

Council of Colleges of Acupuncture and Oriental Medicine Clean Needle Technique Course Application Packet September 7th, 2019, Hong Kong

Dear International CNT Applicant,

Thank you for your interest in the Clean Needle Technique (CNT) course, administered by the Council of Colleges of Acupuncture and Oriental Medicine (CCAOM). Successful completion of the CNT course is one of the requirements for certification by the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) in the United States.

Please note that this administration of the CCAOM CNT course is intended only for persons who have (1) graduated from an acupuncture and/or Oriental medicine school and/or (2) those who are applying for NCCAOM certification. To be eligible to take the CCAOM CNT course, you must meet one of the criteria listed on the International CCAOM CNT Application Form (below).

The following are policies and procedures related to the CNT course, application instructions, and the International CCAOM CNT Application Form. ***Please read all information and instructions before completing the application form.***

The CNT course day consists of the following components, in chronological order:

1. an orientation
2. instruction on the theories, concepts and application of clean needle technique as described in the Clean Needle Technique Manual
3. a demonstration of the practical application of CNT
----LUNCH BREAK----
4. a written exam
5. a training session where each applicant can practice and perfect the utilization and employment of CNT
6. a practical exam

Each CNT course begins at 8:00 am and ends at approximately 5:00 pm. ***We cannot promise an exact time that the course will end, only an approximation.*** If you have any questions after reading the enclosed material, please email the CCAOM office at pdiamond@ccaom.org.

Applications can be sent by fax or by email (if sent by email, please scan the application and send as an attachment so that signatures are visible). Send to:

**Council of Colleges of Acupuncture and Oriental Medicine
1501 Sulgrave Avenue, Suite 301
Baltimore, MD, U.S.A. 21209
Fax: 410-464-6042
pdiamond@ccaom.org**

If you fax your application to us, please email to confirm receipt, as faxes are not always successfully transmitted. If you send your application as an email attachment, please email the card information in three separate emails - one containing the card number, another containing the expiration date, and a third containing the security code and the postal code of the cardholder.

Sincerely,

Paula Diamond
CCAOM CNT Program Manager

POLICIES AND PROCEDURES

Location

This course will be held at University of Hong Kong. The exact location of the course will be provided in the acceptance letter.

Date

This CNT course will be held on September 7th, 2019.

Language

This administration of the CNT course will be conducted entirely in English, including the lecture, written exam, and practical exam. Foreign applicants should be aware that, if you are planning on relocating to the U.S., the practice of acupuncture is regulated by state law, and some states may require that you complete the CNT course in English. Please check the regulations of the U.S. state in which you intend to practice regarding this requirement.

Cost

The cost of this administration of the CNT course will be **\$500** (in U.S. dollars) if your application is received on or before the application deadline. Payment must be made by credit card. Applications must include all credit card information. We cannot process any applications without complete payment information.

Application Deadline/Late Applications

We encourage applicants to submit their CNT applications by **July 7th, 2019**. However, CCAOM will accept applications received after this date with a \$25.00 late application fee if there is space available for the course. *Please note that late application fees are NOT refundable.*

Clean Needle Technique Manual

The emailed acceptance materials for the course will include a link to the PDF file of the 7th Edition of the *Clean Needle Technique Manual*. There is no extra charge for this Manual, which is also available on our website in English, Chinese, and Korean. You will need to study it carefully BEFORE the CNT course. Because the CNT exam questions are based on this edition of the CNT Manual, studying prior editions of the Manual may result in failure of the written exam. All information, procedures, and protocols you need to know to enable you to pass the CNT course are contained within this Manual. We recommend that you bring the Manual with you to the CNT course, either in hard copy form or on a laptop or other electronic device, although this is not required. If you do not want to wait until receiving the acceptance materials to begin studying the Manual, you can access it from our website at any time. If you would prefer a hard copy of the Manual to a digital version, you can transfer the PDF file to a flash drive and have it printed.

Confirmation of Acceptance into the CNT Course

You will receive an acceptance letter by email approximately one month before the course date. *If you do not receive the acceptance letter by email one month prior to the course date, you must notify the CCAOM office (all communications with the CCAOM office must be in English). It is your responsibility to notify the CCAOM office if you do not receive the acceptance letter. Failure to receive an acceptance letter is not an acceptable excuse for not attending the CNT course for which an applicant is registered.*

Travel Kit Requirement

You will be required to assemble and bring a travel kit with you to the course, the contents of which will be described in detail in the acceptance letter.

Cancellation Policy

If you would like to withdraw from the CNT course, please notify the CCAOM office by email. Applicants will be refunded \$300.00 (USD) if the cancellation notice is received 15 days or more before the course date, \$200.00 if it is received 8-14 days before the course date, and \$100.00 if the cancellation notice is received 1-7 days before the course date. *Applicants who fail to attend a CNT course for which they are registered will receive no refund. Please note that late application fees are NOT refundable.*

Airline Tickets

If you need to fly to a course site, do **not** purchase an airline ticket before you have received the acceptance letter. (You will receive the acceptance letter approximately one month before the course date.) *NOTE: If you fly to attend a CNT course, your travel kit should be placed inside checked baggage, not carry-on.*

Required Minimum Number of Applicants

If we do not receive a minimum number of applications, the course will be cancelled. This decision will be made 4-5 weeks prior to the course date and will be communicated to applicants by email. In the event of cancellation due to low enrollment, applicants will be issued full refunds.

Space Limitations

There are space limitations for all CNT courses. Because applications are considered on a first-come first-serve basis, make sure you apply as soon as possible for the CNT course date of your choice.

Taping

The taping or recording (either video or audio) of any portion of the CCAOM CNT course is strictly prohibited. Anyone attempting to record any portion of the course will be asked to leave and will automatically fail the course.

Written Exam

The written exam consists of 55 multiple choice questions. (Five of these questions are items that are being pre-tested and will not count toward the final grade.) Applicants will be given up to 90 minutes to complete this exam, which will be graded on-site. Those applicants who pass the written exam will be allowed to continue with the practical portion of the course. Those applicants who fail the written exam will not be allowed to continue with the CNT course that day and will need to re-apply and re-take the course at a future date.

Practical Exam

Applicants who fail the practical exam will be allowed time to practice the techniques and will be given a second chance to take the practical exam on the same day of the course. Applicants who fail to pass the second practical exam will be required to re-apply and re-take the entire course at another time. No refunds will be given to anyone who is required to re-take the course. All those who must re-take the course will be required to pay the full course fee again.

Certificates

If you pass the written and practical exams, you will receive your certificate at the end of the day. *Please note that it is important to state your name on the CNT application form exactly as it will be given to the NCCAOM, which usually means it has to match your name as it appears on your photo ID.* Certificates are issued with the family name last, as is customary in the United States. If the CCAOM needs to re-issue you a CNT certificate at a later time with a different version of your name, you will be charged a \$15 fee.

NCCAOM CNT Policy

Applicants for NCCAOM certification must have completed an approved CNT course within 6 years of his/her application date for NCCAOM certification.

APPLICATION INSTRUCTIONS

1. Fill out all sections indicated on Pages 1 and 2 of the Application Form (the subsequent two pages). **INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL NOT BE PROCESSED.**
2. Cost: **\$500** in U.S. dollars if the application is received by the CCAOM office by the application deadline.
3. Late applications: CCAOM will accept applications received after the application deadline with a \$25.00 late application fee if there is space available in the class. No application received less than one week before the course date will be accepted.
4. Acceptable forms of payment include:
 - All major credit cards (please note that if the use of your credit card is declined by our bank, your application will not be processed)
 - For your protection, please email this information to us in two or three separate emails, each containing a portion of the credit card information.
5. **You may email or fax completed applications to: 410-464-6042 (fax) or, pdiamond@ccaom.org.** If you fax your application to us, please email us to make sure that your application was received; not all faxes are successfully transmitted.
6. If you would like the CCAOM to submit verification on your behalf to the NCCAOM or some other entity, please send the following information to our office:
 - (1) your name, address, and email address,
 - (2) the name and address of the entity that you would like this information sent to,
 - (3) the date of your CCAOM CNT course,
 - (4) \$15.00 (USD) per request, payable by certified check, money order, or credit card.

INTERNATIONAL CCAOM CNT APPLICATION FORM, Page 2

Applicant Name (please print neatly): _____

ASSUMPTION OF RISK, RELEASE AND WAIVER

I, _____ swear or affirm that the information I have provided is to the best of my knowledge true and accurate. I understand that the successful completion of the CNT course may not be construed, considered or implied to be in any way a statement of competency to practice as an acupuncturist. I agree that I shall not advertise, represent or in any way hold myself to be a licensed acupuncturist or certified by the National Certification Commission for Acupuncture and Oriental Medicine by completing the CCAOM CNT course. Furthermore, I have read, understand, and agree to the CCAOM CNT policies and procedures as outlined in the application packet and/or on the CCAOM website. In the event that the CCAOM CNT course in which I am enrolled is cancelled due to inclement weather or any other unforeseen emergency, I agree not to hold the CCAOM responsible for any personal expenses incurred related to attending the course, including, but not limited to, travel or accommodations.

In addition, I understand that there are risks involved in my participation in the Clean Needle Technique (CNT) course I have enrolled in, including but not limited to personal injury resulting from a needling accident. I understand that as a prerequisite to this class, I must have completed an acupuncture techniques course at an established school of acupuncture. I represent that, based on my prior coursework, I can safely self-administer acupuncture needles. I further understand and acknowledge that neither the Council of Colleges of Acupuncture and Oriental Medicine (CCAOM), the course instructor, nor any person or entity with which they are affiliated will be responsible for any injury I may suffer resulting from my participation in the CNT course.

In consideration of my participation in the CNT course, I assume all risks and responsibilities surrounding my involvement, including but not limited to all risk of personal injury. I release and agree to defend, hold harmless and indemnify the CCAOM, its instructors, directors, officers, employees, agents and representatives of, from and against all liabilities, claims, demands or causes of action of any kind or nature that relate or pertain in any way to my participation in the CNT course, including delay in licensure, loss of income, or other financial loss.

I ASSUME ALL OF THE RISKS INVOLVED WITH MY PARTICIPATION IN THE CNT COURSE. I ASSUME THESE RISKS, WHETHER THEY ARE FORESEEN OR UNFORESEEN AND REGARDLESS OF WHETHER THEY ARE DUE TO INTENTIONAL TORTIOUS CONDUCT OR NEGLIGENCE BY OR ON BEHALF OF THE CCAOM, THE INSTRUCTOR, OR ANY INDIVIDUAL AT THE COURSE.

I acknowledge and confirm I have carefully read, understand and agree to this Assumption of Risk, Release and Waiver.

Applicant's Signature: _____ **Date:** _____

NOTE: Acceptance materials will be emailed to all applicants one month prior to the CNT course date.

YOU MUST STUDY THE 7TH EDITION OF THE CNT MANUAL PRIOR TO ATTENDING THE CNT COURSE!!

CCAOM OFFICE USE ONLY

Date Received _____ Amount Received _____ Check Number _____ C.C. Auth. # _____