

Institute of Oriental Medicine



Catalog

01/01/2022 ~ 12/31/2022

Main Campus

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Satellite Campus

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www.123up.net

Table of Content

MAIN CAMPUS.....	1
SATELLITE CAMPUS.....	1
MISSION, GOALS, METHODS AND STUDENT LEARNING OUTCOMES.....	5
METHODS.....	6
STUDENT LEARNING OUTCOMES	6
INTERNATIONAL STUDENTS	6
CERTIFICATE PROGRAM ADMISSIONS.....	7
PROFESSIONAL HERBAL DIETARY THERAPY SPECIALIST (PHDTS).....	7
TCM TUI NA MASSAGE THERAPY (TNMT) CERTIFICATE PROGRAM	7
CONSOTHERAPY ONCOLOGY THERAPIST (COT).....	7
NEW CLASSIC HERBAL PRESCRIPTION SPECIALIST (NCHPS).....	7
<i>Admission Procedure</i>	7
<i>Application Checklist</i>	7
TUITION AND FEES	8
TOTAL COST OF PROGRAMS	9
<i>Estimated IOM Tuition (All fees are subject to change)</i>	9
<i>Refundable Tuition Deposit (subject to restrictions)</i>	10
<i>Refundable Tuition (subject to restrictions, see Refund Policy on Page 4 and 5 for details)</i>	10
<i>Non-Refundable Mandatory Fees</i>	10
<i>Non-Refundable Additional Fees</i>	10
PAYMENT OF TUITION.....	11
REFUND POLICY	11
STUDENT TUITION RECOVERY FUND DISCLOSURES	12
AUDIT POLICY.....	13
ACADEMIC PROCEDURE	13
TRANSFER CREDIT POLICY	13
<i>Transferability of Credits</i>	14
TRANSFER AGREEMENT	14
PRIOR EXPERIENTIAL LEARNING.....	14
ENROLLMENT AGREEMENTS	14
POLICIES AND PROCEDURES REGARDING FINANCIAL AID	14
STUDENT’S RIGHT TO CANCEL.....	15
LEAVES OF ABSENCE	15
CANCELLATION/ WITHDRAWAL.....	15
EXAMINATIONS.....	15
GRADUATION REQUIREMENTS	15
<i>Certificate Programs</i>	15
EVALUATION AND GRADING	16
GRADES AND STANDARDS FOR STUDENT ACHIEVEMENT - SATISFACTORY PROGRESS.....	16
ATTENDANCE POLICY – ALL PROGRAMS.....	17
STUDENT CONDUCT – PROBATION/DISMISSAL.....	17
ACADEMIC PROBATION	18
ACADEMIC SUSPENSION	18
ACADEMIC DISMISSAL	18
TRANSCRIPTS.....	18
STUDENT RECORDS AND PRIVACY ACT.....	19
APPEAL	19
STUDENT GRIEVANCE PROCEDURES	19
STUDENT SERVICES	19
LIBRARY.....	20

STUDENT HOUSING	22
REASONABLE ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES	22
HEALTH SERVICES.....	22
DISTANCE EDUCATIONAL PROGRAMS	22
CAREER PLANNING AND EMPLOYMENT ASSISTANCE	23
OPTIONAL PRACTICAL TRAINING	23
STUDENT RIGHTS AND POLICIES	23
NON-DISCRIMINATION POLICY	23
ACADEMIC FREEDOM.....	24
AMERICANS WITH DISABILITIES ACT	24
INTELLECTUAL PROPERTY AND COPYRIGHT	24
DRUG-FREE CAMPUS POLICY.....	24
PREVENTION OF SEXUAL AND OTHER UNLAWFUL HARASSMENT POLICY.....	24
TITLE VII AND TITLE IX OF THE CIVIL RIGHTS ACT OF 1964;29 CFR §1604.11(A).....	25
SMOKING CONTROL POLICY	26
PET/ANIMAL POLICY.....	26
FRAGRANCE-FREE POLICY	26
DESCRIPTION OF INSTRUCTIONAL FACILITIES.....	26
MAIN CAMPUS.....	26
INSTRUCTIONAL EQUIPMENT	27
APPROVAL AND ACCREDITATION STATUS.....	27
<i>Program Description</i>	28
PROFESSIONAL HERBAL DIETARY THERAPY SPECIALIST (PHDTS)	28
<i>Program Objectives</i>	28
<i>Professional Herbal Dietary Therapy Program Curriculum Overview</i>	28
<i>Sample Curriculum</i>	28
<i>Course List</i>	29
<i>Course Descriptions</i>	30
<i>Applicable Examinations</i>	33
<i>Licensing Requirements</i>	33
TCM TUI NA MASSAGE THERAPY (TNMT) PROGRAM.....	33
<i>Educational Objectives</i>	33
<i>Program Overview & Goals</i>	34
<i>Program Graduation Requirements</i>	34
<i>Certificates</i>	35
<i>Program Requirements</i>	35
<i>Program Description</i>	36
<i>Program Objective</i>	36
<i>Requirements for Completion</i>	36
<i>Sample Curriculum for TCM TNMT Program (1 trimester)</i>	36
<i>Sample Curriculum for TCM TNMT Professional Program (2 trimester)</i>	37
<i>Sample Curriculum for TCM Tui Na Guasha Massage Therapy Specialist Program (4 trimester)</i>	37
<i>Course List</i>	38
<i>Course Descriptions</i>	38
<i>Applicable Examinations</i>	41
<i>Hygiene, Dress Code, and Draping Policy</i>	41
<i>Massage Therapy Students</i>	41
CERTIFICATES OF DISTANCE EDUCATION PROGRAM.....	41
PHDTS (PROFESSIONAL HERBAL DIETARY THERAPY SPECIALIST)	41
645 HOURS PROFESSIONAL HERBAL DIETARY THERAPY SPECIALIST (PHDTS)	42
SAMPLE CURRICULUM.....	42
TRIMESTER 2.....	42

TRIMESTER 3	42
COURSE LIST	43
COURSE DESCRIPTIONS.....	44
APPLICABLE EXAMINATIONS	47
<i>Licensing Requirements</i>	47
CONSOTHERAPY ONCOLOGY THERAPIST (COT).....	47
PROGRAM DESCRIPTION	47
STUDENTS MUST MEET ONE OF THE QUALIFICATIONS BELOW BEFORE ADMISSION:	47
COURSE FLOW:.....	47
GRADUATION QUALIFICATION:	47
COURSE ARRANGEMENT:.....	48
NEW CLASSIC HERBAL PRESCRIPTION SPECIALIST (NCHPS)	49
PROGRAM DESCRIPTION	49
ADMISSION QUALIFICATION	49
COURSE FLOW	49
GRADUATION QUALIFICATION	50
COURSE DESCRIPTION	50
ADMINISTRATION	51
FACULTY.....	51
SPECIAL NOTICE OF FINANCIAL STATUS.....	53
DISCLAIMER	53
DISTRIBUTION OF THIS CATALOG AND PROGRAM BROCHURES	53
EFFECTIVE DATES OF THIS CATALOG	53
QUESTIONS	53

Mission, Goals, Methods and Student Learning Outcomes

Institute of Oriental Medicine (IOM) is dedicated to improving the health and quality of health care by providing exemplary Traditional Chinese Medicine (TCM) education, Dietary and Tu Na Massage Therapy Education. IOM is committed to promoting academic and clinical advancement through equipping students with intellectual, analytical, and critical capabilities and enabling students to pursue lifelong learning to become compassionate, ethical, and devoted health care professionals.

Mission

To provide high-quality education available in TCM herbal dietary therapy and Tui Na therapy in a progressive learning environment.

To provide community with highly competent and readily available source for TCM herbal dietary therapy and Tui Na therapy.

To foster and enhance mutual understanding and the ability to communicate with other healthcare professionals.

To assist TCM professionals to achieve their appropriate place within mainstream healthcare.

Objectives/Goals

To provide students a comprehensive curriculum in TCM - enabling them to competently deliver care in TCM herbal dietary therapy, Tui Na massage therapy, and health preservation skills (such as Tai Ji Quan and Qi Gong).

To expose students to the social, economic, and ethical, legal and historical contexts within which TCM is practiced in the United States and how to implement this information within the context of a successful practice.

To engender in its students a compassion for their patients and to instill a desire for life-long learning and development in TCM healing art.

To promote academic advancement and scholarship in the field of TCM to dietary and Tui Na Therapy to students, alumni, and practitioners at large.

To provide high quality health care at an affordable cost to the community in a professional environment provided by competent and skilled clinicians.

To actively provide the global community at large with informational programs designed to inform and familiarize the public with the philosophy and practice of TCM.

To teach the theory and practice of TCM Dietary and Tui Na Massage Therapy while simultaneously developing critical thinking and problem-solving skills.

To provide students with both the historical context and modern application of TCM.

To develop an open academic environment and support the cultural diversity of students.

To simultaneously provide quality care in TCM Dietary and Tui Na Massage Therapy to the community and a rich clinical experience for students.

Methods

IOM achieves the above goals by offering high standard educational programs, clinical trainings, and experiences from our renowned and experienced faculty, fostering a supporting learning environment, providing educational resources, encouragement and inspiration, and equipping students with critical thinking and life-long learning capabilities.

IOM emphasizes equipping students with essential skills and cultivating students' potential to be goal-oriented, dedicated, disciplined, love to be challenged and have the desire to learn. The school also serves its students, graduates and the public through workshops, community outreach, public education, newsletter, and national and international networking with health professionals.

Student Learning Outcomes

The institution's objective is to provide specialized and supervised training in the field of TCM, TCM herbal dietary therapy and TCM Tui Na massage therapy. To realize its mission, IOM graduates will achieve proficiency in:

- Making accurate differential diagnosis according to TCM and becoming skilled in choosing treatment principles, related modalities, Tui Na, and TCM herbs.
- The application of various acupuncture and related techniques, Tui Na, and the use of TCM herbs.
- Students a comprehensive curriculum in TCM - enabling them to competently deliver care in TCM herbal dietary therapy, Tui Na therapy, and health preservation skills (such as Tai Ji Quan and Qi Gong).
- TCM diet and exercise / meditation to advise patients about lifestyle issues.
- Basic Western medicine and able to make appropriate referrals when necessary.
- Communicating in a professional and knowledgeable manner about TCM to relevant healthcare professionals; ethical, compassionate, and professional in conduct with patients and peers.
- Establishing a successful clinical practice and understand various legal aspects of practicing TCM and Tui Na Massage Therapy.
- Critically analyzing research reports on TCM and Western medicine.
- Participating in state and national professional organizations, and to promote TCM.

IOM is looking for students who have a realistic view of education and show the desire, motivation, and firm commitment to become dedicated, compassionate, and skilled practitioners of TCM. This assessment is made by the admissions committee. The committee will review each applicant from numerous perspectives, including academic achievement, professional and life experiences, communication skills, and motivation. The program requires a high commitment to learning several difficult skills. IOM has a non-discrimination policy. Applicants are considered based on individual merit without regard to handicap, gender, sexual orientation, age, religion, race, or national or ethnic origin. This policy applies to all matters within the school.

Language

Instructions at IOM are offered in English and Chinese Mandarin. The courses offered in languages other than English are offered at the same price as the English program.

Students are required to provide evidence of a high school diploma or equivalent prior to admission. IOM will use high school's diploma as a documented assessment for English sufficiency for students enrolled in the English Track.

International Students

IOM admits highly qualified international students who meet both the School and U.S. Immigration and Naturalization Service (INS) requirements. Students must secure their own authorization to remain in the U.S. for study, i.e. via possession of a green card or other satisfactory authorization. Humus not currently authorized to issue the I-20 application for admission of non-immigrant students. UHM does not vouch

for student status. No fees or charges associated with student visas will be assessed to, collected from, or transmitted on behalf of IOM students.

Nonimmigrant alien applicants are required to complete the regular application process and, in addition, must submit an I-20 application and an affidavit of financial support verifying that they have adequate resources to cover all expenses for one academic year and, barring unforeseen circumstances, that funds will be available for subsequent years. Permanent residents or refugees should use the regular application and admission procedures. Nonimmigrant students transferring from another approved school within the U.S. must also provide a copy of their current I-20, visa, and I-94 card upon application along with the completed school transfer information form.

International students are responsible for their own English translation of transcripts and educational credential review of transcripts by an authorized agency if needed. The Immigration and Naturalization Service requires that all students on an F-1 visa maintain a full-time program of study, participate in classes regularly, and maintain satisfactory progress. Foreign students must also send an affidavit of financial support from the student's sponsor or bank to show proof of sufficient funds to meet their tuition and living expenses for at least 1 year.

Certificate Program Admissions

Professional Herbal Dietary Therapy Specialist (PHDTS)

To be admitted to the Professional Herbal Dietary Therapy Specialist program, the applicant is required to be at least 18 years of age and have a high school graduate or above. PHDTS program is also a special program for health professions in acupuncture, nutrition, nursing, medicine, chiropractic, and herbal medicine.

TCM Tui Na Massage Therapy (TNMT) Certificate Program

TNMT Certificate Program is currently a provisionally-approved program by California Massage Therapy Council (CMTC).

All applicants must be at least 18 years of age and a high school graduate or attained a GED. No prior education or training in massage therapy is required for the certificate programs offered.

Consotherapy Oncology Therapist (COT)

Applicants for the COT program must have a professional license of acupuncture, Chinese Medicine, Oriental Medicine, or other corresponding medical qualifications in addition to having graduated with a bachelor's, a master's, or a doctoral degree.

New Classic Herbal Prescription Specialist (NCHPS)

Admissions to the NCHPS program requires applicants to have graduated from high school, have a bachelor's, a master's, a doctoral degree, or have a professional license of acupuncture, Chinese Medicine, Oriental Medicine, or other corresponding medical qualifications.

Admission Procedure

Admission to certificate programs is considered on a continuous basis. New students are admitted for Fall (September), Winter (January), and Spring (May) trimesters. Prospective students are encouraged to apply for admission well in advance of the start of classes due to limited class size. Prospective students are invited to attend an IOM Open House for an overview of the programs, a tour of the facility, open discussion, and information on the application process.

Application Checklist

- Admissions Application
- Personal Statement
- Resume

- Recent Photograph
- Official Diploma or Certificate
- Copy of Current Licenses (for health professionals)
- Health Evaluation (including Tuberculosis Test and Hepatitis B Vaccination or Waiver Form)
- Application Fee
- Personal Interview

*Please send the admissions application, personal statement, resume, health evaluation, TB test result, Hepatitis B vaccination record/waiver form, recent photograph, official diploma/certificate, and a copy of current licenses (if applicable) to us by mail: 2499 Industrial PKWY West, Hayward, CA 94545 or by email: iomschool@yahoo.com.

1. **Admissions Application:** This is available for download on the Institute's website www.iomschool.org. Please use your full legal name on all admissions documents.

2. **Personal Statement:** This should be at least one page typed. Please discuss why you are interested in this program, your academic and professional goals, and your background experiences.

3. **Resume:** Please provide a copy of your most recent resume. It must include your educational background and work/volunteer experiences.

4. **Recent Photograph:** Please provide one passport size photograph taken within in the last year.

5. **Official Diploma or Certificate:** Please provide us your official diploma or certificate by mail or in-person. We will make our own copy, make a note that we've received it, and return the original document to you.

6. **Copy of Current Licenses:** For current health professionals, please submit a copy of your current licenses.

7. **Health Evaluation (including Tuberculosis Test and Hepatitis B Vaccination or Waiver Form):** Please provide proof of a recent (6 months or less) health checkup. It must have the signature of a qualified primary care provider. For safety reasons, applicants must submit an immunization record with proof of a negative PPD Skin Test or a QuantiFeron TB Gold Blood Test. In addition, we recommend that applicants receive a Hepatitis B vaccination to protect against any possible exposure to blood or other infectious materials. If applicants do not wish to receive this vaccination, please notify the school administration, and sign a waiver form.

8. **Application Fee:** Applicants are required to submit a non-refundable check or money order payable to IOM. Applicants may also pay with credit card in person. Refer to Tuition & Fee tables below for fees.

9. **Personal Interview:** Applicants need to complete a successful admissions interview. A personal interview with the Admissions office will be required prior to the final selection. This personal admissions interview will normally be scheduled on campus. Under certain circumstances, an off-campus or telephone admissions interview may be arranged.

For IOM to plan a student's program and follow academic progress, all students must declare which program (full-time, half-time, part-time) they are in, with a projected graduation date.

TUITION AND FEES

Upon acceptance to the program, full-time applicants are required to submit a refundable tuition deposit of \$300 for full-time or \$175 for part-time within 30 days to secure their place in the incoming class. After IOM receives the deposit, accepted applicants will receive any material pertaining to the up-coming class (schedule, required book list, date and times of orientation, etc.). The schedule of classes for any given

trimester is available at the Administration Office approximately 4 weeks before the first day of classes. After the schedule is out, an appointment must be made with the Registrar to register for courses.

Institute of Oriental Medicine (IOM) is a sole ownership institution, and all revenues are used to support the Institute's mission. Tuition and fees are subject to change with 90 days' notice.

Total Cost of Programs

Program Name	Total Credits	Application Fee	Total Tuition	Estimated Cost of Books, Materials, and supplies etc.	STRF Fee \$2.5 per 1,000	Total Program Charges
In-Person Program						
Professional Herbal Dietary Therapy Specialist (PHDTS)	43	\$200	\$9,675	\$1,250	\$28	\$11,153
Tui Na Massage Therapist (TNMT)	17	\$100	\$3,925	\$450	\$11	\$4,486
Tui Na Massage Therapy Professional (TNMTP)	34	\$100	\$7,750	\$650	\$21	\$8,521
Tui Na Gushang Massage Therapy Specialist (TNGMTS)	62	\$150	\$15,225	\$1,250	\$42	\$16,667
Distance Program						
Professional Herbal Dietary Therapy Specialist (PHDTS)	49.13	\$200	\$9,675	\$1,250	\$28	\$11,153
Oncology Therapist (COT)	6	\$100	\$4,800	\$450	\$13	\$5,363
New Classic Herbal Prescription Specialist (NCHPS)	8	\$100	\$2,800	\$650	\$9	\$3,559

Please note: International students need to pay an additional \$150 application fee.

Estimated IOM Tuition (All fees are subject to change)

Program Name and Type	Cost
In-Person Education	
Professional Herbal Dietary Therapy Specialist (PHDTS)	\$9,675
Tui Na Massage Therapist (TNMT) Tui Na Massage Therapy Professional (TNMTP) Tui Na Guasha Massage Therapy Specialist (TNGMTS)	\$3,975 \$7,750 \$15,225
Distance Education	

Professional Herbal Dietary Therapy Specialist (PHDTS)	\$9,675
Consotherapy Oncology Therapist (COT)	\$4,800
New Classic Herbal Prescription Specialist (NCHPS)	\$2,800

Refundable Tuition Deposit (subject to restrictions)

Full-time	\$300 (within 30 days of enrollment)
Part-time	\$150 (within 30 days of enrollment)

Refundable Tuition (subject to restrictions, see Refund Policy on Page 4 and 5 for details)

Academic Courses (1 credit = 15 hours) \$ 225 / credit

Clinic Courses (1 credit = 30 hours) \$ 15 / hour

Audit (1 credit = 15 hours) \$ 100 / credit

Non-Refundable Mandatory Fees

Application Fee (International Student)	\$150 additional
Registration Fee	\$25/trimester
Late Registration Fee (within 30 days of class starting)	\$25/trimester
Transcript Fee/Documents (transcripts to NCCAOM, state, student copy etc.)	\$12/each
Re-admission Application Fee	\$50
Comprehensive Exams	\$100
Make-up Comprehensive Exams	\$125
Retake Comprehensive Exams	\$75
Student ID card/Replacement	\$10
Library Fee	\$50 (first year), \$10 (renewal each year)
Student Malpractice Insurance	\$75.00/trimester
Student Tuition Recovery Fund Fees (STRF) 0.00 per \$1,000 collected for State of California (not refundable after the Drop/Add period) (See the catalog for a full explanation of the STRF fee)	\$2.5/\$1000
Graduation (ceremony, diploma, and process)	\$250

Non-Refundable Additional Fees

Drop/Add Clinic Fee (after the first 7 days of the trimester)	\$75
Drop/Add Course Fee (after the first 7 days of the trimester)	\$25
Withdrawal Fee	\$50
Returned Check Fee (per check)	\$25
Replacement/Duplicate Diploma	\$60
Make-up Exam/Test/Quiz (excused)	\$25/exam
Re-Take Exam/Test/Quiz (non-excused, within 7 days of receiving score)	\$100/exam
Transfer Credit Evaluation Fee	\$50
Transfer Credit Fee (per course, not to exceed \$500)	\$25
Transfer Credit Evaluation Fee (Non-TCM courses)	\$50
Transfer Credit Fee (per course, non-TCM courses, not to exceed \$500)	\$25
Clinic Fee (per trimester)	\$20
Late Tuition Fee (charged monthly on accounts past due 15 days or more)	\$25 + 1% of balance due/month
Deferred Payment Plan Fee	\$100

Payment of Tuition

1. Tuition is paid on a trimester basis in advance of instruction for that term. Payment plan is available with deferred payment fee.
2. Tuition is due and payable in full at the time of registration unless the student is on the payment plan. A student's registration is finalized by the payment of tuition.
3. No student will be allowed to register or attend class until the tuition and all monies due are paid in full to the Institute.
4. No grades or documents will be released if the student maintains an outstanding balance with the Institute.
5. Malpractice coverage: A required fee paid with tuition each quarter covers all students working in the Community Clinic or at approved off-site locations under the school's umbrella liability insurance.

Refund Policy

All requests for tuition refunds by enrolled students must be in writing either in person or by certified mail to the Institute's Registrar's Office, 2499 Industrial PKWY West, Hayward, CA 94545. The effective date of termination is the postmarked date if submitted by mail or is established by the signature of the Registrar submitted in person. Verbal requests will not be honored. Unless such official notice is given, the student will be held responsible for any money still owed to the Institute and no refunds will be given.

Students may receive a pro-rate refund if the student has completed 60% or less of the scheduled class days in the current payment period in your program through the last days of attendance. Only tuitions and administration fees are refundable. The refund will be less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

Courses meeting more than once a week are evaluated on a weekly basis according to the above schedule. The first meeting of a given week is used to determine a refund. Courses that meet less than once a week are evaluated on a pro-rated basis, based on the number of times the course meets throughout the quarter.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

If the school has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination, and the Institute has not paid the money to the third party at the time of the student's withdrawal or cancellation, the Institute will refund the money to the student within 45 days of the student's withdrawal or cancellation.

To calculating this refund, the effective date of withdrawal is the earlier of the student's actual last day of attendance, the date the student notifies IOM of withdrawal, or the date of withdrawal specified by the student. Refunds are calculated based on the full amount paid, including tuition, fees, and deposits.

Credit balance after calculation will be refunded to the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Students have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later as shown in Enrollment Agreement.

Student Tuition Recovery Fund Disclosures

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss because of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number

STRF Fee (California Residents, Non-refundable, \$2.5 per \$1,000 of tuition)

Note: No grades, documents, or diploma will be released if there is an outstanding balance due to the Institute. The IOM may refuse any type of service to students who have an outstanding balance due to the Institute. We may also refuse re-admission to a student who has left the Institute with an outstanding balance that has not been paid in full.

Audit Policy

An IOM student may audit any didactic course without charge that he/she has successfully completed.

Auditors are required to comply with class attendance rules. Academic credit is not awarded for audits, and a notation of "AU" is noted on the transcript. Classes are available for auditing on a space available basis.

ACADEMIC PROCEDURE

Transfer Credit Policy

The transcripts of transfer students must be sent with the application, along with a school catalog, course syllabi, and a letter requesting review of transcripts for possible transfer credit. We must be able to determine the number of classroom hours for each course. Transferring students are required to complete at least one academic year of their education at IOM. If the student is accepted into the program, official transcripts must be sent to IOM directly from the school the student is transferring from. The fee for transferring credit is \$25 per course (not to exceed \$500). IOM reserves the right to require challenge exams in the evaluation of any transfer credit. Transfer students must pay a transfer evaluation fee of \$50 per program instead of the application fee.

Coursework and clinical hours submitted for transfer credit will be evaluated for applicability to the IOM curriculum and to the professional licensure requirements of California State. This evaluation will be carried out by the Academic Dean and the Admissions and Student Services Coordinator. Granting of transfer credit will be subject to the following guidelines:

- No more than 20% of graduate semester units or the equivalent in other units awarded by another institution may be transferred for credit toward Professional Herbal Dietary Therapy Specialist in IOM.
- Course transfer credit may be granted for equivalent coursework completed at an institution accredited by an agency acceptable to IOM.
- Coursework completed at a non-accredited institution may be granted course transfer credit only with approval of the Academic Dean.
- Only coursework passed with a "C" grade or better may be evaluated for course transfer credit.
- Coursework completed more than five years prior to admission may receive course transfer credit with approval of the Academic Dean.

- Coursework completed at international colleges may receive course transfer credit with approval of the Academic Dean. Assessment of education completed in foreign countries must be evaluated by an educational evaluation agency in the U.S. to determine its U.S. equivalency at the student's expense.

In addition to providing documentation of completed coursework, a student may be required to pass an advanced placement examination to receive credit. A grade of 80% on the advanced placement examination is required for course credit. Students scoring less than 80% will have to take the course as required review.

Transfer course equivalence assessments will be completed and credit granted by the end of the first academic trimester. Students dissatisfied with transfer credit decisions may appeal such decisions to the Academic Dean. The appeal should be made in writing and should clearly present the case for reconsideration. The Academic Dean will meet within two weeks of receiving notification and will issue its decision in writing.

Transferability of Credits

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

“The transferability of credits you earn at Institute of Oriental Medicine is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the certificate program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Institute of Oriental Medicine to determine if your credits or certificate will transfer.”

Transfer Agreement

IOM has not entered into an articulation or transfer agreement with any other college or Institute.

Prior Experiential Learning

The institution will not be utilizing an ability to benefit exam for alternative admittance and does not currently award credit for prior experiential learning.

Enrollment Agreements

After admission to IOM, each student is provided with an enrollment agreement that is legally binding and specifies any transfer credit granted to the student and includes a checklist of all courses, examinations, and clinical hours required for graduation. Students who feel dissatisfied with any aspect of their agreement (e.g., granting of transfer credits) can make an appeal in writing to the Academic Dean, which will meet and issue a response within two weeks of receipt of the appeal.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Policies and Procedures Regarding Financial Aid

IOM does not participate in any federal or state financial aid programs. Financial aid may be available from a variety of private lending institutions. IOM does offer a payment plan policy which allows the student to pay for each trimester's tuition over the course of that trimester, interest-free. Payment is 1/2 of that trimester's tuition down and the remainder divided over the consecutive 3 months. Contact the Administrative Office to make payment arrangements. Students may opt to pay educational expenses with MasterCard, Visa, Discover, and American Express. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus

interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

Student's Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Leaves of Absence

Should circumstances be such that a leave of absence is to be requested, a student must apply for a leave of absence. At the discretion of the Academic Dean, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Academic Dean may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required. Students who are on leave of absence for longer than three (3) trimesters will be subject to withdrawal. If a student is on leave of absence for longer than three (3) trimesters and wishes to return to the IOM program, the student may be asked to re-apply to IOM. The term(s) and year(s) of an approved leave of absence will not be counted toward time to degree.

Cancellation/ Withdrawal

A student who fails to register for two (2) consecutive trimesters without the Academic Dean's approval will be considered as withdrawn from the Institute. Such students must apply for re-admission if they wish to complete their program of study at IOM and pay all the associated fees. Nonattendance of classes or stopping a check for payment does not constitute withdrawal from the Institute. Notification must be in writing. Students who withdraw from the Institute or discontinue their studies without filing a Withdrawal Form shall receive a grade of "F" in each course not completed. The following must take place for any student to officially withdraw from the Institute:

1. Notify the Administration or Academic Dean's Office of intent to withdraw by completing a Withdrawal Notice form
2. Clear all outstanding debt with the Institute
3. Return all books, materials or equipment owned by the Institute

A notice of cancellation for the current term or from the school shall be in writing and submitted to the school Administrative Office. A withdrawal for the current term or from the school may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. For details concerning tuition refund, please refer to the Refund Policy in this catalog.

Examinations

Final examinations, or the equivalent, are required for each course. Mid-term examinations, as well as quizzes and/or other classroom assignments, are administered at the discretion of the instructor.

Graduation Requirements

All students will be responsible for satisfying all graduation requirements that are in effect at the time of their admission to the Institute unless a regulating agency requires compliance to new rules or requirements.

Certificate Programs

To graduate from the programs, a student must

- Successfully complete all required classes and clinical coursework with a grade of "C" or better
- Maintain an overall cumulative GPA of 3.0 or better in all graded work

- Students of Professional Herbal Dietary Therapy Specialist must successfully complete the thesis; Students of TCM Tui Na Massage Therapy must successfully pass Comprehensive Graduation Exam
- File a notice of candidacy for graduation during the final term before graduation
- Clear all financial obligations, including mandatory graduation fees
- Return all loaned items to the school library

Students must finish the certificate programs in a maximum of 3 years. All students must meet graduation requirements that are in effect at the time of graduation, rather than at the time of application, unless written policy states otherwise.

EVALUATION AND GRADING

Grades and Standards for Student Achievement - Satisfactory Progress

Grades are awarded on a traditional A, A-, B+, B, B- ... F system. Grades are issued according to the following scale:

Letter Grade	Percentage	GPA
A	95-100	4.00
A-	90-94	3.67
B+	87-89	3.33
B	84-86	3.00
B-	80-83	2.67
C+	77-79	2.33
C	70-76	2.00
P	Pass ("C" or above)	
F	Failure	
I	Incomplete	
W	Withdraw	
AU	Audit	
CR	Credit	
RR	Required Review	

A minimum grade of "C" or a grade of "Pass" must be achieved in each class in order to graduate. In order to graduate, students must achieve an overall cumulative GPA of 3.0 or better in all coursework undertaken.

The grades A, B, C and F are used in determining the grade point average (GPA). The grade of "P" carries no grade points and is not used in grade point computations. The grade point average is calculated by multiplying each grade point value by the number of quarter credits assigned to the course, then adding these figures or "grade point credits" for all courses taken, and finally dividing the sum by the total number of quarter credits for which letter grades were reported.

Incompletes must be resolved within 30 days or they will become failing grades. Withdrawal from a course after the Add/Drop period but before midterm exams will result in a "W" grade. Withdrawal after midterms will result in a "W" grade if the student was passing the course at the time of withdrawal or a "WF" grade if the student was failing the course at the time of withdrawal. Missing more than three class sessions counts as a withdrawal and a "W" or "WF" will accordingly appear on the student's transcript. The grading criteria for each course are left up to the course instructor, but in general the following guidelines are recommended:

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades:

Incomplete If the course has not been completed, the instructor may grant an “I” on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

Withdraw The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a “W” when the instructor believes the student’s progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

A grade of “F” (Failure) may be remedied by repeating the course. Multiple failure grades may result in academic probation and/or academic dismissal. Any student with an “F” grade in a course must repeat that class in its entirety. Tuition is charged for each repeated course. Depending on a student’s GPA, this also can affect a student’s “Satisfactory Academic Progress (SAP)” until their GPA is raised, or they have fulfilled their requirements for academic probation.

Attendance Policy – All Programs

Attendance is mandatory for all courses. Inconsistent attendance is a matter of serious concern as it jeopardizes the educational process. Students are expected to attend all scheduled classes for which they are registered. Faculty members are asked to record student attendance. The Institute requires that a student attend a minimum of 85% of scheduled class, laboratory and other such assigned hours. Coming to class 5 minutes later is considered an unexcused absence. Three times tardy equal one day’s absence. Students who failed to maintain the minimum attendance (85%) will fail the course. Depending on circumstances, students may have an option to make up missed hours. The Institute reserves the right to assess a \$50.00/hour fee to make up missed hours. Absences may be excused for the following reasons: a documented illness, a death in the family, childbirth, or other emergency situation acceptable to the Academic Dean. Students are responsible for notification of absence prior to class or on the first day of absence. Tardiness, unexcused absences, inappropriate attire, poor attitude, use of cell phones or other distracting devices are all considered disrespectful and may be grounds to allegations of student misconduct that could result in dismissal.

Student Conduct – Probation/Dismissal

The IOM expects a high standard of honesty and integrity from all members of its community. The IOM seeks students who are knowledgeable, forthright and honest.

At the discretion of the Academic Dean, student may be dismissed from the Institute for behavior disruptive to the educational mission of the Institute, continual violations of the policy of the Institute, for academic dishonesty and for any disruptive or disrespectful conduct or carelessness that endangers life. The following is a listing of such, but not limited to those as stated below:

- Excessive unexcused absences or tardiness
- Intoxication, unauthorized possession, use or consumption of alcoholic beverages or illegal drugs while on the IOM premises or at an IOM-sponsored event
- Dishonesty, altercation, stealing
- Possession, use or abuse of a weapon, dangerous material, or an unlawful substance
- Disruptive behavior in class or the library
- Dominating classroom discussions to the exclusion of others with the intent to undermine the goals of the institution
- Grave personal misconduct
- Misuse, unauthorized use of, or damage to the IOM property
- Sexual or physical assault on-campus
- Unlawful harassment of an employee, student, or other person
- Failure to meet financial obligations or commitments to the IOM
- Unauthorized release of confidential information about the IOM employees, faculty, alumni, students, or patients

- Inappropriate dressing attire
- Violation of general IOM rules and regulations
- Unauthorized removal of library books or materials
- Cheating or the compromise of test materials; plagiarism
- Use of the Internet the Institute finds inappropriate

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Academic Dean of IOM and such determination will be made within 10 days after meeting with both the associated instructor and the student in question. The Academic Dean may place on probation, suspend, or dismiss student for one or more of the causes enumerated above. The refund policy will be followed for any tuition and fees due.

Academic Probation

To maintain good academic standing, students must maintain a minimum grade point average (GPA) of 2.67 each trimester. Student whose GPA falls below 2.67 will be placed on academic probation for a period of two trimesters. During the probationary period, the students' GPA must be maintained at 2.67 or higher. Probationary students who have maintained a GPA of 2.67 or higher for the duration of the entire probationary period will have their probationary status removed and will be in good academic standing. Students who do not clear probation within two trimesters will be dismissed from the Institute. Students will be given an academic notice when they have failed a course twice. The Institute will dismiss students whose third attempt at passing the course is unsuccessful.

To avoid automatic dismissal, students on academic probation are advised to meet with the Academic Dean for academic counseling. Students will also be dismissed for failing the Comprehensive Graduation Exams twice.

After academic dismissal, students' transcripts will bear the notation "Academic Dismissal."

Academic Suspension

Academic suspension is a required leave of absence from the Institute for up to one year. At the end of the suspension period, the student may petition the Academic Dean for permission to resume study. Such petitions must document a student's plan to remedy the conditions that resulted in academic probation and suspension. The Academic Dean will discuss and approve a petition only if the full committee believes that academic success can be anticipated. If the student is allowed to resume studies, he/she will be placed on academic probation for two trimesters.

Academic Dismissal

Students are subject to academic dismissal if they violate any of the conditions of their probation status upon re-admission following suspension. A student on academic dismissal may apply for reinstatement after a period of one year. To be considered for reinstatement, the student must demonstrate to the Academic Deans that he/she has remedied the situation that caused the academic dismissal. Academic dismissal is noted on the student's transcript.

Transcripts

Upon written request, official and unofficial copies of a student's academic records may be forwarded either to the student or to a designated addressee. Requests for transcripts are submitted to the Administration Office. Academic transcripts are withheld if the student has failed to submit required administrative documents or if the student has an unpaid balance of fees or charges due to the Institute. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$12.00 per copy. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution is paid current.

Student Records and Privacy Act

Student academic records are maintained in permanent files in the Student Records Office. A student record contains all documents relating to a student's activities at IOM including but not limited to: admissions, grade reports and transcripts, registration, tuition payments, correspondence, comprehensive examination scores, tuition agreement form, and health document. IOM protects student records in accordance with the Family Educational Rights and Privacy Act of 1974, as amended.

A student may examine his or her records during regular business hours by appointment only. The Institute does not release school records or any other information about a student to any third party without the consent of the student, except as allowed by law. The Institute permanently maintains records of academic progress. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. If a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. The IOM follows the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic, and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

Appeal

Grades, which are given at the discretion of faculty, reflect the academic achievement of the student. Any students wishing to appeal a grade awarded must initiate the appeal in writing and submit the appeal to the instructor concerned. If the student is not satisfied with the instructor's explanation or action, the appeal may be presented to the Academic Dean, who will then render a final decision.

Student Grievance Procedures

Institute of Oriental Medicine is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps: 1: an effort to define the problem, 2: an effort to identify acceptable options for resolution, and 3: an attempt to resolve the conflict through the application of one or more of those options for resolution. The student may thereafter choose to file a written complaint directly with the institution's Academic Dean who will work to resolve the matter. The Academic Dean is the individual designated to resolve student complaints. That individual will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will involve 1. The student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The filing deadline is 60 days after the beginning date of the term following that in which the dispute(s) occurred or are alleged to have occurred. 2. The student may terminate the formal process should, in the interim, the informal process produces a satisfactory resolution. 3. The Academic Dean will notify all parties involved of the receipt and nature of the grievance. If a policy is being grieved, the administrator responsible for the policy will be notified. 4. A timeline for resolution will be delivered to the principals by the Chief Academic Officer. 5. Interested parties will communicate with the Academic Dean to make recommendations to resolve the grievance. 6. The party responsible for implementing the selected method of resolution will notify the principals of the decision reached. Student also has an option to contact or file a complaint with the Bureau for Private Postsecondary Education (<https://www.bppe.ca.gov/>).

STUDENT SERVICES

Institute of Oriental Medicine does not provide, airport reception services, housing assistance or other services. Further, the IOM maintains a focus on the delivery of educational services. Should a student encounter personal problem which interfere with his or her ability to complete coursework, IOM will aid in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance. The availability of housing opportunities is posted in the mail campus.

IOM makes no recommendations and is not responsible for safety, building/living conditions, or other aspects of these housing opportunities, or for the tenant/landlord or roommate relationship. Due to the volume of listings received we are unable to research the integrity of each person that lists a house, room, or apartment with us. The average rental cost per month for an one-bedroom apartment ranges \$1200 to \$2,500. Below is a list of online housing resources.

- www.craigslist.com
- www.apartmentguide.com
- www.forrent.com
- www.apartmentlist.com
- www.zumper.com
- www.zillow.com
- www.cwpmgmt.com
- www.bsrealty.com

Library

IOM's library space is small, but quiet and bright. There is a computerized system that archives more than 3000 traditional Chinese medicine books as same as the library system of the China Academy of Chinese Medicine, a largest national research institution in Beijing, China. Our growing collection includes books, journals and videos covering both Eastern and Western medicine. The library has two sections: an English section and a Chinese section, collectively housing over 400 books. Periodicals, slides, charts, audio-visual materials as well as human anatomy models are additional resources available in the IOM's library. It also has a collection of DVDs and CDs covering the same subjects, and various anatomy models. It will complete the establishment of Oasis automated library system for cataloging and circulation. In addition, the library offers high-speed wireless internet access and networked computers with various software.

The library is located at the main campus of 2499 Industrial Parkway West in Hayward. Faculty, staff and students with valid ID have access to the library. Online journals and resources may be accessed via the computer terminals in the library. Students are able to check out library items for a period of two weeks by presenting their student ID. Items may be returned to the Library desk during library operating hours. Fees will be assessed for items that are damaged or not returned by their due date.

Faculty and students are also encouraged to utilize other library resources in their studies, such as public and college libraries. Students will be informed at the onset of each term of enrollment, of projects which may require research or specified supplemental reading from the IOM Library. Students can also purchase books required for courses in the school bookstore which is located in the library.

In addition, IOM makes other electronic resources and online journals accessible to students, faculty and staff through the internet at the IOM library. While some of these electronic resources are free, it is at student's discretion to utilize the purchase rights to those web libraries requiring additional fee.

Electronic Resources

BioMedSearch - BioMedSearch contains free PubMed/MedLine publications, plus additional journals and a collection of theses and dissertations that are not available elsewhere, making it the most comprehensive biomedical search on the web.

AcuBriefs- AcuBriefs promotes access to information on acupuncture and Oriental Medicine with the best medical practice for doctors and medical professionals.

BioMed Central – A science, technology and medicine publisher of 220 open access, online, peer-reviewed journals.

Chinese Herb Academy - Provides relevant information on Chinese herbal medicine and professional discussion on the clinical use of Chinese Herbs.

Chinese Medicine Specimen Database - The Hong Kong Baptist Institute School of Medicine and Library worked together to create this database which includes pictures and information on all Materia Medica specimens found in their Chinese Medicine Centre.

Natural Medicines Comprehensive Database - Provides evidence-based information on Natural Medicines.

Google Scholar - Provides a simple way to broadly search for scholarly literature. From one place, you can search across many disciplines and sources: articles, theses, books, abstracts and court opinions, from academic publishers, professional societies, online repositories, universities and other web sites. Google Scholar helps you find relevant work across the world of scholarly research.

Medicinal Plants Image Database - The Hong Kong Baptist Institute School of Medicine and Library worked together to create this database. Over 1,000 medicinal plants are categorized and summarized with pictures and detailed descriptions.

MedlinePlus- National Institutes of Health's Website for patients and their families and friends. Produced by the National Library of Medicine, it brings you information about diseases, conditions, and wellness issues in language you can understand. MedlinePlus offers reliable, up-to-date health information, anytime, anywhere, for free.

PubMed Central - A free full-text archive of biomedical and life sciences journal literature at the U.S. National Institutes of Health's National Library of Medicine.

E-Books

Free Books for Doctors - Free Books for Doctors promotes free access to medical books. See list of 650 titles on sidebar. Registration is required to access some books. A few books only list the table of contents

Medifocus e-Book – Provides current Medical Guides on Major diseases and conditions. Includes free full text description previews of topics listed on the sidebar.

Merck - Merck - Provides all of The Merck Manuals on a not-for-profit basis as a service to the community.

The National Academies Press - This site offers many titles in electronic Adobe PDF format. Hundreds of these books can be downloaded for free by the chapter or the entire book, while others are available for purchase.

The Online Book Page, Institute of Pennsylvania - This is a website that facilitates access to books that are freely readable over the Internet.

Nearby Medical Libraries

The Plane Tree library -Located on the second floor of the Cupertino Library, offers free of charge, good web-based research help on health and medical information to the public. Open hours are Tuesday 4pm -8pm, Wednesday 10am – 2pm, Thursday, Friday & Saturday, 2pm -6pm.

Lane Medical Library, Stanford Hospital, Palo Alto California - Open access and free 20 minute use of computers. Remote access and borrowing privileges are only offered for Stanford Institute students, staff and faculty. Students have the choice to register for an “Individual Community Membership” at the Lane Medical Library to get lending privileges and access online licensed resources.

Public Libraries

Public libraries are located nearby each campus. With a library card and PIN number access is available to many online databases.

PubMed is available without PIN number.

Institute of California online catalog.

Access to online journals requires a student card and PIN.

National organizations on Oriental medicine:

Academic Consortium for Complementary and Alternative Health Care.

Council of Colleges of Acupuncture and Oriental Medicine.

By following the guidelines of the California Acupuncture Board we will be maintaining our own resource library.

Student Housing

Institute of Oriental Medicine has no responsibility to find or assist a student in funding housing. The Institute does not operate dormitories or other housing facilities. The Institute does not provide assistance, nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one- bedroom unit is approximately \$1,200 a month. (www.apartmentguide.com)

Reasonable Accommodations for Students with Disabilities

IOM will provide reasonable accommodations to enrolled students with documented disabilities. Such accommodations will be determined on an individual basis. To accommodate a student under the Americans with Disabilities Act, documentation must be submitted upon acceptance to the program.

Health Services

IOM treatment, including herbs, is available to students in the School Clinic at a discounted rate.

Distance Educational Programs

Consotherapy Oncology Therapy (COT), New Classic Herbal Prescription Specialist (NCHPS), Professional Herbal Dietary Therapy Specialist (PHDTS)

Instruction Platform:

The asynchronous courses offered via distance education of the Consotherapy Oncology Therapy (COT), New Classic Herbal Prescription Specialist (NCHPS), and Herbal Dietary Therapy (HDT) program will use two platforms – a professional video website and Zoom - as described below. IOM will continue improving upon the instruction platforms leveraging updated technologies to enhance the effectiveness of the course delivery and provide quality distance education experiences for students and faculty.

1. First Platform: Professional Video Website

The asynchronous courses will be uploaded to this on a professional video website with web address: www.123up.net

The pre-recorded courses will be available on the professional video website www.123up.net. Students will be instructed to create an account with password. Instructions of how to access course recordings will be available on the website. The website is maintained by a full-time staff who will provide technical assistance 24/7. Students can also leave a message on the website's Message Board. They can also contact the school directly via the mailbox of the school or the instructor.

A pre-recorded instruction explaining the courses will be also be available. During the time of course leaning, students can contact the instructor directly via Zoom, Face-time or Telephone.

Website login credential creation: Students will need to register an account at www.123up.net. They will need to enter their email, set a password, and enter the verification code to complete the registration. After students create their login credentials, they can log in to start selecting courses. Registration is one-time only and is valid for all courses on the website.

Course registration and selection: Students will select the course they would like to take, add it to the shopping cart, and complete the course registration after the payment. Students who pay the course fees by semester or academic year can get a code to take one course of their choice for free.

Redeem the code for a free course: log in to the website and click on the avatar to enter the personal center, click the free code, and enter it, and then click the relevant courseware. Students will only need to create login credential once to access the course website.

2. Second Platform: Zoom

After the student completes each of the course, a 2-4 hours tutoring class will be arranged synchronously to answer students' questions and facilitate interactions between instructor and students.

Method: The tutoring class is conducted via Zoom.

Participation: The instructor will announce the date and time of the tutoring class to all students ahead of time. a Zoom link will be sent to all students within one hour of before the start of the class. Students can join by clicking the link.

The school faculty will provide feedback, response or evaluation to students' lessons, projects, quizzes, and exams within 3 working days.

Career Planning and Employment Assistance

IOM supports the development of business skills for students throughout the curriculum and via numerous extracurricular opportunities. The following resources and activities help students prepare to be proficient and successful professionals while in the program:

- Mock interviews
- Resume and cover letter writing
- Small business books and resources in our library & resource center
- Quarterly workshops on business practices and marketing
- Quarterly social opportunities to meet and network with our extensive network of successful alumni practitioners
- Semi-annual clinic tours where students have the opportunity to observe varying practice models in action
- A selection of other resources related to practice building and business success that is housed in the Administrative Office.

The United Department of Labor's Standard Occupational Classification codes for the job classifications of the graduate of the programs is 29-0000 for Healthcare Practitioners and Technical Occupations.

Optional Practical Training

The Optional Practical Training Program offers international students the opportunity to gain valuable work experience through employment in the field of Traditional Chinese Medicine. Following completion of their studies at the Institute, approved international students may work in the United States for up to a maximum of 12 months to enhance their knowledge of TCM and gain additional practical experience.

STUDENT RIGHTS AND POLICIES

Non-discrimination Policy

IOM is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

Academic Freedom

Institute of Oriental Medicine is committed to assuring full academic freedom to all faculties. Confident in the qualifications and expertise of its faculty members, the Institute encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

Institute of Oriental Medicine encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

Americans with Disabilities Act

An equal opportunity institution of higher education, the Institute of Oriental Medicine is committed to providing equal employment opportunity and full participation for persons with disabilities. In compliance with Section 504 of the Rehabilitation Act, and Titles I and III of the Americans with Disabilities Act of 1990, it is IOM's policy that no qualified individuals shall, based on disability, be excluded from participation in, or be denied the benefits of, any Institute sponsored program or activity. The Institute reasonably accommodates qualified individuals with disabilities upon request. A professional assessment of a student or employee disability is required before the services can be engaged. If such an assessment is needed, the Admission and Student Services Coordinator has a list of referrals where such assessments can be obtained. For current or prospective students, a formal request for accommodations should be submitted to the Admission and Student Services Coordinator.

Intellectual Property and Copyright

All materials presented in IOM classes are the intellectual property of and copyrighted by the instructor. This includes all materials that the instructor creates, (e.g., PowerPoints, slides, handouts, etc.) Therefore, these materials cannot be reproduced or duplicated without the written permission of the instructor. Additionally, students and teaching assistants cannot sell class notes and class notes can be shared only with IOM students and teaching assistants.

Drug-Free Campus Policy

In accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Amendments of 1989, Institute of Oriental Medicine has enacted the following policy guidelines regarding substance abuse on campus:

- It is the policy of IOM to maintain a drug-free workplace and campus.
- The unlawful manufacture, distribution, dispensation, possession, and/or use of controlled substances or the unlawful possession, use, or distribution of alcohol is prohibited in IOM facilities, in the workplace, or as part of any of the Institute's activities.
- Violation of this policy may result in disciplinary sanctions up to and including termination of employment or expulsion of students.
- Violations may also be referred to the appropriate authorities for prosecution.

Prevention of Sexual and Other Unlawful Harassment Policy

Institute of Oriental Medicine is committed to a workplace and educational environment that is free of sexual and other unlawful harassment. Sexual harassment is unlawful under Title IX of the 1972 Education Amendments, Title VII of the Civil Rights Act of 1964, and the California Fair Employment and Housing Act. As a matter of Institute policy, sexual or other unlawful harassment occurring during any IOM activity is prohibited. Harassment based on race, religious creed, color, national origin, ancestry, disability, marital status, medical condition (cancer-related or genetic-related), sexual orientation, sex, age, or any other protected status under federal, state or local law, ordinance or regulation applicable to

the Institute, is a violation of this policy. Any such harassment of any individual during any Institute-administered program, job or activity is prohibited and shall not be tolerated. The Institute shall take prompt and effective corrective action to address unlawful harassment, including, where appropriate, dismissal or expulsion. The policy explicitly applies to IOM students, faculty, staff, administrators, independent contractors, and all other individuals engaged in Institute activities. Individuals who know of harassment, or believe that they have been harassed, in violation of this policy have access to the complaint procedures described below and are encouraged to utilize these complaint procedures. Institute officials are empowered and required to address harassing behavior promptly and thoroughly. An individual's filing in good faith or pursuing a complaint or otherwise reporting or complaining of unlawful harassment or discrimination will not be the basis for any adverse decisions by the Institute concerning the individual student, faculty or staff member's position or status. Retaliation is prohibited.

Prohibited conduct which violates State and Federal Law related to sexual harassment includes:

- Unwelcome sexual advances
- Unwelcome requests for sexual favors
- Other unwelcome verbal, physical, or visual behavior of a sexual nature
- Harassment or discrimination based on gender

Such conduct is a violation of this policy and of law when:

- Submission to such behavior is made explicitly or implicitly a term or condition of an individual's education or employment
- Submission to, or rejection of, such behavior by an individual is used as a basis for educational or employment decisions
- Such behavior otherwise has the purpose or effect of unreasonably interfering with, or otherwise creating an intimidating, hostile, or offensive educational or employment environment.

Title VII and Title IX of the Civil Rights Act of 1964;29 CFR §1604.11(a).

Other harassing behavior may take a variety of forms including, but not limited to, the following:

- Verbal conduct such as epithets, derogatory comments, slurs, or unwelcome sexual advances, invitations, or comments
- Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures
- Physical conduct such as unwanted touching, blocking normal movement, or interfering with work
- Threats and demands, such as those which seek submission to sexual requests, in order to retain employment or education benefits and/or offers of job or education benefits or conditions in return for sexual favors
- Retaliation, in the form of adverse employment or educational actions, opposing, reporting or threatening to report harassment or for participating in a good faith investigation proceedings or hearings related to this policy
- Harassing behavior includes conduct directed towards persons of the same or opposite sex.

IOM encourages all individuals engaged in Institute activities that know of harassment, or believe that they have been harassed in violation of this policy to utilize the following complaint procedures. A complaint should be filed promptly if an instance of harassment has occurred or is expected to occur. Unless good cause exists, complaints must be filed no later than one year after the harassment occurs.

Should a complainant choose not to file a complaint using one of the intake options set forth above, she/he may bring the matter to the attention of any appropriate administrator or designee. In addition, an

individual may request general assistance regarding a problem that is not necessarily a complaint of unlawful harassment or discrimination.

The Institute's inquiry into the complaint will be timely and thorough. The Institute will take prompt and effective corrective action for any unlawful conduct. Every reasonable effort shall be made to protect the privacy of the complainant, the accused, and witnesses in the investigation and resolution process, subject to the need to conduct a full and impartial investigation, remedy violations, monitor compliance and administer this policy.

Smoking Control Policy

It is the policy of the Institute that the IOM campus shall remain completely tobacco-free. The campus includes the college and clinic areas, all surrounding grounds and all IOM designated parking areas. It is the responsibility of each IOM employee, faculty member and student to ensure that his/her visitor(s) comply with all the provisions of this policy.

Pet/Animal Policy

IOM does not allow animals in any campus buildings with the exception of registered service animals (therapy animals are excluded). This policy applies to students, staff, faculty, clinic patients, and other visitors. Any IOM student with a disability who utilizes a service animal must register with the Student Affairs office.

The service animal's partner is always solely responsible for the cost of care, arrangements and responsibilities for the wellbeing of a service animal as well as any property damage. Service animals on campus must:

1. Meet Non-Institute Requirements: All requirements for the presence of animals in public places (vaccinations, licensure, ID tags, etc.) mandated by state or local ordinance must be followed.
2. Be Healthy: The animal must be in good health.
3. Be Under Control of Partner: The person with a disability must be always in full control of the animal. Reasonable behavior is required from service animals while on campus. If the partner of an animal that is unruly or disruptive (e.g., barking, running around, bringing attention to itself) may be asked to remove the animal from Institute facilities. Mitigation of disruptive behavior can include muzzling a barking animal or refresher training for both the animal and the partner.
4. Be cleaned up after: The partner must follow local ordinances in cleaning up after the animal defecates.

Fragrance-Free Policy

IOM is a fragrance-free campus. Some people are highly allergic or chemically sensitive to various fragrances, perfumes, cleaning products, etc. Knowing that the use of these substances can significantly compromise indoor air quality and prevent access for some individuals, it is the policy of IOM to restrict the use of fragrance and fragrance product. This policy applies to all who use this facility including faculty, staff, students, patients, and visitors.

DESCRIPTION OF INSTRUCTIONAL FACILITIES

Main Campus

2499 Industrial PKWY West, Hayward, CA 94545
Phone: (650) 350-1863 / (510) 856-3619 Toll Free 1 888 243 1368

All didactic instructions will be held in the Main Campus. IOM's Main Campus is located at 2499 Industrial PKWY west, Hayward, CA 94545. It is a neighborhood of Costco. The build has two stories with 6,252 square feet, and the lot is 18,315 square feet. The building is divided into two parts with address numbers 2497 and 2499. For the 2497 parts, on the first floor, there are two clinical demonstration rooms, one herbal pharmacy, and one large kitchen, five modern open office spaces for

consultation, student affairs, and clinical management. There is also a waiting room space, and reception area. On the second floor, there are three clinical demonstration rooms and two school office rooms. The 2499 parts are going to be used as classrooms. On the first floor, there are three classrooms, one lecture hall, and one demonstration room for herbal product. On the second floor, there are two large lecture halls, two library book rooms, and a second kitchen. Between the two parts, there is a corridor and two restrooms. Built in 1987, this building is in excellent condition. The City Hall of Hayward has issued a vocational school business license to IOM. It has been finished remodeling and ready to be fully used as a school.

Instructional Equipment

The main campus provides standard teaching equipment in every classroom including LCD and transparency projectors, white boards, classroom tables and chairs, an integrated multimedia system, skeleton teaching models, visual charts, wireless internet connectivity, and computers in the library. This exam rooms in the main campus are also equipped with standard clinical equipment and supplies as the teaching clinic, including treatment tables, massage table and chair, sheets, towels, sterile disposal acupuncture needles, cotton balls, 70% 2-propanol and biohazard sharps disposal container.

Other equipment and tools available in the lecture rooms include anatomical charts, diet and nutrition charts, and acupuncture point demo skeleton.

The main campus is equipped with standard clinical equipment and supplies including treatment tables, sterile disposal acupuncture needles, cotton balls, 70% 2-propanol, clean linens, sheets, towels, heat lamps, and weigh scales.

Satellite Campus

2304 S. El Camino Real, San Mateo, CA 94403
Phone: (650) 350-1863

The satellite campus is located at 2304 South El Camino Real in San Mateo, CA, roughly 10 minutes away from the school location. Clinical instructions of practice observations and supervised practices and some classes are held in this location. The structure is approximately 1500 sq. ft. There is a moderate parking lot located at the rear of the clinic.

The satellite campus also has a spacious office for patient consultation. The clinic campus has four treatment rooms. Each room has one or two therapeutic beds, chairs and clean linens. All rooms are installed with blinds and doors to secure the privacy of each patient. The main entrance of the satellite campus has a spacious reception with a waiting area besides the front desk especially set up for patients.

Approval and Accreditation Status

The institution is a private institution, that it is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

The school offers certificate program only and is thus not required to obtain accreditation as required for degree-offering programs. A student enrolled is not eligible for federal financial aid.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Program Description

Professional Herbal Dietary Therapy Specialist (PHDTS)

This program is designed for two groups: health providers and health-conscious people. More and more, the public looks to supplementary methods to treat illness. Currently, a movement toward healthy eating and lifestyles is growing. The public will find that diet can improve wellness. A firm background in Chinese Medical Theory will be given. The nutritional aspect of food therapy is taught with Chinese medical principals and is supplemented with western nutrition. Case studies will be presented. Food therapies for the cancer patients will also be presented.

The institution is a private institution, that it is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

Program Objectives

1. Train TCM dietary and nutrition professionals and leaders for health promotion, disease prevention and population well being
2. Equip dietitians and nutritionists with essential knowledge and skills to implement dietary plan with an integrative approach
3. Prepare individuals with interest in herbal dietary therapy to assume careers in TCM pharmacies, hotels, restaurants, and consultation.

Professional Herbal Dietary Therapy Program Curriculum Overview

645 hours Professional Herbal Dietary Therapy Specialist (PHDTS)

Trimester 1, 2, 3

Students in the first year of the program are required to take basic science courses along with terminology of biomedicine and basic western nutrition. Students will be introduced to the fundamental theories and concepts of TCM. Students begin their study of TCM herbal medicine and TCM diagnosis to lay the foundation for applications of TCM in nutrition and dietary therapies. Besides, research methods will be taught to equip students with essential tools for academic and scholar activities. On the Western medical (WM) side of their first-year education, besides the basic science courses, students will also approach medical terminology and human anatomy.

Sample Curriculum

Trimester 1

Course #	Course Name	Credits	Hours
FD 101	TCM Fundamentals I	2	30
HRB 101	Chinese Herbal Medicine Fundamentals	4	60
DT 502	TCM Food Therapy I	4	60
DT 503	TCM Food Therapy II	4	60
Total		14	210

Trimester 2

Course #	Course Name	Credits	Hours
FD 111	TCM Diagnosis I	2	30
FD 102	TCM Fundamentals II	2	30
HRB 111	Chinese Herbal Medicine I	4	60
HRB 112	Chinese Herbal Medicine II	4	60
SCI 1040	General Psychology	1	15
SCI 1050	Anatomy	1	15

SCI 1060	Pathology and Physiology	1	15
WM 201	Pharmacology and Biopharmacy	1	15
Total		16	240

Trimester 3

Course #	Course Name	Credits	Hours
PD 101	History of Medicine	1	15
DT 501	Nutritional Applications of TCM	1	15
DT 507	Food and Disease	1	15
PM 300	Practice Management	1	15
DT 500	Basic Western Nutrition	1	15
PD 201	Professional Development and Research Methods	1	15
PM 200	HIPPA, Medical Ethics and Regulations	1	15
DT 508	Case Studies of Nutrition	1	15
DT 510A*	Practical Case Study	1	15
DT 510B*	Practical Case Study	2	30
DT 510C*	Practical Case Study	2	30
Total		13	195

Course List

Course #	Course Name	Credits	Credit Hours
SCI 1040	General Psychology	1	15
SCI 1050	Anatomy	1	15
SCI 1060	Pathology and Physiology	1	15
HRB 101	Chinese Herbal Medicine Fundamentals	4	60
HRB 111	Chinese Herbal Medicine I	4	60
HRB 112	Chinese Herbal Medicine II	4	60
PD 101	History of Medicine	1	15
PD 201	Professional Development and Research Methods	1	15
FD 101	TCM Fundamentals I	2	30
FD 102	TCM Fundamentals II	2	30
FD 111	TCM Diagnosis I	2	30
PM 200	HIPPA, Medical Ethics and Regulations	1	15
PM 300	Practice Management	1	15

DT 500	Basic Western Nutrition	1	15
DT 501	Nutritional Applications of TCM	1	15
DT 502	TCM Food Therapy I	4	60
DT 503	TCM Food Therapy II	4	60
DT 507	Food and Disease	1	15
DT 508	Case Studies of Nutrition	1	15
DT 510 A*	Observation and Internship (1)	1	15
DT 510 B*	Observation and Internship (2)	2	30
DT 510 C*	Observation and Internship (3)	2	30
WM 201	Pharmacology and Biopharmacy	1	15
	Total:	43	645

Course Descriptions

SCI 1040 General Psychology (1 Credit)

The course introduces the foundations of psychology. It will provide students with an overview of the historical and scientific roots of psychological methods and techniques, biological bases of behavior, human development and learning, memory, motivation, personality, psychological disorders, therapeutic techniques, and social psychology.

SCI 1050 Anatomy (1 Credit)

This course presents a systemic approach to the study of the human body. Course topics begin with an introduction of anatomical terminology and an overview of cellular processes and tissue classification. Students then are introduced to the gross and microscopic anatomy of the following systems: integumentary, skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary and reproductive.

SCI 1060 Pathology and Physiology (1 Credit)

1. This course examines the normal physical structures and functions of the pulmonary, cardiovascular, lymphatic, and immune systems, renal, reproductive, and digestive, including associated areas of metabolism, electrolytes and growth, development and genetics.
2. This program in pathology addresses both general and cell pathologies, general and developmental diseases, fluid and hemodynamic disorders, selected organ system, bones and joints, muscles and nervous system pathologies.

HRB 101 Chinese Herbal Medicine Fundamentals (4 credits)

Traditional Chinese medicine is divided into eight categories. This course learns the history and development status of Chinese herbal pharmacy, learns the basic concepts and contents of eight types of Chinese herbal medicine, and focuses on the four types of Chinese medicine to lay a solid foundation for further learning of the other four types of Chinese herbal medicine.

HRB 111 Chinese Herbal Medicine I (4 credits)

This course learns the other four of the eight types of Chinese medicines, so that students can understand and master the functions, dosages and usages of all eight types of Chinese medicines, and master the distinction between therapeutic herbs and dietary herbs by comparison.

HRB 112 Chinese Herbal Medicine II (4 credits)

Corresponding to Chinese pharmacy, Chinese medicine prescriptions are also divided into eight categories. This course is in four of the eight categories. Through learning, students can understand and master the functions, indications, dosage, and formulation methods of these four types of prescriptions, to lay a solid foundation for converting these formulas into therapeutic formulas.

FD 101 TCM Fundamentals I (2 Credits)

This introductory course provides the foundation for the study and understanding of Traditional Chinese Medicine (TCM). Students are given a detailed overview of the various TCM theories and practices, highlighting the concepts of Yin and Yang, the five phases, the five elements, the function of Zang Fu, the causation of disease, pathology, and principle of treatment.

FD 102 TCM Fundamentals II (2 Credits)

This course is an in-depth study of TCM Fundamental 1. To learn the Jing (essence), Qi (energy), and Shen (God) of the human body, its role in human physiology and pathology, and the influence of meridians on the human body, and the positioning of commonly used acupoints for application.

FD 111 TCM Diagnosis I (2 Credits)

This course first discusses the diagnostic thinking and methods of Chinese medicine. Diagnosis ideas include Six Meridian Dialectics, Weiqiyinxue Dialectics, Sanjiao Dialectics, and Viscera Dialectics. The method of diagnosis is the "four diagnosis": inspection, smell, inquiry, and touch. In his clinical experience, Dr. Jeffrey Mah summed up the rapid diagnosis method, and used the above diagnosis ideas and methods in the most concise and effective way to apply to the clinic, so that the diagnosis process of Chinese medicine can be fast, accurate and precise, and the treatment plan can be confirmed. This course will discuss and learn this rapid diagnosis method.

PD 101 History of Medical (1 Credits)

A study of the history and development of healing systems including comparisons and contrasts of Oriental and Western methods, including an understanding of the suffixes, prefixes and roots of key terms in use. It surveys the major impact of specific historical events as well as the individuals who contributed significantly to the medical advances and practices seen today. The history of dietary herbal medicine therapy will be discussed.

PD 201 Professional Development and Research Methods (1 Credit)

Students are introduced to the basic components and approaches of research in medicine and science. The course focuses on the skills and knowledge required to be an informed consumer of published medical research as it can inform TCM clinical practice. Students will learn the skills and ideas of developing a well-crafted study question; conducting an online literature review; identifying a population of research interest; selecting a representative sample; ethical issues involved in research; designing an appropriate methodology (study design); data collection and data analysis. This course explores qualitative, quantitative and "mixed methods" approaches to OM Research and evaluates the future needs for research within TCM.

WM 201 Pharmacology and Biopharmacy (1 Credit)

This course introduces the basic concepts and pharmacological principles of western pharmaceuticals, biopharmacy, and their major categories, actions and side effects. Topics include pharmacological distribution, metabolism, and excretion, and the mechanisms by which drugs produce their therapeutic

effects. Course emphasis is on general principles that can be applied broadly to groups or categories of medications. Students learn the major classes of drugs and specific examples within each class, potential drug-drug and drug-herb interactions.

PM 200HIPPA, Medical Ethics and Regulations (1 Credit)

This course examines the ethical and legal responsibilities surrounding the practice of dietary herbal medicine therapy in the field of TCM. Course topics include standards of medical ethics, ethical issues, legal issues, and the rules and regulations relating to the practice of acupuncture and Oriental medicine. An overview of the Health Insurance Portability and Accountability Act (HIPPA) and its policies clinic is emphasized.

PM 300 Practice Management (1 Credit)

The course emphasizes best practices in billing, coding, compliance and operations, monitoring of practice, employee management, establishing benchmarks for success. Legal responsibility, professional liability, licensing, contracts, risk management, and other applications to law in the medical field will also be included.

DT 500 Basic Western Nutrition (1 Credit)

This course will introduce the basic principles of western nutrition, the structure of the nutritional ingredient pyramid, and analyze and discuss the seven major nutrients: protein, fat, carbohydrate, vitamins, minerals, fiber, and water. The course will analyze the application of seven major nutrients and Chinese medicine diet.

DT 501 Nutritional Applications of TCM (1 Credit)

This class introduces the application of many commonly used dietary methods in traditional Chinese medicine, including traditional preparation forms of tang, wan, san, gao, dan, and modern common forms such as tablets, capsules, soft capsules, tinctures, and brewing agents, as well as tea and wine and their cultures.

DT 502 TCM Food Therapy I (4 Credits)

The foundation of TCM dietary formula is the science of prescription. Only by mastering the science of prescription, can the therapeutic formula be transformed into dietary formula. Corresponding to Chinese pharmacy, Chinese medicine prescriptions are also divided into eight categories. This course is in four of the eight categories. Through learning, students can understand and master the functions, indications, dosage, and formulation methods of these four types of prescriptions, so as to lay a solid foundation for converting these formulas into herbal dietary formulas.

DT 503 TCM Food Therapy II (4 Credits)

Based on his more than 30 years of clinical experience in cancer and difficult diseases, Dr. Jeffrey Zhongxue Mah summarized up the six theoretical systems of TCM diet therapy and the clinical application basis for the transformation of therapeutic prescriptions into dietary prescriptions. This course is divided into two parts: One is to learn the six theoretical foundations of diet therapy, and the other one is to learn the skills of converting therapeutic prescriptions into dietary formulas.

DT 507 Food and Disease (1 Credit)

This course discusses food-induced diseases, such as gastric disease, intestinal disease, high blood pressure, hyperlipidemia, hyperglycemia, fatty liver, malnutrition, cancer, etc., from the "disease from the mouth". Prevention and treatment strategies are discussed.

DT 508 Case Studies of Nutrition (1 Credit)

Cases will be presented for analysis and recommendation for modern illness and traditional-tern disease patterns to gain a deeper understanding of how to form herbal therapeutic and herbal dietary treatment plan.

DT 510A Practical Case Study (1 credits)

This is one of a series of courses. The main purpose of teaching is that through the previous study, students begin to develop their own ability to make Chinese medicine and dietary formulas. In this lesson, the teacher teaches students the diagnosis and analysis, determination of treatment principles and treatment plans, as well as specific prescriptions, dosages, and usage of therapeutic formulas and dietary formulas based on actual clinical cases.

DT 510B Practical Case Study (2 credits)

In this class, students begin to make their own Chinese medicine and dietetic formulas under the guidance of the teacher. For actual clinical cases, conduct diagnostic analysis, determine treatment principles and treatment plans, as well as specific prescriptions, dosages, and usage of therapeutic formulas and dietary formulas.

DT 510C Practical Case Study (2 credits)

This is part three of the series. In this class, students continue to be able to make Chinese medicine and dietary formulas by themselves under the guidance of the teacher. For actual clinical cases, conduct diagnostic analysis, determine treatment principles and treatment plans, as well as specific prescriptions, dosages, and usage of therapeutic formulas and dietary formulas.

Applicable Examinations

Students have the option to complete a thesis with the guidance of a research mentor. Students who do not complete a thesis are required to pass a written comprehensive exam at the end of their final year in the program. Successful completion of the written comprehensive exam or successful defense of the thesis is required to graduate from the program.

Licensing Requirements

The educational program does not lead to a profession that requires licensing.

TCM Tui Na Massage Therapy (TNMT) Program

IOM's TCM Tui Na Massage Therapy (TNMT) Program is a program providing quality training in TCM Tui Na Massage systems to enable graduates to embark on a career that applies alternative healing bodywork methods to improve the health and wellbeing of clients. IOM's TCM TNMT Program will allow graduates to exhibit effective and caring skills in the application of professional therapeutic massage and bodywork.

Students will be prepared for a career as alternative healthcare providers in the community through the acquiring of the various vocational bodywork skills taught in the classes within this program. Graduates will demonstrate appropriate assessment and evaluation to clients to provide the most appropriate bodywork treatment for each individual. Students will also utilize proper selfcare, ethically manage their clients, and effectively manage their practice as a successful business.

This program will provide the academic environment and practicum necessary for faculty, students, and graduates to excel in their respective fields. The TCM TNMT Program will also provide low-cost bodywork health care to the public through IOM's Massage clinic.

Educational Objectives

IOM's TCM TNMT Program will provide its graduates with the knowledge and abilities required:

1. To provide competent and professional health care while utilizing the bodywork treatment modalities which fall within the scope of practice for massage therapists throughout California and many other states.
2. To determine the proper treatment strategies for each client.
3. To provide clients quality care with respect, compassion, dignity and the highest standards of professional ethics, conduct, and confidentiality always.
4. To communicate effectively with clients and the public to better serve the healthcare consumers with quality health care services.
5. To gain basic business skills necessary to operate a professional and profitable business.

Program Overview & Goals

IOM's TCM TNMT Program will prepare aspiring students to embark on a fulfilling career in TCM Tui Na Massage or Therapeutic Massage. Employment opportunities include working in hospitals or medical clinics; working closely with Licensed Acupuncturists (L.Ac.), Physical Therapists (PTs), or Chiropractors (DCs); or opening a private practice.

Institute of Oriental Medicine (IOM) is not approved by the California Massage Therapy Council (CAMTC).

Business and Professions Code section 4615.5.

A school offering a professional massage therapy program that has not been approved by the California Massage Therapy council pursuant to this chapter, before enrolling a student in the school, shall notify the student in writing and obtain a signed confirmation from the student that the student has received written notification of the following:(a) That the school is not approved by the California Massage Therapy council.(b) That the education completed at the school cannot be used to satisfy any of the requirements for certification as a massage therapist or massage practitioner in California.

The goals and objectives of IOM's TCM TNMT Program are to provide quality training in TCM Tui Na Massage Therapy systems and enable graduates to embark on a career that applies alternative healing bodywork methods to improve the health and well-being of clients.

The purpose and long-term plans of this program are to provide the communities with competent and qualified massage therapists. The community requires healthcare maintenance workers who can provide a convenient alternative healthcare service that is both affordable and readily available.

IOM's TNMT classes may be taken as Continuing Education Units (CEUs) by Certified Massage Therapists (CMTs), RNs, DCs, and PTs to enhance their existing practice or by students wishing to enter specialty classes to begin their career in massage. Classes are also offered as a vocational adult education for community interest.

Upon graduation, students will be trained as massage therapists and alternative healthcare practitioners, possessing the competencies and skills needed to assess and provide clients with the most appropriate bodywork treatment for each session. Students will also have a sound mastery of basic anatomy, physiology, and ethnics relating to the practice of the profession. Depending upon city requirements, students may be eligible to apply for a permit or business license for the municipality or county in which they choose to do business.

Program Graduation Requirements

TCM TNMT program students will be responsible for satisfying all graduation requirements that are in effect at the time of their admission to IOM's TNMT Program. Certificates are awarded with the completion of each class, with a TCM Tui Na Massage Therapist Certificate granted for completion of 255 hours, a TCM Tui Na Massage Therapy Professional Certificate granted for completion of 510 hours, and a TCM Tui Na Massage Therapy Specialist Certificate granted for completion of 1005 hours of required TNMT courses.

To graduate from this program, students must:

- Complete all required classes, clinic practice, and coursework with a passing grade
- Pass all written/practical examinations
- Clear all financial obligations
- Return all IOM library loan materials
- File a Notice of Candidacy for Graduation

Certificates

255-Hour TCM Tui Na Massage Therapist

The 255-hour TCM Tui Na Massage Training Certificate is an introductory and refresher program requiring a basic 105 hours of TCM Tui Na Massage Therapy core classes. Other requirements include 105 hours of Anatomy and Physiology and 45 hours of Ethics/Business Management. Upon completion, the student is eligible to practice unique TCM Tui Na Massage in those municipalities requiring 255 hours or less of massage training and can legally charge a fee for sessions.

510-Hour TCM Tui Na Massage Therapy Professional

The 510-hour TCM Tui Na Massage Therapy Professional Certificate requires 105 hours of TCM Tui Na Massage Therapy core classes, 105 hours of Anatomy and Physiology, 135 hours of Pathology and Kinesiology, 45 hours of Ethics/Business Management, and 120 hours of TCM Theory and Application. This Certificate fulfills local and state requirements of 510 hours of less and currently meets requirements of most national and professional associations as well as current requirements in over 30 states. This program increases practitioners' proficiency, allows more custom services to clients, and may allow graduates to teach in massage schools and college massage programs.

1005-Hour TCM Tui Na Guasha Massage Therapy Specialist

The 1,005-Hour TCM Tui Na Massage Therapy Specialist Certificate program is for certified massage therapists who would like to advance their knowledge and skills. The program requires 105 hours of TCM Tui Na Massage Therapy core classes, 105 hours of Anatomy and Physiology, 135 hours of Pathology and Kinesiology, 45 hours of Ethics/Business Management, and 150 hours of TCM Theory and Application, 315 hours of TCM Tui Na Electives and Practice, and 150 hours of other Electives.

The 1005-hour TCM Tui Na Massage Specialist will be proficient in many specialized aspects of TCM Tui Na Massage practices in order to formulate a more discriminating protocol for medical massage in private practice or with other health care practitioners in every state. This in-depth program will also qualify graduates to create and instruct programs at massage schools, colleges, and universities, as long as other requirements are met.

Program Requirements

255-Hour TCM Tui Na Massage Therapist (TNMT Certificate)

Required	Hours
TCM Tui Na Massage Core Class	105

Anatomy, Physiology	105
Ethnic/Business Management	45
Total Hours	255

510-Hours TCM Tui Na Massage Therapy Professional (TNMTP Certificate)

Course #	Course Name	Credits	Hours
FD 101	Overview and History	1.07	16
SCI 1050	Anatomy and Physiology	5.33	80
FD 102	TCM Tui Na Meridians and Assessment	1.47	22
PS 101	Ethics, Rules, Hygiene, Contradictions	5.33	80
MT 308	Kinesiology, Assessment, Treatment, and Practice	3.2	48
MT 309	Tui Na Skills and Practices	17.6	264
Total		34	510

1005-Hour TCM Tui Na Guasha Massage Therapy Specialist (TNMTS Certificate)

Required	Hours
TCM Tui Na Massage Core Class	105
Anatomy, Physiology	105
Pathology, Kinesiology	135
Ethnic/Business Management	45
TCM Theory & Application	150
TCM Tui Na Practice	315
TCM Herbal External Use	150
Total Hours	1005

Program Description

This program is designed to provide students with a comprehensive training in a variety of therapeutic massage techniques with specific emphasis on TCM Tui Na Massage. This program does not lead to certification from California Massage Therapy Council (CAMTC). An introduction to building a business and to open a massage clinic or to become employed in the massage field is included.

Program Objective

Provide comprehensive trainings of knowledge, understandings, techniques, and skills for employment as an independent TCM Tui Na therapist.

Requirements for Completion

To complete the TCM TNMT Program, a student must attend a minimum of 88% of the scheduled hours of instruction, achieve an average score of 80% or greater on quizzes and exams, and pass an instructor monitored practical exam demonstrating competence in the application of therapeutic massage techniques.

Sample Curriculum for TCM TNMT Program (1 trimester) (Program Length: 17 Credits, 255 Hours)

Course #	Course Name	Credits	Hours
FD 101	Massage Therapy Overview and TCM Tui Na	4.27	64
FD 102	TCM Fundamentals and Tui Na	4	60
MT 306	Meridians and Tui Na	4	60
HbE 101	TCM Herbal External Use I	0.67	10
HbE 102	TCM Herbal External Use II	1	15
PS 101	Safety, Business, Ethics and Regulations	3.06	46
Total		17	255

Sample Curriculum for TCM TNMT Professional Program (2 trimester)
(Program Length: 34 Credits, 510 Hours)

Course #	Course Name	Credits	Hours
FD 101	Overview and History	1.07	16
SCI 1050	Anatomy and Physiology	5.33	80
FD 102	TCM Tui Na Meridians and Assessment	1.47	22
PS 101	Ethics, Rules, Hygiene, Contradictions	5.33	80
MT 308	Kinesiology, Assessment, Treatment, and Practice	3.2	48
MT 309	Tui Na Skills and Practices	17.6	264

Sample Curriculum for TCM Tui Na Guasha Massage Therapy Specialist Program (4 trimester)
(Program Length: 62 Credits, 1005 Hours)

Trimester 1

Course #	Course Name	Credits	Hours
SCI 1050	Anatomy	2.67	40
SCI 1060	Physiology	2.67	40
FD 101	Massage Therapy Overview and TCM Tui Na	4.27	64
MT 306	Meridians and Tui Na	4	60
MT 308	Tui Na Diagnosis Methods	2.67	40
Total		16.3	244

Trimester 2

Course #	Course Name	Credits	Hours
FD 102	TCM Fundamentals and Tui Na	4	60
MT 309	Tui Na Skills and Methods	4	60
MT 311	Tui Na Skills and Methods II	4	60
MT 313	Kinesiology and Applications	2.67	40
PS 101	Safety, Business, Ethics and Regulations	3.07	46
Total		17.7	266

Trimester 3

Course #	Course Name	Credits	Hours
MT 310	Acupressure and Tui Na	2.67	40
MT 314	Kinesiology and Applications II	2.67	40
MT 315	Client Assessment and Treatment I	4	60
MT 317	Tui Na Clinical Applications (Case Studies)	4	60
HbE 101	TCM Herbal External Use I	0.67	10
Total		14	210

Trimester 4

Course #	Course Name	Credits	Hours
MT 312	Advanced TCM Tui Na	4	60
MT 316	Client Assessment and Treatment II	4	60
HbE 102	TCM Herbal External Use II	1	15
MTCL 101	Supervised Practice	5	150
Total		14	285

Course List

Course Number	Course Name	Credits	Hours
SCI 1050	Anatomy	2.67	40
SCI 1060	Physiology	2.67	40
FD 101	Massage Therapy Overview and TCM Tui Na	4.27	64
FD 102	TCM Fundamentals and Tui Na	4	60
MT 306	Meridians and Tui Na	4	60
MT 308	Tui Na Diagnosis Methods	2.67	40
MT 309	Tui Na Skills and Methods	4	60
MT 310	Acupressure and Tui Na	2.67	40
MT 311	Tui Na Skills and Methods II	4	60
MT 312	Advanced TCM Tui Na	4	60
MT 313	Kinesiology and Applications	2.67	40
MT 314	Kinesiology and Applications II	2.67	40
MT 315	Client Assessment and Treatment I	4	60
MT 316	Client Assessment and Treatment II	4	60
MT 317	Tui Na Clinical Applications (Case Studies)	4	60
HbE 101	TCM Herbal External Use I	1	15
HbE 102	TCM Herbal External Use II	1	15
PS 101	Safety, Business, Ethics and Regulations	3.07	46
MTCL 101	Supervised Practice	5	150
Total		62	1005

Course Descriptions

SCI 1050 Anatomy (2.67 credits)
(Prerequisite: None)

Human anatomy examines the normal structure and function of the human Integumentary and musculoskeletal systems. The course includes a detailed analysis of muscle actions, innervations, and clinically relevant origins and insertions.

SCI 1060 Physiology (2.67 credits)

(Prerequisites: SCI 1010, SCI 1050)

This course examines the normal physical structures and functions of the pulmonary, cardiovascular, lymphatic and immune systems, renal, reproductive, and digestive, including associated areas of metabolism, electrolytes and growth, development and genetics.

FD 101 Massage Therapy Overview and TCM Tui Na (4.27 credits)

(Prerequisite: None)

This introductory course provides the foundation for the study and understanding of Oriental Medicine and TCM Tui Na therapies. Contents covered include history of massage therapy and bodywork, overview of the different skill sets used in contemporary massage and bodywork environments, overview of massage and bodywork modalities, and TCM Tui Na.

FD 102 TCM Fundamentals and Tui Na (4 credits)

(Prerequisite: FD 101)

This introductory course provides the foundation for the study and understanding of Traditional Chinese Medicine (TCM) and Tui Na. Students are given a detailed overview of the various TCM theories and practices, highlighting the concepts of Yin and Yang, the five phases, the five vital substances, the Zang Fu, Jing Luo, the causation of disease, five substances, and Eight Principles and TCM Tui Na fundamentals.

MT 306 Meridians and Tui Na (4 Credits)

(Prerequisite: None)

This course describes the classification and nomenclature of the channels, collaterals, acupoints locations and point groupings. Students will learn the proper methods of identifying and locating acupoints based on their anatomical locations and proportionate body measurements. The course covers all the points on the Lung, Large Intestine, Stomach, Spleen, Heart, Small Intestine, Ren and Du channels.

MT 308 Tui Na Diagnosis Method (2.67 Credits)

(Prerequisite: MT 307)

This course covers the commonly used TCM Tui Na diagnosis method, including inspection, listening, inquiry, palpitation and assessment. Students will study the examination of different parts of the body, such as head and face, chest and abdomen, spine, upper limbs and lower limbs.

MT 309 Tui Na Skills and Methods (4 Credits)

(Prerequisite: MT 308)

This course describes a wide range of massage and hand manipulation techniques such as pushing, rolling, kneading, rubbing, scrubbing, grasping and pressing. Students will learn different massage and hand manipulation techniques to treat a variety of physical problems, internal conditional and traumatic injuries.

MT 310 Acupressure and Tui Na (2.67 Credits)

(Prerequisite: MT 309)

This course covers acupressure techniques and explores specific techniques including, cupping, moxibustion, the use of magnets and other techniques in Tui Na. The functions, indications and contraindications of individual points and categories of points will also be discussed.

MT 311 Tui Na Skills and Methods II (4 Credits)

(Prerequisite: None)

This course is a continuation of MT 309. It describes a wide range of massage and hand manipulation techniques such as pushing, rolling, kneading, rubbing, scrubbing, grasping and pressing. Students will learn different massage and hand manipulation techniques to treat a variety of physical problems, internal conditional and traumatic injuries.

MT 312 Advanced TCM Tui Na (3 Credits)

(Prerequisite: MT 311)

This course covers advanced TCM Tui Na topics. It covers Tui Na treatment modalities in multi Chinese and Western medicine syndromes in internal medicine, gynecology, pediatrics, orthopedics and traumatology as well as ophthalmology and ENT.

MT 313 Kinesiology and Applications I (2.67 Credits)

(Prerequisite: None)

This course of study provides the student with an applicable, working knowledge of the principles of movement in the human body. Included is the study of bones, boney landmarks, joint structure and function with an in-depth study of the muscles.

MT 314 Kinesiology and Applications II (2.67 Credits)

(Prerequisite: MT 313)

This course builds upon MT 313 (Kinesiology and Applications I). It provides the student with an applicable, working knowledge of the principles of training and massage movements. Included is the study of principles of training, injury prevention and management, stages of healing process and the possible treatments, preventative and rehabilitative training to reinforce massage treatments.

MT 315 Client Assessment and Treatment I (4 Credits)

(Prerequisite: None)

This course introduces students sport massage and provides students skills in assessing and treating patients in sport massage.

MT 316 Client Assessment and Treatment II (4 Credits)

(Prerequisite: MT 315)

This course builds upon MT 315 (Client Assessment and Treatment I) on sport massage and provides students skills in assessing and treating patients.

MT 317 Tui Na Clinical Application (Case Studies) (4 Credits)

(Prerequisite: MT 311)

This course teaches advanced clinical trainings and clinic topics of Tui Na including neuromuscular therapy and fascial techniques, cancer and massage therapy, hospital based massage therapy, common ailments and Tui Na, pain management and Tui Na, geriatric massage, infant massage, reflexology, and relaxation Tui Na.

HBE 101 TCM External Use I(1 Credit)

(Prerequisite: None)

This is the first course of the two-course series covering basic principles and techniques of herbal medicine for external use. Topics include hot compressing, cold compressing, herbal ointment, prescription for acupoint application, foot bath, prescription and application for herbal steaming and herbal aromatherapy. Herbal external treatment indication, contraindication and safety issues will also be covered.

HBE 102 TCM External Use II(1 Credit)

(Prerequisite: HBE 101)

This is the second course of the two-course series covering basic principles and techniques of herbal medicine for external use. Topics include hot compressing, cold compressing, herbal ointment, prescription for acupoint application, foot bath, prescription and application for herbal steaming and

herbal aromatherapy. Herbal external treatment indication, contraindication and safety issues will also be covered.

PS 101 Safety, Business, Ethics and Regulations (3.07 Credits)

(Prerequisite: None)

This course is designed to teach students the manual clinical skills necessary for the safety and well-being of the client and the cautions and contraindications to massage. It will explain the cause and prevention of the spread of disease and infection and demonstrate the following sanitary practices: sanitizing floors, massage tables, bolsters, and restrooms, laundering linens, storing and applying products, sanitizing implements, and personal hygiene. It will also demonstrate safety practices for a massage therapy practice. Legal requirements for consumer safety, massage therapy licensing, and local regulations will be examined. Codes for ethics and standards of practice for TCM Tui Na therapist will be discussed.

MTCL 101 Supervised Practice (5 Credits)

Students perform independently but are subject to oversight by the clinics faculty. Students formulate treatment plans based on observations and diagnosis. These treatment plans are presented to clinic supervisors. After approval, the students administer appropriate Tui Na techniques.

Applicable Examinations

Students are required to pass an instructor monitored practical exam demonstrating competence in the application of the therapeutic massage techniques.

Hygiene, Dress Code, and Draping Policy

Students are required to maintain proper hygiene while on campus. Clothing should be fresh, nails should be clean and short, and long hair should be tied back. Avoid wearing perfume or cologne as some people are sensitive to fragrances. Students must wash their hands with soap and water before and after each client. Hands should be dried with disposable paper towels. Linens must be changed and placed in a specified bin after each massage. Do not reuse them.

Students should wear well-fitted, professional clothing or scrubs. Shoes must be closed-toed and should not have heels over 1 inch. Do not wear long, dangly jewelry as that could interfere with the massage treatment process.

All clients must be properly draped to ensure privacy, security, and modesty. Students should use clean towels or blankets for draping. Student must leave the room for clients to dress and undress. Always knock before entering the room. Students should only undrape the body part that they are working on.

Massage Therapy Students

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall, Suite 320, Sacramento, CA 95814, www.camtc.org, phone (916) 669-5336, or fax (916) 669-5337.

Certificates of Distance Education Program

The institute offers three distance educational programs: PHDTS, COT, and NCHPS. To provide online learning based on student's availability, all online courses are provided asynchronously.

PHDTS (Professional Herbal Dietary Therapy Specialist)

PHDTS distance education, the course content is basically the same as the face-to-face course, but 92 hours of tutoring are added.. The curriculum of the PHDTS in distance education is as follows:

645 hours Professional Herbal Dietary Therapy Specialist (PHDTS)

Trimester 1, 2, 3

Students in the first year of the program are required to take basic science courses along with terminology of biomedicine and basic western nutrition. Students will be introduced to basic fundamental theories and concepts of TCM. Students begin their study of TCM herbal medicine and TCM diagnosis to lay the foundation for applications of TCM in nutrition and dietary therapies. Besides, research methods will be taught to equip students with essential tools for academic and scholar activities. On the Western medical (WM) side of their first-year education, besides the basic science courses, students will also approach medical terminology and human anatomy.

Sample Curriculum

Trimester 1

Course #	Course Name	Credits	Hours
FD 101	TCM Fundamentals I	2	30
HRB 101	Chinese Herbal Medicine Fundamentals	4	60
DT 502	TCM Food Therapy I	4	60
DT 503	TCM Food Therapy II	4	60
Total		14	210

Trimester 2

Course #	Course Name	Credits	Hours
FD 111	TCM Diagnosis I	2	30
FD 102	TCM Fundamentals II	2	30
HRB 111	Chinese Herbal Medicine I	4	60
HRB 112	Chinese Herbal Medicine II	4	60
SCI 1040	General Psychology	1	15
SCI 1050	Anatomy	1	15
SCI 1060	Pathology and Physiology	1	15
WM 201	Pharmacology and Biopharmacy	1	15
Total		16	240

Trimester 3

Course #	Course Name	Credits	Hours
PD 101	History of Medicine	1	15
DT 501	Nutritional Applications of TCM	1	15
DT 507	Food and Disease	1	15
PM 300	Practice Management	1	15
DT 500	Basic Western Nutrition	1	15
PD 201	Professional Development and Research Methods	1	15
PM 200	HIPPA, Medical Ethics and Regulations	1	15
DT 508	Case Studies of Nutrition	1	15
DT 510A*	Practical Case Study	1	15
DT 510B*	Practical Case Study	2	30
DT 510C*	Practical Case Study	2	30
Total		13	195

Course List

Course #	Course Name	Credits	Credit Hours
SCI 1040	General Psychology	1	15
SCI 1050	Anatomy	1	15
SCI 1060	Pathology and Physiology	1	15
HRB 101	Chinese Herbal Medicine Fundamentals	4	60
HRB 111	Chinese Herbal Medicine I	4	60
HRB 112	Chinese Herbal Medicine II	4	60
PD 101	History of Medicine	1	15
PD 201	Professional Development and Research Methods	1	15
FD 101	TCM Fundamentals I	2	30
FD 102	TCM Fundamentals II	2	30
FD 111	TCM Diagnosis I	2	30
PM 200	HIPPA, Medical Ethics and Regulations	1	15
PM 300	Practice Management	1	15
DT 500	Basic Western Nutrition	1	15
DT 501	Nutritional Applications of TCM	1	15
DT 502	TCM Food Therapy I	4	60
DT 503	TCM Food Therapy II	4	60
DT 507	Food and Disease	1	15
DT 508	Case Studies of Nutrition	1	15
DT 510 A*	Practical Case Study (1)	1	15
DT 510 B*	Practical Case Study (2)	2	30
DT 510 C*	Practical Case Study (3)	2	30
WM 201	Pharmacology and Biopharmacy	1	15

	Total:	43	645
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Remarks: PHDTS face-to-face courses are 645 hours, 43 Credits; distance education plus 92 hours of tutoring, so a total of 737 hours, 49.13 Credits

Course Descriptions

A total of 23 courses, after each course, there will be a 4-hour tutorial

SCI 1040 General Psychology (1 credits)

The course introduces the foundations of psychology. It will provide students with an overview of the historical and scientific roots of psychological methods and techniques, biological bases of behavior, human development and learning, memory, motivation, personality, psychological disorders, therapeutic techniques, and social psychology.

SCI 1050 Anatomy (1 credits)

This course presents a systemic approach to the study of the human body. Course topics begin with an introduction of anatomical terminology and an overview of cellular processes and tissue classification. Students then are introduced to the gross and microscopic anatomy of the following systems: integumentary, skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary and reproductive.

SCI 1060 Pathology and Physiology (1 Credit)

1. This course examines the normal physical structures and functions of the pulmonary, cardiovascular, lymphatic, and immune systems, renal, reproductive, and digestive, including associated areas of metabolism, electrolytes and growth, development and genetics.
2. This program in pathology addresses both general and cell pathologies, general and developmental diseases, fluid and hemodynamic disorders, selected organ system, bones and joints, muscles and nervous system pathologies.

HRB 101 Chinese Herbal Medicine Fundamentals (4 credits)

Traditional Chinese medicine is divided into eight categories. This course learns the history and development status of Chinese herbal pharmacy, learns the basic concepts and contents of eight types of Chinese herbal medicine, and focuses on the four types of Chinese medicine to lay a solid foundation for further learning of the other four types of Chinese herbal medicine.

HRB 111 Chinese Herbal Medicine I (4 credits)

This course learns the other four of the eight types of Chinese medicines, so that students can understand and master the functions, dosages and usages of all eight types of Chinese medicines, and master the distinction between therapeutic herbs and dietary herbs by comparison.

HRB 112 Chinese Herbal Medicine II (4 credits)

Corresponding to Chinese pharmacy, Chinese medicine prescriptions are also divided into eight categories. This course is in four of the eight categories. Through learning, students can understand and master the functions, indications, dosage, and formulation methods of these four types of prescriptions, to lay a solid foundation for converting these formulas into therapeutic formulas.

FD 101 TCM Fundamentals I (2 Credit)

This introductory course provides the foundation for the study and understanding of Traditional Chinese Medicine (TCM). Students are given a detailed overview of the various TCM theories and practices, highlighting the concepts of Yin and Yang, the five phases, the five elements, the function of Zang Fu, the causation of disease, pathology, and principle of treatment.

FD 102 TCM Fundamentals II (2 Credit)

This course is an in-depth study of TCM Fundamental 1. To learn the Jing (essence), Qi (energy), and Shen (God) of the human body, its role in human physiology and pathology, and the influence of meridians on the human body, and the positioning of commonly used acupoints for application.

FD 111 TCM Diagnosis I (2 Credit)

This course first discusses the diagnostic thinking and methods of Chinese medicine. Diagnosis ideas include Six Meridian Dialectics, Weiqiyixue Dialectics, Sanjiao Dialectics, and Viscera Dialectics. The method of diagnosis is the "four diagnosis": inspection, smell, inquiry, and touch. In his clinical experience, Dr. Jeffrey Mah summed up the rapid diagnosis method, and used the above diagnosis ideas and methods in the most concise and effective way to apply to the clinic, so that the diagnosis process of Chinese medicine can be fast, accurate and precise, and the treatment plan can be confirmed. This course will discuss and learn this rapid diagnosis method.

PD 101 History of Medical (1 Credit)

A study of the history and development of healing systems including comparisons and contrasts of Oriental and Western methods, including an understanding of the suffixes, prefixes and roots of key terms in use. It surveys the major impact of specific historical events as well as the individuals who contributed significantly to the medical advances and practices seen today. The history of dietary herbal medicine therapy will be discussed.

PD 201 Professional Development and Research Methods (1 Credit)

Students are introduced to the basic components and approaches of research in medicine and science. The course focuses on the skills and knowledge required to be an informed consumer of published medical research as it can inform TCM clinical practice. Students will learn the skills and ideas of developing a well-crafted study question; conducting an online literature review; identifying a population of research interest; selecting a representative sample; ethical issues involved in research; designing an appropriate methodology (study design); data collection and data analysis. This course explores qualitative, quantitative and "mixed methods" approaches to OM Research and evaluates the future needs for research within TCM.

WM 201 Pharmacology and Biopharmacy (1 Credit)

This course introduces the basic concepts and pharmacological principles of western pharmaceuticals, biopharmacy, and their major categories, actions and side effects. Topics include pharmacological distribution, metabolism, and excretion, and the mechanisms by which drugs produce their therapeutic effects. Course emphasis is on general principles that can be applied broadly to groups or categories of medications. Students learn the major classes of drugs and specific examples within each class, potential drug-drug and drug-herb interactions.

PM 200 HIPPA, Medical Ethics and Regulations (1 Credit)

This course examines the ethical and legal responsibilities surrounding the practice of dietary herbal medicine therapy in the field of TCM. Course topics include standards of medical ethics, ethical issues, legal issues, and the rules and regulations relating to the practice of acupuncture and Oriental medicine. An overview of the Health Insurance Portability and Accountability Act (HIPPA) and its policies clinic is emphasized.

PM 300 Practice Management (1 Credit)

The course emphasizes best practices in billing, coding, compliance and operations, monitoring of practice, employee management, establishing benchmarks for success. Legal responsibility, professional liability, licensing, contracts, risk management, and other applications to law in the medical field will also be included.

DT 500 Basic Western Nutrition (1 Credit)

This course will introduce the basic principles of western nutrition, the structure of the nutritional ingredient pyramid, and analyze and discuss the seven major nutrients: protein, fat, carbohydrate, vitamins, minerals, fiber, and water. The course will analyze the application of seven major nutrients and Chinese medicine diet.

DT 501 Nutritional Applications of TCM (1 Credit)

This class introduces the application of many commonly used dietary methods in traditional Chinese medicine, including traditional preparation forms of tang, wan, san, gao, dan, and modern common forms such as tablets, capsules, soft capsules, tinctures, and brewing agents, as well as tea and wine and their cultures.

DT 502 TCM Food Therapy I (4 Credit)

The foundation of TCM dietary formula is the science of prescription. Only by mastering the science of prescription, can the therapeutic formula be transformed into dietary formula. Corresponding to Chinese pharmacy, Chinese medicine prescriptions are also divided into eight categories. This course is in four of the eight categories. Through learning, students can understand and master the functions, indications, dosage, and formulation methods of these four types of prescriptions, so as to lay a solid foundation for converting these formulas into herbal dietary formulas.

DT 503 TCM Food Therapy II (4 Credit)

Based on his more than 30 years of clinical experience in cancer and difficult diseases, Dr. Jeffrey Zhongxue Mah summarized up the six theoretical systems of TCM diet therapy and the clinical application basis for the transformation of therapeutic prescriptions into dietary prescriptions. This course is divided into two parts: One is to learn the six theoretical foundations of diet therapy, and the other one is to learn the skills of converting therapeutic prescriptions into dietary formulas.

DT 507 Food and Disease (1 Credit)

This course discusses food-induced diseases, such as gastric disease, intestinal disease, high blood pressure, hyperlipidemia, hyperglycemia, fatty liver, malnutrition, cancer, etc., from the "disease from the mouth". Prevention and treatment strategies are discussed.

DT 508 Case Studies of Nutrition (1 Credit)

Cases will be presented for analysis and recommendation for modern illness and traditional-tern disease patterns to gain a deeper understanding of how to form herbal therapeutic and herbal dietary treatment plan.

DT 510A Practical Case Study (1 credits)

This is one of a series of courses. The main purpose of teaching is that through the previous study, students begin to develop their own ability to make Chinese medicine and dietary formulas. In this lesson, the teacher teaches students the diagnosis and analysis, determination of treatment principles and treatment plans, as well as specific prescriptions, dosages, and usage of therapeutic formulas and dietary formulas based on actual clinical cases.

DT 510B Practical Case Study (2 credits)

In this class, students begin to make their own Chinese medicine and dietetic formulas under the guidance of the teacher. For actual clinical cases, conduct diagnostic analysis, determine treatment principles and treatment plans, as well as specific prescriptions, dosages, and usage of therapeutic formulas and dietary formulas.

DT 510C Practical Case Study (2 credits)

This is part three of the series. In this class, students continue to be able to make Chinese medicine and dietary formulas by themselves under the guidance of the teacher. For actual clinical cases, conduct diagnostic analysis, determine treatment principles and treatment plans, as well as specific prescriptions, dosages, and usage of therapeutic formulas and dietary formulas.

Applicable Examinations

Students have the option to complete a thesis with the guidance of a research mentor. Students who do not complete a thesis are required to pass a written comprehensive exam at the end of their final year in the program. Successful completion of the written comprehensive exam or successful defense of the thesis is required to graduate from the program.

Licensing Requirements

The educational program does not lead to a profession that requires licensing.

Consotherapy Oncology Therapist (COT)

A total of 10 courses, after each course, there will be a 4-hour tutorial.

Program Description

Every acupuncturist or Chinese medicine clinician inevitably has seen cancer patients. The program teaches the use of acupuncture, herbal medicine, diet therapy, and other therapies as a treatment aid for Western medicine oncology to help cancer patients.

The main instructor of this course is Dr. Jeffrey Zhongxue Mah, PhD, L.Ac.. As early as 1986, Dr. Mah's doctoral thesis was the application of Chinese medicine to help treat precancerous lesions. Since then, Dr. Mah's main clinical direction is Chinese medicine oncology. He believes that a single Chinese medicine method is difficult to treat cancer patients effectively. For this reason, he combined multiple therapies to help cancer patients and founded Consotherapy (Consolidated Therapy).

Through more than 30 years of clinical applications, Consotherapy has continuously been improved and perfected. It has also been reported in many international academic conferences and universities and has also been used as continuing education courses in the United States.

Students must meet one of the qualifications below before admission:

1. A valid acupuncture license in the United States, or
2. A valid medical license of M.D. or D.O in the United States, or
2. A valid acupuncture or medical license outside of the United States

Course Flow:

1. Registration: Student shall provide a resume, a copy of acupuncture license, or a copy of other legal medical certificate and pay the relevant fees;
2. After receiving the admission notice from Institute of Oriental Medicine, student will pay the tuition fee and start the course selection. The course must be selected in the order to meet prerequisite requirements.
3. Before each lesson, the instructor will provide a quiz consisted of 10 multiple-choice questions, covering the main academic views of the course. On the day or by the next day of the course, students need to return the quiz results. The instructor will review and score the quizzes. Those who pass the course can enter the next lesson. Participant will have one free listening opportunity if s/he fails.

Graduation Qualification:

1. The quiz pass score for each class is above 70% of the total score.
2. After completing all 10 lessons, participants need to submit an academic paper within 15 days, requesting:
 - 1) The topic selection should be closely linked to any content of the course;
 - 2) The content must be original without plagiarism. The minimum number of Chinese characters required is 1500. The number of English letters required is 2000-3000.
 - 3) The paper has three chances for revision after instructor's review. Student will be given 15 days for each revision.
 - 4) Student must follow the paper format and requirements provided by the instructor.
 - 5) The paper is graded on a 100-point scale, with a score of 60 or more passing, accounting for 30% of the total score.
3. Those who meet the above two requirements are qualified to obtain the Certificate of Consotherapy Oncology Therapist (COT) issued by Institute of Oriental Medicine.

Course Arrangement:

A total of 10 lessons, each lesson 5 hours. The main content of each lesson is:

CON 601

Oncology is the study and treatment of tumors. The course involves discussion of the Western medicine modalities used in cancer treatment, complications of malignancy, treatment side-effects, pain management and ways in helping patients who are living with cancer. It also provides a foundation in comprehensive care for oncology patients in a Traditional Chinese Medicine (TCM) practice. The course introduces Consotherapy - an evidence-based system of TCM oncology diagnosis and therapy - to support cancer patients.

CON 602

This course provides a foundation in comprehensive care for oncology patients in a TCM practice. The course will discuss TCM diagnosis and patterns as Consotherapy is based on TCM principles.

CON 603

This course analyzes the evidence-based Consotherapy diagnosis system of TCM oncology from 1000 cases of cancer patients

CON 604

This course analyzes the evidence based Consotherapy treatment principle system of TCM oncology from 1000 cases of cancer patients

CON 605

Consotherapy includes eight major therapies. This course covers two major therapies: the application method of core pathology therapy and the application method of the raw herbal tea therapy.

CON 606

Consotherapy includes eight major therapies. This course covers the two major therapies: the application method of the herbal dietary therapy in Consotherapy and the application method of herbal external therapy in Consotherapy

CON 607

Consotherapy includes eight major therapies. This course covers the last four major therapies: the application method of the acupuncture therapy in Consotherapy, the application method of the acupressure therapy in Consotherapy, the application method of the tendon exercise therapy in Consotherapy, and the application of the emotional therapy in Consotherapy.

CON 608

This course discusses the clinical practices of Consotherapy oncology in chemotherapy, radiation therapy, and surgery. It also discusses case analysis of various cancers in the context of Consotherapy (Part One).

CON 609

This course continues to discuss case analyses of various cancers in the context of Consotherapy (Part Two).

CON 610

This course analyses the distance service of Consotherapy in order to support more cancer patients. This course will arrange students to write graduation paper (to be returned within 15 days)

New Classic Herbal Prescription Specialist (NCHPS)

A total of 4 courses, after each course, there will be a 4-hour tutorial

Program Description

There are different opinions about what should be considered the classic prescription of Chinese medicine. As far as modern clinical practicality is concerned, Dr. Jeffrey Zhongxue Mah believes that the classic prescription of traditional Chinese medicine should include four parts: classic prescription of Shang Han, classic prescription of Jin Gui, classic prescription of Wen Bing, and classic prescription of Shi Fang. To this end, he created the New Classic Herbal Prescription (NCHP) system. Through the study of the ecumenical classics, Chinese medicine providers will no longer be limited to a certain part of the classics or limit the clinical multidimensional thinking space. NCHP is especially helpful for Chinese medicine practitioners who are new to Chinese medicine or have insufficient clinical practice, as restricting to a certain type of traditional Chinese medicine may greatly limit future development.

The NCHP system is based on Dr. Jeffrey Zhongxue Mah's clinical practice in China and the United States for more than 20 years. The training classes have been very well received. The NCHP system is different from the Chinese Medicine Prescription. TChinese Medicine Prescription is to form a system of effective prescriptions in various historical periods from the vertical direction, and the NCHP is a system that combines the classic prescription of Shan Han, Jin Gui, Wen Bing, and Shi Fang from a horizontal perspective. The perspective allows learners to systematically and practically master the key to open the clinical door.

Admission Qualification

1. A person who already had an acupuncture license or local medical license, had previously been engaged in acupuncture and moxibustion clinics but had difficulty learning traditional Chinese medicine;
2. Those who already have an acupuncture license or local medical practice license and want to improve their practices and business;
3. Senior Students in acupuncture or Chinese medicine schools.

Course flow

1. Registration: fill out the registration form, provide a personal resume, a copy of the acupuncture license or a copy of other legal medical certificates; pay the registration fee.
2. After receiving the admission notice from Institute of Oriental Medicine, pay the tuition fee and start the course selection on the specified date. The course must be selected in the order of the course.
3. Before each lesson, the instructor provides a quiz consist of 10 multiple-choice questions, covering the main academic views of the course. On the day or within the next day of at the end of the course, students need to return the test paper, and the teacher will review and calculate the scores. Those who pass the courses can enter the next level. If fails, the student has one free listening opportunity and retake the exam.

Graduation Qualification

1. The quiz pass score for each class is above 70% of the total score.
2. After completing all four level courses, student need to submit an paper within 15 days meeting the following requirement:
 - 1) The topic selection should be closely linked to any content of the course.
 - 2) The content must be original without plagiarism. The minimum number of Chinese characters required is 1500. The number of English letters required is 2000-3000.
 - 3) The paper has three chances for revision after instructor's review. Student will be given 15 days for each revision.
 - 4) Student must follow the paper format and requirements provided by the instructor.
 - 5) The paper is graded on a 100-point scale, with a score of 60 or more passing, accounting for 30% of the total score.
3. Those who meet the graduation requirements will obtain the Certificate of New Classic Herbal Prescription Specialist (NCHPS)

Course Description

NCHP Level D: Classic Prescription of Shang Han

Shang Han Lun is a classic book of Chinese medicine written by Dr. Zhang Zhongjing in the Eastern Han Dynasty (AC 25-220), and is a monograph on treatment of exogenous diseases. 113 prescriptions are listed in the book. Based on the characteristics of contemporary Chinese medicine development, this course extracts the most practical clinical prescriptions and focuses on the modern application of these prescriptions.

NCHP Level C: Classic Prescription of Jin Gui

"Jin Gui Yao Lue" is another classic book of Chinese medicine written by Dr. Zhang Zhongjing. It is the earliest surviving book on diagnosis and treatment of miscellaneous diseases in China. "Jin Gui" is the place where the ancient emperor's Hadiths and Records are stored, which means treasure. The book is divided into upper, middle and lower volumes, a total of 25 articles, containing more than 60 kinds of diseases, and 262 prescriptions. The disease syndrome is mainly based on internal medical diseases, as well as surgery, gynecological diseases, emergency, dietary contraindications, etc. Based on the characteristics of contemporary Chinese medicine development, this course extracts the most practical clinical prescriptions and focuses on the modern application of these prescriptions.

NCHP Level B: Classic Prescription of Wen Bing

Wen Bing, or Warm disease, is a major category of exogenous diseases. It originated from the classic book, "Huang Di Nei Jing" of the Warring States Period. During the Qin, Han, Jin, and Tang Dynasties, warm disease belonged to the scope of Shang Han. After the transformation and development of the Song and Jin Dynasties, it began to break away from the Shang Han; until the Ming and Qing Dynasties, a complete set of theoretical system and diagnosis and treatment methods were gradually summarized, thus forming a professional clinical discipline. Based on the characteristics of contemporary Chinese medicine development, this course extracts the most practical clinical prescriptions and focuses on the modern application of these prescriptions.

NCHP Level A: Classic Prescription of Shi Fang

In addition to the Shang Han Lun, Jin Gui Yao Lue, and Wen Bing, Chinese medicine doctors of various dynasties in China also invented a large number of prescriptions, of which the most classic prescription should be also called classic prescription. Based on the characteristics of contemporary Chinese medicine development, this course extracts the most practical clinical prescriptions and focuses on the modern application of these prescriptions.

Administration

Chief Executive Officer

Jeffrey Zhongxue Mah

Vice President

Lixin Zhang

Chief Operations Officer

Yanhong Liang

Chief Academic Officer

Jeffrey ZhongxueMah

Academic Dean

Yougeng Wang

Director of Admissions

Shumin Lee

Faculty

Jeffrey Mah, Ph.D., M.S., M.D.* (China), L.Ac.

Dr. Mah is a renowned scholar, practitioner, and prolific writer in Traditional Chinese Medicine (TCM) and herbal dietary therapy with over thirty years in TCM practice, education and research. He founded Consotherapy, a clinically proven method for cancer prevention and treatment. He is the chief editor of "The Grand System of World Traditional Medicine", a series of 26 books covering TCM foundation, prevention, diagnosis and treatment published by China Science Academy Science Press, the top authority publisher in China. He also authored other six books and over 30 journal articles covering cancer research and prevention. As a founder of the "New Classic TCM Prescription", he has trained more than 300 students on four aspects of classical prescriptions. His "Five Color and Five Flavors" theory in herbal dietary therapy has been adopted by medical professionals and the widely used by the

public. His expertise and seminars and lectures in herbal dietary therapy have been well sought by scholars as well as laymen in the United States. Please refer to Dr. Mah's curriculum vitae for a more detailed description of his work and expertise.

Lixin Zhang, M.S., Ph.D. (USA), M.D.* (China)

Dr. Zhang is a professor with extensive experience in TCM, health services research, policy and administration and unique background in integrative medicine. She graduated from Beijing University of Chinese Medicine, practiced integrated medicine employing both TCM and biomedicine in China for three years. She received her M.S. in Health Policy and Administration from the Institute of Illinois at Urbana-Champaign and Ph.D. in Health Services Research, Administration and Policy from the Institute of Minnesota. She served as faculty at New York College of TCM.

Youngeng Wang, M.D. (China)*, L.Ac.

Dr. Wang has 30 years of clinical experience in both Chinese and Western medicine. Her unique training in both Chinese and Western medicine has allowed her to use the best of both methods to diagnosis and treat both rare and frequently occurring illnesses. Dr. Wang graduated from Beijing Institute of Chinese Medicine in China. After graduation, she worked at the China Academy of Chinese Medicine in China (otherwise known as Xiyuan Hospital), mainly in clinical care and research, and teaching. Apart from her experience in China and the United States, she has also practiced medicine in Hungary, Spain, Singapore and Malaysia. She has appeared in many local newspaper and television stations for her treatments and cures. She was a professor at the China Academy of Chinese Medicine in China and has taught classes on clinical treatment of respiratory diseases to both Chinese and foreign doctors. She taught traditional Chinese medicine and acupuncture as a professor at Institute of Natural Therapy in Hungary. Dr. Wang teaches master classes on Chinese herbal medicine and doctoral classes on the immune system at Five Branches Institute of Traditional Chinese Medicine. She also trains other acupuncturist in the treatment of asthma patients.

William Dawson M.S. (USA), L.Ac.

William Dawson is currently getting his doctorate in Acupuncture and Oriental Medicine. He has over ten years of experiences in acupuncture, Tai Ji and Chinese medicine. Dr Dawson is the owner and Chief Resident of Hopewell Medical Acupuncture - Cheng Center which is the North American CAM International Headquarters which is recognized by the WHO World Health Organization. Located in Sunnyvale California for the past 11 years this facility is known for highly advanced acupuncture treatments and herbal formulations, computerized diagnostics and proprietary treatment regimens. A graduate from Five Branches Institute and The Institute of East West Medicine and a California LAc., Dr. Dawson is a Diplomat in Oriental Medicine Certified by NCCAOM. In 2015 Dr. Dawson was invited by Dr. Cheng Kai, the grandson of the Immortal Dr Cheng Xin Nong, to be the 5th generation inheritor of the family's knowledge of Acupuncture.

Guang Jin, Ph.D. (Japan)

Professor Jin Guang is a Ph.D. Cancer Pathology, graduate from Kyoto Institute, Japan in 2004. He has more than 15 years of medical experience at pathology, oncology and basic research field. Passing USMLE (United State Medical Licensing Examination) Step 1 And Step 2, ECFMG (Education Commission for Foreign Medical Graduates) Certified. He has multiples years teaching and research group leader experience at multiple institutes Postdoctoral Fellow, Cancer Center, Institute of Pittsburgh, USA. He has a lot of knowledge and experience in the subjects of Anatomy and Physiology. He was resident in the Department of Pathology, Allegheny General Hospital, Pittsburgh, USA. Now he works in California Associated Pathology Medical Group. He also teaches Western medicine courses at Institute of Herbal Medicine.

Wei Lou

He has over 20 years of professional experience in Traditional Chinese Medicine, Acupuncture, and Massage Therapy and internal Medicine. His is a licensed acupuncturist in California and has over 10 years teaching experiences in China and U.S.

Dongji Zhang

UCSF Scientist in Immunology (2000-2017); Professor in Immunology, Jilin Institute, Changchun, China (1991); Postdoctoral fellow in Microbiology & Immunology, Institute of Manitoba, Canada (1992-2000); Lecture Professor, Institute of Herbal Medicine.

Rongrong Ye

CAMTC certified massage therapist with over ten years of massage therapy practice and instruction experiences at Academy of Chinese Culture & Health Sciences.

Huijuan Wang

CAMTC certified massage therapist with over 15 years of massage therapy practice experiences

**Traditional Chinese Medicine is a recognized health profession in China. The Bachelor of Medicine (B. Med.) Program requires five to six years of study beyond completion of secondary education in China. The Bachelor of Medicine, major in Traditional Chinese Medicine is the academic qualification for practicing Traditional Chinese Medicine in China.*

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