

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.

Admissions Requirements for the Master of Acupuncture (MAc) with a Chinese Herbal Medicine Specialization Degree Program

The MAc with a Chinese Herbal Medicine Specialization degree program admissions policy prerequisite for admission requires the satisfactory completion of at least two academic years (60 semester credits/90 quarter credits) of education at the baccalaureate level that is appropriate preparation for graduate level work, or the equivalent (e.g., certification in a medical professional requiring at least the equivalent training of a registered nurse or a physician's assistant), from an institution of higher learning that is accredited by an agency recognized by the U. S. Secretary of Education. Credit must be at the college level and be applicable towards a degree program such as an associate degree or bachelor's degree.

A maximum of 50% (30 semester 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

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 cumulative 3.0 GPA from an accredited institution would be the minimum requirements. However, students who have a 2.5 – 2.9 may be considered for admission and must provide a written statement explaining the circumstances. This is considered appropriate preparation for graduate level work.

Admissions Requirements for the Doctor of Acupuncture (DAc) with a Chinese Herbal Medicine Specialization Degree Program

The DAc with a Chinese Herbal Medicine Specialization degree program admissions policy prerequisite for admission requires the satisfactory completion of at least three academic years (90 semester credits/135 quarter credits) of education at the baccalaureate level that is appropriate preparation for graduate level work, or the equivalent (e.g., certification in a medical professional requiring at least the equivalent training of a registered nurse or a physician's assistant), from an institution of higher learning that is accredited by an agency recognized by the U. S. Secretary of Education. Credit must be at the college level and be applicable towards a degree program such as a bachelor's degree.

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

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

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

ICAOM prefers candidates who have completed the bachelor's degree from an accredited institution recognized by the U.S. Dept. of Education; however, an equivalent (90 semester or 135 quarter credits) with a cumulative 3.0 GPA from an accredited institution would be the minimum requirements. However, students who have a 2.5 – 2.9 may be considered for admission and must provide a written statement explaining the circumstances. This is considered appropriate preparation for graduate level work.

The Master's and Doctoral 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, chemistry, physiology and psychology) is recommended.

Additional Admission Requirements for both the MAc and DAc programs

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. The certificate must be signed by a licensed United States physician.

Students must also present a record of Measles-Mumps-Rubella (MMR), Varicella, Tetanus-diphtheria-pertussis (Tdap) immunization, signed or stamped by a licensed MD, DO, APRN, PA, or clinic.

Exemptions to the immunization requirements:

- 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 licensed MD or DO.
- In some circumstances, a religious exemption may be granted.

Philosophical or personal belief exemptions are not allowed. ICAOM does not provide on-campus housing for students therefore Meningococcal Conjugate (MCV) is not required. All medical and/or religious exemptions will be reported to the Hawaii Department of Health (HAR 11-157).

Other requirements for admission into the master's and/or doctoral programs includes

- a completed application form with the \$50 non-refundable application fee (\$100 for international students),
- official transcripts sent directly to the Registrar at ICAOM,
- provide at least two letters of recommendation from individuals who are qualified to comment on your ability to succeed in graduate level work. These letters must include the legal name, names, address, phone, and email that we can contact if necessary.
- 2 official passport photos,
- Valid photo identification, (i.e., passport, driver's license, military),
- 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).

All applications and supporting documents for students who have been admitted to the program and have not enrolled 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.