
Acupuncture Fellowship Program

2008 Application Instructions

October 2007

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1. APPLICATION PROCESS

The Acupuncture Fellowship Program Selection Committee will select Fellows who best meet the criteria for successful participation in the Chinese Medical Science Foundation's Acupuncture Fellowship Program.

The non-refundable application fee is \$50.

The Selection Committee comprises representatives of the Chinese Medical Science Foundation and the hospital where the Acupuncture Fellowship Program will operate. The Committee will request interviews with select applicants prior to making its final determinations.

The contents of your application will be considered only by members of the Committee and, if deemed advisable, legal counsel. Your application and information within it will be released to third parties only as required by law, court order or other legal authority. The Committee will consider the merits of each application and will not discriminate based on factors such as gender, race, or sexual orientation.

1.1. APPLICANT ELIGIBILITY

Below are the basic applicant eligibility criteria:

1. Applicants must hold current New York State licenses to practice acupuncture;
2. Applicants must have graduated from an ACAOM accredited school with an M.S. degree in Acupuncture and/or Oriental Medicine or the equivalent. Such program should have included:
 - a. A minimum of 2300 hours of theoretical and clinical training, including at least 800 hours of direct experience in acupuncture and case evaluation, and
 - b. At least 700 hours of basic and biomedical science study;
3. Applicants must have passed the Acupuncture or Oriental Medicine module exam of the NCCAOM;
4. Preference will be given to those applicants currently engaged in a clinical practice and who have demonstrated a commitment to continuing education;
5. Consideration will be given to those applicants with fluency in languages such as Chinese and Spanish.

1.2. SELECTION FACTORS

Candidates selected for interview will possess the following attributes:

- Background of relevant experiences, scholarly activities, teaching, or leadership;
- Professional experiences demonstrating ability to work on a medical team;
- Ability to project a strong ethical and moral character and to clearly articulate one's expectations, visions, and goals;
- Ability to carefully reason and provide thoughtful, mature, and deliberate responses to essays and interview questions;

- Superior marks in the Evaluation Forms and strong Letters of Recommendation as attested and verified by the applicant's chosen evaluators;
- Demonstration of excellent oral and written communication skills;
- Demonstration of excellence in educational settings.

1.2.1 Chief Fellow

If you have an interest in becoming a Chief Fellow, please indicate this in your application. The qualifications of a Chief Fellow are the following:

- Ability to lead;
- Strong communication skills;
- Management experience;
- Ability to focus on solutions, not problems;
- Exceptional critical thinking skills.

1.3. INTERVIEWS

The Selection Committee will ask select applicants to meet for an interview.

1.4. FELLOWS ACCEPTANCE

Upon acceptance into the Acupuncture Fellowship Program and before the commencement of the training, Fellows will be required to:

- Provide proof of immunization that is required by the hospital, including:
 - Rubella immunization, except women of child bearing age will have screening tests followed by immunization;
 - Measles (Rubeola) immunization or evidence of immunity to measles;
 - Negative PPD (Mantoux) skin test for tuberculosis, to be repeated as required by the hospital;
 - Positive Varicella (chicken pox) antibody titer or history of Varicella provided by physician or school record;
 - Hepatitis B vaccination, have commenced Hepatitis B vaccination protocol or proof of immunity to Hepatitis B or letter stating that fellow has declined to be vaccinated against Hepatitis B;
- Provide proof of malpractice insurance:
 - Fellows must carry standard malpractice insurance applicable to activities at the hospital in the amount of no less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate, with reasonable deductibles.
- Undergo a medical exam at the hospital;
- Sign statements confirming that they are familiar with the following:
 - Familiarity with universal precautions principles relating to HIV and other communicable diseases;
 - Familiarity with OSHA's bloodborne pathogens regulations;
- Provide a copy of current CPR certification card, date of current CPR certification, expiration date and plans for renewal if current certification expires within the duration of the AFP.

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- Sign an agreement indicating, among other things, that they understand that the program is for advanced acupuncture training, does not confer employment to Fellows by any party, and is subject to the rules and regulations of the hospital.

Should the hospital require additional training pertinent to the program in the course of the fellowship, Fellows may be required to attend and bear the cost of this additional training.

2. DATES AND DEADLINES

The dates below may change based on the scheduling requirements of the hospital and of CMSF. We appreciate your flexibility and understanding. For the latest updates, dates, and deadlines, please check our website, www.cmsf.org.

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| Information Meetings | Please email fellowship@cmsf.org to register for an Information Meeting. Our website, www.cmsf.org , will have the most up-to-date meeting times, dates and locations. The following Information Meeting dates have tentatively been scheduled: <ul style="list-style-type: none"> • November 17, 2007, 12pm – 1pm; • November 19, 2007, 5:30pm – 6:30pm; • November 28, 2007, 5:30pm – 6:30pm. |
| Application Deadline | All applications must be received by the deadline: December 28, 2007 |
| Interviews | We plan to conduct interviews during the weeks of January 28 th February 4 th February 11 th |
| Fellow Selection | We plan to select and notify the Fellows by February 18, 2008 |
| Target Start Date | March 17, 2008 |

3. APPLICATION INSTRUCTIONS

3.1. APPLICATION FORM AND ESSAYS

Please download and complete the AFP application form. Please make sure your name is at the top of each page in the application form and essays. At the end of the application form, please thoughtfully answer the three essay questions.

After you have completed both the application form and written the essays in Microsoft Word, please print the entire document to submit to the Selection Committee.

3.2. TRANSCRIPTS

Please include a copy of your complete transcript (does not need to be an official transcript) for each educational institution you've attended since and including your undergraduate university or college.

3.3. EVALUATION FORM AND LETTER OF RECOMMENDATION

Please select two individuals as your references. At least one reference and preferably both references should have knowledge of your clinical skills. Neither reference should be related to you. Each reference must complete our Evaluation Form and write a Letter of Recommendation.

Please download the Evaluation and the Letter of Recommendation Form and give them to each of your references. The applicant must submit a sealed envelope containing **five copies** of the Evaluation Forms and Letters of Recommendation, with the signature of the reference across the envelope seal. Please ask your reference to make these copies.

If the Selection Committee suspects that a document or seal has been altered or tampered with in any way, your application or your participation in the Acupuncture Fellowship Program may be immediately and permanently terminated, at CMSF's sole discretion.

Please ensure that each of your references reads the instructions for the Letter of Recommendation and Evaluation Forms. The Evaluation Forms and Letters of Recommendation will be kept confidential and are solely for use by the Selection Committee.

3.4. SUBMISSION INSTRUCTIONS

Please submit **five, separately-collated copies** of your application materials. **Applications that do not include all 5 copies will not be considered.**

The following **must be** submitted together:

- Application form and essays;
- Resume;
- Transcripts;

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- Copy of New York State acupuncture license;
- \$50 non-refundable application fee.

An application missing any one of the aforementioned items will not be considered. We also ask that you make all efforts to include the sealed and signed letters of recommendation in the same package.

Late submissions will be considered on a case by case basis.

The package must be **received** by the application deadline. Mail the complete application to:

Chinese Medical Science Foundation, Inc.
c/o AFP Selection Committee
30 East 40th St., Suite 605
New York, NY 10016

3.5. APPLICATION FEE

Include a check in the amount of \$50 payable to Acupuncture Research & Development, PC.

3.6. APPLICATION CHECKLIST

Please use the following checklist to help complete the application packet. The Selection Committee will not review documents or information other than those items listed below.

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|--------------------------|--|
| <input type="checkbox"/> | Completed application form |
| <input type="checkbox"/> | Three Essays |
| <input type="checkbox"/> | Resume |
| <input type="checkbox"/> | Transcript (unofficial is acceptable) for each post-secondary institution |
| <input type="checkbox"/> | Two Letters of Recommendation and Evaluations |
| <input type="checkbox"/> | Copy of New York State Acupuncture License |
| <input type="checkbox"/> | \$50 non-refundable application fee |