

Council of Colleges of Acupuncture and Oriental Medicine

Clean Needle Technique Course Application Packet

Dear 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 National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) certification, as well as a licensing requirement in many states.

Please note that the CCAOM CNT course is intended only for currently enrolled acupuncture students, persons currently enrolled in a state or NCCAOM approved tutorial program, persons who have graduated from an acupuncture and/or Oriental medicine program or school, licensed health care professionals legally able to practice acupuncture in the United States, or NADA detoxification specialists. In order to take the CCAOM CNT course, you must meet one of the eligibility criteria listed on page 2 of the application form.

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

The CNT course contains several components:

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
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 8:30 am and ends no later than 5:00 pm. ***Although the course may end before 5:00 pm, we cannot guarantee it.*** If you have any questions after reading the enclosed material, please call the CCAOM office at (410)464-6040, or email your questions to: ccaoment@comcast.net.

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

Council of Colleges of Acupuncture and Oriental Medicine
600 Wyndhurst Avenue, Suite 112
Baltimore, MD 21210
Fax: 410-464-6042
ccaoment@comcast.net

If you fax your application to us, please call to confirm receipt, as faxes are not always successfully transmitted.

For your protection: If you send your application as an email attachment, do NOT fill in the credit card information on the application form, but call us with this information.

IMPORTANT NOTE: If you do **not** receive the acceptance materials approximately one month before the course date, you must contact us to find out why. Not receiving the acceptance materials is not a legitimate reason for missing a class, as we do not always receive (or are able to process) every application.

Sincerely,

Paula Diamond
CCAOM CNT Program Manager

POLICIES AND PROCEDURES

Non.U.S. Residents

If your current address is outside the U. S., you must include your passport number and date of birth on page 1 of the application form.

Cost

The cost of the CNT course is **\$135** (in U.S. dollars) if the application is postmarked on or before the application deadline (see below). Payment can be made in the form of a personal check, certified check or money order (in U.S. dollars). We also accept Mastercard or Visa credit card payments. Applications that are not accompanied by full payment will be returned.

Application Deadline/Late Applications

We encourage all applicants to submit their CNT application by the stated deadline, which is two months in advance of the course date. CCAOM will accept late applications sent with a \$25.00 late application fee on a space available basis. No application received less than five days before the course date will be accepted. (The application deadline refers to the date by which the application must be postmarked.) *Please note that late application fees are NOT refundable.*

Returned Checks

CCAOM charges an additional \$20.00 for all returned checks.

Clean Needle Technique Manual

You will need to purchase the 6th Edition of the Clean Needle Technique Manual, which is an essential component of the CNT course. (NOTE: Because the CNT exam questions are based on the 6th edition of the CNT Manual, using prior editions of the CNT Manual may result in lower exam scores.) ***This Manual must be read and studied prior to taking the CNT course.*** All information, procedures, and protocols you need to know to enable you to pass the CNT course are contained in this Manual. PLEASE NOTE THAT THE CCAOM DOES NOT SELL OR PROVIDE THE CNT MANUAL. **You can purchase an English, Chinese or Korean CNT Manual online from Amazon.com or by calling Bookmasters at 1-800-247-6553. YOU MUST BRING THE CNT MANUAL (NOT A PHOTOCOPY) WITH YOU TO THE CNT COURSE. A PHOTOCOPY OF THE MANUAL IS IN VIOLATION OF U.S. COPYRIGHT LAWS.**

Confirmation of Acceptance into the CNT Course

You will receive an acceptance letter approximately one month before the course date. Should you require confirmation sooner than that, please enclose a self-addressed, stamped envelope with your application. ***If you do not receive the acceptance letter within one month prior to the course date, you should contact the CCAOM office. It is the applicant's responsibility to notify the office if the acceptance letter is not received, since we have no way of knowing whether applicants actually receive the materials that we send them. Failure to receive an acceptance letter is not a viable excuse for missing a CNT course for which an applicant is registered. If you fail to attend the CNT class that you are registered for, whether or not you receive the acceptance letter, you will NOT receive a refund and will have to re-pay the entire course fee again.***

Cancellation Policy

If you would like to withdraw from the CNT course, please notify the CCAOM office in writing. Applicants will be refunded \$110.00 if the cancellation notice is received 15 days or more before the course date, \$85.00 if it is received 8-14 days before the course date, and \$35.00 if the cancellation notice is received 1-7 days before the course date. **If the applicant does not show up for a class, s/he will not receive a refund, except in the case of a documented illness or personal or family-related emergency (see the following paragraph for details).** *Please note that late application fees are NOT refundable.*

Illness or Emergency-Related Absences

In the case of a documented illness or personal or family-related emergency that prevents an applicant from taking the course, **the applicant must notify the CCAOM office within 7 days after the scheduled course date** by telephone or e-mail, followed by a written explanation and documentation (medical report, death certificate, etc). If the applicant wishes to cancel their application altogether, they will receive a \$110.00 refund (a \$25.00 portion of the course fee is a non-refundable application fee). If the applicant wishes to take the course at a later date, the CCAOM will accommodate their written request with a \$25 switch fee. Please note that additional fees will be waived only if notification is received within the stated time period. **This paragraph applies only if an applicant does not take the course because of illness or personal or family-related emergency. It does not apply to any applicant who, in spite of an illness or personal or family-related emergency, takes and fails the course.**

Switching Course Dates

If you would like to switch course dates, please follow the steps listed below:

1. **Call the CCAOM office** to determine if space is available in the new class, or check the status of the class on our website under the link for the CNT schedule.
2. **Notify the CCAOM office in writing** that you would like to cancel your current enrollment and apply for a different course date. You must specify the course code of the CNT course into which you would like to switch.
3. **Include the appropriate switch fee with your request.** If your request to switch course dates is received by the CCAOM office 15 days or more before the initial CNT course date, the switch fee is \$25. If the request is received 8-14 days before the initial CNT course date, the switch fee is \$50. If the request is received 1-7 days before the initial CNT course date, the switch fee is \$100.

Travel Kit Requirement

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

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.*

Language Requirement

Some states may require that you complete the CNT course in the English language. Please check with the state in which you want to be licensed to determine if completion of the CNT course in the English language is a requirement. In order to receive credit for taking the CNT course in English, you must successfully complete an English-language CNT course, and take the written and practical examinations in English. In the event that an applicant needs to retake the CNT course in English, s/he will be required to pay the full registration fee and sit for the entire course again. Please note that you will not be allowed to change the language of your written examination on the day of the course. Requests for a change in the language of the written examination must be sent to the national office in writing and must reach the office at least three weeks prior to the course date.

Note to non-native English speakers:* Applicants who intend to take the CNT course **in English should be aware that the lecture and all instructions will be given in English only. In order to be successful, applicants should have enough proficiency in the English language to be able to understand spoken English, as well as written English if the applicant is taking the written exam in English.

Minimum Number of Applicants

In most cases, the minimum number of applicants needed to run a course is 25. If we cancel your first choice class, you will automatically be placed in your second choice class (provided there is space available) and will be notified approximately one month in advance of the course date. If you did not list a second choice class on your application, you will be notified of the class cancellation approximately one month in advance of the course date and will be given the option to either re-schedule or receive a full refund. *Please do not list a second choice class date that is earlier than your first choice class date, as it may be too late to place you into the second choice class if your first choice was cancelled.*

Space Limitations

There are space limitations for all CNT courses; that is why we ask that you list your first and second choice for CNT course dates and locations on the application form. If the class you have applied for as your first choice is full, you will automatically be placed your second choice class, provided there is space available in that class. If you are placed in the class of your second choice, you will be notified by the CCAOM office immediately by mail or e-mail. Because applications are considered on a first-come first-serve basis, make sure you apply as soon as possible for the date you would like to attend.

Failure of the Written Exam

Applicants who fail the written exam will be allowed up to 45 minutes to review the CNT Manual upon request, as well as five minutes to review their exam (upon request), and will be given a second exam on the same day of the course. (Applicants will be given up to 45 minutes to complete the first exam, as well as the re-take.) Applicants who fail the second exam **will not** be allowed to continue with the CNT course that day and will need to re-apply and re-take the course in the future. (Applicants who fail the second time will not be allowed to see their second exam.)

Failure of the Practical Exam

Applicants who fail the practical exam will be allowed time to practice the techniques and will be given a second 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 again at a later date. 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 re-apply and pay the full course fee again.

Cheating

Applicants who are found to be cheating on the written exam will be immediately dismissed from the course. No refunds will be given to anyone who has been found to be cheating during the CNT exam.

Taping

In the absence of written permission of the CCAOM national office, the taping or recording (either video or audio) of any portion of the CCAOM CNT course is strictly prohibited.

Certificates

You will receive a certificate within 2 months after you successfully complete the CCAOM CNT course. If you do not receive a certificate within 2 months, call the CCAOM office to let us know. You will be charged a \$10.00 fee for your certificate if your request is made **more than 6 months** after CNT course completion. *Please note that it is important to state your name on the CNT application form exactly as it will be given to licensing boards, the NCCAOM, etc., which usually means it has to match your name as it appears on your photo ID.* If we need to re-issue you a certificate at a later time with a different version of your name, you will be charged a \$10 fee.

NCCAOM CNT Policy

Applicants for NCCAOM certification must have completed an approved CNT course within 6 years prior to receiving NCCAOM certification. If more than six years has passed between CNT course completion and NCCAOM certification, the CNT course must be re-taken.

Prerequisite Techniques Course

The CCAOM CNT course is not intended to be the very first needling experience for students. Applicants who are presently attending acupuncture school (or those who are enrolled in an NCCAOM-approved or state-approved tutorial) must have at least commenced a needling techniques course no later than the date of their CCAOM CNT course. This requirement must be verified by the program's appropriate authorized officer (see page 2 of the application form).

Applicants with Special Needs

If you need a special accommodation for a verifiable disability, you must: (1) check the appropriate space on page 1 of the application form; (2) detail your situation in a letter and include this letter with your application; and (3) have the appropriate officer at your school confirm your disability and required accommodation in writing and include this confirmation with your application, or, if you are not a current student at an acupuncture school, submit medical documentation to support your request (please contact the national office for further information).

Verifications

If you would like verification of CNT course completion sent to a state board, the NCCAOM, or another entity, please send the following information with a check for **\$10.00 per request** to the CCAOM office: **(1)** your name, address, and telephone number; **(2)** the approximate date on which you took the CCAOM CNT course; **(3)** the name and address of the board, agency, or other entity that you would like this information sent to; and **(4)** a \$10.00 fee per request.

Inclement Weather or Other Unforeseen Emergencies

For information as to whether or not a specific class has been cancelled due to inclement weather or any other unforeseen emergency, please call the national office at 410-464-6040. If a class has been cancelled, the answering machine will contain that information **no later than 5 pm EST** on the evening before your scheduled class. If a CCAOM CNT course is cancelled due to inclement weather or any other unforeseen emergency that is referenced on the answering machine, or that is not referenced on the answering machine because the emergency occurs **after 5 pm EST** on the evening before your scheduled class, the CCAOM will not assume responsibility for any personal expenses incurred by applicants relating to course attendance, including but not limited to, travel or accommodations. The CCAOM will, however, switch applicants into another CCAOM CNT course at no additional charge.

APPLICATION INSTRUCTIONS

1. Fill out **all sections** on pages 1 and 2 of the application form, and **sign where indicated**. **INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL BE RETURNED.**
2. Social Security Number: If you are reluctant to place your social security number on the application form, or if you do not have a social security number, you must make sure that you have included your birth date. This information is used as a means of identifying applicants to licensing and/or certification boards.
3. If possible, please list a first and second choice class date.
4. **CURRENTLY ENROLLED ACUPUNCTURE STUDENTS:** Please make sure your application is signed by your program's appropriate authorized officer (see Eligibility Requirements, #1, on page 2 of the application form).
5. Cost: **\$135** in U.S. dollars if postmarked by the application deadline, which is two months before the course date; see the class schedule for a complete list of class-specific application deadlines.
6. Late applications: CCAOM will accept late applications sent with a \$25.00 late application fee on a space available basis. No application received less than five days before the course date will be accepted.
7. Acceptable forms of payment:
 - U.S. check or money order in U.S. dollars made payable to CCAOM
 - Certified bank check in U.S. dollars made payable to CCAOM
 - Mastercard or Visa (please note that if the use of your credit card is declined by our bank, your application will be returned to you) ***For your protection:*** If you send your application as an email attachment, do NOT fill in the credit card information on the application form, but call us with this information, as the CCAOM national office is not secured for internet credit card transactions.
8. Language: On page 1 of the application form, please indicate the language in which you would like to take the written examination. *Please refer to the "Language Requirement" section under the Policies and Procedures portion of this application packet.*
9. Send (or fax) completed applications with payment to: **CCAOM CNT Course, 600 Wyndhurst Avenue, Suite 112, Baltimore, MD, 21210. (Our fax number: 410-464-6042.)** *If you fax your application to us, please call 410-464-6040 to make sure that your application was received; not all faxes are successfully transmitted. You can also e-mail applications to us as a scanned attachment to ccaomcnt@comcast.net.* Please make sure that you have signed and dated the very last line of the application form where indicated.
10. If you would like the CCAOM to submit verification on your behalf to the NCCAOM, a state board, or another entity, please mail or e-mail the following information to our office:
 - A. **YOUR NAME, ADDRESS, TELEPHONE NUMBER, AND E-MAIL ADDRESS**
 - B. **APPROXIMATE DATE** of your CCAOM CNT course
 - C. **NAME** and **ADDRESS** of the board, agency, or other entity that you would like this information sent to
 - D. **\$10.00** per request

2012 CCAOM CNT APPLICATION (Page 1)

**Send this completed application and payment to: CCAOM CNT Course
600 Wyndhurst Ave., Suite 112
Baltimore, MD 21210**

**Or, fax application with credit card information included to: 410-464-6042
(call the office at 410-464-6040 to confirm that your fax was received)**

PLEASE TYPE OR PRINT ALL INFORMATION CLEARLY; INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL BE RETURNED

Name, as it should appear on your certificate: _____

Social Security Number (optional): _____ Passport Number (non-U.S. residents):

Date of Birth: _____ (mo.) _____ (day) _____ (yr.) Email address: _____

Mailing Address: _____

City: _____ State: _____ Country: _____ Zip Code: _____

Phone (home): _____ Phone (cell): _____ Fax: _____

Do you need a special accommodation for a verifiable disability? ___no ___yes (if yes, you must detail your needs in a letter and include appropriate documentation with your application as outlined in the CCAOM CNT Policies and Procedures)

Note: The cost of the CNT course is \$135 if postmarked by the application deadline, and \$160 if postmarked after the deadline, which is two months before the course date.

If paying by credit card, please provide the following information:

_____ name of card holder, as it appears on credit card
 _____ credit card number (mastercard or visa only) _____ exp. date
 _____ street address of card holder
 _____ zip code of card holder _____ 3-digit security code located on back of card

[IMPORTANT: For your protection, if you send your application as an email attachment, do NOT fill in the credit card information on the application form, but call us with this information, at 410-464-6040. We are not secured for internet credit card transactions.]

Please indicate your first and second choice class in the space provided below. Please fill in ALL information requested.

	Course Code	Course Date	City/State	Host/Location	Language
<i>1st choice</i>					
<i>2nd choice</i>					

To receive credit for taking the class in English, you must take the lecture, written exam, AND practical exam in English. Please indicate the language in which you would like to take the written exam (check one): ___ English ___ Chinese ___ Korean

YOU MUST PURCHASE AND STUDY THE CURRENT EDITION OF THE CNT MANUAL PRIOR TO ATTENDING THE CNT COURSE!!

IMPORTANT NOTE: If you do **not** receive the acceptance materials approximately one month before the course date, you must contact us to find out why. Not receiving the acceptance materials is not a legitimate reason for missing a class, as we do not always receive (or are able to process) every application.

(OFFICE USE ONLY) Date Rcvd _____ \$ Rcvd _____ Check # _____ C.C. Auth. # _____

2012 CCAOM CNT APPLICATION (Page 2) Applicant Name: _____

ELIGIBILITY REQUIREMENTS

In order to take the CCAOM CNT course, you must document **one** of the following (**check one only**):

1. CURRENTLY ENROLLED STUDENT AT AN ACUPUNCTURE AND/OR ORIENTAL MEDICINE SCHOOL OR PROGRAM.

School Name: _____

Name of Program: _____ School Phone Number: _____

School Address: _____

City: _____ State: _____ Zip: _____

I hereby verify that the above individual is currently enrolled as an acupuncture student, and that he/she has commenced a needling techniques course no later than the date on which he/she will take the CCAOM CNT course, with the understanding that the CCAOM CNT course is not intended to be the first needling experience for students.

signature of authorized school officer

printed name of authorized school officer

Email address of authorized school officer: _____ Date: _____

*(Note: Applications will **not** be accepted without the above signature.)*

2. GRADUATE OF AN ACUPUNCTURE AND/OR ORIENTAL MEDICINE SCHOOL OR PROGRAM.

You must include a copy of your educational transcripts and diploma with this application form. If these documents are in a language other than English, you must provide copies in both the original language and an official English translation.

3. APPLICANT FOR THE NCCAOM EXAMINATION.

You must include a copy of your NCCAOM Approval To Test (ATT) letter with this application form.

4. ENROLLMENT IN A STATE OR NCCAOM APPROVED TUTORIAL, INCLUDING COMPLETION OF NEEDLING TECHNIQUES TRAINING.

You must include a copy of the state or NCCAOM approval letter for your tutorial, as well as a letter from your tutorial provider documenting your completion of needling techniques training.

5. LICENSED ACUPUNCTURIST OR OTHER HEALTH CARE PROFESSIONAL LEGALLY ABLE TO PRACTICE ACUPUNCTURE IN THE U.S.

You must include a copy of your license with this application form, as well as a copy of the state statute authorizing acupuncture as being within the scope of practice of your profession.

6. NADA DETOXIFICATION SPECIALIST.

You must include a copy of your NADA certificate of training completion with this application form.

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. 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 or be currently enrolled and active in 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. **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: _____ Printed Name: _____