

Council of Colleges of Acupuncture and Oriental Medicine
2012 International Clean Needle Technique Course
Location: Seoul, South Korea

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 graduated from an acupuncture and/or Oriental medicine school and who wish to become NCCAOM certified. In order to be eligible to take the CCAOM CNT course, you must meet one of the criteria listed on page 2 of the International CCAOM CNT Application Form.

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 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 email the CCAOM office at ccaomcnt@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). Send to:

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

If you fax your application to us, please e-mail 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 instead call us with this information or send it in a fax.)

Sincerely,

Paula Diamond
CCAOM CNT Program Manager

POLICIES AND PROCEDURES

Location

This administration of the CNT course will be conducted in Seoul, Korea. The location will be at Dongguk University; Seoul Campus.

Date

The course will be held on **May 27, 2012**.

Language

This administration of the CNT course will be in the Korean language.

Cost

The cost of this administration of the CNT course will be **\$495** (in U.S. dollars) if your application is received on or before the application deadline (see below). Payment can be made as a certified check or money order in US dollars. We also accept Mastercard or Visa credit card payments. (Applications must be accompanied by payment in full; we cannot process any applications without payment.)

Application Deadline/Late Applications

We encourage all applicants to submit their CNT application by **March 27th, 2012**. 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

You will need to purchase the sixth edition of the *Clean Needle Technique Manual*, which is an essential component of the CNT course.

This Manual must be read and studied prior to taking the CNT course. A Korean language version of the Manual is available for purchase. 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; rather, you can purchase a CNT Manual online from www.Amazon.com. **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 by e-mail approximately one month before the course date. ***If you do not receive the acceptance letter within one month prior to the course date, you must notify the CCAOM office by e-mail (all communications with the CCAOM office must be in English). It is your responsibility to notify the CCAOM office if you 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 with you to the course a travel kit, 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 e-mail or fax. 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. **If the applicant does not show up for the class for which he/she is registered, he/she 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 e-mail, including a written explanation and supporting documentation (scanned medical report, death certificate, etc). Upon receipt of this information, the applicant will be sent a \$300.00 refund (a \$95.00 portion of the course fee is a non-refundable application 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.**

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.*

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.

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.

Failure of CNT

Applicants who fail the written exam will be allowed time to review the CNT Manual, as well as their exam (upon request), and will be given a second exam on the same day of the course. Applicants who fail the second exam **will not** be allowed to continue with the CNT course and will need to re-apply and re-take the entire course at another time. (Applicants who fail the written exam the second time will not be allowed to see their second 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 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

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, e-mail 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 the NCCAOM, which usually means it has to match your name as it appears on your photo ID.* If 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 \$10 fee.

NCCAOM CNT Policy

Applicants for NCCAOM certification must have completed an approved CNT course within 6 years prior to receiving NCCAOM certification.

APPLICATION INSTRUCTIONS

1. Fill out **all sections** on pages 1 and 2 of the Application Form, and **sign where indicated (at the bottom of pages 1 and 2)**. **INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL BE RETURNED.**
2. Cost: **\$495** in U.S. dollars if the application is received by the CCAOM office by the application deadline (March 27th, 2012).
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:
 - 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)
 - **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 or send it in a fax.
5. Send completed applications with payment to: **CCAOM CNT Course, 600 Wyndhurst Avenue, Suite 112, Baltimore, MD, U.S.A., 21210. Fax number: 410-464-6042. Email: ccaomcnt@comcast.net.** If you fax your application to us, please e-mail 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) \$10.00 (USD) per request, payable by certified check, money order, or Mastercard or Visa.

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.

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 sent out one month prior to the CNT course date.

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

CCAOM OFFICE USE ONLY

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