



Graduation Packet

Pacific College of Oriental Medicine

San Diego, 2010-2011



Master's Degree Program

INSTRUCTIONS FOR COMPLETING REQUIREMENTS FOR GRADUATION

PCOM GRADUATION REQUIREMENTS & PAPERWORK

Graduation Requirements

Master's candidates need to ensure that they have completed the following steps to graduate:

- Successfully complete all registered courses
- Third Year Comprehensive Exam
- Financial obligations
- On-line Exit Loan Counseling for Financial Aid, if applicable

1) The Exam Documentation Form.

Complete The Exam Documentation Form, located in the form tree in the Student Lounge. Please write your name as you wish it to appear on your diploma. Filling out this form and you can pay by \$100 check or pay by credit card, this will ensure that your transcripts are sent to the NCCAOM and the California Acupuncture Board.

2) Graduate Exit Interview/ Graduate Survey.

Schedule an appointment to see the Dean of Students, Academic Dean, Director of Alumni Services, or simply complete the Graduate Survey enclosed and hand it in at the Student Services Office or Suite #109. This is your opportunity to give valuable feedback to the Administration.

3) Financial Aid Exit Interview.

Recipients must also complete Financial Aid Exit Counseling by the last day of your last term. Go to the PCOM website at www.pacificcollege.edu and click on the Financial Aid link. For further instructions, please contact the Financial Aid Officer. **DO NOT COMPLETE THIS STEP UNTIL 30 DAYS BEFORE OR AFTER GRADUATION.**

4) Request NCCAOM / CNT Scores

Have a copy of your CNT certificate sent to the NCCAOM. Please make sure to print your name, address and test date information on your request, if you have not done so when applying to the CNT exam.

Please submit a copy of your NCCAOM score notification including the date and score (pass/fail) for statistical purposes for PCOM. This step is optional.

5) Option for CNT Scores

If you would like to have verification of your CNT scores sent to the State and National boards, or another entity, you can submit the following information with a check for **\$15.00 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;
- 4) And a \$15.00 fee per request.

HELPFUL INFORMATION FOR LICENSURE

Licensure Outside of California

If you are applying for licensure outside of California, you will need to contact the relevant state board for **their requirements**. Some states allow you to download and print their applications directly from their website.

You will also need to request that documentation be sent from this office. If the Board does not provide you with a request form, please use the ***Transcript Request Form*** available in the Student Lounge and write any deadlines, contacts or special requirements of the state to which you are applying. You may also download the form from www.pacificcollege.edu. Click on “Alumni” and then click on “Records Request”.

The fee is \$15.00/hr. for licensure paperwork completed by the Registrar’s office for **all** states **except** CA, NY, and IL. For these three states, there is no additional charge.

IMPORTANT CONTACT INFORMATION:

NCCAOM

NCCAOM

76 South Laura Street

Suite #1290

Jacksonville, FL 32202

Phone: 904-598-1005

Fax: 904-598-5001

www.nccaom.org

<http://www.nccaom.org/examinfo.htm> (exam information link)

ILLINOIS DEPARTMENT OF FINANCIAL AND PROFESSIONAL REGULATION (IDFPR)

Springfield Office:

320 West Washington St

Springfield, IL 62786

(217) 785-0800

(217) 524-6735 TDD

(217) 782-7645 FAX

www.idfpr.com

NEW YORK STATE EDUCATION DEPARTMENT

New York State Education Department

Office of Professions

Division of Professional Licensing Services

Acupuncture Unit

89 Washington Ave.

Albany, NY 12234-1000

www.op.nysed.edu

For details of New York requirements, please contact main office at (518) 474-3817.

CALIFORNIA*

California Acupuncture Board
444 North 3rd Street, Suite 260
Sacramento, CA 95814-0226

For details of California requirements, contact (916) 445-3021

<http://www.acupuncture.ca.gov/>

Information about other state board requirements must be requested from the State Board directly.

***Requires sitting for an additional exam for licensure. Please check with the State Board website for Exam Dates.**

DIPLOMAS AND ALUMNI SERVICES

Diplomas

Diplomas are generally ready in the 3rd or 4th week of the following semester after graduation. The Registrar will send out your diploma once it is ready. Please notify the Registrar of any address changes before the beginning of the following term.

Alumni Services

- On the Alumni pages found on www.pacificcollege.edu is a list of job vacancies, available spaces for setting up your practice, etc.
- Alumni, when you visit the website, be sure to “create an account”, get on the Alumni Email List and this enables you to set up your Practitioner Profile.
- Placing a Practitioner Profile: As a graduate of PCOM alumni are able to set up their practitioner profiles onto the PCOM website for no cost. This is a huge benefit because it serves as a way to promote your business. You are able to list your name, business contact information, biography and link to your website. By linking your website to the Pacific College website it increases your "searchability" if someone googles your name. Being linked to an .edu website pulls you closer to the top on the list.
- You can also contact our PCOM Director of Alumni Services and Community Education, Deb Davies @ Pacific College of Oriental Medicine
7445 Mission Valley Road, Suite 105, San Diego, CA 92108, 619.574.6909 x145
ddavies@pacificcollege.edu, www.pacificcollege.edu, <http://www.pacificcollege.edu>



Some of the benefits to being a member of Pacific College's alumni are:

- Access to alumni practitioner directory & referral service
<http://www.pacificcollege.edu/pacific-college-alumni/find-an-acupuncturist-massage-therapist-herbalist.html>
- Access to PCOM Alumni Forum: <http://www.pacificcollege.edu/pacific-college-alumni/forum.html>
- Access to Alumni List Serv. (allows alumni to connect with the group via email)
- Discounts on Pacific Symposium: <http://www.pacificsymposium.org/>
- Information on continuing education:
<http://www.pacificcollege.edu/acupuncture-ceus/continuing-education.html>
- 10% discount off of CEU courses offered at the college
- 10% discount off of college courses taken after graduation, for review or further knowledge
- (Only applicable toward courses from the program from which you have graduated)
- If an alum wants to repeat a class s/he has already taken, the fee is \$100
- Professional opportunities
- Alumni networking events
- Free subscription to Oriental Medicine
- Discounted malpractice insurance
- Courses on passing state & national exams
- Community outreach opportunities
- Transcript requests: <http://www.pacificcollege.edu/pacific-college-alumni/request-records.html>

We will let you know about referrals, information and CEU events as they come up. And don't be shy ... send us an update of how you are doing. Please provide the college a copy of your business card, clinic brochure as soon as possible. We may even put you in the PCOM Update.



Congratulations and Good Luck!

Practice Building Workshop at PCOM

Saturday, April 10
9am-1pm

FREE to all PCOM students and alumni

Establishing your own business practice can be extremely rewarding. Yet, getting started can feel like a daunting task. Learn from a successful expert on how to establish your own successful business practice.

Lori Gritz M.B.A., L.Ac., Doctoral Fellow

Lori has owned and operated successful business, including Acupuncture and Wellness Clinics for the past 35 years. She taught Marketing in the Business School of a University and has conducted seminars around the country. She is committed to helping other Acupuncturists create successful practices which educate the public, serve the needs of their target market, maintain an abundant flow of income and increase their love of their work.

A few of the topics in the workshop include:

- Create a Competitive Advantage
- Niche Marketing
- Creative Finance
- Community Team Building
- Business Operations
- Effortless Referrals
- Building Mailing Lists
- Learn to think outside the box to create abundance
- Integrate personal and professional goals
- Effective Problem Solving

RSVP required at the front desk, or call 619.574.6909

Also take a look at some great news about VA vets and reimbursement from the government for your NCCAOM exams!!!



**Checklist for Requesting
Licensing & Certification Test
Reimbursement**

To apply for test reimbursement, send us a signed and dated request with the following information:

- Your Full Name
- Your Mailing Address
- Your Home Phone Number (with area code)
- Your Social Security Number
- Your VA File Number (if different from your Social Security Number)
- Have you applied for VA benefits before? If no, please complete an application for education benefits and send with this request for reimbursement.
- Name of Test
- Date Test Taken
- Cost of Test (*NOTE: We can't reimburse you for registration fees, preparation guides, processing fees, etc.*)
- A copy of your test results or a copy of your license or certification
- Name & Address of Organization Issuing License
- Statement: "I hereby authorize the release of my test information to the Department of Veterans Affairs"
- Your Signature and Date Signed

Note: We can't process your claim without your signature.
Send this information for each test you take.

Department of Veterans Affairs
Washington, DC 20420

OFFICIAL BUSINESS
Penalty for Private Use \$300

***Pays the Costs of a License or
Certification Test***

VA Pamphlet
22-02-1
December 2005

Veterans Benefits
Administration

https://www.gibill.va.gov/GI_Bill_Info/Programs.htm#LAC



Pacific College of Oriental Medicine

Campus: CH SD NY

Program(s) you completed:

Please fill it out and bring it with you to your exit interview.

GRADUATE EXIT INTERVIEW (Looking Back)

The purpose of the exit interview is to give you an opportunity to share with us your experience of the program. Hopefully we can learn about the things that we are doing well and the things that you feel we need to improve on. There are a series of questions that we would like to ask and if there are areas that are not addressed by the questions, free feel to comment on them at the end. The questionnaire usually takes 20-30 minutes to complete.

- What are your overall impressions of the program?

- What subject matter was presented best? Needed improvement?

- Was there anything you felt was overrepresented or underrepresented?

- What was your favorite...
 - Class? And why?

 - Teacher? And why?

 - Experience? And why?

- If you could change one thing about Pacific College what would it be?

- Did you feel supported by...

The administration?

If not, why not?

The faculty?

If not, why not?

- Was there anyone in particular you felt was watching out for you or pulling for you?
- Would you recommend this program to others interested in this field?

GRADUATE EXIT INTERVIEW (Looking Forward)

- What are your plans for after graduation? How and where to you plan to use your degree?
- Do you know about the benefits you receive as a Pacific College Alumnus?:
 - Alumni website and group e-mail?
 - Discounted rate on Pacific Symposium (MS/DAOM students)?
 - Lifetime e-mail and library use?
 - Discounted subscription to the Journal of Oriental Medicine
 - Jack Miller's (or campus COO or Academic Dean) availability for discussion of career development?
- How else can we as a college support you as you begin your new career?
- Additionally, as a graduate, you are eligible to apply to be a Teaching Assistant (TA) here at Pacific College. Are you interested? YES NO (please circle one)
- Once licensed, would you be interested in becoming a speaker or supervisor at PCOM Open Houses? YES NO (please circle one)
- Would you be willing and available to talk to perspective students about your time at Pacific? YES NO (please circle one)
- Have you created a business card or brochure for yourself yet? If yes, or when you do, please make sure to provide us with one!

Name: _____

Permanent address: _____

City, State, Zip Code: _____

E-mail address: _____

Home Phone: _____

TWH 3/25/10