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UNIVERSITY

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## Case Report Guidelines

## What are the case requirements?

The case should:

- Use modalities that correspond to your certification course
- Span over a period of at least 3 months
- Have treatments administered over 5 or more visits

## How should I structure my case report?

The case report should be 5 or more pages long and include the following:

- History
- TCVM diagnosis
- Details of each visit
  - Date
  - Observations
  - Treatment administered
  - Rationale of each treatment
- Summary

Additionally, make sure to include the following on every page:

- Name
- Class (example: CVA)
- Page number

***\*Please do not include any personal client information (such as client name, contact details, etc.) in your report(s).***

## How do I submit my case report?

Email your case report as a Word (.doc or .docx) or PDF (.pdf) attachment to [report@chiu.edu](mailto:report@chiu.edu).

We will confirm receipt within 2 business days. Your case report will take 4-6 weeks to come back with a “Pass” or “Fail” grade.

If you have not paid your certification fee, you will be asked to complete your payment before we review your case report.

## Case report requirements and samples for each certification

Certification	# Reports Required	Sample Case Report
CVA - Acupuncture	1	<a href="#">CVA Small Animal Case Report</a> <a href="#">CVA Equine Case Report</a>
CVCH - Herbal Medicine	3	<a href="#">CVCH Small Animal Case Report</a> <a href="#">CVCH Equine Case Report</a>
CVFT - Food Therapy	1	<a href="#">CVFT Case Report</a>
CVTP - <i>Tui-Na</i>	1	<a href="#">CVTP Case Report</a>
CTPEP - Palliative Care	1	<a href="#">CTPEP Case Report</a>

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