia Medica I	3/45	H403	Shang Han Lun-Wen Bing I	3/45
B101	History & Philosophy Med	2/30	H404	Shang Han Lun-Wen Bing II	3/45
B102	Western Medical Terminology	1/15	<u>Learning Proficiency Exam IV</u>		
B103	Biology	3/45	<u>Clinical Internship</u>		
B104	Chemistry	3/45	C101	Clinical Theater	1/30
B106	Anatomy & Kinesiology	3/45	C102	Practitioner Observation	2/60
<u>Learning Proficiency Exam I</u>			C201	Intern Observation	3/90
<u>Second Stage</u>			C202	Clinic Level I-Internship	6/180
T201	Patterns of Disease I	3/45	C301	Clinic Level II-Internship	6/180
T202	Patterns of Disease II	3/45	C302	Clinic Level III-Internship	6/180
T203	Medical Qi Gong	2/30	C401	Clinic Level IV-Internship	6/180
A201	Acu-Points III	3/45	C402	Clinic Level V- Case Mgt	3/90
A202	Acu-Points IV	3/45	<u>Elective Courses</u>		
A203	Techniques of Acu-Moxa	2/30	Medical Chinese Acu-Point		
H201	Materia Medica II	3/45	3/45		
H202	Materia Medica III	3/45	Medical Chinese Herbs		
H303	Herbal Formulas I	3/45	2/30		
A301	Acupuncture Microsystems	2/30	Medical Qi Gong		
A302	Tui Na	3/45	2/30		
B201a	Anatomy & Physiology I	3/45	Aroma Therapy and Spa Modalities		
B201b	Anatomy & Physiology II	3/45	2/30		
B202	Clinical Safety	1/15	Trigger Points		
B203	Clinical Psychology	3/45	3/45		
<u>Learning Proficiency Exam II</u>			Hawaiian Lomi Lomi		
<u>Third Stage</u>			2/30		
T301	Internal OM I	3/45	Foot Reflexology		
T302	Internal OM II	3/45	2/30		
A303	Acupuncture Orthopedics	3/45	Swedish Therapy		
A401	Five Elements Acupuncture	2/30	2/30		
H301	Dui Yao	3/45	Myofascial Release/Deep Tissue		
H302	Chinese Dietary Therapy	3/45	2/30		
H401	Herbal Formulas II	3/45	Acupuncture Physics (CA Board)		
B204	Patho physiology I	3/45	2/30		
B301	Patho physiology II	3/45	Japanese Hara Therapy		
B406	Patho physiology III	3/45	2/30		
B302	Physical Examination	2/30	Craniosacral Therapy		
B303	Pharmacology	3/45	2/30		
B304	Western Nutrition	2/30	EC Didactic Elective Courses		
<u>Learning Proficiency Exam III</u>			6/90		
			EC Clinical Externship		
			3/90		
<u>PROGRAM TOTALS:</u>					
Didactic 144 credits / 2160 hours					
Clinical 36 credits / 1080 hours					
<u>GRAND TOTAL: 180 CREDITS / 3240 HOURS</u>					

COURSE DESCRIPTIONS

Department of Theoretical Foundations

T101 Chinese Medical Terminology

Students will be introduced to the Chinese language through a study of the 100 most common characters relevant to the study of Oriental Medicine, including the *pinyin* Romanization system and common English language translations of the terms found in the diversity of modern texts.

Prerequisite: None.

Credits/Hours: 3/45.

T102 Oriental Medicine I

A foundation in the basic theories of Oriental Medicine will be provided. The goal of this course is to familiarize students with the basic concepts of Oriental Medicine, including the theories of Yin and Yang, Qi and Blood, the Five Elements, the Zang Fu, the causes of disease, and the overall Oriental model of health and disease.

Prerequisite: None.

Credits/Hours: 3/45.

T103 Oriental Medicine II

Both the lecture and practical experience will teach students the basics of Eight-Principle and Qi & Blood diagnosis, and the methods of observation, auscultation, olfaction, palpation, and inquiry. Emphasis is placed upon preparing the students for their clinical internship as they learn to take a complete Oriental medical exam, record the information in a chart, and to formulate a diagnosis based upon the information gathered.

Prerequisite: T102.

Credits/Hours: 3/45.

T104 History of Chinese Medicine

This course is a systematic study of the historical development of Chinese Medicine, from its ancient roots, the classical texts and their relevance to specific dynastic periods, the evolution of the medicine into the modern world, and its spread to countries around the globe.

Prerequisite: None.

Credits/Hours: 2/30.

T105 Therapeutic Ethics

An over view of the therapeutic relationship between the patient and the health care provider in the clinical practice. Discussion will include issues surrounding patient autonomy, roles and personal boundaries, medical needs versus desire, ethics and referral. Students will prepare a personal ethical statement.

Prerequisite: None

Credits/Hours: 1/15

T201 Patterns of Disease I

An in depth study of the disease pattern discrimination, with an emphasis on the Zang-Fu diagnostic model. The course emphasizes practical, clinical diagnostic skills, and introduces both acupuncture and herbal treatment strategies. The first level covers the patterns of the Zang Organs: Heart, Liver, Lung, Spleen, Kidney, and combined patterns.

Prerequisite; T102 and T103

Credits/Hours: 3/45.

T202 Patterns of Disease II

An in depth study of the disease pattern discrimination, with an emphasis on the Zang-Fu diagnostic model and emphasizes practical, clinical diagnostic skills, and introduces both acupuncture and herbal treatment strategies. The second level of the course covers the patterns of the Fu Organs: Stomach, Small Intestine, Large Intestine, Gall Bladder, Urinary Bladder, as well as patterns of the Six Stages and Four Levels.

Prerequisite; T102 and T103

Credits/Hours: 3/45.

T203 Medical Qi Gong

Students are introduced to the practice of Qi Gong by personal experience, awareness of, and sensitivity to Qi that is imperative to preventative health care and person health maintenance and the successful practice of classical Chinese Medicine. Emphasis is on the practice of the Eight Pieces of Treasure Qi Gong series, and is supplemented with a study of various Qi Gong postures and movements.

Prerequisite: None.

Credits/Hours: 2/30.

T301 Internal OM I

The Internal OM series provides a detailed study of diseases, integrating Eastern and Western assessments to provide a thorough understanding of the etiology, pathophysiology, and differential diagnosis of these conditions. Treatment protocols in both acupuncture and herbal medicine will be presented. Internal OM I covers respiratory, urogenital, hepatic, and neurological disorders.

Prerequisite: T201, T202.

Credits/Hours: 3/45

T302 Internal OM II

The Internal OM series provides a detailed study of diseases, integrating Eastern and Western assessments to provide a thorough understanding of the etiology, pathophysiology, and differential diagnosis of these conditions. Treatment protocols in both acupuncture and herbal medicine will be presented. Internal OM II covers circulatory and digestive disorders.

Prerequisite: T201, T202.

Credits/Hours: 3/45

T401 Internal OM III

The Internal OM series provides a detailed study of diseases, integrating Eastern and Western assessments to provide a thorough understanding of the etiology, pathophysiology, and differential diagnosis of these conditions. Treatment protocols in both acupuncture and herbal medicine will be presented. Internal OM III covers gynecology and pediatrics.

Prerequisite: T201, T202.

Credits/Hours: 3/45

T402 Internal OM IV

The Internal OM series provides a detailed study of diseases, integrating Eastern and Western assessments to provide a thorough understanding of the etiology, pathophysiology, and differential diagnosis of these conditions. Treatment protocols in both acupuncture and herbal medicine will be presented. Internal OM IV covers dermatology and modern medical disease categories.

Prerequisite: T201, T202.

Credits/Hours: 3/45

T403 Classics of Oriental Medicine

Students will be provided with a solid foundation in the theoretical roots of many of the modern principles of clinical practice through the study of the more important classical texts in the field of Oriental Medicine. Texts covered include the Huang Di Nei Jing Su Wen & Ling Shu, Shen Nong Ben Cao, Mai Jing, and Pi Wei Lun.

Prerequisite: T202

Credits/Hours: 3/45.

T404 Practice Management

To encourage high levels of professional development, students will learn the basics of running their own practice in a healthcare environment and building healthy business relationships. The course will cover the importance of concise record keeping, confidentiality, informed consent, scope of practice, malpractice and liability insurance, accounting, state and federal laws, insurance billing, and other aspects of practice management.

Prerequisite: None.

Credits/Hours: 3/45.

Department of Acupuncture
(26 credits/390 hours)

A101 Acu-Points I**A102 Acu-Points II**

The first two levels of this four course series provides students an introductory study of Acupuncture, including surface anatomy, the system of proportional measurement, the complete channel system, Acu-Point classifications, and the location, name, number, functions, and indications of both regular channel points and extra points. Acu-Points I covers the channels of the Ren, Du, Lung, Large Intestine, Stomach, Spleen, and Heart. Acu-Points II covers the channels of the Small Intestine, Urinary Bladder, Kidney, Pericardium, San Jiao, Gall Bladder, and Liver.

Prerequisite: None

Credits/Hours: 3/45 each.

A201 Acu-Points III**A202 Acu-Points IV**

The last two levels of this four course series provide students an in-depth study of Acupuncture, emphasizing the clinical usage of the Acu-Points. Included are a review of the location, classifications, functions, and indications of regular channel points, and the additional study of many extra points. Acu-Points III covers the channels of the Ren, Du, Lung, Large Intestine, Stomach, Spleen, Heart, Small Intestine, and Urinary Bladder. Acu-Points IV covers the channels of the Kidney, Pericardium, San Jiao, Gall Bladder, Liver, as well as the Eight Extraordinary Channels and many extra points.

Prerequisite: A101 for A102

Credits/Hours: 3/45 each.

A203 Techniques of Acu-Moxa

Students learn how to apply various treatment modalities, from basic needle insertion (including a study of needle types, lengths, and gauges), manipulations for tonification and sedation, needle withdrawal, electrical stimulation, and interdermal needling. Also covered will be direct and indirect moxibustion, bleeding techniques, cupping, plum blossom, seven star, and gwa sha. Finally, students will learn the contraindications for acupuncture treatment, and the management of accidents and emergencies that might occur during an acupuncture treatment. The goal of this course is for students to gain proficiency in the skills they will need as they begin their clinical internship.

Prerequisite: T101.

Credits/Hours: 2/30.

A301 Acupuncture Microsystems

This course introduces students to some of the various Microsystems of acupuncture (ear, scalp, hand, laser, zone therapy, etc.), and ways of integrating these systems into their treatment strategies. Knowledge of these systems will enhance the student's overall education and offer them greater possibilities in the clinical setting.

Prerequisite: None

Credits/Hours: 2/30.

A302 Tui Na

Students will learn the essentials and techniques of practicing Chinese bodywork therapy, called Tui Na. This unique system will assist students in developing their abilities to apply what they learn in the clinic. Proper body mechanics will be emphasized to reduce the strain on the practitioner, while maximizing the effect for the patient.

Prerequisite: None

Credits/Hours: 3/45.

A303 Acupuncture Orthopedics

The course provides a study of the application of Acupuncture and related modalities in the treatment of musculo-skeletal disorders. The course covers orthopedic assessment from both an Eastern and a Western approach, accurate charting of conditions, and the development of a comprehensive treatment plan.

Prerequisite: A202 .

Credits/Hours: 3/45

A401 Five Elements Acupuncture

This class introduces students to the concepts of the Five Elements as it relates to healing in Chinese Medicine. Metal, Water, Wood, Fire, and Earth are the elements that need balance for an optimal health lifestyle. Students will learn to assess patient's conditions based on the five element theory and treat accordingly.

Prerequisite: T102

Credits/Hours 2/30

A402 Advanced Point Combination

This course is to improve the students critical thinking skills and ability to create a comprehensive acupuncture point prescription based upon a differential Oriental medical diagnosis, including the integration of groupings of acu-points that are known to be clinically effective, the use of local and distal points, and many other combinations.

Prerequisite: A202

Credits/Hours 2/30

Department of Chinese Herbal Medicine
(33 credits/495 hours)

H101 Introductory Herbology

This course combines the study of botany, as a western science, and an introduction into the study of Chinese herbal medicine. Students will learn the structure of plants and their biochemical components, the scientific terminology, and the botanical families and taxonomy, as well as the traditional Oriental categories and properties of herbs (taste, temperature, channels entered), and principles regarding dosages, toxicity, contraindications, and methods of preparation and delivery.

Prerequisite: None.

Credits/Hours: 3/45.

H102, Materia Medica I**H201, Materia Medica II****H202, Materia Medica III**

This three trimester course is a comprehensive study of over 300 medicinal substances that traditionally comprise the Oriental Materia Medica. These substances are presented according to their Chinese and Latin scientific name, the categories (such as Release the Exterior or Tonify Qi), taste, temperature, channels entered, toxicity, functions and indications, cautions and contraindications, and dosage. Also covered will be recent research and developments in the field of Chinese herbal medicine, as well as endangered species and appropriate substitutions.

Prerequisite: H101 or concurrent enrollment; Credits/Hours: 3/45 for each. 9/135 total.

H301 Dui Yao

Students will be taught Dui Yao, the practice of combining medicinals to increase their therapeutic actions. The course is a bridge between the study of individual substances in the Materia Medica, and the more complex combinations used in the construction of herbal formulas.

Prerequisite: H101.

Credits/Hours: 3/45.

H302 Chinese Dietary Therapy

Traditional Chinese dietary therapy, which is the application of food as medicine will be introduced. The properties of foods are presented, including their taste, temperature, and function as well as dietary approaches to therapy for specific conditions or disease patterns.

Prerequisite: H101.

Credits/Hours: 3/45.

H303, Herbal Formulas I

H401, Herbal Formulas II

H402 Herbal Formulas III

A three trimester course teaches students the highest expression of herbal medicine: the creation of an herbal formula. Covered are many of the classic formulas, the meaning of their names, the herbal composition, functions and indications, cautions and contraindications, a detailed analysis of the formula, and ways to modify it to suit the needs of the individual patient.

Prerequisite; H102, or concurrent enrollment; Credits/Hours: 3/45 for each. 9/135 total.

H403 Shang Han Lun and Wen Bing

H404 Shang Han Lun and Wen Bing II

These courses provide an advanced study of Chinese herbal medicine through an examination of Zhang Zhong Jing's classic work, the Shang Han Lun (Treatise on Cold Induced Disorders) and Wen Bing (Warm Febrile Disease). Covered are many of the classic formulas, the meaning of their names, the herbal composition, function and indications, cautions and contraindications, a detailed analysis of the formulas, and ways to modify to suit the needs of the individual patient.

Prerequisite: H303, or concurrent enrollment; Credits/Hours: 3/45 for each. 6/90 total

Department of Biomedicine
(41credits/615 hours)

B101 History & Philosophy of Medicine

An historical and philosophical perspective of traditional and Western medicines, how they diverged, and how to assess their relationship between science, Western allopathic medicine and other medical systems.

Prerequisite: None.

Credits/Hours: 2/30.

B102 Western Medical Terminology

A basic study of the language of science and medicine, including word roots, suffixes, prefixes, and combining forms. The course provides students with the foundation of a working medical vocabulary.

Prerequisite: None.

Credits/Hours: 1/15.

B103 Biology

This course is designed to provide our students with a basic understanding of the foundation science of biology. This course will cover principles of general and cellular biology, taxonomy, scientific method, genetics, evolution and natural selection, and energy flow in the ecosystem.

Prerequisite: None.

Credits/Hours: 3/45.

B104 Chemistry

This course is designed to provide our students with a basic understanding of the foundation science of chemistry. This course will cover principles of general chemistry, organic chemistry, and biochemistry, the elements, atoms, molecules, and chemical reactions.

Prerequisite: None.

Credits/Hours: 3/45.

B106 Functional Anatomy and Kinesiology

This class is designed for students to understand the body's structures, regions, and layers, from bones to ligaments, to superficial and deep muscles. Muscle profiles indicate origin, insertion, and innervations points while step-by-step instructions teach effective bone and muscle palpation. Students will also learn how structures help the body move through joint motion, and passive and resisted range of motion techniques.

Prerequisite: None

Credits/Hours: 3/45

B201a Anatomy and Physiology I

B201b Anatomy and Physiology II

A detailed study of the structure and functions of the human body mechanisms for maintaining homeostasis that covers all major tissues, organs, and systems, including the skeletal, muscular, respiratory, circulatory, nervous, endocrine, digestive, urinary, lymphatic, and reproductive systems.

Prerequisite: B106.

Credits/Hours: 3/45 each.

B202 Clinical Safety

This course covers basic information relating to the medical clinic regarding fire safety and evacuation, EMS, biohazard cleanup, routine prevention of disease transmission through universal precautions and personal safety.

Prerequisite: None.

Credits/Hours: 1/15

B203 Clinical Psychology

This course provides practical instruction regarding communication skills such as good listening, nutritional and lifestyle counseling, explaining health care issues, and general patient education, as well as managing psychological reactions that may arise during treatment, and when it is appropriate to make referrals. This is an important step in the personal growth and awareness of a practitioner of Oriental Medicine, since we see the mind, body, and spirit an integrated whole.

Prerequisite: None

Credits/Hours: 3/45

B204 Patho physiology I

B301 Patho physiology II

B406 Patho physiology III

A three trimester course in which students will learn about the etiology, pathophysiology, signs, symptoms, diagnostic and lab procedures essential for forming a diagnosis, as well as the prognosis of the diseases discussed. An emphasis is placed on the clinically relevant information that graduates will find useful in their practice, and that may be essential for knowing when to refer their patients.

Prerequisite: B201a, B201b.
each

Credits/Hours: 3/45

B302 Physical Examination

This course will familiarize students with the Biomedical methods of diagnosis. Students will learn the basics of how to perform a physical exam, how to measure and record vital signs, and understand the results of many diagnostic tests.

Prerequisite: B106.

Credits/Hours: 2/30.

B303 Pharmacology

Students will learn a basic understanding of the use of pharmaceuticals in Biomedicine, with an emphasis on the classification, actions, and side effects of the more commonly prescribed medications. Also covered will be the potential for negative interactions between pharmaceuticals and herbs or nutritional supplements.

Prerequisite: B104.

Credits/Hours: 3/45.

B304 Western Nutrition

Basic Western nutrition, including the role of specific vitamins and minerals in health, as well as common dietary programs being advocated will be studied.

Prerequisite: None.

Credits/Hours: 2/30.

B401 Survey of Clinical Practices

This course is a survey of the diversity of fields in clinical practice of medicine, including osteopathy, podiatry, dentistry, psychology, nursing, chiropractic, naturopathy, and midwifery, to familiarize students with the practices of other health professionals.

Prerequisite: None.

Credits/Hours: 1/15.

B402 East-West Research Methodology

This course surveys both Oriental Medicine and Western Medicine research approaches essential for critical review. Students will learn about various research designs such as the double-blind placebo controlled trials, controls and how they are utilized, methods of critical analysis of published research, and how to apply this information into their future practice.

Prerequisite: None.

Credits/Hours: 2/30.

Department of Clinical Medicine
(36credits/1080 hours)

C101 Clinic Theater

This course prepares the observer to become interns at our teaching clinic. Observers are exposed to clinical risk management, including HIPAA and OSHA regulations, clean needle technique, herb formulation, CPR and First Aid techniques and provided resources to prepare for pre-clinical exams. Students will be provided with opportunities to experience a mock treatment and witness treatments given by licensed practitioners in a theater-style clinic. In this setting, students will be able to gain experience developing their own clinical skills.

Prerequisite: Clinic Orientation, HBV Acknowledgment Form; Credits/Hours: 1/30.

C102 Practitioner Observation

Students observe senior licensed practitioners treat patients in our teaching clinic, with opportunities for observation and limited participation, to learn the procedures essential for effective clinical practice. Students will also be given an opportunity to visit and observe senior practitioners in their professional clinical settings in the community.

Prerequisite: T102 or concurrent enrollment in T102 Credits/Hours: 2/60.

C201 Intern Observation

This course introduces the new intern to the basic operations of the student clinic. Students will be given the experience of observing our interns in our teaching clinic, with the attending supervisor. Students will learn how the clinic operates, HIPAA compliance regarding confidentiality of clinic records, observing how to assess and treat patients, and other essential information to prepare them for the next step of internship.

Prerequisite: none Credits/Hours: 3/90.

C202 Clinic Level I - Internship

This first level of Clinical Internship introduces the new intern to clinical practice. Interns will learn to perform a complete intake and accurately record the information in the patient's chart, as well as develop their needling techniques, point location skills, and herbal knowledge.

Prerequisite: C101, C102, C201, Credits/Hours: 6/180.

C301 Clinic Level II - Internship

As students enter the next level of clinic internship, they gradually progress towards assuming more of the responsibilities of the diagnosis and treatment of their patients, with assistance and guidance from the Clinical Supervisor.

Prerequisite: C202. Credits/Hours: 6/180.

C302 Clinic Level III - Internship

As students progress through the third level, they continue assuming more of the responsibilities of the diagnosis and treatment of their patients. Interns will build on their clinical and academic experience and develop their diagnostic skills, needling techniques, as well as Acu-point and herbal prescribing ability.

Prerequisite: C301.

Credits/Hours: 6/180.

C401 Clinic Level IV - Internship

As students progress through the fourth level, they are expected to make a diagnosis and formulate a comprehensive treatment plan for their patients, using both acupuncture and herbal medicine, with the approval of the Clinical Supervisor. Interns will continue to build on their academic and clinical experiences to improve the quality of health care they deliver.

Prerequisite: C302.

Credits/Hours: 6/180.

C402 Clinic Level V - Case Management

As students progress through the fifth and final level, they go from assuming more of the responsibilities of the diagnosis and treatment of their patients, to acting as the primary health care provider for their patients in the Teaching Clinic with a minimum of supervision or assistance and to recognize more serious illnesses that require referrals.

Prerequisite: C401

Credits/Hours: 3/90

CLINICAL ELECTIVE GUIDELINES:

Required Minimum 3 Clinical Elective Credits: 3/90
Required Minimum 6 Didactic Elective Credits: 6/180

Medical Chinese Acu-Points	3/45
Medical Chinese Herbs	2/30
Medical Qi Gong	2/30
Aroma Therapy and Spa Modalities	2/30
Trigger Points	3/45
Hawaiian Lomi Lomi	2/30
Foot Reflexology	2/30
Swedish Therapy	2/30
Myofascial Release / Deep Tissue	2/30
Acupuncture Physics (CA Board)	2/30
Japanese Hara Therapy	2/30
Craniosacral Therapy	2/30

To qualify for the Massage Board, students may have to take additional electives.

OTHER CLINICAL ELECTIVE OPTIONS:

Option One:

Guangzhou China Externship: 90 hours elective (3.0 Credits) - Students may spend up to three consecutive weeks in elective externship rotations at Guangzhou University of Traditional Chinese Medicine. Tuition for the two week period will be paid directly to ICAOM by the student. This will cover both externship and lectures. Additional expenses and costs, including flights, accommodations, and meals, are to be covered by students directly.

Option Two:

Chengdu China Externship: 90 hours elective (3.0 Credits) - Students may spend up to three consecutive weeks in elective externship rotations at Chengdu University of Traditional Chinese Medicine. Tuition for the two week period will be paid directly to ICAOM by the student. This will cover both externship and lectures. Additional expenses and costs, including flights, accommodations, and meals, are to be covered by students directly.

Option Three:

Clinical Specialty Externship: Students spend up to three 45-hour periods in externship rotations, working with senior AOM or CAM practitioner/mentors of their choice in any location. Students may work with one AOM practitioner for up to 90 hours of elective credit and one CAM practitioner for 45 hours of elective credit. Students are responsible for identifying and contacting potential mentors and working out the logistical details of the externship. Students must develop a set of learning goals for each externship. Mentors and learning goals must be approved by the ICAOM President/CEO and the Clinical Director prior to beginning the elective. Mentors must generally have a minimum of 10 years of clinical experience to be approved. Mentors not associated with ICAOM must sign a contract of agreement with ICAOM which outlines expectations and requirements prior to approval and mentors must also agree to evaluate student progress using standard ICAOM evaluation instruments. ICAOM will provide the mentor with an honorarium. Any additional fees, expenses or costs of the externship must be covered by students directly.

The above electives are subject to location change based on availability.

TIME LIMITATIONS

The program is designed for completion in 4 calendar years, i.e., 12 trimesters. based on full-time enrollment and the satisfactory completion of all program requirements. The minimum time for completion of the program is 36 calendar months and requires a minimum of 120 instructional weeks. Transfer students must attend a minimum of two (2) calendar years and the maximum time frame for students to complete the program is six (6) calendar years.

ICAOM POLICIES AND INFORMATION

Students, faculty, and staff are responsible for knowing and complying with the policies and procedures of ICAOM. By enrolling as a student or accepting employment with ICAOM, an individual acknowledges that they have an obligation to uphold lawful and ethical standards of behavior in the school and the community at large. Conduct deemed improper may result in discipline such as academic suspension for a minimum of one trimester (removal from all courses), expulsion from the program, or termination of employment. Sanctions are based upon the severity of the misconduct as determined by the President/CEO and/or the Governing Board.

All members of the Institute community are expected to create and maintain an educational environment that will ensure that students, faculty, and staff have the opportunity to achieve their educational objectives without unnecessary inconvenience, and assist in protecting the physical and emotional safety, welfare, and property of the Institute and its members.

Professional and collegial interaction between students, faculty, and staff is encouraged so as to maintain communication and promote respect. However, close personal relationships (including romantic or sexual relationships) between students and faculty, staff, or patients is strongly discouraged as they may reduce objectivity, or present an actual or potential conflict of interest. Such relationships may also create the potential for breaches of privacy, discrimination, favoritism, or violation of professional ethical standards. In addition, behavior or circumstances that create an uncomfortable working environment may make individuals subject to the Policy Prohibiting Sexual and Other Forms of Harassment.

The following policies also apply:

- Students will not provide acupuncture treatment – whether compensation is received or not – outside of regular school activities and when not directly supervised by a licensed acupuncturist.
- The possession of firearms, explosives (including illegal fireworks), knives, and other articles usable as weapons is forbidden on the premises or at school activities.
- Students may not commercialize or reproduce for profit course material without the specific written consent of the instructor.
- No person shall engage in any commercial activity on the ICAOM campus without approval of the President/CEO.

ACADEMIC INTEGRITY AND ACADEMIC HONESTY

Academic honesty is an essential aspect of all academic activities and endeavors. Wikipedia, the internet free encyclopedia, defines academic misconduct as “any type of cheating that occurs in relation to a formal academic exercise.” Academic dishonesty or cheating also includes Plagiarism in any form.

Plagiarism is defined by Wikipedia as “the adoption or reproduction of ideas or words or statements of another person without due acknowledgment.” Plagiarism is a serious offense and is against the copyright law and represents fraud.

Academic misconduct and Plagiarism may constitute disciplinary sanctions and can lead to dismissal from ICAOM.

For your reference, our Library resources include a book called “Doing Honest Work in College” by Charles Lipson. In citing references for paper writing, ICAOM generally recommends the APA format style. However, your instructor will provide you with specific written guidelines for each topic or focus of assigned papers or reports.

APPEARANCE AND DRESS STANDARDS

Professional attire is required in all ICAOM campus situations. Especially, in the Teaching Clinic, the specific dress code described in the Clinic Manual must be followed. ICAOM recognizes that student practice of Oriental medicine techniques on peers may require various stages of undress; Oriental medicine must be done in approved, scheduled clinic areas with appropriate draping.

ICAOM requests that students, staff, and faculty be sensitive to others when using scented products when attending ICAOM as some individuals may have an allergic reaction.

In balance, appropriate personal hygiene is important especially when working in close contact with others.

DRUG, ALCOHOL, AND TOBACCO-FREE CAMPUS POLICY

In accordance with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Amendments of 1989, ICAOM is committed to the prevention of drug and alcohol use. Therefore, the illegal possession, use, sale, or distribution of controlled drugs, narcotics, stimulants, depressants, hallucinogens, or drug paraphernalia, or the misuse of prescription drugs or alcohol while on the school premises or at any ICAOM sponsored event, is strictly prohibited. Violation of this policy

is considered unprofessional conduct and is subject to disciplinary action up to and including suspension, expulsion from the program, or termination of employment.

Substance abuse in a medical setting can pose a threat to the safety of patients and others. Any student or employee on campus or at any ICAOM sponsored event whom an administrative or instructional staff member has reasonable grounds to believe is under the influence of illegal drugs or alcohol may be requested to leave. Failure to immediately leave upon request will require notification of law enforcement for assistance. Refusal to cooperate may result in suspension, expulsion, or termination of employment.

The use of tobacco (smoking or smokeless-products) is a documented health risk and is prohibited at the school or at any ICAOM function. Smoking is also prohibited within the Chinese Cultural Center under their rules.

INTELLECTUAL PROPERTY AND COPYRIGHT

All materials presented in ICAOM classes are the intellectual property of and copyrighted by the instructor. This includes all materials that the instructor creates (power points, slides, hand outs). Therefore these materials cannot be reproduced or duplicated without the written permission of the instructor. Additionally, students and teaching assistants cannot sell class notes and class notes can be shared only with ICAOM students and teaching assistants.

STUDENT CODE OF CONDUCT

ICAOM strives to be a community of shared values, based on justice and personal responsibility inherent in the Institute's mission statement and principles of community. ICAOM expects the highest standards of honesty and integrity from all members of the academic community. ICAOM seeks students who are knowledgeable, forthright and honest, and to that end, this policy and these procedures are addressed. At the discretion of the Institute, a student may be sanctioned including expelled for behavior disruptive of the educational mission, for academic dishonesty, and for acts or omissions that violate professional ethics in patient care.

The following is partial list of the potential grounds for sanctions:

- Cheating or plagiarism in connection with an academic program.
- Needling any person without being under the direct supervision of a licensed acupuncturist faculty member in a class or clinic. ,

- Forgery, alteration or misuse of Institute documents, records or identification, or knowingly furnishing false information to the institute.
- Misrepresentation of oneself [or of an organization] to be an agent of ICAOM.
- Obstruction or disruption, on or off campus property, of the campus educational process, administrative process, or other campus function.
- Threatened or actual physical abuse, on or off campus, of the person or property of any member of the campus community, or of members of his/her family.
- Theft of, or intended damage to, ICAOM's Property or property in the possession of or owned by a member of the ICAOM community.
- Unauthorized entry into, unauthorized use of, or misuse of ICAOM's property.
- While on campus property, the unlawful possession, use or sale of alcohol, sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics, as those terms are used in Hawaii statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis.
- Being under the influence of alcohol or drugs which impair judgment, performance or behavior while on campus.
- Engaged in lewd, indecent, or obscene behavior on the ICAOM campus or at an ICAOM function.
- Abusive behavior directed toward a member of the ICAOM Community.
- Violation of any order of ICAOM's President/CEO, notice of which has been given prior to such violation and during the academic term in which the violation occurs. Notice may be given either by publication or by posting on an official bulletin board designed for this purpose.
- Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, or probation pursuant to this section.

The Committee on Educational Policy or President's designated committee may place on probation, suspend or expel a student for one or more of the causes enumerated above. No fees or tuition paid by or for such student for the term in which he or she is suspended or expelled shall be refunded, if the student is readmitted before the close of the term in which he or she is suspended. No additional tuition or fees shall be required of the student on account of the suspension.

The President/CEO, or his or her designated representative, may immediately impose an interim suspension in all cases in which there is reasonable cause to believe that such an immediate suspension is required in order to protect lives or property and to ensure the maintenance of order. A student placed on interim suspension shall be given prompt notice of charges and the opportunity for a hearing within ten days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the President or a designated representative, enter the campus, other than to attend the hearing. Violation of any condition of interim, suspension shall be grounds for expulsion.

Admission or readmission may be qualified or denied to any person, who, while a student, commits acts, which are subject to disciplinary action pursuant to the above.

STUDENT GRIEVANCE POLICY

Students with a grievance about a specific staff or faculty member or any other concern are asked first to attempt to resolve the situation with the individual directly. If the student feels that the grievance was not resolved satisfactorily, the student then must submit his or her grievance in writing to the Director of Student Affairs. The Director will meet with the student, gather any additional information needed, and attempt to resolve the situation. If the student believes that the grievance has not been satisfactorily resolved, the student can request the grievance be brought to the Chancellor, who will meet separately with the student and with the individual grieved upon, and in consultation with the CEO/President, will make a final determination as to how the grievance will be resolved. If the student is not satisfied that ICAOM has adhered to this policy or been fair in its handling of the grievance, the student may contact the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) at:

ACAOM
14502 Greenview Drive, Suite 300B
Laurel, MD 20708
Phone: (301) 313-0855 Fax: (301) 313-0912

POLICY PROHIBITING SEXUAL AND OTHER FORMS OF HARASSMENT

Sexual harassment is defined by law as unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:

- (1) submission to such conduct is made an explicitly or implicitly a term or condition of instruction, employment or participation in other activities at ICAOM,
- (2) submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting such individual, or

(3) the conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive work/study environment.

Examples of conduct that is deemed to be unwelcome are unwanted sexual advances, offering employment benefits in exchange for sexual favors, threatening reprisal after a sexual advance is declined, leering, displaying suggestive pictures, making sexual comments or jokes, and sending sexual letters or e-mails. Words and actions can be perceived differently from how they were intended. It is important to note that it is the **impact** of the behavior on others, not the **intent**, which is used to determine whether the behavior constitutes sexual harassment.

Behavior that discriminates against, or creates a hostile or intimidating environment for individuals who are not the direct target of the behavior, may also be sexual harassment. Sexual harassment may even occur in relationships that seem to be voluntary or consensual. Even if there are no conflicts of interest and both parties appear to have consented to the relationship, it may result in a perception of favoritism that can adversely affect the learning or working environment.

The Institute of Clinical Acupuncture and Oriental Medicine (ICAOM) is committed to creating and maintaining a community in which all persons who participate in the Institute's programs and activities can work together in an atmosphere free of all forms of harassment (including sexual), exploitation or intimidation.

COMPLAINT PROCEDURES FOR SEXUAL HARASSMENT

Any student, faculty, employee, applicant for employment, customer, patient, or member of the general public who feels that he or she has been subjected to conduct that is prohibited by this Policy should immediately report the matter to the Title IX Officer/Registrar. If the person feels uncomfortable with reporting the harassment to this staff member, he or she may report it to any other staff member. Such report does not have to be in writing. Upon receipt of a complaint regarding prohibited conduct, the person receiving the complaint shall, without undue delay, prepare a written report of the matter and deliver it to the President/CEO, who should then conduct or delegate an investigation that is accomplished in a prompt, unbiased, effective, and appropriately confidential manner.

CORRECTIVE ACTION/DISCIPLINE

ICAOM shall take necessary corrective actions to prevent future occurrences of prohibited conduct under this section concerning sexual harassment. After an investigation and findings of fact,, if the person who is determined to have engaged in conduct prohibited by this Policy is a student or employee, he or she shall be subject to appropriate disciplinary action as determined by the CEO/President and/or the Board of Directors, which may include immediate dismissal from the program and/or termination of employment.

TIME LIMITS

A grievance must be filed within 30 days from when the grievant knew or should have known of the event being grieved.

POLICY AGAINST RETALIATION

The Federal Law and ICAOM expressly prohibit retaliation against any individual that has brought a complaint of sexual harassment or taken part in an investigation or hearing. Retaliation can consist of threats, reprimands, negative evaluations, harassment in or out of the workplace, hazing, and other types of adverse treatments, such as surveillance and exclusion from business-related activities that are reasonably likely to deter protected activity by that individual or other students or employees. Any students or employee who engages in retaliation prohibited by this Policy shall be subjected to appropriate disciplinary action, up to and including immediate dismissal from the program or termination of employment.

EDUCATION AND TRAINING

Each student or employee shall receive a copy of this Policy and acknowledge his or her receipt. New students or employees shall receive a copy of this Policy during orientation. A copy of this Policy shall be available on the premises. Also, to ensure that students and employees understand their rights and obligations and managers and supervisors understand their duties and responsibilities, ICAOM shall provide regular training about this Policy.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

ICAOM makes every effort to comply with the Family Educational Rights and Privacy Act (FERPA). The following briefly presents information about FERPA. The complete set of FERPA regulations is posted on the United States Department of Education website: <http://www.ed.gov/offices/OM/fpco/ferpa>

FERPA grants specific rights to adult students:

- The right to request amendment to their records based on errors or omissions;
- The right to have a formal hearing if the request for amendment is denied;
- The right to prevent unauthorized disclosure of any or all of the information in their education record, subject to specific exceptions identified in FERPA;
- The right to file a complaint with the FERPA Office in Washington; and
- The right to waive these rights in writing.

FERPA permits the release of "directory information" on a student unless a student requests in writing that directory information be withheld. ICAOM has designated the following as directory information: the student's name, address, e-mail address, telephone number, gender, date of birth, enrollment status, major field of study, dates of

attendance, degrees, awards received, most recent previous educational institutions attended, past and present academic activities, and academic status.

If you do not wish to authorize the release of directory information, you must inform the Registrar. You should be aware that restricting the release of your directory information has significant consequences. For instance, a FERPA restriction makes it difficult or impossible for the school to verify your attendance or degree issued in response to inquiry by potential employers, application for national board (NCCAOM) examinations, or state license applications.

Under FERPA, certain types of records are excluded by law from inspection:

- Financial records of the student's parents or guardians;
- Confidential letters of recommendation which were placed in the educational records of a student prior to January 1, 1975;
- Records of instructional, administrative and educational personnel which are kept in the sole possession of the maker, and are not accessible or revealed to any other individual except a temporary substitute for the maker;
- Records of law enforcement units;
- Employment records related exclusively to an individual's employment capacity;
- Medical and psychological records;
- Thesis or research papers; and
- Records that only contain information about an individual after the individual is no longer a student at the institution.

MEMBERS OF THE FACULTY

Oriental Medicine

Joe Bright, L.Ac.

Joe Bright is the owner-founder of Kama'aina Acupuncture in Kapahulu. Joe Bright received a Bachelor of Fine Arts degree in 1993 from the Cooper Union for the Advancement of Arts and Science in New York. He started his TCM training under his tai chi teacher in New York, Dr. Mou Chuan Jing, and eventually went on to his Masters in TCM in San Francisco at the American College of Traditional Chinese Medicine in 2005. After school, he remained in San Francisco and mentored under various doctors with specialties in skin diseases, tui Na and pain management, and mental-emotional disorders. Besides clinical work, and prior to returning home to Hawaii, Joe Bright worked for several years in the Chinese herb industry, including running his own small company that focused on organic herb sourcing. Currently, he balances his time in the clinic with teaching as well as his pursuits in the arts of painting and calligraphy.

Jo Dennison, L.Ac.

Ms. Dennison started her career as an educational and medical interpreter for the deaf. While working in high schools and hospitals, she tutored deaf students and taught ASL classes in the evenings. While pursuing her undergraduate degree in Holistic Health, she fell in love with a 3,000 year old medicine, Traditional Chinese Medicine and Acupuncture. She saw that it had many modalities to diagnose and treat patients, and that it is safe and effective. After obtaining her master's degree in Oriental Medicine from Northwestern Health Sciences University and becoming licensed to practice in Minnesota and Wisconsin, she set up a house call service to treat patients in their own homes. In 2011, Ms. Dennison moved to Honolulu and set up a practice in the Kaimuki Shopping Center.

Yao-Yu Lee, MSOM, Dipl.Ac., Dipl. C.H., L.Ac.

Yao-Yu Lee graduated with a Bachelor of Science in Public Health from Kaohsiung Medical University in Taiwan (1997). He earned a Bachelor of Science in Oriental Medicine from the Guangzhou University of Chinese Medicine in China (2004), and graduated with a Master of Science in Oriental Medicine at the Institute of Clinical Acupuncture and Oriental Medicine, HI (2008). Yao-Yu Lee is a Diplomat in Acupuncture and Chinese Herbs of the National Commission for the Certification of Acupuncture and Oriental Medicine and a Licensed Acupuncturist in the State of Hawaii.

Leon Letoto, MS., L.Ac.

Leon Letoto completed his Bachelor's degree in Asian Studies at the University of Hawaii, Manoa, in 1978, and Graduated with a Master's in Acupuncture from the Tai Hsuan Foundation in 1987. Letoto is currently the Clinical Director of the Earth Source Acupuncture and Herbal Therapy Clinic, and is the President of the Hawaii Foundation for Chinese Culture and Arts. He is also a member of the Phoenix Dance Chamber, a Chinese Dance Company that has toured extensively through-out Asia, and is an active Qi Gong instructor.

Catherine Yu-Ling Low, B.A. (Taiwan), Dipl. Ac., Dipl. C.H., L.Ac.

Yu-Ling Low graduated from the Soo Chow University in Taipei, Taiwan with a B.A. in Japanese Language in (1981). She graduated from the Oriental Medical Institute of Hawaii in 1992. Yu-Ling Low is a Diplomat in Acupuncture and Chinese Herbs of the National Commission for the Certification of Acupuncture and Oriental Medicine (NCCAOM). She holds a professional staff certificate issued by the Hawaii Department of Education in 1998.

Wai Hoa Low, DAOM, MBA, Dipl. Ac., L.Ac.

Dr. Low graduated from the Oregon College of Oriental Medicine with a Doctoral of Acupuncture and Oriental Medicine (2008). Dr. Low graduated from Chaminade University with a Master in Business Administration (2008). Dr. Low completed a 3 year master level program in Acupuncture with the Oriental Medical Institute of Hawaii in 1996. He is a Diplomat in Acupuncture of the National Commission for the Certification of Acupuncture and Oriental Medicine (NCCAOM). He is a certified Acupuncture Detoxification Specialist from NADA (2005), and is a national certified Clean Needle Technique Instructor from CCAOM (2004). Dr. Low studied advanced Acupuncture under the supervision of Senior Professor Li Shan Gao at Guanmen Hospital in Beijing, China, in 1997.

Maritza Macy, M.S., L.Ac.

Maritza Macy earned her Master of Science in Acupuncture and Traditional Chinese Medicine (2002) from the Pacific College of Oriental Medicine, San Diego, CA. She is a Diplomat of Acupuncture of NCCAOM and is certified in Auricular Acupuncture for Drug Abuse and Smoke Cessation by NADA. She has completed training in Orthopedic Acupuncture Internship at RIMAC, University of California, La Jolla, CA.

Randy Otaka, B.A., M.T.O.M., L.Ac.

Randy Otaka earned his Bachelor of Arts Degree in Religion from William's College, where he also completed the Pre-Medical program, graduating Cum Laude in 1994. He earned his Master's Degree in Traditional Oriental Medicine from Emperor's College of Traditional Oriental Medicine, graduating Summa Cum Laude in 1999. Randy Otaka is in private practice in Honolulu, where he integrates Shiatsu and Thai bodywork into his Oriental Medicine practice, and is also a Tai Chi instructor in the community.

John Welden, B.A., M.S.O.M., Dipl. Ac., L.Ac.

John Welden earned a BA in Arts (1993) from the University of Hawaii with a B.A. in Arts and a Master's of Science in Oriental Medicine from the Southwest Acupuncture College, in Santa Fe, New Mexico, graduating in 1997. John Welden is a Diplomat in Acupuncture of the National Commission for the Certification of Acupuncture and Oriental Medicine and a Licensed Acupuncturist in the State of Hawaii. He has been in private practice since 1997.

Jana Wells, L.Ac., M.S., M.S.T.O.M., Dipl. O.M.

Ms. Wells is a licensed acupuncturist in Hawaii, New Jersey, and Pennsylvania and is also nationally board certified in Oriental Medicine. Before her training in New York City and San Diego at the Pacific College of Oriental Medicine, Ms. Wells was a senior biochemist at the Merck Research Laboratories in Rahway, NJ. Until June of 2012, she was part of a multidisciplinary healing team at the Bellewood Wellness Center in Asbury, NJ. Ms. Wells was the owner and pilot of a hot air balloon business and was actively involved in local land use reform in rural New Jersey before moving to Hawaii.

Shi Zhong Xiao, DTCM (China), Dipl. Ac., L.Ac.

Dr. Xiao was awarded Doctor of Traditional Chinese Medicine by Suzhou Hospital of Traditional Chinese Medicine (1967). He completed the Third Traditional Chinese Medicine certification course approved by the Suzhou Public Health Bureau in 1966. Dr. Xiao is a Diplomat in Acupuncture of the National Commission for the Certification of Acupuncture and Oriental Medicine (NCCAOM) and a Licensed Acupuncturist in the State of Hawaii. Dr. Xiao has been in private practice since 1994.

Michael M. Zanoni, Ph.D., M.S., L.Ac.

Dr. Zanoni studied at the American College of Traditional Chinese Medicine in San Francisco, earning a master's degree in Traditional Chinese Medicine (1997.) He holds board certifications in Oriental Medicine, Acupuncture, and Chinese Herbology from the National Certification Commission for Acupuncture and Oriental Medicine. Besides Hawaii, Dr. Zanoni is licensed to practice acupuncture and Oriental medicine in three other states. He also has a BA (1970) and MS (1979) from California State University, San Jose, CA, and a PhD degree (1981) from Columbia Pacific University, Mill Valley, CA.

Biomedicine**Allison Bachlet, Ph.D., N.D.**

Dr. Allison Bachlet completed her Honors B.Sc. in Nutritional Sciences at the University of Guelph, Canada. Her passion for wellness started here and manifested in volunteer work at a pediatric hospital and as a peer wellness educator. She won a Rhodes Scholarship in 2000 and completed her Ph.D. at the University of Oxford, England, on the Faculty of Clinical Medicine, Department of Pediatrics. Her work in Pediatric Nutrition, Gastroenterology and Neurological disabilities won awards at several international conferences. The Boucher Institute of Naturopathic Medicine in Vancouver, Canada, is where Dr. Bachlet received her ND and found her true calling. Dr. Bachlet combines her knowledge of clinical science with her passion for alternative healing methods to provide the best care possible for her patients.

Summer Baptist, N.D., L.Ac.

Dr. Baptist is a licensed Naturopathic Physician, born and raised in Hawaii. She received her Bachelor of Science in Nutrition from Bastyr University (2001) and her Naturopathic Medical degree from the Canadian College of Naturopathic Medicine (2006). Dr. Baptist is an Adjunct Faculty member at the Hawaii Medical Institute. She has developed interest in nutritional counseling, women's health, and metabolic detoxification programs. Her enthusiastic approach to practice is guided by her belief that education is the fundamental building block to optimal patient care. Dr. Baptist has been in private practice since 2006.

Edmund Bernauer, Ph.D.

Dr. Bernauer graduated from the University of Illinois, Champaign-Urbana, with a Master's in Physical Education (1951), a Master's in Physiology (1959), and a Ph.D. in Physiology in 1962. Dr. Bernauer is a Professor Emeritus in Exercise Biology, Division of Biological Sciences and in the Department of Physical Medicine and Rehabilitation, in the School of Medicine at the University of California, Davis. Dr. Bernauer is a highly respected teacher and scientist, both directing the development of research programs as well as publishing 76 scientific papers on his own research, over 100 abstracts and limited distribution papers and videos, and supervising 39 Master's and Doctoral theses. Dr. Bernauer's particular interest is Exercise Physiology and more broadly, the study of metabolic physiology and cardiovascular adaptations. Professor Bernauer was a department chair at the University of California at Davis on two different occasions, and chaired the Committee on Educational Policy of the Physiology Graduate Group for 10 years. Dr. Bernauer also served as chair of the UC Davis' Academic Senate's Committee on Privilege and Tenure for four years representing the Davis Campus system wide.

Ray DeLa Cruz, D.Ac (Hawaii), L.Ac., LMT

Dr. DeLa Cruz completed a 3 year Master level program in acupuncture with the Oriental Medical Institute of Hawaii in 1993. He received his doctorate training at the University of Health Sciences, Hawaii, in the year 2000. His specialty is in acupuncture sports therapy and he has operated his own practice since 1993 in Honolulu. He also practices Hawaiian Lomi Lomi massage therapy. Currently, he teaches Functional Anatomy and Kinesiology, and Acupuncture Orthopedics classes at ICAOM.

Nancy Lampport-Hughes, Ph.D.

Dr. Lampport-Hughes received her Bachelor's Degree in History and Social Science from the University of Minnesota in 1969, and then studied at the University of South Dakota, where she earned her Master's Degree in History and Social Science in 1970, and a Master's in Educational Psychology and Guidance in 1971. She earned her Ph.D. in Psychology from the Saybrook Graduate School and Research Institute in 1991, where she also received the Fetzer/Saybrook Research Scholarship. Dr. Lampport-Hughes is currently a Licensed Psychologist in the State of Hawaii, and works as a staff psychologist with the Rehabilitation Hospital of the Pacific since 1993 and with the Queen's Medical Center since 1997.

Tate Rolfs, D.C.

Dr. Rolfs earned his Bachelor of Science Degree in Chemical Engineering from Tulane University in 1970, and earned his Doctor of Chiropractic from Palmer College graduating Magna Cum Laude in 1980. Dr. Rolf also served as a Fighter Pilot for the US Air Force from 1970 to 1976. He is also licensed in Iowa and Kentucky and specializes in musculoskeletal, low back and disc disorders. He has been in private practice in Hawaii since 1980.

Robert Smith, Ph.D.

Dr. Smith earned his B.S. (Engineering), from California Institute of Technology in 1951; and a Ph.D. (Physiology and Biophysics), from the University of Washington, Seattle, in 1962. He is presently a Professor Emeritus from the University of California, Davis, where he was a Professor of Human Physiology, in the School of Medicine, from 1968. He also was a member of the Department Physiology & Biophysics, in the College of Medicine, at the University of Kentucky, from 1963-1967. He served in various academic administrative positions at the University of California, between the years of 1970-1992. Dr. Smith is a Fogarty Senior International Fellow, was member of the ARC Institute of Animal Physiology, in Babraham, Cambridge, England, from 1975-76, and a University Visiting Lecturer, in the Godfrey Higgins School of Medicine, at the University of Zimbabwe, Salisbury, Zimbabwe, in 1980.

Craig Twentyman, Ph.D., MSOM, L.Ac.

Dr. Twentyman received a Ph.D. from the University of Wisconsin in Clinical Psychology (1978) and a Master's degree in Oriental Medicine from the Institute of Clinical Acupuncture and Oriental Medicine (2006). He has been on the faculty of several universities and founded a child abuse treatment center at the University of Rochester. While at the University of Hawaii, he received a five year research award examining psychosocial variables and coronary heart disease. He is a licensed clinical psychologist and acupuncturist, certified substance abuse counselor, and certified detoxification specialist.

MEMBERS OF THE ADMINISTRATION**President/CEO****Wai Hoa Low, DAOM, MBA, Dipl. Ac., L.Ac.**

Dr. Low graduated from the Oregon College of Oriental Medicine with a Doctoral of Acupuncture and Oriental Medicine (2008). Dr. Low graduated from Chaminade University with a Master in Business Administration (2008). Dr. Low completed a 3 year master level program in acupuncture with the Oriental Medical Institute of Hawaii in 1996. He is a Diplomat in Acupuncture of the National Commission for the Certification of Acupuncture and Oriental Medicine (NCCAOM). He is a certified Acupuncture Detoxification Specialist from NADA (2005) and is a national certified Clean Needle Technique Instructor from CCAOM (2004). Wai studied advanced acupuncture under the supervision of senior professor Li Shan Gao at Guanmen Hospital in Beijing, China, in 1997.

Chancellor of Academic Affairs**Edmund Bernauer, Ph.D.**

Dr. Bernauer graduated from the University of Illinois, Champaign-Urbana, with a Master's in Physical Education (1951), a Master's in Physiology (1959), and a Ph.D. in Physiology in 1962. Dr. Bernauer is a Professor Emeritus in Exercise Biology, Division of Biological Sciences and in the Department of Physical Medicine and Rehabilitation, in the School of Medicine at the University of California, Davis. Dr. Bernauer is a highly respected teacher and scientist, both directing the development of research programs as well as publishing 76 scientific papers on his own research, over 100 abstracts and limited distribution papers and videos, and supervising 39 Master's and Doctoral theses. Dr. Bernauer's particular interest is Exercise Physiology and more broadly, the study of metabolic physiology and cardiovascular adaptations. Professor Bernauer was a department chair at the University of California at Davis on two different occasions, and chaired the Committee on Educational Policy of the Physiology Graduate Group for 10 years. Dr. Bernauer also served as chair of the UC Davis' Academic Senate's Committee on Privilege and Tenure for four years representing the Davis Campus system wide.

Assistant to the President**Michael M. Zanoni, Ph.D., M.S., L.Ac.**

Dr. Zanoni studied at the American College of Traditional Chinese Medicine in San Francisco, earning a master's degree in Traditional Chinese Medicine (1997). He holds board certifications in Oriental Medicine, Acupuncture, and Chinese Herbology from the National Certification Commission for Acupuncture and Oriental Medicine. Besides Hawaii, Dr. Zanoni is licensed to practice acupuncture and Oriental medicine in three other states. He also has a BA (1970) and MS (1979) from California State University, San Jose, CA, and a PhD degree (1981) from Columbia Pacific University, Mill Valley, CA.

Director of Student Affairs**Craig Twentyman, Ph.D., MSOM, L.Ac.**

Dr. Twentyman received a Ph.D. from the University of Wisconsin in Clinical Psychology (1978) and a Master's degree in Oriental Medicine from the Institute of Clinical Acupuncture and Oriental Medicine (2006). He has been on the faculty of several universities and founded a child abuse treatment center at the University of Rochester. While at the University of Hawaii, he received a five year research award examining psychosocial variables and coronary heart disease. He is a licensed clinical psychologist and acupuncturist, certified substance abuse counselor, and certified detoxification specialist.

Clinic Director/CFO**Catherine Yu-Ling Low, B.A. (Taiwan), Dipl. Ac., Dipl. C.H., L.Ac.**

Yu-Ling (Catherine) Low graduated from the Soo Chow University in Taipei, Taiwan with a B.A. in Japanese Language in (1981). She graduated from the Oriental Medical Institute of Hawaii in 1992. She is a Diplomat in Acupuncture and Chinese Herbs of the National Commission for the Certification of Acupuncture and Oriental Medicine (NCCAOM). She holds a professional staff certificate issued by the Hawaii Department of Education in 1998

Registrar**Jeanne E. Bernauer**

Ms. Bernauer served as the Assistant Dean of Personnel, College of Letters and Science, at the University of California, at Davis (UCD) from 1996-2001. Prior to this, she was the Manager for the Dean's Office, College of Letters and Science, UCD, from 1989-1996. She has further experience as a manager for the both the Department of Geology (1985-89) and the Department of Art (1964-85), also at UCD. In addition, she served as Interim Director for the Sexual Harassment Education Program for the Davis Campus.

Financial Aid Coordinator**Lyna Morimoto, BA, BFA, MAc, DAC**

Ms. Morimoto has numerous degrees and licenses including a BFA and BA from University of Hawaii at Manoa; a Masters in Acupuncture; a Doctor of Acupuncture; and a Massage License since 1988, to name a few of her accomplishments. She has maintained an active practice from 1991 to the present and has an extensive resume of participation in workshops and conferences.

Library Consultant**Patricia Lai, BA, MLS**

Ms. Lai graduated with a Master's in Library Information Science from the University of Hawaii at Manoa in 1985. She also has a Bachelor's of Arts in Hawaiian Studies from UH, Manoa in 1983. She also has published two articles entitled "Na Mea Imi I Ka Wa Kahiko; An Annotated Bibliography of Hawaiian Archaeology", from the University of Hawaii, Manoa Presses (Social Science Research Institute), and an "Index to the Pacific Island Articles in the Deutsche Kolonialzeitung, 1886-1915," from the Bishop Museum Press. Her background experience includes serving as Archivist for the State of Hawaii, and a Librarian at the Bishop Museum.

MEMBERS OF THE GOVERNING BOARD**Chair****Eugene Lee, M.D.**

Dr. Lee completed both his undergraduate degree in Psychology in 1978 and his Master's in Physiological Psychology in 1982, from the University of Hawaii. He received his Medical Degree in 1994 from the University of Washington. He did his residency with the University of Hawaii Internal Medicine/Pediatric Residency Program from 1994 through 1998. He has been in private practice at several hospitals on Oahu since 1998 and at his office in Kuakini since 1999 and his main office at Kapiolani since 2000.

Vice Chair**Leanne Chee, Dipl. C.H., L.Ac.**

Ms. Chee came from a family of Chinese physicians. She followed her father in the study of Chinese Herbology and received her education from the Chinese Medical Institute in Hong Kong, graduating in 1978. Ms. Chee has a very successful acupuncture and Chinese herbal medicine practice in Honolulu, and specializes in women's health, pediatrics, and internal medicine. She holds a professional staff certificate issued by the Hawaii Department of Education in 1998.

Treasurer**Catherine Yu-Ling Low, B.A. (Taiwan), Dipl. Ac., Dipl. C.H., L.Ac.**

Yu-Ling (Catherine) Low graduated from the Soo Chow University in Taipei, Taiwan with a B.A. in Japanese Language in (1981). She graduated from the Oriental Medical Institute of Hawaii in 1992. She is a Diplomat in Acupuncture and Chinese Herbs of the National Commission for the Certification of Acupuncture and Oriental Medicine (NCCAOM). She holds a professional staff certificate issued by the Hawaii Department of Education in 1998.

Secretary**Liberata Orallo, L.Ac., MSOM**

Ms. Orallo earned her B.A. from Mills College in Oakland, CA, graduating with honors in 1976. She was trained by Kahuna [Master] Aunty Margaret Machado in the ancient healing of Hawaiian Lomilomi [massage], and was Valedictorian of her graduating class from the Institute of Clinical Acupuncture and Oriental Medicine in 2002, where she received her Master of Science in Oriental Medicine Degree. She previously served as publisher and editor of "New You! Positive Lifestyle Magazine" and a Legislative Committee Clerk for the Hawaii State House of Representatives, and a Legislative Assistant for the Hawaii State Senate.

Director**Wai Hoa Low, DAOM, MBA, Dipl. Ac., L.Ac.**

Dr. Low graduated from the Oregon College of Oriental Medicine with a Doctoral of Acupuncture and Oriental Medicine (2008). Dr. Low graduated from Chaminade University with a Master in Business Administration (2008). Dr. Low completed a 3 year master level program in acupuncture with the Oriental Medical Institute of Hawaii in 1996. He is a Diplomat in Acupuncture of the National Commission for the Certification of Acupuncture and Oriental Medicine (NCCAOM). He is a certified Acupuncture Detoxification Specialist from NADA (2005), is a national certified Clean Needle Technique Instructor from CCAOM (2004). Dr. Low studied advanced acupuncture under the supervision of senior professor Li Shan Gao at Guanmen Hospital in Beijing, China, in 1997.

MEMBERS OF THE ADVISORY BOARD**Chair****Robert Smith, Ph.D.**

Dr. Smith earned his B.S. (Engineering), California Institute of Technology 1951; Ph.D. (Physiology and Biophysics), University of Washington, Seattle, 1962. He is a Professor Emeritus in Human Physiology, School of Medicine, University of California, Davis, (1968-present). From 1963-1967, he was in the Department of Physiology and Biophysics, College of Medicine, University of Kentucky. He has held various academic administrative positions at the University of California, 1970-1992. He also was a Fogarty Senior International Fellow, ARC Institute of Animal Physiology, Babraham, Cambridge, England, from 1975-76 and was a Visiting Lecturer, Godfrey Higgins School of Medicine, University of Zimbabwe, Salisbury, Zimbabwe, in 1980.

Vice Chair**Nancy Lamport-Hughes, Ph.D.**

Dr. Lamport-Hughes received her Bachelor's Degree in History and Social Science from the University of Minnesota in 1969, and then studied at the University of South Dakota, where she earned her Master's Degree in History and Social Science in 1970, and a Master's in Educational Psychology and Guidance in 1971. She earned her Ph.D. in Psychology from the Saybrook Graduate School and Research Institute in 1991, where she also received the Fetzer/Saybrook Research Scholarship. Dr. Lamport-Hughes is currently a Licensed Psychologist in the State of Hawaii, and works as a staff psychologist with the Rehabilitation Hospital of the Pacific since 1993 and with the Queen's Medical Center since 1997.

Secretary**Romella O. Javillo-Doble, MBA, CPA**

Romella O. Javillo-Doble received her Bachelor of Business Administration with Distinction in Accounting with in December 1999 from the University of Hawaii at Manoa. She earned her Master's in Business Administration at Chaminade University of Honolulu (2007). She is a member of Phi Theta Kappa Honor Society and the All American Scholar Association. She worked as a Certified Public Accountant from 2000 to 2005 and then became an Internal Auditor in 2005 to the present. She is a member of the American Institute of Certified Accountants and a member of Toastmasters International.

Elizabeth Fujiwara, MSW, Esq.

Elizabeth Fujiwara received a B.A. in Sociology from Loyola University in New Orleans, LA, in 1967, a Master of Social Work from the University of Hawaii in 1971, and a Juris Doctor Degree from the University Of Hawaii School Of Law in 1983. Her professional associations include: Founder of the National Employment Lawyers Association, Hawaii Chapter, where she served as President from 1993-1996; American Trial Lawyers Association; Association of Plaintiff Lawyers of Hawaii, Board of Governors; Hawaii Trial Lawyers Association; Hawaii Women Lawyers; Hawaii Bar Association, Labor and Employment Law Committee; and Civil Rights Consortium.

Rene'e Schuetter, M.Ed., RN

Ms. Schuetter has been active in many fields of nursing since 1976, and was the Executive Director of The Path Clinic in Honolulu. She received a BS in Nursing from St. Louis University, a Master's in Education from the University of Hawaii, Manoa, and was a doctoral candidate in Counseling Psychology at Arizona State University before enrolling in the MSOM program at ICAOM. In addition, Ms. Schuetter has published several professional papers, is a member of the Sigma Theta Tau International Society of Nursing, and is a student of Ba Gua Zhang.

Laurie Steelsmith, N.D., L.Ac.

Dr. Steelsmith graduated with a B.A. in 1988 from the Evergreen State College, and earned a B.S. in Natural Health Sciences, an M.S. in Acupuncture, and a Doctorate in Naturopathic Medicine from Bastyr University in Seattle, Washington, in 1993. She is the owner and primary physician of Kahala Natural Health Center, a Diplomat of the NCCAOM, a member of the Hawaii Society of Naturopathic Physicians, American Association of Naturopathic Physicians, and the Hawaii Acupuncture Association.

Regina Taylor, Esq.

Regina Taylor received her B.A. in English from Creighton University, Nebraska, in 1974, and her Juris Doctor degree from the Richardson School of Law at the University of Hawaii in 1983. Her areas of legal practice include Family Law, Small Businesses, Estate Planning, and Real Estate. Other interests are Martial Arts, tennis, reading, alternative medicine, and creative writing.

HELPFUL INFORMATION

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www.orientalmedicine.edu

Accreditation Commission for Acupuncture and Oriental Medicine
14502 Greenview Drive, Suite 300B,
Laurel, MD 20708
Phone: (301) 313-0855 Fax: (301) 313-0912
www.acaom.org

Council of Colleges of Acupuncture and Oriental Medicine
3909 National Drive, Suite 125, Burtonsville, MD 20866
Phone: (301) 476-7790
www.ccaom.org

National Certification Commission for Acupuncture and Oriental Medicine
76 South Laura Street, Suite 1290
Jacksonville, Florida 32202
Phone: 904-598-1105 Fax: 904-598-5501
www.nccaom.org

Hawaii State Board of Acupuncture
DCCA, PVL Licensing Branch, P.O. Box 3469, Honolulu, HI 96801
Phone: (808) 586-2698
www.hawaii.gov/dcca

Hawaii Oriental Medicine and Acupuncture Association (HOMAA)
P.O. Box 372011, Honolulu, HI 96817
Phone: (808) 538-6692
<http://homma.org>

Federal Student Aid Information Center
P.O. Box 84, Washington, D.C. 20044-0084
Phone: 1-800-433-3242 (1-800-4-FED-AID)
www.studentaid.ed.gov

National Network of Libraries of Medicine
www.nlm.nih.gov
<http://medlineplus.gov>
<http://pubmed.gov>

Hawaii State Library
478 South King Street
Honolulu, Hawaii 96813-2901
www.librarieshawaii.org
808-586-3500

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