

## 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's admissions policy states that as a prerequisite for admission into the MSOM professional program 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's degree or bachelor's degree.

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 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.

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](http://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](http://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 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 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 the Registrar at ICAOM,
- provide at least two individual references with their names, address, phone, and email that we will contact,
- 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.

### **READMISSION POLICY**

The process for readmission includes a new application form with updated supporting documentation. If an enrolled student is on a leave of absence or withdrawn from the program for longer than three trimesters and wishes to return to ICAOM, they will be asked to apply for readmission.

If a student have been absent from the program for longer than three trimesters, 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.

### **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](http://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](http://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.

This may be satisfied by

- 1) scoring at least 61 on the Test of English as a Foreign Language (TOEFL) internet based test (iBT) which also requires a minimum speaking exam score of 26
- 2) and a minimum listening exam score of 22,

OR

- 3) a level 6 on the International English Language Testing System (IELTS) exam;

OR

- 4) the student must have completed 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.

Applicants who do not satisfy this requirement may be considered for admission with English as a second language, but they must satisfy the proficiency requirement in English 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](http://www.ets.org/toefl). The ICAOM code number for the TOEFL is 7978.