



Daoist Traditions

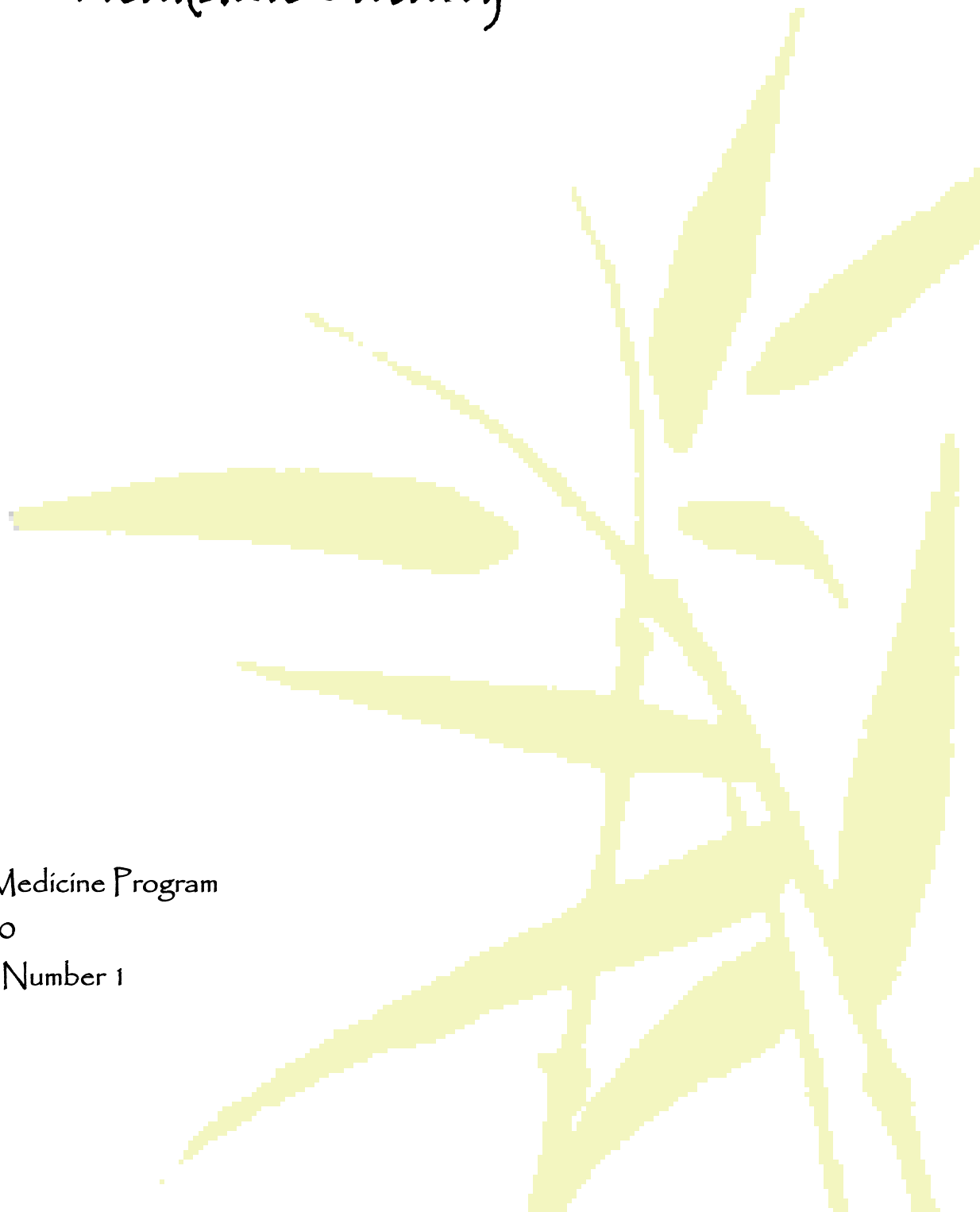
College of Chinese Medical Arts

Academic Catalog

Oriental Medicine Program

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*The first level of
healing governs the
treatment of illness*

*The middle level of
healing governs the
prevention of disease
and develops one's
nature*

*The highest level of
healing prolongs life
and nourishes
destiny.*

- Shen Nong Ben Cao

ABOUT DAOIST TRADITIONS

We are dedicated to advancing knowledge in the field of Chinese Medicine with an emphasis on the medical teachings and techniques which are rooted in the Classics.

Our comprehensive curriculum generates graduates with a well-rounded understanding of the traditions and philosophies of Oriental Medicine, strong clinical skills, and the confidence to begin successful practices.

Daoist Traditions College of Chinese Medical Arts was founded by a group of senior practitioners in the field of Chinese Medicine who have devoted themselves to the revival of classical teachings. Inspired by their studies with Jeffrey Yuen, 88th generation Daoist priest, they wish to help continue his work in restoring the ancient traditions by sharing their clinical experience and passion for Chinese Medicine.

The College is dedicated to advancing knowledge in the field of Chinese Medicine with an emphasis on the medical teachings and techniques which are rooted in the Classics. Highlighted in this undertaking is the study of all the meridian systems, survey of the history of ideas and their influence in the development of styles of practice, and study of the medical classics. Students are encouraged to cultivate through the daily practice of Qi Gong/ Tai Chi/ Meditation. This aspect of Daoism is a fundamental component of the evolution of a strong clinician and health care provider; it is essential that practitioners live the philosophy they teach.

Our name, Daoist Traditions, comes from the close relationship between the Dao and Chinese Medicine that has existed since the ancient beginnings of Chinese culture. The earliest practitioners of healing were the Wu, shamanic practitioners. The Wu are believed to have been the forerunners of later Daoist healing practitioners. While philosophical Daoism, as represented by the Tao Te Ching and Lao Tzu, didn't become a school of thought until 400 BCE, the practices of the Wu had been in existence for over a thousand years.

The Daoist practitioners' search for elixirs and substances that could confer immortality led to experimentation with a wide variety of plant, animal, and mineral products. Other influences of Daoism are in the area of the Chinese health exercises of Qi Gong. Based upon early Daoist breathing methods, these exercises are used to balance and preserve the flow of Qi through the channels. Tui Na, herbal therapy, moxibustion, and healing Qi Gong were part of the healing arts that were taught at many temples and monasteries.

Oriental Medicine, like the philosophical tradition of Daoism, encourages us to live in harmony with the seasons and to follow the principles of nature as a model for the ideal life. By forming a bridge to the concepts of natural law and the relationships of human beings to it, Oriental Medicine took on a flavor and style that has remained into the 21st century.

Throughout its long history, Oriental Medicine has been a dynamic and evolving medical art and science. Today, it is one of the fastest growing professions in the United States.

As a practitioner, you will continue to enrich your skills through experience in practice. Ultimately, your dedication and self-cultivation will determine your success in the field. We invite you to begin the journey toward becoming a part of this ancient tradition.

ORIENTAL MEDICINE PROGRAM

Daoist Traditions offers a four-year Master's level Oriental Medicine diploma program. The program includes comprehensive training in both the ancient traditions and modern TCM teachings. Our curriculum provides students with a well-rounded understanding of the principles and techniques of Oriental Medicine and a fundamental understanding of Western medical theory and practice.

In addition to a solid foundation in the philosophies of Oriental Medicine, our students gain practical knowledge through training by dedicated faculty, who are successfully practicing in the field. Our program generates graduates who have strong clinical skills and the confidence to begin successful practices.

While the program at Daoist Traditions is challenging and demanding, our supportive academic environment is structured to assure the success of our students. One new entering class is accepted each year and is limited to 22 students. This allows for a comfortable classroom atmosphere and more personalized attention. Dialogue between instructors and students is encouraged, so that students learn quickly and easily.

The total program consists of 3257 hours and has been designed to be in compliance with state and national legislative requirements.

ACCREDITATION

Our Oriental Medicine program is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM). ACAOM is the recognized accrediting agency for the approval of programs preparing acupuncture and Oriental medicine practitioners. ACAOM is located at Maryland Trade Center #3, 7501 Greenway Center Drive, Suite 760, Greenbelt, MD 20770; (301) 313-0855; fax (301) 313-0912.

OUR MISSION

The mission of Daoist Traditions College of Chinese Medical Arts is to provide a quality education in the classical medical art and science of Chinese Medicine and to prepare students to enter the profession as skilled health care clinicians, thus providing the community with Daoist-based Chinese medical care.

EDUCATIONAL OBJECTIVES

In support of this mission, Daoist Traditions is committed to providing educational objectives that will create practitioners who are able to:

1. Explain the philosophies and theories of Chinese Medicine.
2. Formulate a skilled diagnosis.
3. Develop effective treatment plans.
4. Identify and advise on lifestyle matters influencing the state of health.
5. Describe basic business management skills in order to establish successful practices or work in a variety of clinical settings.
6. Demonstrate in a clinical setting those skills needed to function independently as a health care practitioner.
7. Identify conditions that warrant referral and make appropriate referral.
8. Incorporate Daoist principles into the practice of Chinese Medicine.
9. Pass the NCCAOM certification exams.

THE FOUR YEARS

YEAR ONE

The first year of Daoist Traditions is one of discovery and challenges. The essential theories of Chinese Medicine are explored, preparing students for the journey ahead.

Students study the history of Chinese Medicine and learn basic medical Chinese, enhancing their understanding of the body of information.

Along with learning the meridian pathways and acupoints, students learn pulse diagnosis and adjunct techniques which allows them to begin practicing clinical skills in their first year of study.

Qi Gong practice begins to help in cultivating personal energy. In Clinical Observation, students become comfortable in the clinical setting, by observing both licensed practitioners and senior students in clinical practice.

YEAR THREE

In the third year, students study practice management, psychology and ethics to help them in their clinical practice. This year, students become eligible for the national certification exams and have a comprehensive acupuncture review course to aid in their preparation.

Students study Chinese medicine gynecology, orthopedics, and dietary therapy to further enhance their clinical practice.

Students enter the Clinical Internship and gain experience in the care and treatment of patients. Interns work in pairs to become comfortable applying their knowledge in the clinical setting. The experience includes practicing office protocol and marketing themselves to grow their clientele. The program encourages students to become self-sufficient in creating their own success.

YEAR TWO

After learning the fundamentals of Chinese Medicine theory and Western anatomy & physiology, students begin to learn how to apply their knowledge.

Students are now studying diagnosis and learning the Chinese medical approach to treating diseases. Adding to their knowledge of acupoints and herbs, students learn additional acupuncture techniques and herbal prescriptions.

Students continue to observe in the clinical setting, advancing their practice of tongue and pulse diagnosis. They also begin discussing patient cases and practice diagnosis and treatment planning.

At this phase of the program, students complete their study of all foundational material in preparation for entering the Clinical Internship.

YEAR FOUR

Students enter the final phase of their training. Students prepare for national certification exams with comprehensive courses in herbal medicine and western medicine.

The study of gynecology, physical diagnosis, and nutrition enhance the clinical practice. This year, the majority of the student's time is spent on their clinical work. Working individually with the help and encouragement of experienced supervisors, interns refine their diagnosis and treatment skills.

As the program comes to an end, students learn additional skills in advanced pulse diagnosis. Having completed the program, our graduates are well prepared to enter the field with the confidence to begin the next phase of learning. New challenges and discoveries await graduates as they continue to learn through experience.

FOUNDATION

APPLICATION

DEVELOPMENT

PRACTICE

CLASS SCHEDULE & TIME COMMITMENT

We offer a compact class schedule with most didactic classes scheduled two days per week, with an average of 16 class hours per week. Each semester, three additional class sessions are held: one four-day session (Friday through Monday) with Jeffrey Yuen and two two-day classes (Saturday and Sunday). Students also complete Clinical Observation or Clinical Internship sessions each semester.

The unique structure of our program enables students to travel from a distance or maintain part-time work schedules during the first two academic years of study. The program is designed for full-time study and requires substantial study outside the classroom. As students progress in the program, additional days per week are required, particularly for the clinical portion of the program.

During the Clinical Internship, students dedicate up to 5 days per week for the program's didactic and clinical training. For students who do not live within a reasonable commuting distance, it is recommended that they relocate to the area or find local living arrangements for the duration of the Clinical Internship.

Academic Calendar

First year students complete a summer session during the month of August, followed by a short break. All subsequent academic years begin with the fall semester. The fall semester consists of fifteen instructional weeks from late August to mid-December. The spring semester consists of fifteen instructional weeks from mid-January to early May. The fall and spring semesters have mid-semester breaks. Students in Clinical Internship complete clinic sessions 40-42 weeks per year and have shorter breaks.

Completion of the full-time program takes 4 years. The program must be completed within 6 years and cannot be completed in less than 3 calendar years. Daoist Traditions reserves the right to adjust and change the curriculum, academic calendar, and operating schedule if necessary.

Year 1:

The first year of study begins with a full week of classes held in early August. This introductory week includes the History of Chinese Medicine, Introduction to Herb Cultivation, Medical Chinese, and Herbal Dispensary I. This is followed by a break before the fall semester begins. Starting in the fall semester, didactic classes are held two days per week. Three weekend class sessions are held each semester as stated above. Additional Clinical Observation hours are scheduled by the student with an average of 30 hours per semester. In this year of study, students spend 15-20 hours per week on studying new terminology, herbs, acupoints, and basic theory.

Year 2:

Didactic classes are held two days per week. Three weekend class sessions are held each semester as stated above. Additional Clinical Observation hours are scheduled by the student with an average of 30 hours per semester. Students report studying an average of 15 hours per week during Year 2.

Year 3 & 4:

Didactic classes are held two days per week. Three weekend class sessions are held each semester as stated above. Clinical Internship training takes place additional days per week. In addition to didactic classes, students complete Clinical Internship hours as follows:

Year 3/Semester 1	Two shifts per week	(150 hours per session)
Year 3/Semester 2	Two shifts per week	(120 hours per session)
Year 4/Semester 1	Three shifts per week	(300 hours per session)
Year 4/Semester 2	Four shifts per week	(230 hours per session)

The clinical sessions occur May through November and December through April. Students continue Clinical Internship sessions for 40-42 weeks per year and have shorter breaks between semesters.

ADMISSIONS

If you are considering attending Daoist Traditions, call to speak to our Admissions Director to review the application process and to clarify any questions you may have. Before applying, we strongly encourage you to visit the facilities, observe class sessions, and meet the staff, in order to see if Daoist Traditions is the right environment for you.

Applicants are encouraged to apply four to six months before the intended start date, especially if applying for financial aid.

Daoist Traditions welcomes students from all economic, cultural, and educational backgrounds.

Daoist Traditions is dedicated to upholding a high standard of education to ensure that the public is served by caring, competent, and knowledgeable practitioners. The program requires a high level of commitment to learning a number of difficult skills. Accordingly, we seek applicants who can demonstrate that they have the maturity, commitment, and motivation for the rigors of this type of program and learning process. We take into account your previous academic record, your professional experience, and your desire to help others through a healing profession.

Daoist Traditions attracts a highly motivated student population who share a deep commitment to the study and practice of Oriental Medicine. Our most successful students have strong study and time management skills, the support of their family and friends, and a solid financial plan to support their studies.

We seek students who share a desire to learn the traditions of Chinese Medicine, who have the potential for working in a compassionate manner, and who are committed to using their knowledge to help others on their healing journey.

Applicants are considered on the basis of individual merit without regard to gender, sexual orientation, age, disability, religion, race, veteran status, national or ethnic origin.

ADMISSIONS REQUIREMENTS

Prior to acceptance, all applicants must have fulfilled a minimum of 60 semester credits or 90 quarter units of general education from an institution accredited by an agency recognized by the U.S. Secretary of Education. All official transcripts must be mailed directly from the college or university to Daoist Traditions.

ADMISSIONS POLICY

Applications are considered on an ongoing basis until the application deadline or until the class has reached its maximum capacity of 22 students.

Once the class is full, additional applications may be considered and a list of alternates will be selected should another accepted applicant decide not to attend. Applications received after the application deadline will be considered as class size permits.

Daoist Traditions accepts one new entering class per year for enrollment in August. Applicants who wish to enroll in January (spring semester) will be considered upon availability of space. Applications for January enrollment must be received by December 1.

APPLICATION DEADLINES

Summer/Fall Enrollment June 1
Spring Enrollment December 1

ADMISSIONS PROCEDURE

Please refer to the Application for Admission for a detailed list of required application materials. No admissions decisions will be made until all required application materials are received.

Once your completed application materials have been received, you will be notified of the status of your application and interviews with members of the Admissions Committee will be scheduled. The interviews are a crucial part of our college's admissions procedure because we want to know our students on a more personal level than documentation will provide. Following the interviews, applicants will be notified within four weeks regarding their admission status.

Upon notification of acceptance, the student will be asked to reserve space in the upcoming class by making a non-refundable deposit of \$200.00. This fee is separate from any tuition payments. If the deposit is not received within the specified time, the applicant's place may be offered to another applicant. All new students must attend orientation at the start of the first semester. Dates and times for orientation are announced in the acceptance letter.

Submitting an application does not guarantee admission. Daoist Traditions reserves the right to deny entrance to any applicant.

In compliance with the Family Educational Rights and Privacy Act (FERPA), enrolled students are allowed access to all documents submitted in support of their application for admission which have been maintained as part of their educational record, except those to which they have waived right of access.

DELAYED ENROLLMENT

Acceptance to Daoist Traditions is granted only for the semester of acceptance. If a student is accepted into the program and chooses not to enroll for that term, the application materials will be held for a one year period. However, the original acceptance is not guaranteed for future academic years. The student must notify the college that they wish to re-activate their application packet and complete an Application for Re-Admission by the application deadline. At that time, a new admissions interview will be conducted and an admissions decision will be made.

HALF – TIME STATUS

While the Daoist Traditions' curriculum is primarily designed for full-time study, a limited number of half-time students may be accepted as class size permits. Students enrolled in half-time study must understand that it will take longer than four years to complete the program. The full program must be completed within six years; therefore, half-time status is limited to two years. Half - time diploma seeking students must follow the same entrance, admissions, course pre-requisites, and tuition standards as full-time students.

NON-DIPLOMA SEEKING STUDENTS

As class size permits, Daoist Traditions will consider students with special interests who are not seeking a diploma. Non-diploma seeking students may enroll for up to 9 credits per semester on an audit basis only. Students may not audit clinical courses. All educational requirements of the college and course pre-

requisites must be met. Non-Diploma Seeking students will receive an official transcript showing class hours that have been attended.

Non-Diploma Seeking Applicants must submit:

1. Completed Non-Diploma Seeking Student application form
2. Official college transcripts mailed directly to Daoist Traditions from the institution showing 60 semester credits or 90 quarter units of general education
3. Copy of valid photo identification
4. \$50.00 non-refundable processing fee
5. Copy of acupuncture school diploma or acupuncture license (if applicable)

ENGLISH LANGUAGE COMPETENCY

Daoist Traditions does not accept international students who have applied from outside the United States.

Applicants with English as a second language must meet all entrance requirements AND must have:

- Earned a two-year (60 semester credits or 90 quarter units) baccalaureate level degree from an institution accredited by an agency recognized by the U.S. Secretary of Education **OR**
- Attained a score of at least 500 on the Test of English as Foreign Language (TOEFL) **and**
- Received at least the currently reported mean score on the Test of Spoken English (TSE).

Transcripts from other countries must be translated into English and evaluated by a credential-evaluation service, such as World Education Services, Inc., PO Box 745, Old Chelsea Station, NY, NY, 10113-0745, USA; (212) 966-6311; Email: info@wes.org.

TRANSFER CREDIT

Daoist Traditions may accept up to one year of transfer credits from an Oriental Medicine program which is accredited or a candidate for accreditation with the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM). In special circumstances, additional transfer credits may be considered.

Although the national guidelines for all acupuncture schools are the same, experience dictates that each program is different academically and clinically. To transfer previous training from any other school requires careful review of the transfer student's knowledge and therefore, is granted on an individual basis. All transfer credits must be listed on an official transcript. All subject matter carries a time limit of transferability, no longer than three years for Oriental Medicine coursework and five years for western sciences.

The Admissions Committee and Academic Dean award credit based on approved guidelines and classes must be equivalent to the college's requirements for graduation.

TRANSFER POLICY FOR ACUPUNCTURE AND ORIENTAL MEDICINE

1. The course is listed on an official transcript from the college.
2. The course has been taken within the last three years.
3. The course meets the hour requirements of the equivalent class at Daoist Traditions.
4. The completed course grade is "C" or "Pass" or better.
5. The college does not have the ability to evaluate prior learning experience. If a course is not listed on a transcript, regardless of prior experience, no credit can be awarded.

TRANSFER POLICY FOR BIOMEDICAL SCIENCE COURSES

1. The course is listed on an official transcript from the college.
2. The course has been taken within the past five years, unless the applicant can provide acceptable evidence of continuous activity within the last two years in the specific field for which transfer credit is requested, e.g. a physician.
3. The course meets the hour requirements of the equivalent class at Daoist Traditions.
4. The completed course grade is "C" or "Pass" or better.
5. Daoist Traditions does not have the ability to evaluate prior learning experience. If a course is not listed on a transcript, regardless of prior experience, no credit can be awarded.
6. Transfer credit cannot be awarded twice for the same class; that is, it cannot be used to meet the minimum 60 semester credit/ 90 quarter credit entrance requirement and also count as hours within the program.

TRANSFER PROCEDURES

All transfer credit must be requested and awarded in the first semester of enrollment. Transfer students must first meet the admission requirements of Daoist Traditions. Students may be required to take a placement examination if transfer credit for multiple courses is being requested.

Daoist Traditions will review transfer credits once official transcripts have been received and applicants have completed the following procedures:

1. Complete and submit an application for admission with the \$75.00 application fee.
2. Include a cover letter stating your intentions and reasons for seeking a transfer.
3. Include transfer credit fee if applicable (see below).
4. Include a catalog of the OM college where you previously attended and a syllabus outlining the course content for each course for which you wish to receive transfer credit.

For transfer of one to four courses:

No transfer credit fee is required. There is no reduction in tuition.

For transfer of five or more courses:

Include a \$100.00 transfer credit fee. A tuition reduction of \$12.00 per class hour will apply.

CHALLENGE EXAMS

Daoist Traditions does not offer Challenge Exams as a means to receive credit toward the program.

FINANCIAL AID

Daoist Traditions provides a financial aid program that consists of student loans through Sallie Mae and TFC Credit Corporation. Contact the college for more information about all the programs available.

Sallie Mae

Daoist Traditions students are eligible for Career Training Loans through Sallie Mae. These are private, credit-based student loans. Students may borrow up to the full tuition amount plus additional funds for books and supplies. Repayment of these loans can be delayed until after graduation.

TFC Credit Corporation

Daoist Traditions students can obtain supplemental loans through TFC Credit Corporation. These loans are available for a portion of the tuition amount. Students begin repayment of these loans while still attending school.

Federal Financial Aid

Daoist Traditions is in the process of applying for Title IV Student Loans with the U.S. Department of Education.

Veteran's Benefits

Daoist Traditions is approved for Veterans and Military Educational benefits. There are four education assistance programs administered by the Department of Veterans Affairs that you can apply for at Daoist Traditions. Visit www.gibill.va.gov for complete details and required forms.

- Chapter 30 - Montgomery GI Bill - Active Duty
- Chapter 31 - Vocational Rehabilitation
- Chapter 35 - Survivors' and Dependents' Educational Assistance
- Chapter 1606/1607 - Montgomery GI Bill - Selected Reserve

Contact our Admissions Director for more information.

LOCATION & COMMUNITY

ASHEVILLE COMMUNITY

Asheville is a colorful city nestled in the Blue Ridge Mountains of Western North Carolina with a population of over 75,000 people. The Asheville area is rich in history, culture, and entertainment. The Blue Ridge Mountains and local rivers provide the perfect setting for a variety of outdoor recreational activities. Western North Carolina has become a major area for alternative medicine with a substantial community of people using acupuncture and herbal medicine as their primary form of health care. Asheville has been called the “freak capital of the U.S.” by Rolling Stone magazine and was also voted one of the best places to retire by Money magazine, making it an eclectic, interesting city.

CAMPUS FACILITIES

Daoist Traditions is located in the Montford Historic District of Asheville. The college is convenient to downtown, bus lines, and Interstates 240 and 40. The college is housed in an historic house with two adjacent classrooms. In the main building, there is a library, kitchen, and lounge area for students and faculty. Outside, there is a medicinal herb garden and outdoor seating area for relaxing or studying. The campus is equipped with wireless internet access.

The student acupuncture clinic is located in the downtown Asheville area on South French Broad Avenue, just a short drive from the school campus. The building contains eight treatment rooms, an herbal dispensary, and a kitchen/lounge area for students and faculty.

For the health of students and staff, the campus of Daoist Traditions and the student clinic are smoke, drug and alcohol free, and as chemically free as possible.

DAOIST TRADITIONS MEDICINAL HERB GARDEN

Daoist Traditions is one of a growing number of Chinese Medicine schools with medicinal herb gardens. The purpose is to give students the opportunity for hands-on contact with the medicinal plants introduced in Herbal Medicine studies. The campus gardens currently contain over 90 different medicinal plants and continue to be expanded each year.

In 2005, the W.K. Kellogg Foundation awarded a \$200,000 grant to High Falls Gardens, a garden in Philmont, NY, committed to revitalizing traditional medicine in the United States. The grant is to be used to upgrade the garden programs and associated educational activities of acupuncture schools. Daoist Traditions was chosen by High Falls Gardens as one of fifteen sites to benefit from the grant.

First year students gain experience in the herb garden during the Introduction to Herb Cultivation course. In addition, students in the first and second years of the program are required to participate in the care of the herbal gardens for three (3) hours each semester. Through this service project students help cultivate a healing space for the college community to enjoy.

LIBRARY RESOURCES

The college library is available to all enrolled students, alumni, and faculty. The library is conveniently located in the main building on campus and houses a wide variety of books, video tapes, and publications related to Chinese Medicine, Western Medicine, Complementary and Integrative Medicine. There are two computers with CD-ROM capability and Internet access for research purposes. Items may be used or borrowed in accordance with the guidelines set by the college. Students also have access to the Health Sciences Library at Mountain Area Health Education Center (MAHEC), located 10 minutes from campus.

ACADEMIC POLICIES

We are committed to values essential to healing: cooperation, compassion, and respect. Through a caring classroom environment, each student is allowed to grow and learn.

Students are encouraged to engage fully in their education by taking initiative and responsibility in their learning process.

Student Handbook

A Student Handbook detailing college policies and procedures is given to each enrolled student. Students are expected to read and be familiar with the contents of the handbook.

Academic Integrity

The college is committed to academic excellence and to the belief that the attainment of academic success depends on each student's commitment to personal honor and moral integrity. This is attained only if each student understands the value of and demonstrates academic integrity. Each student is expected to adhere to ethical principles in all of his or her academic endeavors in class, in the clinic, in research, in class assignments, tests, and all written work.

Because of the clinical nature of much of the work at the college, confidentiality of patient information is vital and is considered to be a matter of academic integrity. Students must control the distribution of written patient/client information with utmost care, including only the information that is necessary for presentation or discussion purposes, without any use of the patient's name.

Grading and Attendance

The grading system is Pass/Fail. Students must achieve a 75% or better grade average in order to pass a course. Determination of pass/fail is based on completion of exams, quizzes, papers, and projects. Each semester credit is 15 hours of academic class time or 30 hours of Cultivation Practice and Clinical Training.

Attendance is a key factor in passing courses and in overall success in the program. Students are expected to attend and be prompt for all classes and clinic shifts. Students may miss no more than 2 classes for 15 week courses. No absences are allowed for weekend courses. If an absence from a weekend class is expected, students must contact the Academic Dean in advance. The fee for make-up sessions for weekend classes is \$50.00 per required class hour.

Students arriving after attendance has been taken are marked late. Three (3) late arrivals constitute one class absence. Students leaving early need prior approval from the instructor. Otherwise early departure will be considered an absence.

Non-compliance with the attendance policy may result in failure of the course. Whenever missing a class or being late is unavoidable, any missed work or other assignments must be made up.

Academic Progress

In order to ensure success in the field, a high standard of academic achievement is expected. The course syllabus contains the dates and

policies for quizzes and exams and any other policies pertaining to determining grades for the course.

In order to monitor progression through the program, students are required to pass several major examinations throughout the program, including comprehensive examinations at the end of each academic year (years 1 through 3). The second year comprehensive exam includes a practical component to test students' technical skills prior to entering Clinical Internship. All students must pass these exams with a score of 75% or better.

In addition, final comprehensive courses and exams are given in acupuncture, herbal medicine, and western medicine. These exams give students and the school additional feedback on their strengths and weaknesses and serve as preparatory courses for the NCCAOM examinations.

Any student who is in jeopardy of failing a course will be notified in writing. Students having difficulty or who fail a course are required to meet with the Academic Dean to discuss ways to remedy the problems to ensure success in future semesters. All failed courses must be repeated at regular tuition rates. Failure to maintain satisfactory academic progress may result in suspension or dismissal from the program.

Leave of Absence

A maximum one-year leave of absence may be granted at the discretion of the administration. The request must be submitted in writing to the Academic Dean. A returning student must notify the Academic Dean in writing at least three months prior to their return.

Students must be aware that due to the cyclical nature of course offerings, certain courses that are missed during a leave of absence may not be available for another year, which may impact the student's ability to complete the program in a timely manner. A returning student may be required to complete an examination and evaluation of skills before re-entering the program.

A student who is granted a leave of absence must meet all requirements that are in effect at the time of re-admission regardless of original enrollment agreements. A student who has been on leave for longer than one year must re-apply to the college.

Change in Class

Whenever a student changes classes, the student assumes the same rights, responsibilities, and requirements, including fees and tuition, as those pertaining to the student's new classmates. This policy applies to students enrolled in half-time study or returning from a leave of absence.

Course Withdrawal/Drop/Add

Due to the cyclical nature of course offerings, certain courses that are dropped may not be available for another year. Because of this, students must receive approval from the Academic Dean prior to withdrawing from or dropping any course.

A Drop/Add period is in effect for the first two weeks of the Fall and Spring semesters. Dropped courses do not appear on grade or transcript reports.

Students may withdraw from a course on or before the 10th week of the semester to receive a grade of WP – Withdrawal Pass – if passing the course at the time of withdrawal. Withdrawing from a course after week 10 may result in a grade of WF – Withdrawal Fail – on the grade and transcript reports. Withdrawn courses are calculated into the attempted hours on grade and transcript reports. Extenuating circumstances may apply.

Graduation Requirements

To qualify for graduation, students must successfully complete all courses and other academic requirements for the program within six years. In addition, students must fulfill all of their responsibilities to the college, including payment of all tuition and fees. Graduation requirements may change over time in response to new national accreditation standards, state regulations, and other factors. The Oriental Medicine Diploma will be awarded at an annual graduation ceremony.

State Licensure

Licensing requirements vary from state to state. Individual states in the U.S. regulate licensure to practice acupuncture and herbal medicine. The program is designed to comply with North Carolina state and national legislative requirements. A diploma from the college is not a license to practice in North Carolina. For information about North Carolina licensing requirements, contact the North Carolina Acupuncture Licensing Board at PO Box 10686, Raleigh, NC 27605, (919) 821-3008, Fax: 919.833.5743 or www.ncalb.state.nc.us.

If you plan to practice in another state, consult the board of medicine or other licensing agency in that state for specific requirements. For information about U.S. state requirements, consult the publication, [Acupuncture and Oriental Medicine Laws](#), available from the National Acupuncture Foundation at (800) 345-1010 or from their website: www.nationalacupuncturefoundation.org.

National Certification

Students and graduates of Daoist Traditions are eligible for the national certification examinations given by the National Commission for the Certification of Acupuncture and Oriental Medicine (NCCAOM). Prior to graduation, any student wishing to schedule any NCCAOM examination must be approved by the Academic Dean. Passing certification exams is the responsibility of the individual graduate. Daoist Traditions cannot guarantee results on certification exams. The NCCAOM acupuncture exam is used by North Carolina and many other states as part of their statewide licensing requirements.

Non-Discrimination and Sexual Harassment Policy

Applicants are considered on the basis of individual merit without regard to gender, sexual orientation, age, disability, religion, race, veteran status, national or ethnic origin. This policy applies to admissions, financial aid, employment, and all other matters within the college. The Administrative Director has been designated to carry out the college's efforts to comply with this policy and may be contacted at the campus. Specific policies regarding sexual harassment or assault are found in the student handbook. Daoist Traditions is an equal opportunity employer.

Grievance Policy

Daoist Traditions encourages open and honest communication when disagreements arise between students, faculty, and administration. We feel that through informed discussion, most matters can be resolved.

If a complaint needs attention beyond discussion with the involved parties, the first course of action is a meeting with the Academic Dean and Associate Academic Dean. If the student feels that the response from this meeting was insufficient, the student may then request a Grievance Committee hearing. Grievances will be reviewed by a committee composed of representatives from the administration and faculty. If the issue is still not resolved, an appeal to the Advisory Board can be scheduled after the Grievance Committee hearing. Lastly, if a student is not satisfied with the handling of a grievance, a the student may notify the Accreditation Commission for Acupuncture and Oriental

Medicine (301-313-0855) or the North Carolina Acupuncture Licensing Board (919-821-3008). A detailed description of the Grievance Procedure is available in the Student Handbook.

Disciplinary Action or Dismissal

Failure to follow policies and procedures outlined in the Catalog and Student Handbook may result in disciplinary action or dismissal from the program. Policies governing student conduct and activities are based on the premise that each student must be entitled to his/her right to devote school time to studies and learning without distraction. A student is subject to disciplinary action or dismissal for conduct which disrupts the teaching or administration of the school or which interferes with the rights of other school members.

Examples of conduct which would be considered unsatisfactory under these standards include: disrespectful or unethical behavior; dishonesty; failure to comply with school regulations or Student Clinic policies; or with the directions of school officials acting in performance of their duties; failure to adhere to local, state, or federal laws; substantiated physical or verbal abuse; sexual harassment; theft or damage to school property or to property on school grounds belonging to any school member. A student may not teach or practice Acupuncture or Oriental Medicine during the course of training.

A detailed list of Student Conduct Standards and Disciplinary Procedures is available in the Student Handbook.

Family Educational Rights and Privacy Act (FERPA)

Daoist Traditions complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 which protects the privacy of students. Students have specific rights and privileges regarding the college's release of personal information and records. Student records are protected by FERPA which stipulates that institutions cannot release students' records to any third party without the student's consent. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. In accordance with FERPA, the policy covers educational records and allows students the opportunity:

- To view and inspect their individual records
- To challenge information in their individual educational records as inaccurate
- To maintain their educational records as private, unless they provide written consent to allow access

Students have the opportunity to review their own educational records after providing written and reasonable request time to the Registrar's Office. An appropriate college staff member will make the needed arrangements for access and notify the student of the time and place for the records to be reviewed within a reasonable timeframe within the presence of a college staff member.

Changes

Daoist Traditions reserves the right to make changes to the policies, procedures, fees, courses, schedules or any other provisions in its catalog, other publications or website, subject to program needs, accreditation requirements and state and federal laws and regulations. Although every effort has been made to ensure accuracy and completeness, students are advised that changes may be made at any time without prior notice.

STUDENT SERVICES

Student support services include: providing guidance and information in person, on the telephone and online. Additionally, we communicate with students via email, student mailboxes, U.S. mail, and through postings on campus. Students can expect to receive grade reports at the end of each semester. It is essential that the Registrar be updated with changes to student's addresses, phone numbers, and email addresses.

STUDENT ORIENTATIONS

All new students must attend an orientation session, usually scheduled the day before classes begin. Orientation packets provide students with the Student Handbook, Clinic Manual and other pertinent college information to keep them up to date with college policies and procedures. At the beginning of each semester, orientation is scheduled for all students. These all-school meetings are an opportunity to make announcements and communicate any college updates to the larger community. Attendance is mandatory.

STUDENT ID CARDS

Student ID cards are included in the Orientation packet. ID cards can be used for a variety of discounts throughout the Asheville area.

STUDENT HEALTH SERVICES

Daoist Traditions students are welcome to participate in the Daoist Traditions Student Acupuncture Clinic for their healthcare needs. Low cost acupuncture treatments are extended to students both for health maintenance and instructional purposes. Daoist Traditions students receive a discount for acupuncture treatments.

STUDENT REPRESENTATION

We believe it is important for students to have the opportunity to be heard. In order to facilitate this, each entering class is required to elect a Student Representative to serve as a liaison between the class and the school administration. This allows common questions, concerns, and issues to be handled in an efficient manner. The Student Representatives have a formal meeting with the Administration once each semester to discuss any student concerns. Students also have representation on the Daoist Traditions Advisory Board by a student member.

CAREER OPPORTUNITIES

As one of the fastest growing and most widely accepted new healthcare professions, Oriental Medicine offers excellent opportunities for graduates. Most of our graduates establish their own private practices or join an existing acupuncture or multi-modality clinic. The college is often contacted by offices looking to hire new practitioners or by offices with space for rent. As notices are received, they are posted on the bulletin boards for students.

OTHER SERVICES

The annual convocations such as Chinese New Year and the annual graduation ceremonies are important mechanisms for celebration, enjoyment, and balance in the students' schedule. There are no residential accommodations for students at the college. Students find housing in a variety of situations including shared living, apartment rentals, and home purchases. A relocation guide and list of helpful resources can be obtained by contacting the Admissions Director.

COURSE OFFERINGS

ACUPUNCTURE & CHINESE MEDICINE

CM501 History of Chinese Medicine & Qi Gong

1cr/15hrs

This course provides an introduction to the history of Chinese Medicine through the different dynastic periods, the major classical texts, and their effects on the evolution of medical theory. Topics include the primary schools of thought, practitioners who were responsible for major contributions, including the Four Great Masters and Sun Si Miao, meridians, energy flow, and qigong. The recent evolution of acupuncture and Oriental Medicine in China, the United States and other countries, and current professional trends are also covered.

CM502, 506, 511 Medical Chinese I – III

.5cr/7.5 hrs

This course provides practical instruction in medical Chinese. The purpose of this course is to develop a deeper understanding of Chinese medicine and culture through language study. Included is the basic pronunciation, with the emphasis on providing an overall understanding of the characters of Chinese Medicine. Students will acquire knowledge regarding pronunciation of Chinese medical terms. These courses must be completed in order.

CM503 Chinese Medicine Theory

3cr/45hrs

This introductory class will provide students with a basic theoretical framework and understanding of Chinese Medicine for their course of study. The basic concepts of Chinese Medicine including Yin/Yang, Qi, Blood, Fluids, Curious Organs, Five Elements, Six Stages, Eight Principles, Zang/Fu, Twelve Officials, and Essence will be discussed. The Zang and Fu organs will be covered in regards to healthy functioning and the disease process. Students are introduced to internal and external causes of disease, diagnostic techniques, and pathology.

CM504 Meridian Overview

3cr/45hrs

This course provides an overview of the meridian systems. Topics include the pathways of the Primary Meridians, Extra Meridians, Sineu Meridians, Luo Meridians, and the Divergent Meridians. Students also learn the classical language of acupuncture and to differentiate between the five meridian systems. By understanding wei qi, ying qi, and yuan qi, students will begin to gain their first understanding of the vast depth of Classical Chinese medicine.

CM505 Adjunct Techniques

2cr/30hrs

This course provides an introduction to knowledge and skills necessary to perform adjunct techniques of moxibustion, gua sha, cupping, and bleeding. Emphasis is placed on Clean Needle Technique, safety issues in a clinical setting, rapport, and techniques.

CM507 Pulse Diagnosis

1cr/15hrs

This course provides an exploration of the Chinese Medical system of pulse diagnosis. Students will be introduced to pulse reading and the basic pulse qualities. Students will learn how to differentiate pulses based on rate, locations, and depths. Students are also introduced to methods of feeling both static and dynamic pulses.

CM508 Differentiation of Syndromes

3cr/45hrs

Prerequisite CM503

This course introduces the major systems of syndrome differentiation in the clinical practice of Chinese Medicine. These include differentiation according to Zang Fu theory, Shang Han Lun (the six stages of cold), Wen Bing (4 levels of warm diseases), and San Jiao theory.

CM509 Point Location I

2cr/30hrs

Co-requisite CM510

This course provides a comprehensive study of acupuncture point location. Topics include the location of acupuncture points on the Ren, Du, Lung, Large Intestine, Stomach, Spleen, and Heart meridians. Students learn the precise location of acupuncture points through hands-on practice, as well as needle angle, depth, and contraindications for the points.

CM510 Point Energetics I

3cr/45hrs

Co-requisite CM509

This course provides a comprehensive study of meridians and points. Emphasis is placed on point energetics: point groupings, functions, indications, contraindications, and cautions.

CM512 Intro to Five Elements

1cr/15hrs

This course is designed as a workshop for introducing the basic principles of J.R.Worsley-style 5 Element Acupuncture principles as they relate to theory, history-taking and diagnosis. Emphasis is placed on the development of diagnosis using the correlations of the Laws of 5 Elements in nature and in the "Officials."

CM601 Point Location II

2cr/30hrs

Co-requisite CM602

This course provides a continuation of the comprehensive study of acupuncture point location. Topics include the location of acupuncture points on the Small Intestine, Urinary Bladder, Kidney, Pericardium, San Jiao, Gallbladder, Liver meridians, the Eight Extra channels, and 37 extra acupuncture points. Students also study needle angle, depth, and contraindications of the points.

- CM602 Point Energetics II** **3cr/45hrs**
Co-requisite CM601
 This course provides a continuation of the comprehensive study of meridians and points. Emphasis is placed on point energetics: point groupings, functions, indications, contraindications and cautions.
- CM603 Chinese Medicine Diagnostics** **2cr/30hrs**
Prerequisite CM503
 This course is a study of the four diagnostic methods of Chinese Medicine. Emphasis is placed upon the development of the skills of observation including tongue observation, auscultation and olfaction, inquiry, and palpation.
- CM604 Tui Na** **2cr/30hrs**
 This course provides an introduction to the knowledge and skills necessary to perform Tui Na. Emphasis is placed on sensitivity and differential diagnosis, Tui Na techniques and protocols, and rehabilitative Qi Gong exercises to be used in the clinical setting.
- CM605 Acupuncture Needling Techniques** **2cr / 30hrs**
Pre-requisite CM505
 This course will introduce students to the basic principles of needling techniques as they relate to treatment in a clinical setting. Emphasis is placed on safety, insertion depth and angle, insertion techniques, manipulation techniques and adjunct techniques related to needling.
- CM606 Treatment of Disease I** **3cr/45hrs**
Prerequisite CM508
 This course introduces the basic principles of the Chinese Medicine treatment of disease. Topics include etiology, pathogenesis, acupuncture, and herbal treatment strategies for the most common clinical presentations of disease.
- CM607 Worsley Five Elements** **1cr/15hrs**
 This course is designed as a workshop approach for advancing principles of Worsley style Five Element Acupuncture, diagnostic and treatment skills. Emphasis is placed on deepening the understanding of the Elemental correlations of each "Official" and practicing diagnosis in class.
- CM608 Treatment of Disease II** **3cr/45hrs**
Prerequisite CM508
 This course provides a continuation to the introduction of the basic principles of the Chinese Medicine treatment of disease. Topics include etiology, pathogenesis, acupuncture and herbal treatment strategies for the most common conditions that present in acupuncture clinics.
- CM609 Microsystems & Techniques** **2cr/30hrs**
Prerequisite CM601, 602, 605
 This course provides an introduction to the knowledge and skills necessary to perform auricular, electro-acupuncture, NADA treatments, and scalp acupuncture. Emphasis is placed on the development of therapeutic techniques and treatment strategies.
- CM610 Clinical Case Management** **2cr/30hrs**
 This course prepares students enter into the Clinical Internship portion of the program. Students participate in the process of interviewing patients, determining a diagnosis, and developing a corresponding treatment plan. This course includes a review of specific requirements of the Daoist Traditions student clinic and all information related to a professional clinical practice such as HIPAA, OSHA, and Clean Needle Technique.
- CM611 Japanese Five Elements & Hara Diagnosis** **2cr/30hrs**
 This course provides a study of Five Element theory and treatment. Topics include Nan Jing 5 Phase Theory, pulse diagnosis according to Japanese Meridian Therapy, Hara diagnosis, and Korean 4 Needle Technique.
- CM612 Eight Extra Meridians** **1cr/15hrs**
 The Eight Extra channels represent constitutional energetics. The eight extra channels are the delineation of one's destiny and the unfolding of life. They facilitate the transition from pre-natal to post-natal energies. This course introduces theory and clinical application of the eight extra channels. Meridian pathways and historical perspective are covered using classical texts as references. Included in this course are the basic treatment protocols for the eight extra channels and treatment of chronic degenerative diseases.
- Clinical Case Review I – IV** **CM701, 705, 801, 805** **1cr/15hrs**
 These courses are designed to address issues or concerns that arise during Clinical Internship and explore cases presented by students. Discussions focus on diagnoses and treatment plan options with regard to meridian systems, the patient-practitioner relationships, referrals, and general patient care issues. Students complete one section of Clinical Case Review with each section of Clinical Internship I – IV.

- CM702 Orthopedics** **2cr/30hrs**
Co-requisite HM702
 This course provides an introduction to the assessment and treatment of orthopedic disorders using acupuncture and adjunct therapies. Emphasis is placed on diagnosis, treatment, and rehabilitation of musculoskeletal disorders.
- CM703 Acupuncture Comprehensive Review** **3cr/45hrs**
Prerequisite CM509, 510, 601, 602
 This class is designed to prepare students for the NCCAOM certification exam. The class reviews information from the five previous semesters. The course will review the four diagnostic methods, point location, point energetics, and Chinese Medicine theories, and treatment of disease.
- CM704 Gynecology** **1cr/15hrs**
Co-requisite HM704
 This course provides an overview of the diagnosis and treatment of obstetric and gynecological disorders with acupuncture. Topics include women's physiology and pathology from a Chinese Medicine perspective, contraindications, commonly seen menstrual disorders, pregnancy and pregnancy related complications, infertility and menopausal complaints.
- CM706 Essential Oils** **1cr/15hrs**
 This course provides an introduction to basic uses and properties of essential oils and their place in Chinese Medicine. Topics include Essential Oils Materia Medica, applications, and safety of Essential Oils in the treatment of conditions of the Respiratory system and the Spirit/Shen.
- CM802 Advanced Pulse Diagnostics** **1cr/15hrs**
Prerequisite CM507
 In ancient times, acupuncturists developed energetic approaches to pulse diagnostics in which they ascertained the status of wei qi, ying qi, and yuan qi, and assessed which meridian systems needed to be treated. This course is an extensive study of pulse diagnostics, drawing from traditional and classical CM. This course will expand upon dynamic moving pulses which were introduced in the basic pulse diagnosis course.
- CM803 Exploring the Luo Meridians** **.5cr/7.5hrs**
Prerequisite CM902
 This one-day course will focus on utilizing the Longitudinal Luo in the clinical setting. Students will be able to formulate treatment plans using the longitudinal luo meridians based on a psycho-social model. Needling Techniques from the classical text Nei Jing will be taught. At the end of this course students will have an in-depth knowledge, and should be able to integrate Luo Meridians into the clinical setting.
- CM804 Pediatrics** **1cr/15hrs**
Co-requisite HM804
 This course provides an overview of the knowledge and skills necessary to perform acupuncture and herbal medicine treatments for children. Treatment strategies for digestive, respiratory, and behavioral issues are discussed. Emphasis is placed on the development of a diagnosis, treatment strategy, and patient/family communication.
- CM806 Exploring the Divergent Meridians** **.5cr/7.5hrs**
Prerequisite CM904
 This course will assist students in formulating treatment plans using the Divergent Meridians. The use of acupuncture and essential oils for each of the Divergent Meridians will be discussed. Needling techniques from the classical text, Nei Jing, will be covered allowing students to complement their clinical practice with this meridian system. At the end of this course students will have an in-depth knowledge, and should be able to integrate Divergent Meridians into the clinical setting.
- CM901 Ling Shu** **1cr/15hrs**
 This course introduces the basic theories of the Ling Shu, a foundational text of acupuncture. Topics include the pathogenesis, diagnosis, treatment strategies, and needling techniques based on the Ling Shu.
- CM902 Luo Vessels** **1cr/15hrs**
 The luo vessels are discussed in the Ling Shu and are integral to understanding Chinese Medicine from a classical perspective. This course introduces the basic principles of the Luo vessels, including the longitudinal and transverse luo. Emphasis is placed on the luo vessels as the main channels for conducting xue/blood and ying/nutritive qi.
- CM903 Curious Organs** **1cr/15hrs**
 This course introduces the six curious organs; the brain, blood vessels, bones, marrow, uterus, and gallbladder. This course outlines the theoretical and historical significance of these organs. The relationship between these curious organs and the collaterals is presented, along with treatment strategies for curious organ pathologies.
- CM904 Divergent Meridians** **1cr/15hrs**
 This course introduces the clinical application of the divergent meridians for the treatment of chronic degenerative diseases. These meridians link Wei Qi to Yuan Qi, thus enabling the practitioner to utilize the divergent meridians for a wide range of conditions,

including autoimmune illnesses. Students deepen their understanding of the trajectories and functions of the divergent meridians in order to address health conditions which reflect issues at both the wei and yuan levels.

CM905 Nan Jing **1cr/15hrs**
This course introduces the Chinese medical text, the Nan Jing. Attributed to Bian Que, the Nan Jing has been pivotal in the development of Japanese acupuncture techniques and remains one of the leading texts on theories pertaining to the Five Elements. Topics include the historical context of the Nan Jing, point energetics of the 5 Antique Points, and 5 Element treatment strategies.

CM906 Treatment of Latent Heat **1cr / 15hrs**
This course introduces the theories of Latent Heat. Topics include diagnosis and treatment strategies for chronic, infectious, and inflammatory conditions.

CM907 Su Wen **1cr/15hrs**
The Su Wen is a foundational text of Chinese Medicine and offers the student an understanding of the roots of the medicine. This course introduces the concepts of disease and diagnosis, with extensive focus on environmental, climatological, and behavioral factors as causes in the emergence of disease. Students learn pathogenesis, diagnostics, and treatment of disease as delineated in this classical text.

CM908 Sinew Meridians **1cr/15hrs**
This course is an introduction to the sinew meridians. Sinew meridians are important channels for conducting wei/defensive qi at the surface terrain to affect the skin, sinews, nerves, sensory organs, and the lungs. The sinew meridians are often associated with ashi/sensitive and trigger points that manifest through the six zones of Tai Yang, Shao Yang, Yang Ming, Tai Yin, Shao Yin, and Jue Yin. Sinew meridians are based on the premise that if the exterior is strong, external pathogens cannot invade and internal etiologies are given the opportunity to be released to the outside. This introduction provides students with the ability to access a system rarely used in TCM.

CULTIVATION PRACTICE

Qi Gong I-VIII **CP501, 504, 601, 604, 701, 704, 801, 804** **.4cr/12hrs**
These courses provide an introduction and continuation to knowledge and skills necessary to perform qi gong. Emphasis is placed on the practice and appreciation of Tai Yu Shen Gong.

Cultivation Techniques I-VIII **CP502, 505, 602, 605, 702, 705, 802, 705** **.2cr/6hrs**
These courses are designed as a workshop approach for advancing techniques and methods which develop Daoist self-cultivation practices. Topics include Qi Gong, Dao Yin, Six Healing Sounds, and meditation. Some sections of this course require an additional materials fee.

Cultivating the Spirit I –VIII **CP503, 506, 603, 606, 703, 706, 803, 806** **.23cr/7hrs**
These courses are designed as a workshop approach for developing the student's ability to meet the patient with a spirit of compassion. Emphasis is placed on the continued development of self-cultivation practices.

CHINESE HERBAL MEDICINE

HM501 Introduction to Herbal Cultivation **1cr/15hrs**
This course is designed to familiarize students with the basic principles of site analysis, soil preparation, and propagation, by seed and division, of medicinal plants. Students gain hands-on practice while helping to maintain the herbal garden on campus. Maintenance of plants and information on special requirements for plant care are covered. This class includes a visit to Mountain Gardens, a garden of Chinese medicinal plants.

HM502 Herbal Medicine I **4cr/60hrs**
This course provides a comprehensive study of Chinese Herbal Medicine. Topics include history, theory, and the classifications and medical properties of Chinese herbs.

HM503 Herbal Medicine II **4cr/60hrs**
This course provides a continuation of the comprehensive study of Chinese Herbal Medicine. Topics include theory, and the classification and medical properties of Chinese herbs.

HM601 Classical Prescriptions I **3cr/45hrs**
Prerequisites HM502, 503
This course introduces the basic classical herbal formulas of Chinese Medicine. Topics include the history, pattern discrimination, actions and indications of major formulas.

HM602 Classical Prescriptions II **3cr/45hrs**
Prerequisites HM502, 503
This course provides a continuation to the introduction of the basic classical herbal formulas of Chinese Medicine. Topics include the history, pattern discrimination, actions and indications of major formulas.

HM701 Patent Medicines **2cr/30hrs**
Prerequisites HM601, 602
This course is a study of patented Chinese herbal medicines. Topics include proper dosage, manufacturers, clinical applications and dispensary operations. Students also study the actions, indications, dosage, and contraindications of patent medicines.

HM702 Orthopedic Herbal Medicine **1cr/15hrs**
Co-requisite CM702
This course is taught in conjunction with CM702 Orthopedics and provides an introduction to the treatment of orthopedic disorders using Chinese herbal medicine. Emphasis is placed on diagnosis, treatment, and rehabilitation of musculoskeletal disorders.

HM703 Chinese Medicine Food Therapy **3cr/45hrs**
This course introduces the basic principles of food therapy as they relate to Chinese Medicine practice. Topics include *Materia Medica* of foods and their categorization with regard to temperature, taste and function as well as the implementation of dietary advice for various diseases and pattern differentiations. There is a materials fee for this course.

HM704 Gynecological Herbal Medicine **1cr/15hrs**
Co-requisite CM704
This course is taught in conjunction with CM704 Orthopedics and provides an overview of the treatment of obstetric and gynecological disorders with Chinese herbal medicine. Topics include women's physiology and pathology from a Chinese Medicine perspective, herbal treatment principles, contraindications, commonly seen menstrual disorders, pregnancy and pregnancy related complications, infertility, and menopausal complaints.

HM705 Botany & Western Herbs **2cr/30hrs**
This course provides an introduction to the botany and history of medicinal herbs. Topics include plant classification and identification, history of herbal medicine, and important western herbs. Students learn to identify major medicinal plant families, understand the paradigms diverse cultures have used to account for the efficacy of plants, and describe the properties of important western (non-Chinese) medicinal herbs.

HM801 Herbal Preparations **3cr/45hrs**
This course provides an introduction to the knowledge and skills necessary to create medicinal preparations from raw herbs. Topics include herb processing (*pao zhi*), tinctures, pills and other internal medicines, liniments, salves and other topical preparations. Students practice preparing the most commonly used medicinal formats from raw herbs. There is a materials fee for this course.

HM802 Herbal Comprehensive Review **3cr/45hrs**
Prerequisites HM502, 503, 601, 602
This course provides a comprehensive study of the Chinese *Materia Medica* and classical prescriptions. Emphasis is placed on synthesizing knowledge of herbs and formulas.

HM803 Advanced Herbal Study **2cr/30hrs**
Prerequisite HM502, 503, 601, 602
This course is designed to facilitate students working independently using Classical Schools of Chinese herbal medicine to address the health concerns of modern day patients. The Shang Han Lun and Wen Bing traditions will be introduced. The Four Great Masters along with Sun Si Miao, Wang Qing Ren, Ge Hong and their herbal paradigms or traditions are introduced in this course. At the end of the course students will have an in depth knowledge of the development of Chinese herbal medicine over the past 2000 years.

HM804 Pediatric Herbal Medicine **1cr/15hrs**
Co-requisite CM804
This course is an adjunct to the Pediatrics course. It covers herbal strategies for the treatment of various pediatric conditions, including digestive disturbances, infectious diseases, autism, and ADHD. It also discusses administration and dosaging for infants and children.

WESTERN MEDICINE

WM501 Anatomy & Biology **4cr/60hrs**
This course introduces the basic principles of biological concepts as they relate to musculoskeletal anatomy. Topics include anatomical nomenclature, anatomical landmarks, skeletal and muscular physiology.

WM502 Physiology & Chemistry **4cr/60hrs**
This course provides a continuation of Anatomy & Biology. Topics include anatomy and physiology of the nervous system, cardiovascular system, special senses, endocrine system, urinary system, immune system, fluid and electrolytes, reproductive and integumentary system. The course also introduces basic principles of chemistry.

WM601 Physical Examination Techniques **3cr/45hrs**
This course provides the knowledge and skills necessary to perform a physical examination from a Western medical standpoint. Topics include approaching the patient, obtaining a biomedical history, performing a physical examination, differentiate normal from abnormal findings, and correctly using tools and exam techniques.

WM701 Lab Evaluation I**1cr/15hrs**

This course provides an overview of laboratory tests and diagnostic procedures in Western medicine. Topics include commonly used tests related to the hematological, renal, and endocrine systems, including radiologic procedures.

WM702 Pathology & Pharmacology I**3cr/45hrs****Prerequisite WM501, 502**

This course provides an introduction to the study of allopathic pathology, terminology, and pharmacology. Topics include muscular/skeletal, neurological and EENT conditions. The immune system and autoimmune illnesses will be covered. Upon completion, students should be able to recognize diseases, understand diagnostic modalities, discern referral situations, and identify indications, contraindications, and interactions of frequently used medications for the diseases covered.

WM703 Research: Science & Acupuncture**2cr/30hrs**

This course introduces the basic principles of the research model. Emphasis is placed on utilization of Western medical data bases and research pertaining to Western medical studies on acupuncture. Upon completion, students should be able to formulate research protocols and improve their communication skills with Western medical practitioners regarding acupuncture.

WM704 Pathology & Pharmacology II**3cr/45hrs**

This course provides a continuation of the study of allopathic pathology, terminology, and pharmacology. Topics include conditions of the respiratory and cardiovascular systems, and autoimmune illnesses. Upon completion, students should be able to recognize diseases, understand diagnostic modalities, discern referral situations, and identify indications, contraindications, and interactions of frequently used medications for the diseases covered.

WM801 Bio Medical Comprehensive Review**3cr/45hrs****Prerequisite WM501, 502, 601, 701, 702, 704**

This course is a comprehensive review of information learned in previous Western Medicine courses. Emphasis is placed on integration by system of anatomy/physiology, physical examination, pathology, pharmacology, and diagnostic testing.

WM802 Psychiatry: Pathology & Pharmacology**2cr/30hrs**

This course provides an overview of abnormal psychology, basic psychopharmacology, and interviewing skills necessary to assess psychiatric problems. Topics include psychopathology, psychiatric medications, and the art of performing a psychiatric interview.

WM803 Pathology & Pharmacology III**3cr/45hrs**

This course provides a continuation of the study of allopathic pathology, terminology, and pharmacology. Topics include the gastrointestinal and renal conditions, hematology, and oncology. Upon completion, students should be able to recognize diseases, understand diagnostic modalities, discern referral situations, and identify indications, contraindications, and interactions of frequently used medications for the diseases covered.

WM804 Orthopedic Essentials**3cr/45hrs**

This orthopedics course is an in-depth analysis of injuries and diseases from an allopathic perspective. A large percentage of patients seek acupuncture for treatment of orthopedic conditions. This class helps the acupuncturist to communicate effectively with patients and Western physicians regarding orthopedic conditions. Some of the conditions covered include carpal tunnel syndrome, fibromyalgia, gout, osteoarthritis, rheumatoid arthritis, tendonitis, bursitis, plantar fasciitis, and nerve entrapments. Students will be able to perform basic orthopedic evaluation techniques and discern conditions for referral.

WM805 Western Nutrition**2cr/30hrs**

This course is a study of nutrition from a Western medicine perspective. Emphasis is placed on the digestive system, nutritional supplements, diet, and disorders associated with nutritional deficiencies. Students learn to recognize nutritional deficiencies and make appropriate recommendations regarding optimization of nutritional supplements and dietary regimens.

WM806 Lab Evaluation II**1cr/15hrs****Prerequisite WM701**

This course provides a continuation of the overview of laboratory tests and diagnostic procedures in Western medicine. Topics include lab evaluations related to the cardiovascular system, gastrointestinal system, infectious disease, hormones, and toxicology.

COMPLEMENTARY STUDIES**CS701 Practice Management****2cr/30hrs**

This course provides an overview of the basic business management knowledge and skills necessary in the functioning of an Acupuncture and Chinese Medicine practice. Emphasis is placed on business planning, marketing, basic bookkeeping, and insurance, with a review of HIPAA and OSHA.

CS702 Psychology & Medical Ethics I**2cr/30hrs**

This course is the study of human behavior and mental processes. Content will include the science of psychology, consciousness, learning, personality, psychological development, psychopathology, and methods of psychotherapy. There will be a focus on ethical issues and responsibilities faced by health care providers.

CS801 Psychology & Medical Ethics II**2cr/30hrs****Prerequisite CS702**

This course provides an introduction to psychodynamic psychotherapy. Topics include the study of transference, counter-transference, the therapeutic alliance, resistance and defenses, and termination. Upon completion, the students should be able to demonstrate a basic understanding of the psychotherapeutic process.

CLINICAL OBSERVATION

During the first two years of the program, students must complete 150 hours of Clinical Observation which includes 30 hours of Herbal Dispensary work and 120 hours of patient observation. All Clinical Observation hours must be completed prior to beginning Clinical Internship.

OB501 Herbal Dispensary I**.5cr/15hrs**

This course introduces single herbs in the Chinese Herbal Materia Medica. Emphasis is placed on identification, categorization, nomenclature, and herbal properties. Upon completion, students should have compiled an herbal notebook for reference throughout their herbal studies. There is a materials fee for this course.

OB502 Clinical Observation I**1cr/30hrs**

This course provides an introduction to the clinical aspects of Chinese Medicine. Emphasis is placed on the development of appropriate clinical behavior, attire, and professionalism. Emphasis is also placed on the observation of the licensed practitioner and patient. Upon completion, students should be able to interpret and summarize the dynamics between the licensed practitioner and patient.

OB503 Herbal Dispensary II**.5cr/15hrs**

This course provides an introduction to the Chinese Herbal Medicine pharmacy. Emphasis is placed on filling formulas, using a variety of forms of Chinese Medicinal Herbs. Upon completion, students should be familiar with raw herbs, tinctures, granules, and essential oils to fill Chinese Herbal Medicine formulas in a clinic setting.

OB504 Clinical Observation II**1cr/30hrs****Prerequisite OB502**

This course provides a continuation of the comprehensive study of the clinical aspects of Chinese Medicine. Emphasis is placed on developing clinical professionalism and practicing skills of tongue observation and pulse palpation. Upon completion, students should be able to describe the tongue and pulse and interpret the findings.

OB601 Clinical Observation III**1cr/30hrs****Prerequisite OB504**

This course provides a continuation of the comprehensive study of the clinical aspects of Chinese Medicine. Emphasis is placed on the further development of clinical professionalism and practicing skills of tongue observation and pulse palpation. Upon completion, students should be able to chart and discriminate the significance of the pulse and tongue findings.

OB602 Clinical Observation IV**1cr/30hrs****Prerequisite OB601**

Clinical Observation IV is conducted in a rounds format and provides students the opportunity to assist with all aspects of Chinese medical care. Students assist in the application of Moxibustion, Cupping, and Tui Na under the supervision of the Clinical Supervisor. Students also assist in conducting the patient interview. Clinical Observation IV provides the opportunity to observe a new patient intake and treatment. Students are given the opportunity to begin the process of developing practice building skills by recruiting patients this semester.

CLINICAL INTERNSHIP

Clinical Internship I-IV is a four semester course divided over the last two years of the program with a total of 800 hours. Clinical Internship provides students the opportunity to integrate the theoretical and practical aspects of Chinese medicine into a clinical setting. Through carefully graduated levels of direction, students learn to effectively treat a wide variety of health complaints. They develop the skills necessary to function as independent Chinese medicine health care providers.

Prior to entering into Clinical Internship, students must complete the Clean Needle Technique course offered by the Council of Colleges of Acupuncture and Oriental Medicine (CCAOM) and receive CPR & First Aid certification through the American Red Cross or American Heart Association. Students must maintain current CPR & First Aid certification throughout the Clinical Internship. Students must complete one section of Clinical Case Review with each section of Clinical Internship.

IN701 Clinical Internship I**5cr/150hrs****Prerequisite OB501, 502, 503, 504, 601, 602/CM601, 602, 608, 610/ HM602/Corequisite CM701**

This course provides an introduction to a comprehensive study of Clinical Internship. In Clinical Internship I, interns work in pairs treating patients in a supervised clinical setting. Emphasis is placed on the development of clinical skills including diagnostics, treatment strategies, and the incorporation of Daoist principles into the clinic setting. Upon completion, students are able to effectively formulate a differential diagnosis and implement an appropriate acupuncture treatment. Students will select and utilize acupuncture points and herbal prescriptions based on Zang-Fu and 12 Primary meridians systems.

IN702 Clinical Internship II**4cr/120hrs****Prerequisite IN701, Corequisite CM705**

This course provides a continuation of the comprehensive study of Clinical Internship. In Clinic Internship II, interns work in pairs, treating patients in a supervised clinical setting. Emphasis is placed on the development of clinical skills, including diagnostics, treatment strategies, and the incorporation of Daoist principles into the clinic setting. Upon completion, students should be able to effectively formulate a Chinese Medicine differential diagnosis and implement an appropriate acupuncture treatment. Students will formulate acupuncture and herbal prescriptions utilizing Five Element and Eight Extraordinary Vessel theory in addition to continued use of Zang-Fu and 12 Primary channel theories.

IN801 Clinical Internship III**10cr/300hrs****Prerequisite IN702, Corequisite CM801**

This course provides continuation of the comprehensive study of Clinical Internship. In Clinic Internship III, interns begin working individually treating patients in a supervised clinical setting. Emphasis is placed on the development of clinical skills, including more refined and advanced diagnostics and treatment strategies. Upon completion, students are able to effectively compose a Chinese Medicine differential diagnosis and administer an appropriate acupuncture and herbal treatment. Students will be required to incorporate treatment strategies of the Sinew meridians, Longitudinal Luo meridians or Divergent meridians.

IN802 Clinical Internship IV**7.6cr/230hrs****Prerequisite IN801, Corequisite CM805**

This course provides continuation of the comprehensive study of Clinical Internship. In Clinic Internship IV, interns work individually, treating patients in a supervised clinical setting. Emphasis is placed on the development of clinical skills, including refined and advanced diagnostics and treatment strategies. Upon completion, students are able to effectively compose a Chinese Medicine differential diagnosis and administer an appropriate acupuncture treatment including acupuncture and herbal prescriptions. Students will be required to incorporate treatment strategies of the Sinew meridians, Longitudinal Luo meridians and Divergent meridians.

DIRECTORS, STAFF & FACULTY

Daoist Traditions College of Chinese Medical Arts is owned by Daoist Traditions Ltd.

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FACULTY

Leanne Apfelbeck, DC, MS, has been involved in education for over 25 years covering topics in biology, massage therapy, sports medicine, and Chiropractic Medicine. Dr. Apfelbeck began her Chiropractic career after graduating from the National College of Chiropractic in Lombard, Illinois in 1988. During that time, she maintained a private practice, taught in the Lincoln Post Graduate Department of Chiropractic, and was also on the faculty at the National University of Health Sciences. Recently Dr. Apfelbeck earned a Master's Degree in Athletic Training from Rocky Mountain University of Health Professions in Provo, Utah where she published a paper in The Journal of Chiropractic Medicine. Currently, Dr. Apfelbeck has a private practice in Asheville, North Carolina, and is also an Adjunct Associate Professor of Biology at the University of North Carolina Asheville.

Eric Aufdencamp, Lic. Ac., DOM (New Mexico), began healing work in massage therapy through an apprenticeship in 1993. In 1995, he pursued formal training in massage therapy and became licensed. Mr. Aufdencamp began his study of Oriental Medicine at Southwest College of Oriental Medicine and received a Master's of Science in Oriental Medicine in 1997. As a part of his Master's program, Mr. Aufdencamp completed a clinical internship at the Beijing International Acupuncture Training Clinic which included studies in Tui Na, Tai Ji Chuan, and herbal medicine. He began his practice of Chinese Medicine at the Chinese Acupuncture & Herbology Clinic of Asheville in 2002. Dr. Aufdencamp has been teaching classes in Iyengar and Hatha Yoga for one year. He has continued his studies of Classical Chinese Medicine with Jeffrey Yuen.

Patricia Bernarding, M.Ed., A.A.S. in Business Administration., CMT, Associate Academic Dean, has been involved in the field of adult education for twenty-five years. She obtained her Master's Degree in Education from Edinboro University in Pennsylvania. Ms. Bernarding has been involved in the public school system and in proprietary colleges both as an educator and administrator. She has continued her graduate studies in English and Teaching English as a Second Language at Western Carolina University, North Carolina. In 2003, she received her Associate Degree in Business Administration from South College-Asheville. While in Tucson, she attended the Desert Institute of the Healing Arts and received certification as a Massage Therapist.

It is the goal of Daoist Traditions to ensure that students are exposed to a faculty from diverse educational backgrounds and who possess strong and varied clinical experience.

Our faculty is comprised of experienced practitioners who share the desire to carry out the mission of the college and to help each student excel.

Stuart Bonner, M.D., completed his undergraduate work in Chemistry at Furman University in 1977. He continued his education and received his M.D. from the University of South Carolina in 1982. From 1983 to 1998, Dr. Bonner practiced emergency medicine in the Greenville, SC hospital system. In 1998 he began private practice in Integrative Medicine, co-founding Integrative Medical Associates in 2000. Dr. Bonner continues to pursue education by taking courses in nutritional and integrative medical support for health care issues.

Ed Entmacher, M.D., graduated from UNC medical school in 1978 and from the University of North Carolina at Chapel Hill residency program in 1983. He is board eligible in both adult and child psychiatry. He has been in private practice in Asheville, NC since 1983. Dr. Entmacher sees a wide variety of clients in his private practice. He enjoys doing psychotherapy, especially in-depth therapy, which allows for deep and transformative changes. He consults with various agencies, ranging from community mental health clinics, to working with pregnant women with substance abuse issues, and troubled youth, as well as college students at university mental health clinics. Dr. Entmacher has also enjoyed teaching opportunities, such as supervision of colleagues, supervision and training of psychiatric and family practice residents.

Lori Fendell, M.Ac., L.Ac., P.A., M.P.H., earned her B.S. at the State University of N.Y. at Stony Brook as a Physician Assistant, and spent thirteen years as a P.A. in primary care, gynecology, emergency medicine, health education, AIDS research, and nutritional education. Ms. Fendell also worked at a large Cambodian refugee camp for one year doing medical training and supervising the clinic. This dramatically shifted her perspective on wellness and healing especially after exposure to traditional healing and herbalism. Ms. Fendell was inspired to return to study for her Master's in Public Health (International Health) at the University of Hawaii in 1984. As a result of her introduction to acupuncture, she attended and graduated from the Traditional Acupuncture Institute in Columbia, Maryland, and has been in full-time private practice since 1991 in Durham, North Carolina. She has also studied Chinese and Western herbs and has incorporated them into her practice for ten years. Ms. Fendell is a guest lecturer at Duke University Medical Center, UNC-Chapel Hill and other university medical centers.

Cat Finks, L.Ac., graduated from Warren Wilson College in 1990 and then began her formal studies in alternative medicine by attending the California School of Herbal Studies in 1994. She received certificates in Foundations and Therapeutics of Herbal Medicine. In 1995, she participated in a clinical internship at the New Mexico Institute of Herbal Studies and completed the program as a Certified Clinical Herbalist. Ms. Finks received her Master's Degree in Chinese Medicine from the International Institute of Chinese Medicine in Santa Fe, New Mexico, in 1999 following completion of an internship at the Chengdu University of Traditional Chinese Medicine, in Chengdu, China. After 7 years of practicing acupuncture in Asheville, North Carolina, she pursued her dream of providing affordable care to her community and founded Asheville Community Acupuncture in 2006.

Joshua Herr, Lic. Ac., M.S., pursued undergraduate studies at Warren Wilson College with interests in agriculture and natural science. He received his Master's of Science in Acupuncture and Certificate in Herbal Medicine from Bastyr University in Seattle, Washington, in 2000. While studying at Bastyr, he managed and expanded the university's medicinal herb garden, introducing over 80 species of Chinese medicinal plants. Mr. Herr completed this phase of his studies by traveling to Seoul, Korea, to study at Kyung Hee University. From 2000-2004, he provided health services in an integrated healing center in Seattle, WA, working collaboratively with other healthcare professionals. He moved to Asheville, NC in 2004 and became a faculty member at the Atlantic University of Chinese Medicine. In 2006, Mr. Herr joined the Chinese Acupuncture and Herbology Clinic and became an instructor at Daoist Traditions. He continues his studies in Chinese Medicine with Jeffrey Yuen and Dr. Richard Tan.

Joe Hollis received his BA degree from the University of North Carolina at Chapel Hill in 1965. In 1972, he founded Mountain Gardens as a botanical garden of economic plants, specializing in Eastern North American and East Asian medicinals. Mountain Gardens cultivates several hundred Chinese herbs and incorporates a seed business, retail nursery, and herb shop/pharmacy, filling prescriptions and preparing tinctures and salves from Chinese and native herbs. Since 1980, Mr. Hollis has lectured, consulted, and taught workshops in herb cultivation and processing at Mountain Gardens, community colleges, and conferences. Mountain Gardens continues to pioneer Chinese herb cultivation in America, trialing several hundred species per year of seeds obtained from botanical gardens and research institutions in China and Japan.

M. Cissy Majebe, O.M.D., Lic. Ac., DOM (New Mexico), Academic Dean, began her educational pursuits with a BA in Sociology from the University of New Orleans in 1975. She continued her education at the University of Southern Mississippi where she received an MA in Exercise Physiology in 1980. She pursued her Ph.D. at the University of Virginia before deciding to attend the American College of Chinese Medicine, completing her studies in 1985 with a Master's in Chinese Medicine. In 1990 she received her O.M.D. degree from the International Institute of Chinese Medicine. In 1985, Dr. Majebe founded the Chinese Acupuncture & Herbology Clinic in Asheville, NC. She was the first chair of the North Carolina Acupuncture Licensing Board and was instrumental in helping to write the laws governing the practice of acupuncture in NC. Dr. Majebe has continued her study of Chinese Medicine in China and Korea and in Classical Chinese Medicine with Jeffrey Yuen.

Junie Norfleet, Lic. Ac., M. Ed., Financial Director, holds a Master's Degree in Chinese Medicine from the International Institute of Chinese Medicine in Santa Fe, N.M. Prior to attending the International Institute of Chinese Medicine, she completed a one-year tutorial in 1996 with Ms. Majebe. She has practiced acupuncture at the Chinese Acupuncture and Herbology Clinic in Asheville, NC, since 1999. Before studying acupuncture, she served for ten years as office manager at the Asheville clinic. Ms. Norfleet also holds a Bachelor's Degree in Early Childhood Education from the University of North Carolina at Greensboro and a Master's Degree in Education from Western Carolina University. She taught in the North Carolina public schools for ten years, as well as at Asheville Country Day School and Asheville-Buncombe Community Technical College. Ms. Norfleet has taught Qi Gong since 2000 and is continuing her studies in Classical Chinese Medicine with Jeffrey Yuen.

Rachel Nowakowski, Lic. Ac, Dipl. CH (NCCAOM), CMT, Administrative Director, earned her Master's Degree in Chinese Medicine from the International Institute of Chinese Medicine in Santa Fe, N.M., following a one-year tutorial with Ms. Majebe in 1996. She was awarded her Master's Degree in Traditional Chinese Medicine in 1999 following the completion of an internship at Chengdu University of Traditional Chinese Medicine. She is nationally certified in Acupuncture and Herbology. Ms. Nowakowski has practiced acupuncture at the Chinese Acupuncture and Herbology Clinic in Asheville, N.C., since 2000. She also holds an Associate Arts Degree from Ocean County College (NJ) and earned her certification in massage therapy in 1993 from the Garden State Center for Holistic Health. She is continuing her studies in Classical Chinese Medicine with Jeffrey Yuen.

Liliane Papin, Ph. D. Dipl. Ac.(NCCAOM), Dipl. Ac. CH (NCCAOM), received her Master's Degree in Chinese Medicine from the International Institute of Chinese Medicine in Santa Fe, N.M. Ms. Papin's entree to Oriental Medicine coincided with seven years of study of macrobiotics under Michio Kushi beginning in 1991. Prior to her arrival at Daoist Traditions, she was a faculty member at Atlantic University of Chinese Medicine in Mars Hill, NC, where she also served as the Dean of Student Affairs. She has undertaken intensive studies in Tai Chi and Qi Gong in both China and Thailand. She completed an Oriental Medicine internship in Chengdu, China in 2002 and private apprenticeship with Dr. Xin Lin. She has published several articles on the topics of macrobiotics, travel, cultural and women's issues.

Tracy Peck, M.Ac., L.Ac., studied acupuncture, bodywork, taijiquan & qigong at the Bio-Balance Institute from 1981-1986. He then attended and graduated from the Traditional Acupuncture Institute in Columbia, Maryland. Mr. Peck co-founded East Gate Healing Arts Center in Greensboro in 1990 and continues to practice acupuncture & Chinese medicine there. He has a life-long interest in Daoist philosophy, mysticism and Internal Alchemy, all of which sparked his initial interest in Chinese Medicine. Mr. Peck is a certified teacher and healer in the Emei Linji tradition as well as in several Wudang qigong forms. He is a 25th generation Daoist Initiate in the Wudang Longmen Nei Dan Pai (Internal Elixir School) under Master Yun Xiang Tseng and has been a senior student and teaching assistant of Master Yong Zhou for twelve years. He continues his education in Classical Chinese Medicine with Jeffrey Yuen, Daoist Priest.

Sarah Robinson, Lic. Ac, Dipl. CH (NCCAOM), graduated from Five Branches Institute in Santa Cruz, California, with a Master's Degree in Traditional Chinese Medicine in 2003. She is nationally certified in Acupuncture and Herbology. In addition to North Carolina, she is licensed to practice acupuncture in South Carolina and California. Ms. Robinson is the founder of White Pine Acupuncture, where she practices privately in Asheville, North Carolina. She appreciates of the abundance of medicinal herbs growing in Western North Carolina and incorporates locally grown and ethically wildcrafted herbs into her herbal dispensary. Ms. Robinson continues her studies with Miki Shima and Jeffrey Yuen.

Connie Ross, M.D., completed her undergraduate work in Chemistry at Furman University in 1981 and received her MD degree at the University of South Carolina in 1985. She completed her residency in 1998 in Family Medicine in the Greenville, SC hospital system. She began a private family medicine practice in 1988. From 1989 to 1998, Dr. Ross worked in emergency medicine. During this time, Dr. Ross coordinated training programs for medical personnel in Advanced Cardiac Life Support and Advanced Pediatric Life Support. She also taught resident physicians in training for Family Practice. In 2000 she co-founded Integrative Medical Associates in Tryon, North Carolina. Dr. Ross continues to pursue education by taking courses in nutritional and integrative medical support for health care issues.

Margot Rossi, M.Ac., Lic. Ac. received her Bachelor of Arts degree from Connecticut College where she was a zoology major with a premedical objective. After interning in the neonatal ward at Norwalk Hospital and working as an ecologist, she turned her interests from Western medicine to Chinese medicine. In 1994, Ms. Rossi graduated from the Northwest Institute of Acupuncture and Oriental Medicine in Seattle where she studied intensively under the tutelage of Five Element practitioner, Eliot Cowan, interned in Japanese acupuncture and auricular medicine, and worked at the Kang Wen HIV/AIDS clinic. Ms. Rossi started Cloud Gate Chinese Herbal Medicine and Acupuncture which is housed in the Celo Health Center. In 1997, she underwent a three-month-long independent study in herbal medicine and Qi Gong in China at the Chengdu University of Traditional Chinese Medicine. An avid movement and meditation student since 1986 and certified yoga teacher, she teaches hatha yoga from the philosophy of Advaita Vedanta and Tantric Shaivism, incorporating her experience in Tai Ji Chuan, Qi Gong, and Feldenkrais movement.

Rick Sibley, L.P.T., graduated from East Carolina University with a degree in Physical Therapy in 1976. He has been in private practice in Asheville since 1991. After studying the shoulder complex and mobilization in Kenya, he began studying maxillo-facial and spinal dysfunction with Professor Mariano Rocabado from Santiago, Chile and eventually did a 2-year internship with him. Rick has also studied Cranio-Sacral Therapy at the Upledger Institute and completed the advanced training with Dr. Upledger and several preceptorships at the institute. Certified to teach Medical Qi-Gong by Master Shou-Yu Lliang, Rick has continued his studies in Qi-Gong healing in Beijing, China. In the early 90's, he incorporated Visceral Manipulation into his practice after studying with Dr. Jean-Pierre Barral.

David Treviño, Lic.Ac., M.Ed., M.S., completed his undergraduate work in Biomedical Science at Texas A&M University in 1986. He continued his education and received his Master's Degree in Physical Education in the area of human health and performance from the University of Houston in 1996. Mr. Treviño worked as an exercise physiologist at Harvard's affiliate Mind and Body Medical Institute Cardiac Rehabilitation program in Houston, Texas from 2000-2006. In 2002, he earned his Master's of Science Degree in Oriental Medicine from the American College of Acupuncture and Oriental Medicine in Houston, Texas. Mr. Treviño is nationally certified in Acupuncture and Chinese Herbology and has been in private practice for four years. He joined the staff of the Chinese Acupuncture and Herbology Clinic and the faculty of Daoist Traditions in 2006.

MaryAnn Watjen, MSW, LCSW, holds a Master's Degree in Social Work from Boston University (1983) and is a Licensed Clinical Social Worker in North Carolina. She is in private practice in Asheville, NC, offering psychotherapy and consultation to women and girls, their partners and families. Ms. Watjen also works as a therapist with the All Souls Counseling Center in Asheville. In her practice, she guides clients toward healing from trauma & violation, family of origin issues (including the mother-daughter connection), distorted body image/eating disorders, and depression. She is guided by the Relational/Cultural Model (Jean Baker Miller Institute, Wellesley, MA) which supports transformation through relationship.

Ann Wolman, L.Ac., Dipl. CH (NCCAOM), Clinical Director, earned her B.S. in History at the University of Colorado. In 1987, she earned a professional teaching certificate and taught secondary school for five years. She graduated from the Colorado School of Traditional Chinese Medicine in 1996 and began practicing in Denver and Boulder Colorado. She maintained a private practice specializing in Women's Health Fu Ke (Chinese Medicine OB/GYN) and Tieh Tah (martial arts injury treatment and prevention). After completing an extensive internship with Amelia Greacan, Dipl. Ac., CH (NCCAOM) in Japanese Acupuncture, she integrated this approach into her practice. She has studied and taught martial arts for twenty-five years.

Weixing Zhao, Lic.Ac., Dipl. CH (NCCAOM), M.D. (China), graduated in 1983 from Hubei College of Traditional Chinese Medicine in Wuhan City, China, after five years of study. He then became a teacher and Chinese Medical Doctor, working in the schools and teaching hospital for ten years. In 1991, he moved to Tel Aviv, Israel, where for the next six years he was a faculty member and clinic supervisor at the Israeli

College of Complementary Medicine. In 2000, he moved to Minnesota where he opened his own private practice. Prior to his arrival at Daoist Traditions, he was a faculty member and Clinical Director at the Atlantic University of Chinese Medicine in Mars Hill, NC, for four years. He joined the faculty of Daoist Traditions in 2006 and maintains a private practice in Asheville.

VISITING FACULTY

Josephine K. Spilka, M.S., L.Ac., received her Master's Degree in Oriental Medicine from Samra University in Los Angeles in 1994. Josephine is currently licensed to practice Chinese Medicine in California and Vermont. Ms. Spilka has studied intensively with Jeffrey Yuen since 1999, using the 5 meridian system view of the body and classical-style treatments in her private practice. Appreciating both the poetry and practicality of Chinese Medicine, she enjoys finding the principles of Chinese Medicine reflected in the world around her.

Jeffrey Yuen is an 88th generation Daoist Priest of the Yu Qing Huang Lao Pai (Jade Purity School, Yellow Emperor/ Lao Tzu Sect), ordained by Master Yu Wen, and 26th generation of the Quan Zhen Long Men Pai (Complete Reality School, Dragon Gate Sect), ordained by Master Lu Xin-Xu. Mr. Yuen is recognized internationally to be a Master of Classical Chinese Medicine, Taoism, Acupuncture, Chinese Herbology, Tai Ji Chuan, and Qi Gong. He has served as a Guest Lecturer at Rockefeller University, City University of New York, San Francisco State University, Vassar College, and is the only non-M.D. acupuncturists on faculty for the American Association of Acupuncture Physicians. Mr. Yuen was the first recipient of the Oriental Medicine Educator of the Year Award presented by the American Association of Acupuncture and Oriental Medicine in 1995. Currently the President of the International Tai Chi Institute, he is responsible for the development of programs to preserve and promote the teaching of Tai Chi Chuan and other Chinese healing arts in the U.S. and abroad. Mr. Yuen is an instructor and Dean of Academic Affairs at the Acupuncture and Oriental Medical Studies program at the Swedish Institute of Health Sciences, New York. He was a key figure in the development of the first Ph.D. program in the field of Classical Chinese Medicine, now offered at the American University of Complementary Medicine in Los Angeles, CA. Mr. Yuen willingly shares his knowledge of Classical Chinese Medicine through lectures nationally and internationally.

PROGRAM WITHDRAWAL & REFUND POLICY

PROGRAM WITHDRAWAL

The Daoist Traditions College Withdrawal and Refund Policies are established to provide fair and equitable treatment to finances of both the student and the College. Since Daoist Traditions makes financial commitments on behalf of each student at the time of enrollment, those costs will be shared with the student as explained in the following policies. Proper withdrawal assures the student of a tuition refund if the withdrawal is within the tuition refund period.

Students should begin the process of an official withdrawal by contacting the Academic Dean. The date of withdrawal will be the date that the College is notified of your decision to withdraw in writing. Students must complete a College Withdrawal form in the Main Office. The Academic Dean will notify the Registrar's Office of your decision. The Registrar will inform your instructors.

Should you withdraw from school after the end of the tenth week of a semester course; your instructors will determine a grade of W or WF. A "WF" grade counts as an "F" when calculating grade point averages and other academic requirements.

Students who leave without going through the proper withdrawal procedures will be denied any refund and may be deprived of future acceptance. Students who leave the institution prior to the completion of the semester without properly withdrawing will receive the earned grade for each course.

Students who withdraw from the program must reapply should they decide to return to the college in the future.

TUITION REFUNDS

"Refund" is the return of aid to the same source from which it came. Special fees and expenses such as lab fees, malpractice insurance fees, and registration deposits are non-refundable.

Daoist Traditions follows the North Carolina state refund policy for all students except those receiving funds through financial aid or veterans programs.

For a student who withdraws from Daoist Traditions, the NC state refund policy will apply as follows:

1. A 100% refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100% refund if the class(es) in which the student is officially registered, fail to "make" due to insufficient enrollment.
2. A 75% refund shall be made if the student officially withdraws from all classes prior to the official 10% point of the semester.
3. No refunds will be made after the 10% point of the semester.

Federal regulations, if different from above, will overrule this policy. Any request for exceptions must be presented to the President.

ACADEMIC CALENDAR

Summer 2009

New Student Orientation	August 3
Classes	August 10 – 14

Fall 2009

Classes begin	August 25
Fall break	October 12 - 16
Classes end	December 11

Spring 2010

Classes begin	January 19
Spring break	March 22 - 26
Classes end	May 7

Fall 2010

Classes begin	August 24
Fall break	October 11 - 15
Classes end	December 10

Spring 2011

Classes begin	January 18
Spring break	March 7 - 11
Classes end	May 6

Fall 2011

Classes begin	August 23
Fall break	October 10 - 14
Classes end	December 9

Spring 2012

Classes begin	January 17
Spring break	March 12 - 16
Classes end	May 4

Fall 2012

Classes begin	August 21
Fall break	October 8 - 12
Classes end	December 7

Spring 2013

Classes begin	January 22
Spring break	March 11 - 15
Classes end	May 10

New Student Orientation is mandatory for all students. Students receive their Student Handbooks and semester course syllabi. Relevant policies and procedures about the operation of the college are discussed and weekend class dates are announced. Please check with the Admissions office for exact dates and times for summer courses. Each semester begins with a mandatory orientation for all new and returning students, the day prior to the first day of classes. The college reserves the right to make changes to the academic calendar if necessary.

ORIENTAL MEDICINE PROGRAM CURRICULUM

Category	Semester1A Summer 2009	Semester 1 Fall 2009	Semester 2 Spring 2010	Semester 3 Fall 2010	Semester 4 Spring 2011
Acupuncture & Chinese Medicine	History of Chinese Medicine & Qi Gong 1cr/15hrs Medical Chinese I .5cr/7.5hrs	CM Theory 3cr/45hrs Meridian Overview 3cr/45hrs Adjunct Techniques 2cr/30hrs Medical Chinese II .5cr/7.5hrs - W Pulse Diagnosis - W 1cr/15hrs Ling Shu 1cr/15hrs - W	Differentiation of Syndromes 3cr/45hrs Point Location I 2cr/30hrs Point Energetics I 3cr/45hrs Medical Chinese III .5cr/7.5hrs - W Introduction to Five Elements 1cr/15hrs - W Luo Meridians 1cr/15hrs - W	Point Location II 2cr/30hrs Point Energetics II 3cr/45hrs CM Diagnosis 2cr/30hrs Tui Na 2cr/30hrs Acupuncture Needling Techniques 2cr/30hrs Treatment of Disease 3cr/45hrs Curious Organs 1cr/15hrs - W	Treatment of Disease II 3cr/45hrs Microsystems & Techniques 2cr/30hrs Clinical Case Management 2cr/30hrs Japanese Five Elements & Hara Diagnosis 2cr/30hrs Worsley Five Elements 1cr/15hrs - W Eight Extra Channels 1cr/15hrs - W Divergent Meridians 1cr/15hrs - W
Herbal Medicine	Introduction to Herb Cultivation 1cr/15hrs	Herbal Medicine I 4cr/60hrs	Herbal Medicine II 4cr/60hrs	Classical Prescriptions I 3cr/45hrs	Classical Prescriptions II 3cr/45hrs
Western Medicine		Anatomy & Biology 4cr/60hrs	Physiology & Chemistry 4cr/60hrs		Physical Exam Techniques 3cr/45hrs
Cultivation Practice		Qi Gong I .4cr/12hrs Cultivation Techniques I .2cr/6 hrs - W Cultivate the Spirit I .23cr/7 hrs - W	Qi Gong II .4cr/12hrs Cultivation Techniques II .2cr/6 hrs - W Cultivate the Spirit II .23cr/7 hrs - W	Qi Gong III .4cr/12hrs Cultivation Techniques III .2cr/6 hrs - W Cultivate the Spirit III .23cr/7 hrs - W	Qi Gong IV .4cr/12hrs Cultivation Techniques IV .2cr/6 hrs - W Cultivate the Spirit IV .23cr/7 hrs - W
Clinical Observation	Herbal Dispensary .5cr/15hrs	Clinical Observation I 1cr/30hrs Herbal Dispensary II .5cr/15hrs	Clinic Observation II 1cr/30hrs	Clinic Observation III 1cr/30hrs	Clinic Observation IV 1cr/30hrs
AVG DAILY CLASS HOURS	7	8	8	9	8
WEEKLY CLASS HOURS	37.5	16.5	16.5	17.5	15.5
WEEKEND CLASS HOURS	0	50.5	50.5	28	58
TOTAL SEMESTER CREDITS/HOURS	3/52.5	20.83/347.5	20.33/332.5	19.83/325	19.83/325

Category	Semester 5 Fall 2011	Semester 6 Spring 2012	Semester 7 Fall 2012	Semester 8 Spring 2013
Acupuncture & Chinese Medicine	Clinical Case Review I 1cr/15hrs Orthopedics 2cr/30hrs Nan Jing 1cr/15hrs – W	Acupuncture Comprehensive Review 3cr/45hrs Gynecology 1cr/15hrs Clinical Case Review II 1cr/15hrs Essential Oils 1cr/15hrs – W Latent Heat 1cr/15hrs - W	Clinical Case Review III 1cr/15hrs Advanced Pulse Diagnostics 1cr/15hrs - W Exploring the Luo Meridians .5cr/7.5hrs - W Su Wen 1cr/15hrs – W	Pediatrics 1cr/15hrs Clinical Case Review IV 1cr/15hrs Exploring the Divergent Meridians .5cr/7.5 hrs - W Sinew Meridians 1cr/15hrs - W
Herbal Medicine	Patent Medicines 2cr/30hrs Orthopedics Herbal Medicine 1cr/15hrs CM Food Therapy 3cr/45hrs	Gynecology Herbal Medicine 1cr/15hrs Botany & Western Herbs 2cr/30hrs	Herbal Preparations 3cr/45hrs Herbal Comprehensive Review 3cr/45hrs Advanced Herbal Study 2cr/30hrs	Pediatric Herbal Medicine 1cr/15hrs
Western Medicine	Lab Evaluation I 1cr/15hrs - W Pathology & Pharmacology I 3cr/45hrs	Research: Science & Acupuncture 2cr/30hrs Pathology & Pharmacology II 3cr/45hrs	Bio-Medicine Comprehensive Review 3cr/45hrs Psychiatry: Pathology & Pharmacology 2cr/30hrs Pathology & Pharmacology III 3cr/45hrs	Orthopedic Essentials 3cr/45hrs Nutrition 2cr/30hrs Lab Evaluation II 1cr/15hrs – W
Complementary	Practice Management 2cr/30hrs	Psychology & Ethics I 2cr/30hrs		Psychology & Ethics II 2cr/30hrs
Cultivation Practice	Qi Gong V .4cr/12hrs Cultivation Techniques V .2cr/6 hrs – W Cultivate the Spirit V .23cr/7 hrs - W	Qi Gong VI .4cr/12hrs Cultivation Techniques VI .2cr/6 hrs – W Cultivate the Spirit VI .23cr/7 hrs - W	Qi Gong VII .4cr/12hrs Cultivation Techniques VII .2cr/6 hrs – W Cultivate the Spirit VII .23cr/7 hrs - W	Qi Gong VIII .4cr/12hrs Cultivation Techniques VIII .2cr/6 hrs – W Cultivate the Spirit VIII .23cr/7 hrs – W
Clinical Internship	Clinical Internship I 5cr/150hrs	Clinical Internship II 4cr/120hrs	Clinical Internship III 10cr/300hrs	Clinical Internship IV 7.6cr/230hrs
AVG DAILY CLASS HOURS	7	8	9	5
WEEKLY CLASS HOURS	14.5	15.5	17.5	10.5
WEEKEND CLASS HOURS	43	43	50.5	50.5
TOTAL SEMESTER CREDITS/HOURS	21.83/415	21.83/400	30.33/617.5	20.93/442.5

Oriental Medicine Program Total Hours

Category	Total Hours	Total Credits
Acupuncture & Chinese Medicine	1012.5	67.5
Herbal Medicine	495	33
Western Medicine	510	34
Complementary Studies	90	6
TOTAL DIDACTIC STUDIES	2107.5	140.5

TOTAL CULTIVATION PRACTICE	200	6.7
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Clinical Observation	150	5
Clinical Internship	800	26.6
TOTAL CLINICAL PRACTICE	950	31.6

TOTAL PROGRAM	3257.5 hours	178.8 credits
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- Semester = 15 weeks
- Didactic courses 1credit = 15 hours
- Clinical & Cultivation Techniques courses 1 credit = 30 hours
- Majority of classes are held on Tuesdays and Wednesdays
- Clinical Observation and Internship sessions occur additional days per week
- Classes marked "W" are weekend courses, generally held 8:00 – 5:00

TUITION & FEES

Oriental Medicine Program Tuition

Acceptance Deposit (separate from tuition)	\$200.00
Annual Tuition – due July 15	\$14,000.00
Paid in 2 installments – due July 15 & January 15	\$7,250.00 each

Half – Time Diploma Seeking Students

\$313.00 per credit

Semester tuition payment for part-time students is due in full at the time of registration. A full year’s tuition may be paid in advance to avoid an additional fee of \$125/semester.

This policy applies for all students seeking a diploma who are not following the regular full-time sequence of courses.

Non-Diploma Seeking Students

\$20.00 per class hour

Tuition is due in full at the time of registration.

**The tuition and fees listed apply to the 2009-2010 academic year. Tuition rates are set annually and are subject to change. Please check with the college for current tuition and fees information.*

Fees and Expenses*

Malpractice Insurance Fee.....	\$250.00/yr approximately
Herbal Dispensary Lab Fee	\$100.00 approximately – see course descriptions
Herbal Preparations Lab Fee	\$30.00 – see course descriptions
Food Therapy Lab Fee	\$15.00 - see course descriptions
Clinic Lab Fee	\$100 - 250 per semester of Clinical Internship
Weekend Class Make Up Fee.....	\$50.00/required class hour
Private Tutoring.....	\$40.00/hour
Graduation Fee.....	\$250.00/final semester
Transcript Requests.....	first copy free, additional copies \$10.00 each
Books/Supplies (estimated for 4 years).....	\$2000.00 – 3000.00
Drop/Add/Course Withdrawal Fee.....	\$20.00
Returned Check Fee	\$25.00

**All fees are subject to change with 90 days notice. Insurance Fee covers malpractice insurance coverage for needling practice classes and student clinic. It is required that all students be covered by the college’s malpractice insurance policy beginning in the first year of study.*

Each student’s account must be current in order to register for the following semester. The college reserves the right to dismiss, with prior notice, any student who does not meet the stated financial requirements.

National and State Fees

CPR & First Aid Certification.....	\$60.00 average
CNT Course/Exam (CCAOM)	\$135.00 plus cost of CNT Manual
Notification of CNT to NCCAOM or State boards.....	\$15/per request
NCCAOM Exam & Certification Fees.....	costs will vary
(See www.NCCAOM.org for more details)	
North Carolina Acupuncture Application Fee.....	\$100.00
North Carolina Acupuncture Licensing Fee.....	\$500.00
Other States Licensing Fees.....	costs will vary
(See www.nationalacupuncturefoundation.org for more information)	

Other

Annual Membership to MAHEC library.....	\$50.00/yr. (optional)
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382 Montford Avenue Asheville NC 28801
Tel: 828.225.3993 Fax: 828.255.3306
www.daoisttraditions.com

**Application for Admission
Oriental Medicine Program**

I am applying for the _____ academic year
Semester: Summer Fall Spring

I am applying for Full-Time Half-Time enrollment

Applicant Name (last, first, middle) _____

Date of Birth: _____ **Social Security #:** _____

Address (for school correspondence)

Street: _____

City: _____

State: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

PLEASE
ATTACH
PHOTOS
HERE

Education

College/University: _____

Degree(s): _____ Dates Attended: _____

College/University: _____

Degree(s): _____ Dates Attended: _____

Do you have any previous training in:

Acupuncture Massage/Bodywork Chinese Herbal Medicine Tai Chi/ Qi Gong

Do you wish to transfer any of your previous education into this program? Yes No

If yes, see catalog for policies, procedures, and fees.

Work Experience

Present Occupation _____ From: _____ To: _____

Previous Occupation _____ From: _____ To: _____

Do you have any work experience in the healthcare professions? Yes No

If yes, please describe job(s) and training: _____

Have you ever had a license, certificate, or credential revoked or suspended? Yes No

If yes, please attach written information describing the circumstances.

How do you expect to pay for tuition?

- Savings Employment Family Member Financial Aid Other

If tuition is coming from sources other than savings or employment, please complete:

Person(s) or agency paying tuition: _____

Address: _____ Phone: _____

Ethnic information is for statistical purposes only.

- American Indian/Alaskan Native Hispanic African-American
 White non-Hispanic Asian or Pacific Islander

In case of emergency, notify:

Name: _____ Relationship: _____

Phone: _____ Address: _____

Applicants must submit:

1. Completed application form
2. Two current, full face passport size photos
3. Copy of valid photo identification (drivers license or passport)
4. One letter of reference mailed directly to Daoist Traditions
5. Official college transcripts *mailed directly to Daoist Traditions from the institution*
6. Admissions Essay. Please address the following:
 - Tell us about yourself and how you became interested in Oriental Medicine.
 - Why did you choose to apply to our program?
 - How will this program help you achieve your career goals?
 - What do you feel are the most important qualities in being a good practitioner?
7. Résumé (optional)
8. \$75.00 non-refundable processing fee
9. \$100.00 transfer credit fee (if applicable)

I hereby certify that all information provided is accurate and complete. I understand my misrepresentation may be grounds for dismissal.

Applicant Signature: _____ **Date:** _____

You will be notified of the status of your application and an interview with members of the Admissions Committee will be scheduled once your completed application materials have been received. Daoist Traditions reserves the right to deny entrance to any applicant.

<p>For Office Use</p> <p>Date of interview(s): _____</p> <p>Interviewed by: _____</p> <p>Admissions Decision: <input type="checkbox"/> Early Decision Accepted <input type="checkbox"/> Early Decision Denied <input type="checkbox"/> Accepted <input type="checkbox"/> Denied Date: _____</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p>
