



Professional Development Activity (PDA) Provider Application

Public Protection Through Quality Credentials

Sponsoring Organization: _____

Type of Business: _____

Contact Person: _____

Address: _____

City: _____

St: _____

Zip: _____

Country: _____

Website: _____

Phone: _____

E-mail: _____

Are you or is anyone in your organization a NCCAOM Diplomate? Yes No

Are you and/or all persons in your organization free of any disciplinary order, suspension, investigation, or probation by any licensing, certification, accreditation, or law enforcement organization? Yes No

If "No" is checked, please provide information on a separate sheet of paper

Note: A one-time non-refundable fee for submitting a PDA Provider Application is \$100

It is the policy of the NCCAOM to provide professional development opportunities to Diplomates applying for recertification in 1) Oriental Medicine, 2) Acupuncture, 3) Chinese Herbology, and 4) Asian Bodywork Therapy. Programs (i.e., courses, seminars, teleseminars, conferences, distance learning, on-line) are reviewed solely to determine in advance if credit will be accepted by NCCAOM for purposes of recertification, thereby allowing PDA Providers the ability to award Professional Development Activity (PDA) Points to the attendees. In doing so, the program sponsor (PDA Provider) agrees to the PDA Provider Responsibilities and all applicable NCCAOM policies and procedures. Acceptance does not constitute approval, endorsement, sponsorship, or guarantee by NCCAOM of any program accepted for recertification credit.

PDA Provider Responsibilities

The PDA Provider must submit material related to programs on an individual course basis. Materials that must be submitted for each program include 1) "PDA Program Review Application", 2) supporting documents, and 3) review fee. Individual programs will be reviewed for acceptance that would enable the Provider to award PDA Points to participants.

The review fee is non-refundable and does not guarantee the program will be accepted by NCCAOM.



The estimate time frame for a program review is four (4) to six (6) weeks. Requested program reviews under 2 weeks will be charged extra. Every effort will be made by NCCAOM to accommodate specific requests.

NCCAOM has sole discretion to accept or deny any program for recertification credit and the Provider's the ability to award PDA Points for a program. PDA Providers will be notified in writing of the NCCAOM decision.

If accepted, the PDA Provider will be notified in writing of the program acceptance and must agree to award only the accepted number of PDA Points by distributing a program certificate to each participant. The NCCAOM will post PDA Provider and program information on the NCCAOM website.

If the NCCAOM denies the acceptance of a program, the Provider may appeal in writing to the PDA Coordinator. The appeal will be reviewed by the Recertification Committee and its decision is final.

Programs are accepted for a period of two (2) years. They may be presented as many times as the PDA Provider wishes, anywhere in the world. Programs may be renewed by resubmitting a Program Review Application, supporting documents, and review fee. Courses that are not renewed are moved to an "Expired" status and removed from the NCCAOM website. The PDA Provider may not award PDA Points for expired programs or programs that are not reviewed and accepted pursuant to this application process.

The PDA Provider agrees to comply with the highest ethical standards and all applicable laws to ensure accurate and truthful certificate documentation. The following information must be included on the program sign-in sheet and certificate for all accepted programs:

Sponsor	Course dates
Course title	Number of PDA Points awarded
Course presenter(s)	NCCAOM Provider and course number

For live presentations, one (1) PDA Point equals one (1) hour of attendance. For distance learning, one (1) PDA Point equals one (1) hour of course work. A detailed agenda/course outline supports the number of PDA Points the Provider is requesting.

For live presentations and conferences/symposiums, the PDA Provider agrees to document a participant's attendance by maintaining a sign-in sheet for each course offered. A program certificate is distributed to each participant at the *conclusion* of the program. The certificate must reflect the number of PDA Points awarded to the participant. If Diplomates do not complete the entire program, PDA Points are awarded for only those hours in attendance. PDA Providers are not required to send attendance rosters to NCCAOM.

For lengthy "certificate programs", each meeting session is considered to be a stand-alone course or seminar. NCCAOM Providers are required to award PDA Points at the conclusion of each presentation and the Provider may distribute an overall "program certificate" that must *not* have reference to NCCAOM.

For distance learning and on-line programs, the PDA Provider agrees to document a participant's end of course assessment by maintaining a quiz, test, or written paper for each enrolled student. Sponsors are *not required* to send the final assessments to NCCAOM.

The PDA Provider may not alter, combine, or change in any way the course title, PDA course number, or the number of PDA points awarded without permission from NCCAOM.

The PDA Provider may not charge a monetary fee for issuing PDA Points.



The PDA Provider may only advertise that it is a NCCAOM PDA Provider for individually accepted programs.

The PDA Provider may advertise NCCAOM acceptance only *after the program(s) has been accepted* by the PDA Coordinator. Providers may state that NCCAOM acceptance is pending if the program is under review.

The PDA Provider may not use the NCCAOM name or logo in advertising or on the program certificate.

The PDA Provider may not require participants to purchase any products or services in order to attend an accepted NCCAOM program. A PDA Disclaimer is required to be completed by the Provider when NCCAOM believes there may be a potential conflict of interest.

PDA Program Acceptance Categories

- One-Day Course (9 PDA Points or lower)
- Seminar (multiple day course-same subject)
- Conference/Symposium
- Distance Learning/On-Line
- Ten or more courses (submitted at one time)

Required Documents

Live Presentations (One-day course, seminar, teleseminar or 10+ courses)

Program Description - How does it relate to Asian/Oriental Medicine?

Goals and Objectives - 3 to 5 bullet points

Presenter/Instructor Professional Resume - We do NOT accept biographical sketches

Detailed Agenda - Calculated by quarterly increments

Sample Sign-in Sheet

Include on both sign-in & certificate:

Sample Certificate

Sponsor name, course title, instructor, date, PDA Points awarded, & your
NCCAOM Provider #: ACHB ___-__

Conferences and Symposiums

Program Brochure with Course Descriptions

Presenters Biographical Sketch

Detailed Agenda - Calculated by quarterly increments

Sample Sign-in Sheet

Include on both sign-in & certificate:

Sample Certificate

Sponsor name, course title, instructor, date, PDA Points awarded, & your
NCCAOM Provider #: ACHB ___-__



Distance Learning/On-Line Courses

Program Description - How does it relate to Asian/Oriental Medicine?

Goals and Objectives - 3 to 5 bullet points

Sponsor's Professional Resume - We do NOT accept biographical sketches

Detailed Content Outline - Calculate time frames for educational activities

Sample End of Program Assessment-Test, Quiz, Paper, etc.

Sample Certificate

Include on both the assessment & certificate:

Sponsor name, course title, instructor, date, PDA Points awarded, & your
NCCAOM Provider #: ACHB __-__

Payment Methods

Check or money order

Credit Card Visa_____ MasterCard _____

Credit card #

Expiration Date:

Name of Card Holder:

Zip Code:

Review fees are non-refundable and do not guarantee course acceptance

Send the PDA Provider Application, a current curriculum vitae, and the one-time \$100 fee to:

**NCCAOM
PDA Coordinator
76 South Laura Street, Suite 1290
Jacksonville, FL 32202**

I, on behalf of myself and/or the Provider submitting this application, acknowledge and agree to abide by and with the policies, procedures, NCCAOM Code of Ethics, and Provider Responsibilities that may be promulgated or modified from time to time by NCCAOM that all information submitted in connection with this Application or at any time to NCCAOM is accurate, true, and complete in all respects; and that any violation, breach, or noncompliance with such policies, procedures, Code or Responsibilities will constitute grounds for denial of any or all courses of the Provider at the sole discretion of NCCAOM.

Print Name: _____

Authorized Signature: _____

Date: _____