

INTERNATIONAL MEDICAL ARTS INSTITUTE



TCM ACUPUNCTURE DIPLOMA PROGRAM

**2 YEAR ACM PROGRAM FOR HEALTHCARE
INDIVIUALS AND EDUCATION GRADUATES**

TERMS & CONDITIONS



TCM *Acupuncture Diploma Program*

1.0 Requirements include:

Application payment and completion of the application on IMAI's website.
Please ensure you have a recent passport or Cell phone passport like picture to upload with a one colour background, preferably white.
A valid payment method must be ensured for the Program, prior to the first class via an email to IMAI's accounting department at:
imaiedupayment@gmail.com

2.0 Two Reference Letters (referrals)

Please scan and upload 2 letters with the application. Must be legible.
Must include: Date, Full name, Contact information and how you know this person
Example: *I have known John Doe for 20 years. He has been a friend to my family, and has also worked at my business, I have found John to be professional,...*

3.0 Acceptance

Once IMAI receives your application, an interview will ensue. When all of the requirements are in and evaluated for the TCM Acupuncture 2 year Program, an acceptance email into the program will be sent to you and a general schedule will follow. In the first class, the schedules and details will be discussed further and may be slightly modified for convenience to practitioners.

4.0 Application Fee

Please send \$150.00 (non refundable)/ \$250 for International students in an email transfer to: imaiedupayment@gmail.com along with the application.

5.0 Tuition

\$25,995(NewStudents) \$21,995(IMAIGraduates)

5.1 PaymentPlans

The Total Cost is payable in one lump sum, or by each term and/or up to 20 installments within the two years. Payment methods must be discussed with IMAI accounting, byway of sending an email to imaiedupayment@gmail.com 1 month before the start of term.

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6.0 Books and Supplies

In the first class, books and supplies will be discussed. Notes will be emailed.

Printed IMAI booklets cost between \$30-\$100.

The TCM Books generally cost up to a total of \$1200 altogether on top of the tuition, but IMAI will endeavour to keep the costs at a minimum by sending you comprehensive notes.

The following books are recommended.

Please do not purchase until the start of class. Often, books are donated or are slightly used and can be purchased from former students.

Below is a list of some of the books recommended.

A Manual of Acupuncture – Peter Deadman

The Foundations of Chinese Medicine – G. Maciocia

Huang Di Nei Jing

Pictorial Atlas of Acupuncture: An Illustrated Manual of Acupuncture Points –

The Acupuncture Handbook of Sports Injury and Pain – WhitfieldReaves

7.0 TCM Class Schedule (Full-Time)

IMAI offers a hybrid TCM program including Zoom Classes, In Class Practicum, Mentoring 1.1 and small class options. IMAI records most classes, and if the student has a challenge with a date, we try to accommodate. However, we cannot do this every week. Once the days and times are discussed and scheduled, for the most part, IMAI will keep them the same for each semester. Two weeks, before each semester, IMAI will email a detailed timetable. Homestudy is required for each course. Some courses will need more than others. IMAI reserves the right also to amend its policies and the program as deemed necessary.

7.1 Attendance

Students are expected to attend the scheduled classes, in-class practicum and the student clinics. If they cannot, they must inform IMAI and make up the class missed. Students must be on camera and participate in the Zoom Classes.

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7.2 In-Class Practicum / Student Clinic

Students may change roles between a practitioner, assistant or observer.

Each student must have the following:

- a) a white lab coat or jacket
- b) must have their acupuncture kit
- c) a bag with 2 clean sheets, towels etc.

Student clinic

- d) IMAI will provide T-shirts which must be worn when treating patients
- e) IMAI will issue an ID card which must be worn in the student clinic
- f) Must have 620 clinic hours to pass

8.0 Examinations and Tests sept 23-24 - 1 term

Each IMAI course includes tests, oral and written examinations. In Term 1, a free CNT online course is required to complete. Within the last 2 terms, an independent TCM online preparation will be required to complete. This preparation will be an additional cost and less than \$400. Further discussion will be discussed in Year 2. Completion of the IMAI TCM Acupuncture Diploma Program will result in a Pass (75%+) or a Fail (below 75%). For the IMAI final, two re-writes are allowed for \$150 each. Following the TCM

preparation, and a Pass of the IMAI Examination - the Pan-Can exam can be written. The examinations are offered twice a year, in April and October. The schedule for each exam will be available on IMAI's website approximately 6 months before the Pan-Canadian examination date. The Pan-Canadian Exam is a separate entity from IMAI.

8.1 Pan-Can Exam and Billing Number

IMAI is compliant to the requirements to the TCM Board - the CTCMPAO. IMAI's goal is to prepare students to write the Pan - Canadian Examinations. Students need to study outside of the classes. Currently, there is no standard text or curriculum set up by either the CTCMPAO or the PAN-CAN Examination Boards. However, IMAI's 2 year TCM curriculum embraces Ontario, BC and US curriculum models. Following a PASS in the Pan-Can exam, a number will be administered and this number will be used for Billing purposes. Liability Insurance must follow. This allows the student/practitioner to legally use the title *Acupuncturist* and bill patients through their extended health care benefits, under their own personal

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Acupuncture ID number. **9.0 Refund Policy**

Students have 5 business days, once payments had been made for the start of the term for a refund. There is no refund once the student has started the term or if the student has already taken the program. In accordance to provincial guidelines, a withdrawal administration fee of \$500 will be applied to the student for a withdrawal occurring after the program has commenced. In extraneous circumstances and with a doctor's letter, the IMAI Team and advisors can be called upon to make an exception. IMAI reserves the right to add or cancel a scheduled subject should circumstances arise. If paid, the student will get a refund for the course if the course is canceled.

10.0 IMAI Policies

IMAI's Google reviews are positive with a 5 Star rating from IMAI graduates. IMAI maintains a code of professionalism, innovative teaching techniques and academic standards between student and teacher. However, if a student does not hold up to IMAI's professional code, ethics and conduct - suspension or expulsion will occur. IMAI does not tolerate bullying or discrimination based on age, race, gender, physical appearance, political beliefs, citizenship, religion, sexual orientation, marital, family status, disability or any additional ground protected by law. All individuals are treated equally. Contact IMAI for complaints regarding privacy, bullying, sexual harassment, and any other concerns.

10.01 Professionalism, Respect and Responsibility

Students must be Professional, have Respect and take Responsibility for:

- their actions and conduct, including any bullying, racism, and derogatory language
- their colleagues, IMAI faculty and staff
- the general public attending IMAI's Student clinics, workshops, and events
- themselves and their personal health, hygiene, well-being, and stress factors

10.02 Recordings and Videos Prohibited

For legal and privacy laws, taking videos with cell phones, cameras and recording devices are not permitted in the IMAI school, classroom, Student clinic, treatment room, student public area and IMAI events. Laptops, tablets and cell phones can be used to take notes - but not to record. However, if a circumstance arises, a consent form must be filled out and signed by all parties.

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11.0 Health, Safety and CNT

Health and Safety Protocols while on-site must be adhered to at all times. CNT must be practiced where acupuncture, cupping or tuina is being used. At the start of the class, an independent CNT course must be taken and passed.

12.0 TCM Class Location

The TCM Program is a hybrid program with its headquarters in Burlington. Zoom Classes will be held in the comfort of one's home. In Class Practicum classes will be held at the Burlington school, but may also be held between Hamilton, Burlington, Toronto and area (possibly Ottawa if there are enough students from Ottawa). Locations will be scheduled ahead of time and posted on the website at least one month prior to class. Select locations may be added for Student Clinic.

13.0 Employment

IMAI's TCM Program includes a course in Business and Professionalism which aims to help students start their own clinic or work under a clinic business owner. IMAI offers guidance and an awareness of employment opportunities, in compliance with provincial educational standards, however, IMAI is not an Agent, Head Hunter or Job opportunity Finder, nor does IMAI guarantee employment to graduates. Currently, in Job Postings, clinics are looking for Acupuncturists and /or multi-faceted Practitioners in the Toronto-Caledon area from \$45 - \$100 p/hr.

13.1 Admittance

IMAI may cancel this application at its sole discretion, if the academic/ admission entrance requirements are not met.

Please ensure you have read and understood the Terms and Conditions and completed the application before you sign it.

Thank you

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