

INTEGRATED STRUCTURAL ACUPUNCTURE FOR PHYSICIANS
Presented by ACUMED-ORG, LLC

Accredited by
UNIVERSITY OF NEW ENGLAND COLLEGE OF OSTEOPATHIC MEDICINE

COURSE POLICIES & PROCEDURES

1. **ATTENDANCE** – As part of the curriculum, attendance at webinars, zoom meetings and live weekend sessions is mandatory to complete the course. Make-up sessions are available in emergency situations only. For details see “Unavoidable Absences” below.

Sign-in: Sign in time is within ½ hour of the start of class (both webinar and live)

Sign-out: Sign out time is the last ½ hour of the day. If you leave early without notification, it will be assumed you did not attend class that day.

2. **GROUP ASSIGNMENT** (Weekends 3 & 4 only) – You will be given a Name Tag with a Group Color and Number. Your group color and number are your ticket into the correct clinical session and treatment table.

3. **ONLINE COURSE WORK** – It is imperative that you keep up with the online course work (reading, lectures, video demonstrations and tests) on a weekly basis. It is important that you discipline yourself to carve out at least 6 hours from your busy schedules each week in order to view the lectures, take the tests and fill out the evaluation forms in a timely manner. Keeping up with the course material is essential, as each week of lectures you miss accumulates and can quickly become overwhelming. Remember, missing one week of lectures will mean that the following week you somehow have to find 12 hours of time to keep up. If you do not, this will adversely affect your weekend live hands-on practice experience and can hinder your learning and the progress of the classmates in your group. As the year progresses, the clinical groups will be sorted based on our assessment of your knowledge and skills so that a student who is behind does not impair the learning of those students who have kept up.

4. **ONLINE Quizzes** – Scored quizzes are associated with all web-based lectures. You will have 15 days from the posting date on the course website to complete the online tests. After that period, the quizzes associated with each lecture will no longer be accessible and cannot be taken late. There are no acceptable excuses for failure to take the quizzes: quizzes cannot be re-posted. The online quizzes, together with the online evaluation forms (see below), are the only way to assess your participation in the course and are required to earn the CME Certificate and the diploma at the end of the program. In order to graduate from the course, you have to score at least a 75% average on your quiz scores. No exceptions will be made to this rule. In past years, there have been students, much to our regret and despite

frequent counseling about the importance of taking the self- assessment quizzes, who have not earned a CME certificate. **DON'T LET THIS HAPPEN TO YOU!**

5. ONLINE EVALUATION FORMS – In addition to the scored quizzes, filling in the online evaluation surveys is mandatory for all students. Online evaluation surveys are associated with each lesson (web based AND weekend sessions). Completion of the evaluations forms is a requirement to obtain CME credit.

6. DISCUSSION FORUM – During the year, active student participation and questions are encouraged. There is a Student Forum that allows you to ask questions about the didactic material you have viewed and any other acupuncture related question you may have. The purpose of the forum is to exchange opinions and clinical information and to allow others to also view your questions, so everyone gains from the information provided.

7. CLINICAL SESSIONS – After each clinical session, all groups are expected to clean up their tables and dispose of any stray needles on the floor. Please be mindful to keep treatment areas clean and sanitary. All needles (AND ONLY NEEDLES!) must go in biohazard containers at all times.

8. TREATMENT SESSIONS – As part of the course, please remember that you will periodically be the volunteer receiving acupuncture. Please wear loose baggy clothing on the weekends - scrubs are great! It is mandatory that each student participate as an acupuncture volunteer, during the course, as this is an essential part of the learning process.

9. PATIENTS – As part of the course, local physicians are strongly requested to bring their own patients, friends and family members to receive acupuncture as volunteers during the weekend sessions. This is a great opportunity to receive invaluable input on how to treat your own challenging patients or family members. This will be an integral part of your learning experience.

10. EMAIL ADDRESS – Please note that the email address that you have provided at the time of registration will be the primary means of communication throughout the course. **SHOULD YOU CHANGE YOUR EMAIL ADDRESS** notify the course administration as soon as possible.

11. REFUND POLICY:

a. Integrated Structural Acupuncture course: You may cancel your registration up to four weeks before the start of the course. A handling fee of \$250 is deducted for cancellation. No refund will be issued should cancellation occur less than four weeks prior to the course. “No shows” and “drop-outs” are subject to the full course fee. To cancel your registration, the course administration must receive notice of cancellation by email at info@acumed.org no later than September 27, 2022.

b. **Early Bird Offer:** If you register before July 31, 2022 and gain early access, your registration fee is no longer refundable after September 1, 2022.

c. **Skills Advancement Workshops:** You may cancel your registration up to four weeks before the start of each scheduled event. No refund will be issued should cancellation occur less than four weeks prior to each scheduled event. "No shows" are subject to the full course fee. To cancel your registration, the course administration must receive notice of cancellation by email at info@acumed.org no later than four weeks prior to each scheduled event.

12. UNAVOIDABLE ABSENCES: During the year, emergencies, unexpected circumstances and acts of God may come up that prevent you from attending a live session, webinar and weekend alike. If this occurs, please contact the course administrator immediately. Make-up sessions are available and are required to obtain your CME certificate. If you are unable to attend 2 live sessions, it will be at the course director's discretion whether the reason for the second absence is sufficiently compelling to merit continued participation in the course. If you miss 3 live sessions, regardless of the reason, you will not be awarded a CME certificate at the end of the year. Make-up for the Webinar sessions will be held via a Zoom Meeting (date TBD).

13. PROMOTIONAL RELEASE. I hereby grant to ACUMED-ORG, LLC the unrestricted right and permission to film, photograph, record, and otherwise document my participation in webinars, zoom meetings, and live weekend sessions, through any media now existing or later created, and to copyright and use photographic portraits, pictures, video footage and/or audio recordings of my participation in the foregoing activities, in which I may be included intact or in part, including the negatives, prints, transparencies, or audio or digital files, or any other media now existing or later created (the "Material"). ACUMED-ORG, LLC has the right to reproduce, exhibit, distribute, broadcast, digitize, edit, or otherwise use the Material, by any method and in any media, whether now existing or later created, without restriction throughout the world, by incorporating the Material into its website, publications, catalogues, brochures, books, magazines, or commercial, informational, educational, advertising, or promotional materials relating thereto (collectively, the "Works"). You agree that ACUMED-ORG, LLC is and shall be the exclusive owner of all right, title, and interest, including copyright, in the Material and the Works. You further grant to ACUMED-ORG, LLC an irrevocable, royalty-free, worldwide license to use my name, age, and profession in connection with the Material and the Works.

14. ASSUMPTION OF RISK, RELEASE, AND LIMITATION OF DAMAGES. You assume all risks, known and unknown, foreseeable and unforeseeable, in any way connected with your participation in the webinars, zoom meetings, and live weekend sessions. You accept personal responsibility for any liability, injury, loss, death or damage in any way connected with my participation in the webinars, zoom meetings, and live weekend sessions. You hereby forever and unconditionally

release ACUMED-ORG, LLC and its affiliated entities, parent companies, subsidiaries, present and former employees, owners, officers, members, managers, partners, contractors, insurers, shareholders, and directors (collectively "Released Entities"), from any and all claims, actions, damages, liabilities, losses, costs, and expenses (including, without limitation, attorney's fees) for death, injury, loss, torts, or damage of property, (collectively "Claims") in any way arising out of your participation in the webinars, zoom meetings, and live weekend sessions, including, without limitation, any and all Claims resulting from the negligence of the Released Entities. Company's liability to me will be limited to actual damages arising from Released Entities' gross negligence or willful misconduct in the performance of their duties and responsibilities hereunder; provided, however, under no circumstance shall your damages in connection with my participation in the webinars, zoom meetings, and live weekend sessions be greater than \$500. Recovery of such amount shall be your sole and exclusive remedy. All liability arising out of my participation in the webinars, zoom meetings, and live weekend sessions is cumulative and not per incident. In no event shall ACUMED-ORG, LLC be liable for any special, incidental, punitive, or consequential damages or other indirect damages, even if ACUMED-ORG, LLC has been informed of the possibility thereof.

15. Your participation in the webinars, zoom meetings, and live weekend sessions and any other activities we provide as part of the Integrated Structural Acupuncture for Physicians curriculum shall be subject to the Copyright Agreement provided herewith.

Please sign below to acknowledge that you understand and agree to the terms outlined above

Student Name:

Signature:

Date:

If you need assistance with any of the requirements listed above, please contact the course administrator at info@acumed.org
Tel: (617) 329-9496 Fax: (617) 674-2023