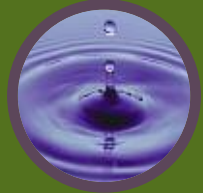




Institute of Taoist Education & Acupuncture Inc



Master of Acupuncture in Classical Five-Element Acupuncture

“do something different™”





**Institute of Taoist Education
and Acupuncture, Inc.**

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Dedication

THE INSTITUTE OF TAOIST EDUCATION AND ACUPUNCTURE, INC. WAS CONCEIVED IN PART BY THE LATE TERRY SKELLON —TEACHER, VISIONARY, FRIEND AND COLLEAGUE OF CLASSICAL FIVE-ELEMENT ACUPUNCTURE. THE STUDIES WITHIN THIS CURRICULUM EMBODY HIS SPIRIT, HIS LOVE, AND HIS UNDERSTANDING.

The Master of Acupuncture in Classical Five-Element Acupuncture program of the Institute of Taoist Education and Acupuncture, Inc. is accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM), which is the recognized agency for the approval of programs preparing acupuncture and Oriental medicine practitioners.

ACAOM is located at:
Maryland Trade Center #3
37501 Greenway Center Drive
Suite 760
Greenbelt, MD 20770
Phone: (301) 313-0855
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Welcome to ITEA

We are in a new era of healthcare — an unprecedented time of blending of 'traditional' Western medicine with a return to Eastern observance and reverence of nature in maintaining health. The lineage of Classical Five-Element Acupuncture (CF-EA) is in demand as one such healthcare discipline, although the number of schools teaching it remains quite small. CF-EA can not only treat physical symptoms, it also brings clarity of mind, and brings the twinkle back into a person's eye. CF-EA calls this the treatment of the whole person — body, mind, and spirit.

Are you searching for something meaningful? Are you dissatisfied with the life you are leading — the life many people seem to lead — with large corporations, large cities, mass recreation, emphasis on money, individuals getting lost and devalued, and relationships with people and nature being substituted for interaction with mechanical devices? Do something different...Change your outlook...Change your environment...Change your life and the lives of others!



Do Something Different™!

Enroll in the Institute of Taoist Education and Acupuncture's (ITEA's) program. Learn to observe yourself and others without judgment and without being judged. Learn that there is no real failure — only opportunities for increased learning. Learn that the journey is more important than the destination. Learn to act rather than react. Learn how to listen deeply. Learn how to meaningfully touch the lives of others.

The ITEA program helps you Do Something Different!

As a student you will find acceptance of yourself—of the things you can do well, and the things that require a little more effort—acceptance of your uniqueness and individual personal worth. The ITEA program allows all students to work at their own pace and depth as individuals.

As a graduate, you will make a difference!

As a graduate you will give the highest quality treatment while also bringing your own special set of well-developed skills to clients. You will continue to learn, for the art of Classical Five-Element Acupuncture is forever deepened and honed through experience in practice. You will always be Doing Something Different—you will never be bored. This is the work of a lifetime!

You will lead your clients to Do Something Different! Whether your clients have physical complaints, psychological distress, chronic illness or lack the core strength to fully experience life with their bodies, minds and spirits, you will support their healing as their lives change.

You will become a teacher of clients, friends and colleagues. You will develop the ability to see where people struggle against nature and lose personal energy, and will give insight when asked. And this will lead, in a powerful way, to bringing humanity back to nature, to respecting nature, and perhaps, to healing the environment.

If the idea of working with nature, rather than against it, is exciting to you—if you have a desire to work hard, change your life and have fun in the process, this is the school for you! I am confident that you will find our program unparalleled. The dedication, inspiration and passion shown by our board, faculty, administration, students and alumni make me proud to be the President of this school.

Sandra Lillie, President, ITEA



Mission

The Institute of Taoist Education and Acupuncture, Inc is dedicated to excellence in the teaching of pure Classical Five-Element Acupuncture as taught by J.R. Worsley and J.B. Worsley. The school is committed to producing graduates who have a deep understanding and respect for the integrity of the human body, mind, and spirit as it exists within nature, and who have developed the inner qualities needed to be effective healers. The Institute is further committed to serving the public at the highest levels of competence and knowledge of Classical Five-Element Acupuncture as taught by J.R. Worsley and J.B. Worsley, through inspiring its graduates to educate the public and to teach future students.

Educational Objectives

Graduates of ITEA will possess:

- 1 A thorough theoretical understanding of Classical Five-Element Theory, as taught by J.R. and J.B. Worsley, and its place in Oriental philosophy and in history, as well as a personal awareness of the Five Elements and how they interconnect people with nature.
- 2 The ability to use the Five Elements in clinical practice in order to recognize disharmony in their clients, formulate a Traditional Diagnosis, develop an appropriate treatment plan, and provide appropriate care.
- 3 Competence and sensitivity in the application of the technical skills of assessment used in Classical Five-Element Acupuncture as taught by J.R. and J.B. Worsley, including pulse taking, palpation, and discernment of color, sound, odor and emotion.
- 4 Competence and sensitivity in the application of the technical skills of treatment used in Classical Five-Element Acupuncture as taught by J.R. and J.B. Worsley, including acupuncture and moxibustion.
- 5 Attributes of a health care practitioner; demonstrating skills in listening, communication, building rapport, professional conduct and ethical relations with clients and peers.
- 6 An understanding of western medical terminology, pharmacology, diagnostic procedures and treatment methods in order to communicate effectively with clients and other health care providers.
- 7 The capacity to practice in a safe and prudent manner, and to recognize emergency conditions and other circumstances that may necessitate referral to—or consultation with—other health care providers.
- 8 The inspiration, enthusiasm and desire to communicate the philosophy of Classical Five-Element Acupuncture to the public and possible future students.



Q & A

Q: *Is it possible to visit the school while an Intensive is in session?*

A: YES. Please call the ITEA office at (720) 890-8922 to schedule your visit. You can also arrange to talk with students and faculty when you visit our campus.

Q: *May I speak with students or graduates of the school?*

A: Certainly. Please call the office and we will arrange for students or graduates to phone you.

Q: *Do I need a background in some form of healing art to attend ITEA?*

A: NO. The background you bring to your studies at ITEA is not the most important qualification for attending the Institute. What is most important is your commitment to being receptive to new ways of knowing and learning, being willing to learn without knowing everything all at once, and being willing to work toward personal growth.

Q: *When do I need to move to Colorado?*

A: Students must be in residence near the Louisville clinic prior to beginning their third year of studies.

Q: *Am I too old to begin training for a new occupation?*

A: In the study of Classical Five-Element Acupuncture, age can be a benefit. Life experience often gives a person more to draw upon when relating to clients. Students at ITEA range in age from 26 to 62. The majority of our students are in their 30s and 40s.

Q: *I must work while I am in school. Will this be possible?*

A: YES. The Institute's curriculum is designed to enable students to attend classes over a two week period, every three months. While students must adhere to the attendance requirements during those specified times, many students find it possible to plan their work schedules around this format. In addition to class session time, students need to allow 20 to 30 hours a week for independent study and completion of homework between Intensives.

Q: *I have family and children. Will I be able to manage my family and school?*

A: It is important for prospective students to talk with family members about the decision to attend school. As with any significant life event, it is important to garner the support and encouragement of loved ones. Doing so helps ensure that the transition to being a student runs more smoothly.

Q: *Are students at ITEA prepared for National Acupuncture (NCCAOM) exams?*

A: YES. Students have training in preparation for these exams in the final year of the program.





The Program

Philosophy

The Institute of Taoist Education and Acupuncture, Inc. is dedicated to the essence of Classical Five-Element Acupuncture. This system of medicine is based on the laws of nature. Classical Five-Element Acupuncture practitioners are trained to see the client as a whole: body, mind and spirit. Although understanding the symptoms of a person's illness is important, this style of acupuncture enables the practitioner to treat the root cause of disease rather than the symptom itself. By treating in accordance to the natural laws, balance and harmony of the client's vital energy (life force) can be restored, enabling the person to return to good health.

Training

Training guides students in using and respecting the laws of nature to treat or prevent illness. Emphasis is placed on reawakening and developing natural diagnostic skills: the ability to see, to hear, to ask, and to feel. Therefore, the school strongly encourages students to grow, not only in academic knowledge and understanding of acupuncture, but also in terms of their own personal development and learning.

The training methods used at ITEA are based in traditional Eastern approaches to learning. Courses follow the oral tradition — different teachers at different times will approach topics from new perspectives. The student will comprehend and retain content based on experience and ability. While a certain amount of memorization is required, students are not expected to learn information which does not apply to their practice. The aim of the school is to develop skilled diagnosticians and practitioners, not merely agile test-takers.



Western Approach

In a Western university the teacher is regarded as the imparter of a knowable body of factual information; students must learn the required material, supply “correct” answers and reference all source material.

- The Western sciences emphasize mental gymnastics and rote memorization of the theories of “experts.”
- Western thought sees events as linear, where one progresses and never returns to a previous level.

Eastern Approach

In traditional Eastern education, the teacher is a guide who helps the student uncover the wisdom inherent within. A personal approach to the material is required for a profound synthesis.

- Traditional Eastern methods of study value concentration, the ability to clear the mind and perceive things directly.
- Eastern thought regards learning as spiral. In this approach the student returns again and again to the same topic, enhancing and increasing knowledge and understanding.

Program Tracks

The Program of the Institute of Taoist Education and Acupuncture has two tracks. The first is the Traditional Track for students having no prior acupuncture education. The second is the Institute's Practitioner Track for acupuncture practitioners of other disciplines desiring a Master of Acupuncture in Classical Five-Element Acupuncture. See www.itea.edu for detailed information.



The Five Elements

Acupuncture is perhaps the oldest medical system in the world, originating in China more than 3,000 years ago. It is used today by one-third of the world as a primary health care system and has been endorsed as a health care system by the United Nations World Health Organization. Acupuncture is effective for a broad spectrum of complaints from a mild stomach ache to severe depression.

Classical Five-Element Acupuncture

This form of acupuncture is based upon the principle that health is maintained by a balanced flow of energy throughout the body. All illness, whether of body, mind or spirit is caused by an imbalance in this energy network. Classical Five-Element acupuncturists assess where this energy is out of balance. They do not diagnose or treat according to symptoms, but in response to the client's balance of energy. Each client is treated as a unique individual with his or her own needs. Clients with the same symptoms may therefore receive quite different treatments.

The Institute of Taoist Education and Acupuncture, Inc. would like to express sincere gratitude to our Master teacher—the late Professor J.R. Worsley, and to Dr. J.B. Worsley, his Master Elect, now the foremost authority on Classical Five-Element Acupuncture. Without their teachings and inspiration, the school would not exist, and we are very grateful they have shared their knowledge with us.

The Elements

WORDS COURTESY OF NORA FRANGLÉN

Wood, Fire, Earth, Metal and Water are five different sources of energy feeding the body. Each of these elements is related to specific organ functions in the body and to related energy pathways. Everything we do, from blinking an eye, to writing a poem or falling in love, is the work of the elements within us. The extent to which we are successful in any of these depends upon the balance between the elements. Each of us has a particular relationship with one of the elements, which gives our life a certain emphasis, making some of us more serious or light-hearted, others more determined or anxious. It is this element which takes the brunt of any stress we are suffering, revealing its unease through signs of imbalance. Classical Five-Element acupuncturists are trained to recognize the signs of imbalance in each element, and to use these signs to determine which element needs treatment to restore balance.

木

wood

Wood is the energy of spring; it gives us the power of birth and renewal. It enables us to move forward with vision and determination.

火

fire

Fire is the energy of summer; it gives us warmth and the capacity to love and be loved. It enables us to mature and blossom.

土

earth

Earth is the energy of late summer; it gives us the ability to nurture ourselves and others. It provides our center, and represents our mother.

金

metal

Metal is the energy of autumn; it gives us our sense of quality and value, and our capacity to look at what lies beyond ourselves. It gives us the power to let go. It represents our father.

水

water

Water brings the elements full circle. It gives us adaptability and will-power. It is the element of winter, giving us time to pause and gather strength. It is the seedbed of all life.



About ITEA

The idea to open a school in Colorado had been discussed for years, and began to germinate in 1993. At that time Sandra Lillie and Scott Boynton, graduates of the Worsley Institute of Classical Acupuncture in Miami, Florida, became interested in establishing a Classical Five-Element school located centrally in the United States. Over the next several years plans began to take shape. With the help of Terry Skellon, a teacher at the College of Traditional Acupuncture in England, Sandra brought the idea to fruition. In 1996, ITEA was incorporated as a not for profit institution and certified by the Department of Higher Education, Division of Private Occupational Schools, of the State of Colorado.

ITEA's first class began in September of 1996. Since the Institute's inception, a new class has started each fall term. Initially, classes were held in rented spaces until the Institute moved to its current location in January 2000. The space provides a comprehensive learning environment for students, and a clinic which serves the local community.

The Institute is fortunate to be able to utilize the curriculum for Classical Five-Element Acupuncture designed by the late Professor J.R. Worsley. The first three classes to graduate from ITEA were immersed exclusively in this pure Five-Element approach. Over time the curriculum has been expanded to meet evolving accreditation requirements. Today, ITEA's educational program fulfills all the requirements set forth by the Accreditation Commission for Acupuncture and Oriental Medicine and retains Professor Worsley's Classical Five-Element curriculum in its purity and entirety.

Administrative Staff

President and Founder of ITEA, Sandra Lillie, oversees the quality and purity of all aspects of ITEA and its program with vision and creativity.

Director of ITEA, Hilary Skellon, oversees the program of Classical Five-Element Acupuncture to the high standards required of the lineage of her father, Professor J.R. Worsley.

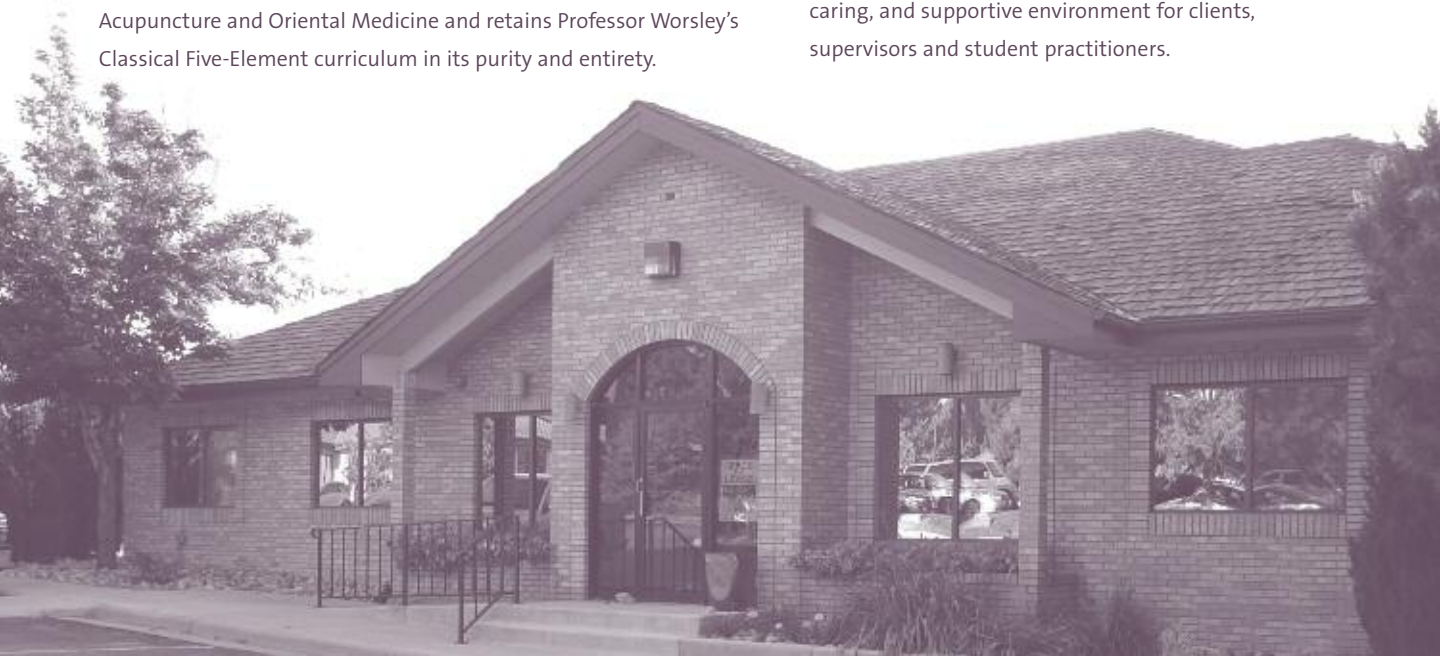
Director of Operations and Registrar Claudia O'Neill oversees the smooth operation of all aspects of ITEA.

Angela Smith, Financial Administrator, oversees all school finances and Title IV, Veterans and Disability financial implementation.

Database Manager Nan Robertson creates and maintains ITEA's databases, producing excellent records and statistics on every aspect of ITEA's program.

Tom Kirby, as Faculty Chair, and Laurie Hill, as Assistant Faculty Chair contract, inform and retain the very best teachers of Classical Five-Element Acupuncture, Biomedicine and Chinese Medicine.

Jim Damman, as Deputy Clinical Director, assists Hilary Skellon in ITEA's student clinic, maintaining an excellent, caring, and supportive environment for clients, supervisors and student practitioners.



Community Services

- The low-cost ITEA student clinic serves the community, providing a valuable service to the city of Louisville and other local communities.
- Students give talks on Classical Five-Element Acupuncture, informing the public about the healthful benefits of this system of medicine.
- Students participate in health fairs, in the Louisville area throughout the year.
- The public is invited to a yearly ITEA Open House to learn more about Classical Five-Element Acupuncture. Students present lectures and are available to answer individual questions on Classical Five-Element Acupuncture. Food and music round out the event.

The ITEA Facility

The Institute of Taoist Education and Acupuncture, Inc. is newly located on easily accessible South Boulder Road just north of historic “Old Town” Louisville, Colorado. The Institute is housed in a medical complex, and has expanded services for classes, library, community acupuncture clinic, administration and lounge. The building is wheelchair accessible. Ample free parking is available for clients and students within the complex. The complex is close to restaurants, markets, and two beautiful city parks.

The Institute’s library is a comprehensive resource with more than 1,000 books, videos and DVD’s, periodicals, professional journals, student projects, and articles written by faculty and students. Computers offer internet access.

Professor J.R. Worsley’s personal library, donated to ITEA by Dr. Judy Worsley, is a very special collection consisting of more than 250 volumes. This collection provides students with the unique opportunity to access rare and out of print titles relating to Classical Five-Element Acupuncture.

Louisville, CO

In 2009, *Money Magazine* rated Louisville number one as the best small place to live in the U.S. Louisville is a small city, located within

Boulder County, on the semi-arid plains at the base of the Front Range of the Rocky Mountains. Its altitude is more than 5,280 feet above sea level. On average the area boasts 300 days of sunshine each year with fresh, bracing air and four mild, but distinct, seasons.

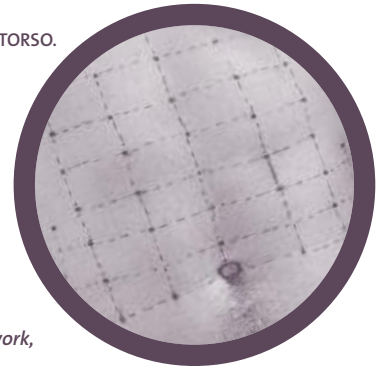
ITEA’s August/September Intensive spans the peak of summer and the beginning of the fall harvest. The October/November Intensive offers a climate that can range from warm days to the early snows of winter. The January/February Intensive may be held in the midst of snowstorms, which melt within two or three days, leaving cold and crisp sunny weather. And, the April/May Intensive varies from warm spring days to heavy wet snows. The spectrum of weather becomes a teacher, and proves to be exceptional for the study of Classical Five-Element Acupuncture.

Historic “Old Town” Louisville was built around the turn of the 20th century and offers a library, art galleries, bookstores, banks, coffee shops, restaurants and a historical museum. ITEA’s nearby access to area Open Space and Mountain Parks makes this an exceptional location for the nature-based study of Classical Five-Element Acupuncture.

The City of Boulder — acclaimed as one of the healthiest places to live in the U.S. — is located just 20 minutes west of Louisville. Natural and organic food is available from a variety of markets. Boulder is a haven for the arts, alternative health, education, and sports. Many other alternative educational institutions are located in the Boulder area, such as the Southwest Acupuncture College, the Guild for Structural Integration, the Rolf Institute, the Hakomi Institute, Shambala International, and the Naropa Institute of Buddhist Studies. Boulder’s Chautauqua Park, one of three remaining Chautauquas in the U.S., offers year-round programs of education, music, and theater.



The curriculum at ITEA is the oral tradition of Classical Five-Element Acupuncture. The format is based on a spiral (non-linear) system of learning utilized in Eastern approaches to teaching. Many courses are cumulative in nature. Material that is presented in the first Intensive may be revisited in increasing depth in subsequent Intensives. Between Intensives, the students are expected to internalize the material, at their current level of competency, in preparation for the next Intensive. In this tradition, the most important effort required of students is to attempt the work, for if nothing is attempted, no learning can occur.



1 Course of Study

Intensives of 15 days occur in August – September, October – November, January – February and April – May for the first two years of the program. During the third year, two clinical Intensives will be held in August – September and again in January – February with additional material interspersed a few days at a time. Homework is given quarterly, between Intensives. Due to the cumulative nature of the curriculum, satisfactory understanding of all material from the first year is a prerequisite to beginning the second year.

C101: Classical Five-Element Acupuncture 1

The purpose of this course is to give the student a solid base for the study of Classical Five-Element Acupuncture. The course covers introduction, orientation and history of ITEA and procedures for students. Students are taught basic concepts, the five elements and their associations and laws, and beginning pulse taking. Included practical sessions provide an opportunity for experiential learning and serve to deepen the discernment of the operations of the five elements in nature, their associations and laws.

P101: Points 1

Measurement and surface anatomy palpation of the lower arm, the location of all acupuncture points on the lower arm and hand, and types and spirits of points are covered in this course. Included practical exercises give the student an opportunity to gain hands-on experience in locating points on a variety of body shapes. Classical Five-Element Acupuncture relies on extremely precise point location, thus it is necessary for students to receive feedback during class sessions. Continual practice is necessary for the refinement of touch consistent with excellence in point location, and it is the responsibility of the student to maintain consistency in point location throughout the entire program.

C102: Classical Five-Element Acupuncture 2

This course continues to give the student a solid base for the study of Classical Five-Element Acupuncture. Students will review the five elements and their associations while learning the functions of all the Officials. The students will learn how to transfer energy in the body. Techniques for conducting a physical exam on a client also are taught and practiced. Included practical sessions enable students to explore pulse taking in greater depth. Exercises to promote the discernment of qualities of color, sound, odor, and emotion deepen the diagnostic skill of the students.

P102: Points 2

This course covers the measurement and surface anatomy palpation of the lower leg, the location of all acupuncture points on the lower leg and foot, and the types and spirits of acupuncture points. Practical exercises give students an opportunity to gain hands-on experience in locating points on a variety of body shapes. Classical Five-Element Acupuncture relies on extremely precise point location. It is therefore necessary for students to receive feedback during class sessions.

C103: Classical Five-Element Acupuncture 3

This course continues the process of providing students with a solid base for the study of Classical Five-Element Acupuncture. Students learn about Aggressive Energy, the Conception and Governing vessels, the extraordinary meridians, and needle techniques. Included practical sessions allows students to deepen their knowledge of the elements, of the operation of nature in the winter, and of all the diagnostic tools.

P103: Points 3

New material for this class includes entry and exit points, and AEPs. All command points on the body are reviewed, and ample time for classroom feedback is provided.

PH100: Medical Terminology/ Introduction to Pharmacology

This course covers the basic principles of medical terminology for all major body systems. Included exercises aid students in learning the terminology used in written and spoken medical reports. The course also provides an understanding of the basic diagnostic tests used in medical evaluations. The Introduction to Pharmacology portion of the course includes basic principles, drug metabolism, dose response relationships and drug interactions for all major body systems.

PH103: Pharmacology 1

This course covers the fundamental principles of drugs that interact with the gastrointestinal system, the respiratory system, the cardiovascular system, and therapies. The physiology of each system is reviewed and material on specific drugs is presented, including mechanisms of action, drug metabolism and dosing, and drug interactions. Both traditional western drugs and herbal medicines are discussed.

ZB103: Zero Balancing

This four day program covers the Zero Balancing methodology of integrating body energy with body structure. Emphasis is placed upon learning basic theory, skills and protocol. Students also practice Zero Balancing techniques and finish with a hands-on working knowledge of Zero Balancing. This course has been approved by the Zero Balancing Association and counts towards Zero Balancing certification.

C104: Classical Five-Element Acupuncture 4

Exams covering all information contained in C101 through C103 are held during this course. Students are taught Windows of the Sky, and the included practical sessions deepen their understanding of the relativity of pulse taking, and how the laws of nature work in the spring season. After this course, students may begin Clinical Observation, gaining experience through observing different practitioners and supervisors working with clients.

N104: Nutrition 1

This course allows students to develop an understanding of the structure and function of proteins, carbohydrates, fats, vitamins, and minerals, and the symptoms of deficiencies and excesses. It discusses the importance of the whole foods diet in the prevention of the chronic diseases prevalent in the United States today, including the role of specific nutrients and foods in each disease process. Students will acquire an overview of different dietary philosophies in order to meet the needs of a diverse patient population.

P104: Points 4

Students review all learned points and take a cumulative point exam.

MOXA BURNING UPON SALT IN THE UMBILICUS.



“IN CARING FOR OTHERS AND SERVING THE TAO, USE RESTRAINT.
RESTRAINT BEGINS WITH GIVING UP ONE’S OWN IDEAS,
AND DEPENDS UPON VIRTUE GATHERED IN THE PAST.
IF THERE IS A GOOD STORE OF VIRTUE, NOTHING IS IMPOSSIBLE.
IF NOTHING IS IMPOSSIBLE, THERE ARE NO LIMITS.”

Lao Tzu



2 Course of Study

Intensives of 15 days occur in August – September, October – November, January – February and April – May for the first two years of the program. During the third year, two clinical Intensives will be held in August – September and again in January – February with additional material interspersed a few days at a time. Homework is given quarterly, between Intensives. Due to the cumulative nature of the curriculum, satisfactory understanding of all material from previous years is a prerequisite to beginning the third year.

C201: Classical Five-Element Acupuncture 5

This course reviews and further enhances students’ pulse taking skills and provides a review of six Officials. Further theory on the basic laws of Classical Five-Element Acupuncture is covered. The Traditional Diagnosis (TD) is introduced, and the ‘four examinations’ are learned and practiced. A large part of this Intensive is a focus on sensory development and interaction with the client. Included exercises give students the opportunity to practice these techniques through interaction with other students under the direction of the teacher. Between Intensives, students continue Clinical Observation homework.

P201: Points 5

In this Intensive, students focus on point location for the back. Included practical exercises give the student an opportunity to gain hands-on experience in locating points on a variety of body shapes. Classical Five-Element Acupuncture relies on extremely precise point location, and it is necessary for students to receive feedback during class sessions. The spirits of the most commonly used points on six of the Officials are conveyed. Continual practice is necessary for the refinement of touch, consistent with excellence in point location. It is the responsibility of the student to maintain consistency in point location throughout the entire program.

C202: Classical Five-Element Acupuncture 6

This course focuses on refining the skills necessary to establish rapport with the client. Students are taught the format of the TD, the physical exam and the preface sheet, as well as guidelines for analysis of the TD. This course focuses on furthering the sensory development of the student in the main diagnostic tools of color, sound, odor and emotion. Review of six Officials, further needle techniques, and blocks to treatment are also covered. Ample practical time allows opportunity for students to hone diagnostic skills. Between Intensives, students continue Clinical Observation homework.

HP202: Chinese History and Philosophy 1

Elisabeth Rochat discusses the *Secret Treatise of the Spiritual Orchid*, Chapter eight of the *Su Wen*, the Zang Fu, Body's Organs, and the emotions. Elisabeth, scholar of ancient Chinese history and philosophy for more than 25 years, has been primary lecturer and General Secretary of the Ricci Institute, senior lecturer for the European School of Acupuncture, and holds degrees in Philosophy and the Classics, and Chinese Studies. She is co-author of many exquisite books on Chinese philosophy. Elisabeth enlightens students through explanation of the meanings of Chinese characters, and their evolution through history.

P202: Points 6

This course covers the measurement and surface anatomy palpation of the front torso, and specific point location of the CV, XI, XII, and IV meridians of the torso. Included practical sessions give the student an opportunity to gain hands-on experience with locating points on a variety of body shapes. The spirits of the most commonly used points on six of the Officials are conveyed.

C203: Classical Five-Element Acupuncture 7

This course hones a student's TD skills and teaches treatment planning and client management. Students' clinical skills are evaluated. The student is taught how to assess the condition of the skin, and the use of First Aid points. Pulse taking skill is further refined. Between Intensives, students continue Clinical Observation.

P203: Points 7

This Intensive focuses on the shoulder and upper arm as well as location of the specific points associated with these areas. Back landmarks and points are reviewed. Front torso points are reviewed and commonly used points on the front torso are covered.

PH203: Pharmacology 2

This course covers the fundamental principles of the autonomic nervous system pharmacology, antipsychotics, antidepressants and anticonvulsants, and the fundamentals of laboratory and diagnostic tests as well as physical examination findings.

PA203: Pathology

This class provides a greater understanding of common human pathological conditions and the processes which cause disease according to the biomedical model. It covers the pathological processes of inflammation and repair, and infectious diseases. Also taught are pathologies commonly associated with the cardiovascular, digestive, genitourinary, lymphatic, respiratory, musculoskeletal, neurological, endocrine and reproductive systems.

C204: Classical Five-Element Acupuncture 8

This course teaches clean needle technique, Bloodborne pathogens and OSHA requirements. Students deepen their knowledge of the TD process, practice pulse taking and of the use of natural laws. Between Intensives, students continue Clinical Observation. Yearly exams are given, which cover all knowledge learned up to this point in the program's coursework.

P204: Points 8

Students review all learned points. A cumulative point location exam is given.

THE OFFICIALS SPEAK TO STUDENTS AS THEY TAKE THE CLIENT'S PULSES.



“CLIMB UP ON THE WAY AND ITS VIRTUE AND GO DRIFTING AND WANDERING,
NEITHER PRAISED NOR DAMNED, NOW A DRAGON, NOW A SNAKE, SHIFTING WITH
THE TIMES, NEVER WILLING TO HOLD TO ONE COURSE ONLY, NOW UP, NOW DOWN,
TAKING HARMONY FOR YOUR MEASURE, DRIFTING AND WANDERING WITH
THE ANCESTOR OF THE TEN THOUSAND THINGS.”

Alan Watts



3 Course of Study

Intensives of 15 days occur in August – September, October – November, January – February and April – May for the first two years of the program. During the third year, two clinical Intensives will be held in August – September and again in January – February with additional material interspersed a few days at a time. Homework is given quarterly, between Intensives. Due to the cumulative nature of the curriculum, satisfactory understanding of all material from previous years is a prerequisite to beginning the final year.

C301: Classical Five-Element Acupuncture 9

This course deepens diagnostic skills through viewing videos showing Professor Worsley treating clients. These sessions are thoroughly discussed. Voice tapes demonstrating different voice sounds are used for deepening the student's skill in hearing. Students continue Clinical observation between Intensives.

CL311: Clinical Supervision 1

This first clinical experience prepares the student with a solid base for the clinical internship that follows. Under supervision of the Clinical Director and/or an assisting supervisor, each student sees two clients as a primary practitioner. When not serving as the primary student practitioner, students assist their classmates with other clients. Participatory discussions are held after each Traditional Diagnosis (TD) and treatment. Practical sessions promote competency in all aspects of each treatment performed, including professional demeanor, intake skills, record keeping, treatment planning, preparation, pulse taking, physical examination, time management, client management, and confidentiality.

P301: Points 9

Students review all points and point procedures needed during treatments in the Clinical Intensive. Facility with Clean Needle technique is gained. Head points and their locations are taught, along with more formalized protocols. General review of points prepares the student for clinical internship. Emergency first aid points are taught. In planning treatments, all the knowledge the student has gained about the spirits of the points is applied. Included practical sessions provide students with the opportunity for hands-on experience before performing actual treatments on their clients.

PM301: Practice Management 1

Subjects relating to the management of an acupuncture practice are covered. These include client management, client homework, informed consent, dealing with the client's family, 'red flags', childbirth, treatment of infants and children, transfer of clients, and special symptom situations. Between Intensives until graduation, students assist in managing and running the student clinic, and pursue topics of interest related to practice management.

CL310: Clinical Supervision Lab

Students obtain continuing clinical experience under supervision. Students must log 510 hours of Traditional Diagnoses and treatments, with a maximum of 250 hours of assisted treatments, to fulfill the requirements for this course. ITEA's Clinical Director and/or Academic Dean must supervise 50 hours of primary treatments.

PM310: Practice Management Lab

Students complete three semester credits of work in required duties and independent tasks. Required duties include presentation of a case study and giving public talks. Independent tasks include presenting a business report and managing the student clinic.

C302: Classical Five-Element Acupuncture 10

This course evaluates and reviews the student's training to-date.

HP302: Chinese History and Philosophy 2

Elisabeth Rochat presents information on the Meridians and Extra Meridians with all Vital Circulations and their Organization, Liquids in the Body, Bodily Fluids, Blood and Qi. Elisabeth, scholar of ancient Chinese history and philosophy for more than 25 years, has been primary lecturer and General Secretary of the Ricci Institute, senior lecturer for the European School of Acupuncture, and holds degrees in Philosophy and the Classics, and Chinese Studies. She is co-author of many exquisite books on Chinese philosophy. Elisabeth enlightens students through explanation of the meanings of Chinese characters, and their evolution through history.

HS302: Western Medical Tests

Students are introduced to a variety of western medical testing procedures and results, such as: X-ray, CAT scan, MRI, ultrasound, arthroscopy, endoscopy, EEG, EKG, EMG, and PET scans. Examples are presented, read and analyzed.

P302: Points 10

Students review all points on the body, and take a point location exam.

PM302: Practice Management 2

Students study with different faculty during a variety of seminar days, learning about setting up a practice. The value of continuing education, the political arena, and different acupuncture organizations are explained.

PM303: Practice Management 3

Subjects relating to the management of an acupuncture practice are covered. These include: public relations, integration of other therapeutic modalities, an overview of complementary medicines, natural remedies, information on electrical equipment, basic reference sources, terminal illness, and ethics.

PM304: Practice Management 4

This course includes seminar days, consisting of presentations from a variety of faculty members about setting up a practice. Insurance will also be covered.

P303: Points 11

Students review all points and point procedures needed during treatments in the Clinical Intensive. Explanation of other formalized treatments is given. In planning treatments, all the knowledge the student has gained about the spirits of the points is applied. Included practical sessions provide an opportunity for hands-on experience before performing actual treatments on clients.

P304: Points 12

Students review all points on the body and hone their location technique.

C303: Classical Five-Element Acupuncture 11

This course further deepens diagnostic skills through additional viewing of videos showing Professor Worsley treating clients. Videos are thoroughly discussed. New information is also covered in lecture format.

C304: Classical Five-Element Acupuncture 12

In this course, students expand their diagnostic ability by interviewing clients and by attending a seminar with Dr. Judy Worsley, if possible.

PH303: Pharmacology 3

The course covers the pharmacology of corticosteroids, insulin, thyroid and sex hormones, general anesthetics, analgesics, anxiolytics, and issues related to use of drugs in children and the aged.

CL313: Clinical Supervision 2

In this course, students continue their clinical experience. Each student sees two clients a primary practitioner, under supervision of the Clinical Director and/or an assisting supervisor. Students also assist fellow student practitioners with other clients. Participatory discussions are held after each intake and treatment. Included practical sessions promote competency in all aspects of each treatment performed, including professional demeanor, intake skills, record keeping, treatment planning, preparation, pulse taking, physical examination, time management, client management, and confidentiality.

CL314: Senior Project

Students complete individual projects which interest them. Chosen topics promote Classical Five-Element Acupuncture or ITEA and, in some way, lend value to the medicine and the Institute.

T404: NCCAOM Exam Prep 1

This course covers basic concepts of Traditional Chinese Medicine (TCM) and the eight principals. Topics covered include: the history of acupuncture in China, systems of nomenclature, yin, yang, qi, jin, ye, jing, blood, the eight parameters, jing luo, the four levels, the six stages, the Zang Fu functions and relationships, tongue diagnosis, pulse qualities, point Indications and functions, and syndromes. The National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) exam is explained and guidance for further study is given.

T405: NCCAOM Exam Prep 2

Students review the basic concepts of TCM and the eight principals. Covered topics include: hand points, scalp points, ear points, 13 ghost points, four needle protocol, bleeding, cupping, and Guasha. Extensive review sessions are held, and individual case studies presented as students prepare for the exam. A mock exam is given at the end of the course.

HP402: Chinese History and Philosophy 3

Elisabeth Rochat discusses Yin/Yang, Heaven/Earth, Five Elements, Life, Essences, Fu, Po, Hun, Shen, Yi and Hi. Elisabeth, scholar of ancient Chinese history and philosophy for more than 25 years, has been primary lecturer and General Secretary of the Ricci Institute, senior lecturer for the European School of Acupuncture, and holds degrees in Philosophy and the Classics, and Chinese Studies. She is co-author of many exquisite books on Chinese philosophy. Elisabeth enlightens students through explanation of the meanings of Chinese characters, and their evolution through history.



“I USED TO THINK I KNEW THE ANSWERS. PERHAPS YOU HAVE TO PERSUADE YOURSELF YOU KNOW THE ANSWERS, OTHERWISE YOU NEVER DO ANYTHING. I KNOW THE ANSWERS TO DIFFERENT THINGS NOW. PERHAPS THAT’S IT: WE’RE ONLY CAPABLE OF KNOWING THE ANSWERS TO A CERTAIN NUMBER OF THINGS AT ANY PARTICULAR TIME.”

Julian Barnes

Faculty/Student Services/Admissions

Faculty

All primary acupuncture faculty at ITEA have been awarded teaching level certification from Professors J.R. Worsley and/or J.B. Worsley. The majority of our core faculty members continue to train in this lineage at its highest levels by participating in the Masters Apprentice Program (MAP™).

Faculty members teaching topics other than Classical Five-Element acupuncture are exceptional in their field. ITEA is fortunate to have many well known scholars teaching such things as biomedicine classes and Chinese history and philosophy.

The Institute makes every attempt to ensure that students in each class receive instruction from each member of our faculty at some point during the program. However, scheduling consideration may not always allow this experience.

For current information on ITEA's faculty, please visit us online at www.itea.edu.

Student Services

- A list of short/long-term housing possibilities in the area is available by calling ITEA at (720) 890-8922.
- New student orientation is provided through materials mailed to students before classes start as well as information presented on the first day of classes.

- Each student is issued a student identification card when they begin their course of study at the Institute. The student ID can be used for discounts on purchases at many stores in the area.
- Introductory business cards are provided to students.
- Students receive discounted rates for treatment in the ITEA Student Clinic.
- The Institute's Binding Path Bookstore is located on campus. Students can purchase most books at cost, plus a minimal fee for handling. The bookstore also carries personal items and other supplies.
- The Institute's library is always expanding. It contains books, periodicals, journals, videotapes, audio cassettes, state laws and charts. Dr. J.B. Worsley has kindly donated the library of the late Professor J.R. Worsley to ITEA, which has added great value to the library.
- ITEA's student mentoring program provides assistance from other students more advanced in their training.
- Personal and academic counseling and advising is available upon request.
- Class sizes are small to allow for care and tracking of each individual student.
- Tutoring is available by referral through the ITEA office.
- A copy machine is available for students to use, at minimal cost.
- Group orders of student supplies may be placed by the Institute
- Clinical insurance for each student is paid by ITEA
- Students receive instruction on the principles of Traditional Chinese

Medicine to support them in studying for and preparing to take their national acupuncture examinations.

- Regular emails inform students of important issues.

Admissions

General

The Institute of Taoist Education and Acupuncture, Inc. (ITEA), seeks applicants who demonstrate the maturity, commitment, motivation and integrity necessary to become caring practitioners and instruments of nature. In order to serve their clients to the highest good, students must exhibit a willingness to grow both personally and professionally.

ITEA is dedicated to upholding a standard of educational excellence that ensures serving the public with the highest level of competence, knowledge, and professional ethics.

Residency Requirement

The structure of the curriculum at ITEA enables out-of-state Traditional Track students to continue to live at home and attend Intensives at specific intervals throughout each of the first two program years. When clinical training begins in the third year, these students must relocate to Colorado for this training. Practitioner Track students attend classes one weekend each month, and must live locally for clinical training. More information can be found on our website at www.itea.edu.

Specific Requirements for Admission

Prospective students must have completed more than two years (76 semester credits or 114 quarter credits) of higher education before applying for admission to ITEA. These credits must include 4 semester credits of biology, 4 semester credits of chemistry and 8 semester credits of anatomy and physiology. All credits must be at the baccalaureate level (post-secondary) from an accredited college or university recognized by the U.S. Department of Education.

Other Admission Requirements

International Student Applications

Students who have studied outside the U.S. must have the equivalent of a bachelor's degree that documents at least three full years of post-secondary education from a nationally or regionally accredited (or otherwise approved or recognized) institution.

The Institute recognizes that most non-U.S. institutions of higher education often cannot provide academic transcripts in the standard U.S. credit hour format. In such cases applicants may be required to submit original course descriptions to verify the actual content and hours of prior training.

Non-English language credentials equivalent to a U.S. bachelor's degree must be demonstrated prior to admission via a report from an approved credentialing translation and evaluation organization only. It is the student's responsibility to arrange for such a report to be sent to the Institute.



The Institute will issue a Department of Naturalization and Immigration form I-20 to a foreign applicant who is accepted into the program. It is the student's responsibility to obtain an F1 student visa to study in the U.S.

English Proficiency

All instruction is taught in English only. English language proficiency, both spoken and written, is required of all students enrolled in the Institute. Applicants whose native language is not English must demonstrate English-language proficiency in one of the following ways:

- Obtaining a minimum score of 500 on the Test of English as a Foreign Language (TOEFL) and a mean score on the Test of Spoken English (TSE). Applicants must arrange to take the appropriate tests and forward the results to the Institute.
- Documenting at least two academic years of full-time study at an accredited or otherwise nationally-approved institution in the U.S. or other English-speaking country.
- Demonstrating English language proficiency during the admissions interview.

Advanced Standing

For Traditional Track students, ITEA does not generally recognize advanced standing. Course work from other acupuncture schools usually does not have emphasis on Classical Five-Element Acupuncture (CF-EA) and point location. Even CF-EA schools have diverse instruction sequences because the discipline is an oral tradition. In exceptional cases, students may be admitted to the program

with advanced standing within the first year of the Intensives. Applicants must agree to test out of basic coursework and point location with an 85% passing grade to enter a class already in session. Advanced standing applicants must fulfill all other admissions requirements listed above as for a regular application process. Tuition will be equal to that of the class the applicant joins. For Practitioner Track students, individual applicants are evaluated for advanced standing in all prior coursework at the discretion of the Academic Dean, and admitted into the program with an established plan for fulfilling all requirements of the program.

If proficiency in these other courses has not been attained, the applicant must have a plan for fulfilling these requirements in order to graduate. The plan may include attending classes at ITEA for an additional fee. All credits must be at post-secondary level, obtained from an accredited college or university recognized by the U.S. Department of Education.

Transfer Credits and Prior Learning Credits

ITEA will evaluate previous education and training, and when applicable, transfer or prior learning credit will be given. Advanced standing applicants receive transfer credits for all coursework satisfactorily tested upon entry into the program. It is the responsibility of the student either to make up or obtain transfer credits for other necessary courses which are part of ITEA's program. Students in the Traditional Track may enter ITEA's program no later than the beginning of the second year. ITEA does not guarantee transferability of credits to another institution unless there is a written agreement with that institution.

Application Requirements

To apply to the Institute, please submit a formal application. Be sure to include the requested items listed below. All requested materials must be sent in a single package. No application will be processed until all information is received.

- Completed Application Form
- Completed Enrollment Agreement
- Two recent passport photographs (photo must have been taken within the last two years)
- Non-refundable application fee

In addition to the application materials listed above, please have the appropriate individual or institution send the following directly to ITEA:

- Two letters of recommendation from people not related to the applicant.
- Official transcripts verifying all coursework completed at an accredited university or college.
- Admission Interview documentation from two ITEA staff interviews

Admission Interview

A personal interview with two ITEA staff members is required for each applicant after all other admissions application materials have been submitted. Staff interviews are a key part of the application process. Interviews may be conducted by phone. ITEA will inform the prospective student how to schedule the interviews after the Registrar has received all items in the formal application. Upon successful completion of these interviews, which carry significant weight, a determination will be made concerning the candidate's acceptance into the ITEA program.

Application Deadline

Prospective students may apply up to 15 days prior to the beginning of the academic year, unless class enrollment for that year has already been reached. If enrollment for the year is full, the Institute will place the applicant on a waiting list for the following year's class.

Educational Requirements

Traditional Track: Curriculum Hours and Credits

At the time of enrollment, applicants must have completed more than two years (76 semester credits, or 114 quarter credits) of higher education at post-secondary level. These must have been obtained from an accredited college or university recognized by the U.S. Department of Education.

Credits must include the following course work, which counts as part of ITEA's program:

	Semester Credits
Biology	4
Chemistry	4
Anatomy & Physiology	8
Subtotal	16

The following hours are contained within the ITEA Program:

	Semester Credits
Core Curriculum	90.7
Labs:	
Clinical Supervision	17
Practice Management	5
Senior Project	1
Subtotal	113.7

The following additional course work must be completed, at an accredited college or university, before graduation:

	Semester Credits
Biomedical/Psychology	8
Subtotal	8
PROGRAM TOTAL	137.7

Practitioner Track

This track is comprised of Classical Five-Element education contained in the above program information. It assumes proficiency in other courses contained within the ITEA curriculum, such as biomedical courses, Oriental bodywork, AOM history and philosophy, practice management and clinical supervision.

Acceptance Policy

The Institute of Taoist Education and Acupuncture, Inc. accepts students on the basis of individual merit, and does not discriminate on the basis of any color, ethnic origin, gender, national origin, race, religious background, disability, age or sexual orientation in its admissions policies, educational policies or other school-administered policies.

If there are any outstanding concerns or conditions to acceptance, the applicant is sent a letter outlining these concerns, and a provisional acceptance letter. If the applicant is rejected, he/she is sent a letter outlining ITEA's concerns contributing to the rejection.

The Institute does not accept non-matriculated students into its core Classical Five-Element Acupuncture program.

Acceptance into the program does not guarantee employment, certification, licensure, or compliance with conditions for eligibility for registration or licensure. Further, the Institute does not provide any placement assistance programs.

Course/Semester Credits

Course Title	Semester Credits
Classical Five-Element Acupuncture 1	4.9
Classical Five-Element Acupuncture 2	5.7
Classical Five-Element Acupuncture 3	3.6
Classical Five-Element Acupuncture 4	2.3
Nutrition 1	1.1
Points 1	2.5
Points 2	2.7
Points 3	0.9
Points 4	1.6
Medical Terminology/Introduction to Pharmacology	1.1
Pharmacology 1	1.7
Zero Balancing	2.3
Classical Five-Element Acupuncture 5	5.2
Classical Five-Element Acupuncture 6	4.2
Classical Five-Element Acupuncture 7	2.9
Classical Five-Element Acupuncture 8	2.7
History/Philosophy 1	1.1
Points 5	2.1
Points 6	2.0
Points 7	2.7
Points 8	1.3
Pharmacology 2	1.7
Pathology	2.3
Classical Five-Element Acupuncture 9	3.1
Classical Five-Element Acupuncture 10	0.3
Classical Five-Element Acupuncture 11	3.1
Classical Five-Element Acupuncture 12	2.3
Clinical Supervision 1	3.9
Clinical Supervision 2	4.1
History/Philosophy 2	1.1
Points 9	0.6
Points 10	0.9
Points 11	0.5
Points 12	0.5
Pharmacology 3	1.7
Practice Management 1	0.7
Practice Management 2	0.7
Practice Management 3	0.9
Traditional Chinese Medicine 1	3.3
Western Medical Tests	0.5
Traditional Chinese Medicine 2	2.8
History/Philosophy 3	1.1
Clinical Supervision Lab	17.0
Practice Management Lab	5.0
Senior Project Self Study	1.0
TOTAL	113.7

Financial Information

Several federal financial aid options are available for ITEA's program. In addition, ITEA is approved by the Colorado Office of Veterans Education and Training for Veterans Education and Benefits. ITEA has also been approved for Colorado Vocational Rehabilitation Programs. For more information, visit ITEA online at www.itea.edu or call (720) 890-8922.

Program Guidelines & Regulations

Practice

Traditional Track students must not practice acupuncture in any form until the beginning of the third year of study, and then only in the ITEA student clinic under the supervision of a Classical Five-Element practitioner supervising for ITEA. Students must not teach acupuncture while in the Classical Five-Element Acupuncture Program. A student who does not comply with these regulations, or whose conduct in other ways endangers life or impedes healing will be dismissed from the program.

Attendance Requirements

Students are expected to arrive on time for class with proper materials. The Institute requires an overall attendance rate of 90 percent. Students will be evaluated on attendance by all faculty. Any missed class instruction must be learned on the student's own time, and the student's understanding must be verified by a Classical Five Element practitioner. A student must have knowledge of all course material in order to graduate.

Temporary Withdrawals

Students who are unable to continue classes for medical or severe personal reasons will be required to take a temporary withdrawal until they are able to return and join another class in

progress. Proper documentation will be required to substantiate a student's withdrawal. A student must graduate within six (6) years of their original enrollment date.

Academic & Personal Progress

Students will be required to have satisfactorily completed all written work for a certain year before entering the next year. They will also be expected to have assimilated, integrated, and applied the material at a high level of ability. Teachers will evaluate students on personal progress throughout the program, and oral or written progress reports will be given to students periodically. Records of each student's work and progress is kept at the Institute, and may be inspected upon request. Students not meeting expectations will be counseled. If a student needs more time to work on this aspect of their training, they will be asked to take a temporary withdrawal to do so.

Conduct Policy

All students are expected to act maturely and with respect for other students and faculty members. Students are expected to keep their studies up to date, or to contact the School Director with an explanation. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time while the Institute is in session. Any violation of school policies may result in permanent dismissal from the Institute.

Graduation Requirements & Policies

A Master of Acupuncture Degree in Classical Five-Element Acupuncture will be awarded to all students who:

- complete all required instruction.
- meet graduation requirements that are in effect at the time of graduation, unless written policy states otherwise.

- complete and pass all written exams, point location exams and homework. The grading of exams and homework is based on evaluations of two or more practitioners, and will be on a pass/retake basis. Assessments are provided in response to each section of examinations and homework.
- demonstrate readiness to practice in five areas: academic potential, psychological and emotional maturity and stability, personal motivation, moral character, and the care, concern and respect shown for others.
- have no outstanding bills, tuition, or fees with the Institute of Taoist Education and Acupuncture or its contractors or employees
- have the following on file with ITEA:
 - all official transcripts for required courses in Anatomy and Physiology, Western Science/Psychology and other biomedical courses
 - current certification in CPR from the American Heart Association or the American Red Cross
 - point location sheets documenting 150 hours, checked by certified Classical Five-Element practitioners
 - clinical observation sheets documenting 150 hours with certified Classical Five-Element practitioners
 - clinical supervision sheets documenting 510 hours of work with Classical Five-Element practitioners certified to supervise by ITEA, and copies of all intakes and treatment sheets contained in the 510 hours
 - all required self evaluations as well as evaluations from all supervisors documenting the student's clinical work
 - satisfactory exit evaluation from all supervisors

Right to Privacy

The amended Family Educational Rights and Privacy Act of 1974 (Public Law 93-579) and the Rules and Regulations of the U.S. Department of Health and Human Services, "Privacy Rights of Parents and Students," provide the following rights to students:

- The ability to review their educational records
- The ability to request changes in those records if an inaccuracy, misleading statements, or a violation of student's rights are found.
- The ability for the student to insert clarification if ITEA does not make the proposed changes.

Student records may not be disclosed to anyone other than ITEA office staff, officials from licensing and accreditation boards, or auditors without the student's written consent.

Probation and/or Dismissal from the Program

A student may be withdrawn from classes if he or she does not make satisfactory progress. The Board of Directors, after consultation with all parties involved, makes the final decision.

Teachers may temporarily suspend a student whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct may be allowed to resume attendance. The Board of Directors will review each case, and decide upon readmittance.

Insufficient academic performance or unprofessional behavior at the Institute are grounds for academic probation and if uncorrected, dismissal from the program. The student is first given a verbal and written warning of performance or



behavior deemed unsatisfactory by the School Director. If the area of concern or behavior in question continues, the student may be placed on probation. If no resolution is forthcoming, the student may be dismissed from the program. At any time in the process, a course of action for the student may be developed by the Director or an instructor, providing the student with the opportunity to demonstrate that they have resolved the area of concern.

Refusal to pay fees/tuition or illegal or violent behavior is grounds for immediate dismissal from the program.

Grievance Procedures

Constructive comments from students on all aspects of its program are welcomed and carefully considered by the Faculty and Administration. When suggested changes are seen to be practicable, and in the best interests of the Institute, every effort is made to implement them.

Should a student voice a grievance, every attempt is made to resolve their concern. All grievances and/or appeals will be handled in an effective and constructive way, through procedures outlined in the student policy manual.

Information on Licensing Requirements

Licensure in Colorado

NCCAOM certification (an examination administered by the National Commission for Certification of Acupuncture and Oriental Medicine) is required in order to practice acupuncture in the State of Colorado. In order to sit the NCCAOM exam, students must be in the third year or have graduated from a nationally accredited school, or one which is in candidacy status to be accredited. ITEA is a nationally accredited school.

Licensure in Other States

Licensure regulations vary from state to state. Completion of the Institute's Licensure of Acupuncture program does not automatically qualify graduates for licensure or registration. Applicants and students should research the licensing requirements for the state in which they will practice. Since acupuncture is a rapidly growing profession, state requirements for licensing may be revised. For up to date information about licensure procedures in a specific state, consult Acupuncture and Oriental Medicine Laws which can be ordered through Bookmasters (800) 247-6553. This publication also provides regulating agency contact numbers for each state. In many states, NCCAOM certification serves as a full or partial basis for licensure.

Contact Information

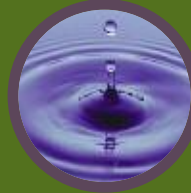
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