

Statement of Policy and Procedure

New Mexico Basic Injection Therapy - 72 hours
Beginner's Mind Medical Arts Institute, LLC

Effective 2026-2027 | Version 2.4, October 17, 2026

This course is approved by the New Mexico Board of Acupuncture and Oriental Medicine (the Board) under Section 61-14A-14 NMSA 1978. The Board's approval is valid through July 31, 2027.

On successful completion of the basic injection therapy course the Institute issues the New Mexico Certificate of Completion. It evidences completion of the 72 course hours. It confers no certification and no authority to practice: it allows the student to apply to the Board for certification in basic injection therapy, and the Board alone decides whether certification is granted. The Board may refuse certification for reasons unrelated to course performance, including prior disciplinary action or criminal history.

The Institute also issues a second certificate of completion, which qualifies the student to sit for the examination given by the National Certification Board for Acupuncture and Herbal Medicine (NCBAHM) for its Certificate of Qualification in Acupuncture Injection Therapy. That Certificate of Qualification is issued by NCBAHM if and when the examination is passed. The Institute does not issue it. The Institute can give no guarantee that the NCBAHM examination will be passed.

Admission

Prerequisites, as required by 16.2.18.10 NMAC:

- Current New Mexico DOM licensure in good standing.
- Proof of completion of at least 3 college or university credit hours, 30 to 45 contact hours, in a course in pharmacology from an accredited institution. A Board-approved online course is acceptable, or the applicant may sit a pharmacology final examination at an accredited institution.
- Proof of completion of a 4-hour American Heart Association approved CPR or basic life support course. CPR/BLS proof must include a current card valid through July 31, 2027, as 16.2.18.10(D) NMAC requires.

Applicants who confirm that they meet the pharmacology prerequisite and can attend the full course may submit their registration and initiate deposit payment in one continuous process. Applicants who have completed the required four-hour AHA CPR/BLS training may pay while renewing their card, provided the renewed card is submitted by January 5, 2027 and is a current card valid through July 31, 2027, as 16.2.18.10(D) NMAC requires. An unresolved pharmacology question, CPR clarification, or attendance concern is submitted to the Course Director for review without payment; that request does not hold or reserve a place.

Payment does not waive prerequisites or the obligation to submit proof. Required prerequisite documentation must be submitted to BMMAI by January 5, 2027. Send readable copies of the New Mexico DOM license, qualifying pharmacology proof and required CPR/BLS proof to registration@bmmai.com, including the applicant's name and registration reference. BMMAI reviews documentation before collecting the tuition balance. No student may participate without satisfactory prerequisite documentation. The Board decides certification and may refuse an application that does not meet its requirements.

Class size is limited to 40. Available places are allocated through protected payment holds. An earlier active hold is not displaced by a later applicant whose payment settles faster. All active holds and reserved places count toward the 40-place maximum. A card or supported-wallet checkout holds a place for 30 minutes. An initiated ACH payment retains the place while processing; a reservation is confirmed only when payment succeeds.

Checks must be received within ten calendar days after registration. A place remains held while a timely received check clears the bank, and the reservation is confirmed only after bank clearance. Receipt of the check alone does not confirm payment. Make checks payable to Beginner's Mind Medical Arts Institute, LLC, and mail to 404 C Brunn School Road, Santa Fe, NM 87505.

When all places are reserved or held, applicants join a chronological waitlist and receive confirmation without a payment request. If a place opens, the first person on the waitlist is notified by email and must initiate deposit payment within 48 hours. The offered place is protected during that period and then under the applicable payment-processing rules.

Deposit, Tuition and Fees

The deposit is \$811.41: \$750.00 deposit plus \$61.41 New Mexico gross receipts tax, applied to tuition. The remaining balance is \$5,030.72: \$4,650.00 tuition plus \$380.72 gross receipts tax, due January 19, 2027. Total tuition and tax is \$5,842.13. After prerequisite documentation review, BMMAI sends a separate balance-payment link and instructions before January 19, 2027. Amounts are established by the Course Fees Schedule.

The deposit (\$750.00 plus gross receipts tax) is nonrefundable except as otherwise provided in the Statement of Policy and Procedure. If BMMAI cannot establish an applicant's required prerequisite eligibility during its initial prerequisite-document review, BMMAI will refund amounts paid other than the nonrefundable deposit of \$750.00 plus \$61.41 New Mexico gross receipts tax (\$811.41 total). Any refund includes the gross receipts tax paid on the refunded amount. Existing BMMAI cancellation and rescheduling refund rights remain in effect.

Cost of all materials, Beginner's Mind Medical Arts Institute (BMMAI) handouts, and the BIT Student Handbook is included. The Student Handbook and the Student Manual are distributed in print on the first morning of the course during orientation.

Cost of required and suggested textbooks is not included. A complete list is provided immediately upon receipt of the deposit. Students are responsible for acquiring required texts before the first day of instruction.

BMMAI manuals and handouts are essential safety tools and must be present at every session.

Withdrawal and Refund

The eligibility-refund rule in Deposit, Tuition and Fees applies only to BMMAI's initial prerequisite-document review. After BMMAI confirms eligibility, a subsequent lapse of a required license or CPR/BLS credential is governed by the ordinary withdrawal and refund provisions.

Cancellation with at least 30 days' notice receives a refund of tuition paid, excluding the deposit. Withdrawal notice must be submitted in writing by certified mail to the Course Director. The 30-day period begins on the date the written notice is received by BMMAI.

No refund is issued with less than 30 days' notice. A withdrawing student may recruit another qualified DOM to fill the vacancy up to three weeks before the course begins, and must ensure that candidate submits all required prerequisites to BMMAI for verification and approval no later than three weeks before the course begins.

No refund is issued after class has begun.

Inability to continue for documented emergency. Where a student is unable to continue the course for a documented emergency as defined in the Attendance Policy, the Course Director may offer a partial credit toward a future delivery of the course, should one be offered. Any such credit is at the discretion of the Course Director.

BMMAI Cancellation or Rescheduling

Minimum enrollment. The course runs only if enrollment reaches the minimum set by BMMAI. If it does not, BMMAI may cancel the course and will notify each student by email. Cancellation for insufficient enrollment is a cancellation by BMMAI under this Statement: the student may choose a full refund of all monies paid, including the deposit and the gross receipts tax paid on it, or, if BMMAI offers a future course, transfer to it. If no future course is offered, the student receives a full refund of all monies paid.

If BMMAI cancels a course, the student may choose a full refund of all monies paid or, if BMMAI offers a future course, transfer to it. If no future course is offered, the student receives a full refund of all monies paid.

If BMMAI reschedules a course, the student may choose a full refund of all monies paid or transfer to the rescheduled course.

In the event of a force majeure cancellation - pandemic surge, natural disaster or similar - BMMAI will communicate updates by the email address provided during registration and the Institute's official online portal. The student may choose a full refund of all monies paid, including the deposit and gross receipts tax, or transfer only if BMMAI offers a future or rescheduled course. BMMAI does not promise that another course will be offered.

Attendance

Students must be present for all hours of the course to receive the course completion certificate. Attendance is recorded twice daily, morning and afternoon, by sign-in sheet. The Board requires full attendance of all required hours for a course completion certificate.

A student with a contagious illness must not attend. Attending while contagious is a breach of this policy.

Any make-up arrangement must comply with the New Mexico basic injection therapy rule requirements and with the remediation and re-assessment provisions of this Statement. In rare cases of documented emergencies, make-up options are limited and are not guaranteed; in some cases re-taking the entire course will be the only option. Documented emergencies qualifying for limited make-up options are: acute medical hospitalization of the student; a contagious illness documented by a licensed health care provider; death of an immediate family member, defined as a spouse, domestic partner, child, parent, sibling, or legal guardian; or mandatory legal or court appearances that could not be deferred. All other absences, including minor illness not falling within the above and travel delays, will result in the student being required to re-take the entire course.

Attendance sheets are provided to the Board at the conclusion of the course.

A student who is allergic or hypersensitive to an authorized substance may be excused from participating in clinical practice when that substance is in use, and is provided with a designated low-exposure observation area. Observation of all clinical hours remains required.

Scheduling and Tardiness

Students must report to the registration table no later than 45 minutes before the first session on the first day of the course, at 7:15 am, to receive and execute all required documents. Instruction begins at the scheduled time and will not be delayed for students who have not completed registration.

Barring extremely unusual circumstances, and to ensure safety and instructional continuity, official instruction begins exactly at the scheduled time. Individual tardiness poses a potential safety risk and will be addressed first with a private warning, followed by written notice and potential dismissal for repeated infractions. Classes will not be delayed for late arrivals.

Students are expected to be in their seats, with all electronic devices turned off, and ready to begin 15 minutes before the initial morning session and after the lunch break.

Two 15-minute breaks, one in the morning and one in the afternoon, are scheduled. To be considered on time after these breaks, students should be in their seats no less than 5 minutes before the scheduled starting time. Students not in their seats 5 minutes before the start of a session are marked as arriving; any arrival after the start time is recorded as tardy. Any student arriving more than 15 minutes late to any morning or afternoon session is considered absent for that block.

Under the Attendance Policy, this may necessitate re-taking the entire course to receive a course completion certificate.

Students are expected to be present in the classrooms and clinics other than during scheduled breaks.

Classes and clinics may occasionally require extra time. Daily instruction will conclude no later than one hour past the scheduled end time. Faculty will prioritize essential safety sign-offs to ensure all students can depart by this hard stop.

Students should arrange child care or travel accordingly, and not plan activities at the end of the day until at least one hour after scheduled ending times.

The Course Director reserves the right to interrupt classes in progress at any time for safety reasons or emergencies.

Grading and Examination

To ensure objective grading, standardized evaluation rubrics are used for all practical examinations. Rubrics are not distributed before the course begins. They are provided to students during the course, at a time set by the Course Director, and faculty review them with students and answer questions about them before any practical examination.

Each station's rubric is provided in sufficient time before the practical examinations for students to become familiar with the criteria on which they are assessed, including every critical-error criterion. The scoring checklists used by examiners are derived from those rubrics and are held as faculty and Institute administration material.

BMMAI is committed to providing reasonable accommodations for students with documented disabilities. Requests must be submitted in writing with supporting documentation no later than 30 days before the course start date.

The proctored written examination is administered on Day 9. Short quizzes may be given at any point in the course. Quizzes are formative: they check understanding and guide teaching, they do not count toward the passing grade, and they are not part of the assessment required by 16.2.18.8(E) NMAC.

Under 16.2.18.12(G) NMAC the passing grade is 70 percent. It is required on the written examination and on the practical examination independently, and a deficiency in one is not offset by performance in the other.

Practical examinations are evaluated by BMMAI Clinical Supervisors, who are licensed New Mexico DOMs with active Expanded Practice certifications and a minimum of 5 years of injection experience, or other Board-approved instructors.

A student who fails the written examination or the practical examination at first attempt may be eligible for a single structured remediation and retake. The Course Director decides whether that remediation and retake are offered, and records the reason for any decision to decline. Eligibility may be declined for unsafe conduct, professional misconduct, or repeated inability to meet safety standards.

Where a retake is offered, a written retake is taken on a second form drawn from the same blueprint, without reuse of items from the first. A retake of the practical examination covers whatever the student failed, whether a single station, several stations, or every station of both circuits, and is scored by a Clinical Supervisor other than the one who scored the original attempt. A student who fails on retake does not receive a certificate of completion.

Remediation and retake are offered on the same day wherever practicable, at the conclusion of the examination session, and no charge is made. Where a retake cannot be completed on the day, it is scheduled at the earliest date convenient to the Institute and the student, and a fee of \$175.00 is charged for the sitting, irrespective of the number of stations retaken.

Any practical station failed on a critical-error criterion is failed regardless of checklist score, the reason is recorded, and the student is offered remediation directed to that criterion before any retake, except where remediation has already been declined under the preceding paragraph. A station failed on a critical-error criterion fails that station only and does not of itself fail the practical examination, unless the failure arises from unsafe conduct or professional misconduct. The critical-error criteria are breach of aseptic technique; unsafe needle trajectory or depth; failure to identify a contraindication or red flag; and failure to recognize or respond to an adverse reaction.

Examination records, including station checklists, scored forms, and the reason recorded for any critical-error failure, are retained for seven years.

There is a ZERO-TOLERANCE policy for cheating. A student caught cheating will be removed from the course, will not receive a certificate of completion, and will not be reimbursed for the cost of the course or materials.

Allegations of cheating or examination misconduct are reviewed by the Course Director and, where applicable, an independent faculty member. The participant has the opportunity to respond and may request a summary of the evidence being considered. The Course Director's written decision will state the specific policy violated and the evidence relied upon. The participant may submit a written appeal by certified mail within 14 days, as evidenced by postmark, reviewed by a faculty member not involved in the initial incident.

No electronic devices of any kind may be used during examinations or examination review. Exceptions are made for medically necessary devices such as continuous glucose monitors.

Examination questions and scoring sheets remain the property of BMMAI and may not be duplicated by any means or removed from the classroom or testing area.

The Student Handbook, the Student Manual and all course handouts remain the property of BMMAI and are licensed to the student for personal use. They may not be copied, photographed, scanned, transmitted, posted or distributed by any means, in whole or in part.

Code of Conduct

The purpose of the course is to create competent, safe, and careful Basic Injection Therapists. Anyone who interferes with this process will be asked to modify their behavior or leave the course. Failure to make requested behavioral modifications is reason for dismissal without refund.

Professionalism in demeanor and behavior is expected at all times in all classes and clinics, and cooperative participation with all staff, administrators, and faculty. Failure to cooperate with instructions of faculty, staff, and Clinical Supervisors is cause for immediate dismissal without refund.

Students, faculty and clinical instructors address one another by title, using the title Doctor where appropriate, and last name.

Use of intoxicants, including medical marijuana, is prohibited during all classes and clinics. Violation is cause for immediate dismissal without refund.

Specific Prohibited Behaviors

Harassment and discrimination of any kind, prohibited in accordance with Title VII of the Civil Rights Act and New Mexico State Law. This includes unwelcome conduct based on race, color, national origin, sex, age, disability, religion, sexual orientation, gender identity, marital status, veteran status, or any other status protected by applicable law, where that conduct creates a hostile learning environment.

Faculty-student boundaries: no romantic or sexual relationships may be initiated between students and faculty or administrators during the course.

Impairment: any impairment - substance, sleep deprivation, medical - that may compromise patient or participant safety is grounds to remove someone from the clinic or the course temporarily, and after review may result in dismissal without refund.

Privacy and Safety - HIPAA and OSHA

BMMAI is committed to the safety, wellbeing and privacy of students and teachers. All appropriate precautions are taken to ensure the safety and protection of students and faculty during classroom and practicum experience.

Before participating in clinical laboratories, students acknowledge by signing a release form that they are both the practitioner and the patient for peer-to-peer injections, and assume the inherent risks of receiving injections from fellow students under faculty supervision. Giving and receiving injections under supervision is a required part of the course. A student who does not participate cannot complete it. The release form carries the following confirmation:

"I confirm that I have considered whether I have any medical condition that makes it unsafe for me to receive injections, and that I have disclosed any such condition to the Course Director."

Students provide an emergency contact at registration. In the event of a medical emergency the Course Director will notify that contact.

HIPAA and OSHA standards, including bloodborne pathogen exposure, sharps safety, and handling of protected health information, are covered in the Student Handbook and reviewed during orientation. All students must sign the HIPAA/OSHA acknowledgment in the Student Handbook before the course begins.

Forbidden to participants:

- Photographs or video of patients or classmates during procedures
- Storage of any identifying images or notes on personal devices

Use of Computers, Cell Phones and Recording Devices

Use of computers, cell phones and recording devices is strictly controlled to protect safety, privacy and examination integrity. Violations may result in a formal warning or immediate dismissal, depending on severity and context. Any recording of examinations, clinical procedures, or identifiable patient or participant information is a grave violation and may result in immediate dismissal without refund.

Computers may not be turned on or connected to the internet during course hours unless an instructor or Clinical Supervisor expressly directs it for a specific purpose.

Personal use of cell phones is not permitted during class or clinic. Students with urgent on-call requirements must check their devices with the Administrative Staff, who will notify the student immediately in the event of an emergency call, allowing the student to leave the classroom to respond.

The ban on electronic devices during examinations, classes and clinical sessions includes laptops, tablets, cell phones, and all wearable technology such as smartwatches and fitness trackers. All such devices, with the exception of medically necessary electronic devices, must be powered off and stowed away before the start of each session.

No recording devices of any kind may be used at any time during the program. Violation is cause for immediate dismissal.

Videotape and Photography Permission

By participating in the course, you give permission for the Institute to videotape and photograph any examination, clinic or lecture. Any such recordings are the property of BMMAI and may be used for educational and internal purposes. Use of identifiable student images for external promotional purposes requires a separate, specific media release.

Dress Code

Closed-toed shoes that completely cover the feet must be worn at all times in clinic. Scrub tops or lab coats must be worn at all times in clinic, and students should have at least two sets available in case of spills or staining, maintained and cleaned between laboratories. Gloves are to be worn at all times during drawing of medications and administration of injections. ANSI- rated eye protection - safety glasses or face shields - is required during all drawing and injection procedures. One set is provided by the Institute.

Students should dress in clothing that allows easy access to injection sites, particularly shoulder girdles and hips. Appropriate attire includes t-shirts, loose-fitting shorts, and sleeveless tops or tank tops worn under scrubs or lab coats.

Fingernails must be kept short and closely trimmed so as not to interfere with donning and doffing gloves or other personal protective equipment. Jewelry must be removed from the hands and forearms during clinics.

The course is fragrance-free. Perfume, cologne, aftershave, scented lotions and other scented products must not be worn, as fellow students and faculty may have environmental sensitivities.

Non-Discrimination

BMMAI does not discriminate on the basis of race, color, national origin, sex, age, disability, religion, sexual orientation, gender identity, marital status, veteran status, or any other status protected by applicable law. Students needing accommodation will be evaluated case by case, arranged before the start of the course with prior notice.

Concerns related to discrimination or harassment may be submitted through the Grievance Policy below.

Ethics

BMMAI is committed to serving and protecting the public and the profession by producing qualified Basic Injection Therapists. The curriculum covers the potential risks of this therapy in order to avoid harm to the public. Students are clearly informed and tested on the scope of practice for this therapy, appropriate referral, and the limits inherent to basic injection practice.

Grievance

All participants will be treated equally and fairly. A student who believes they are not being treated equally or fairly may raise their concerns with the Course Director. Where the student wishes the concern formally recorded, or it is not resolved when raised, it may be submitted in writing by certified mail within 14 days of the incident, and will receive a written response within 14 days. A decision may be appealed in writing by certified mail within 14 days.

If the concern involves the Course Director, or is not resolved to the participant's satisfaction, it may be escalated to an independent ombudsperson: a licensed attorney in New Mexico with no financial or administrative ties to BMMAI. The ombudsperson's decision is final within the scope of this program.

No participant will be penalized or retaliated against for filing a good-faith grievance or appeal.

Course Director authority

The Course Director retains final administrative discretion over individual exceptions, deadlines, admission decisions, and any credit toward a future course, subject to applicable law, Board requirements, and the rights stated in the Statement of Policy and Procedure. BMMAI does not promise that a future course will be offered. Wherever these documents give a student who is affected by a cancellation the choice of a transfer to a future course, that choice applies only if BMMAI offers a future course; otherwise the student receives a full refund of all monies paid. This provision does not alter the stated deadlines.

Consent and Attestation

By participating in this program, you attest that you have read and agree to all conditions specified in this document. BMMAI reserves the right to modify these policies and procedures, the course schedule, the venue, the faculty, or any other arrangement described in the course documents where necessary because of an emergency or exigent circumstance, or as the Course Director determines is necessary. No change will reduce the hours or content required by the Board, by the American Society of Acupuncturists (ASA), or by the law, rules or approving body of any other state or jurisdiction in which the course is delivered. Changes made before the course begins will be provided in writing to every enrolled student. Changes during the course will be provided in writing and discussed with participants before implementation, except that the Course Director may make immediate changes for safety or emergency reasons.

BMMAI will retain student attendance sheets and course completion records for seven years to support audit by the Board or any other body that has approved or credentialed the course. The Institute's instructional and safety liability for a participant's clinical actions ends upon the conclusion of the course and issuance of the completion certificate.

BMMAI's responsibility is limited to delivery of the approved curriculum and reporting of hours. BMMAI is not responsible for investigating a student's personal eligibility for basic injection therapy certification by the Board beyond the prerequisites listed in this policy.

"I acknowledge that I have received and reviewed the Beginner's Mind Medical Arts Institute Basic Injection Therapy Course Policy and Procedure Statement, Version 2.4, October 17, 2026; effective dates: 2026-2027."

Signed: _____ Date: _____

Course Director: Dr. John D. Ross, DOM · Beginner's Mind Medical Arts Institute, LLC