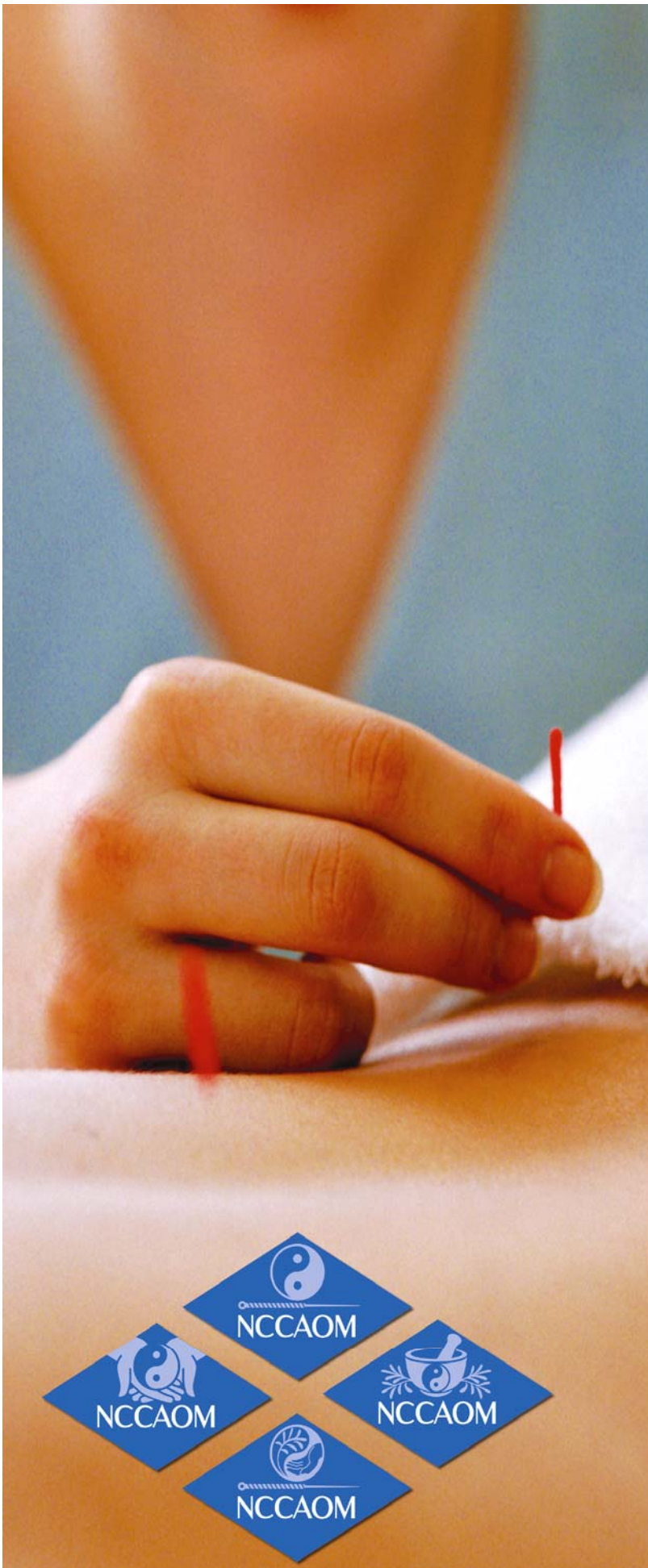


# 2009



## Recertification Handbook and Application



*National Standards of Competence in  
Acupuncture and Oriental Medicine*

# National Certification Commission for Acupuncture and Oriental Medicine



**76 South Laura Street, Suite 1290  
Jacksonville, FL 32202  
Ph: 904-598-1005 / Fax: 904-598-5001  
[www.nccaom.org](http://www.nccaom.org)**

## **Non-Discrimination Policy**

The NCCAOM does not discriminate on the basis of race, color, age, gender, sexual orientation, political or religious beliefs, handicap, marital status, or national origin. The NCCAOM respects the privacy of all applicants, candidates, and Diplomates. All materials submitted with applications and all test scores are held in confidence except as required by law. Please note: documentation of PDA points will be shredded.



The National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) is accredited for all of its certification programs including Acupuncture, Chinese Herbology, Asian Bodywork Therapy (ABT), and Oriental Medicine by the National Commission for Certifying Agencies (NCCA).

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# Benefits and Entitlements of Certification

## The Value of NCCAOM Certification

Earning a credential from the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) represents a significant professional achievement. NCCAOM certification makes an important statement about professional competency that is recognized by regulatory agencies, third-party payers, the acupuncture and Oriental medicine profession, and the public. NCCAOM certification facilitates career mobility and portability.

### Use of Certification Designations

The right to designate yourself as one or more of the following (depending on which certifications you hold) including the use of the certification logo as listed below.



Diplomate in Oriental Medicine  
Dipl. O.M. (NCCAOM)



Diplomate in Acupuncture  
Dipl. Ac. (NCCAOM)



Diplomate in Chinese Herbology  
Dipl. C.H. (NCCAOM)



Diplomate in Asian Bodywork Therapy  
Dipl. ABT (NCCAOM)

### Active NCCAOM Certification Entitlements

- The right to be considered for an appointment for an election to the NCCAOM Board of Commissioners as a Professional Member.
- Direct verification of certification status to insurance companies that require NCCAOM certification as a criterion for reimbursement.
- Release of NCCAOM test results and certification status to state licensure boards at a reduced cost.
- A listing on the NCCAOM Web site [www.nccaom.org](http://www.nccaom.org) for consumer and professional referrals under the *NCCAOM Certification Registry Search Engine*.
- A complimentary subscription to the NCCAOM newsletter, *The Diplomate*.
- A complimentary subscription to the NCCAOM e-newsletter, *Diplomate News You Can Use*.
- Eligibility to participate in national certification exam development activities.
- Eligibility to serve on NCCAOM committees and taskforces.

# Recertification General Information

## Summary of the Recertification Process

Diplomates are responsible for renewing their certification every four years and are expected to maintain their status by participating in Professional Development Activities (PDAs). Diplomates must earn a minimum of 60 PDA points during the four-year period immediately preceding the expiration of their certification.

As a courtesy, recertification reminders are sent to Diplomates at 180, 60 and 30 days prior to the expiration date of their certification. However, Diplomates are ultimately responsible for ensuring the timely submission of the recertification application.

Please submit your completed application 60 days prior to the expiration of the certificate in order to have it processed in a timely manner and avoid going into lapsed status. Upon approval, NCCAOM will send a congratulatory letter with a new wallet-sized ID card and a certificate ready for display.

## **NEW!** Upcoming Changes to Recertification Requirements

Beginning January 1, 2010, all NCCAOM Diplomates who recertify will be required to submit documentation that they have obtained a **CPR** certificate during the four year recertification period.

Beginning January 1, 2011 a new professional development activity category "**Practice Enhancement**" will be added as another professional development activity. This new category will have a maximum of 6 PDA points.

## **Name Changes**

Name changes must be accompanied by appropriate documentation (e.g., copy of marriage license, divorce decree, etc.). Legal names are strictly used and nicknames are not acceptable.

## Steps to Recertification

Recertification, or renewal of a NCCAOM certification is required every four years.

1. Complete 60 PDA points within a four-year cycle.
2. Fill out the recertification application (pgs 14 to 19) and be sure to sign it.
3. Attach the recertification payment.
4. Attach the certificates of participation and other documentation.
5. Do not send originals! Documentation will be shredded and NOT returned to the Diplomate.
6. Mail the packet to NCCAOM in Jacksonville, Florida 60 days before the expiration date.
7. Use a postal tracking system to monitor the recertification packet.

**Note:** The recertification process takes approximately six to eight weeks so please plan accordingly.

## Diplomate Contact Information

In order to receive important communications including newsletters, policy updates, and recertification reminders, it is imperative that the Diplomate contact information be up-to-date. Diplomates can update their own information by going directly onto the NCCAOM website at [www.nccaom.org](http://www.nccaom.org) and creating their own account under "Account Login".

## Additional Certificates Available for Oriental Medicine Diplomates

Diplomates in Oriental Medicine may purchase additional certification certificates in acupuncture and/or Chinese herbology. In addition to the certificate, the Diplomate will be cross-referenced in the *Certification Registry Search Engine* on the NCCAOM website. To order, complete the *Additional Certification Order Form* with a payment of \$100 per certificate. The form is available at [www.nccaom.org](http://www.nccaom.org) OR by checking the appropriate box(es) on the recertification application (pgs 14 to 19) and including the additional payment.

**Note:** Obtaining overlapping certifications is not a requirement.

# Recertification Status

## Active Status

Diplomates who recertify every four years are considered to be in active status which demonstrates competency maintenance in their profession. Active Diplomat status assures patients, employers, certifying agencies, and others of a Diplomat's commitment to upholding certification standards. Active status entitles Diplomates to all of the benefits of certification.

### Requirements to Maintain Active Status:

- Earn a minimum of 60 Professional Development Activity (PDA) points starting from the most recent certification date. Please see Professional Development Activity System (pg. 4) for more information.
- Provide documentation verifying the 60 PDA points. Documentation requirements include copies of certificates of participation or letters from sponsors (pgs. 6-8).
- Complete the recertification application (pgs. 14 to 19), attach the payment and mail the package to NCCAOM. The recertification fee schedule can be found on pg. 10.

## Inactive Status

Inactive status is available to Diplomates who cannot currently meet recertification requirements but intend to in the future.

Inactive status is valid for two years. Diplomates may not apply for consecutive periods of inactive status.

Diplomates must recertify prior to expiration of their inactive status. Inactive Diplomates are not entitled to any of the benefits of certification except receipt of the Diplomat newsletters.

### Inactive Status Provides the Diplomat the Following:

- The ability to return to active status without providing additional PDA points or meeting any new requirements set by the NCCAOM Board of Commissioners; provided all current active recertification requirements are met.
- No reinstatement fees when applying for active status.

### Requirements for Inactive Status:

- Complete the recertification application (pgs. 14 to 19) and pay the inactive fee as outlined in the Fee Schedule on pg. 10.

## Lapsed Status

An NCCAOM certification is considered lapsed after the expiration date on the certificate. A recertification application (pgs. 14 to 19) for either active or inactive status must be received prior to the expiration date to avoid lapsed status. Diplomates whose certification has lapsed are not entitled to any of the benefits offered under active status.

### Moving From Lapsed to Active Status (pg. 10):

- Complete the 60 PDA points required under the standard four-year certification cycle (pg. 5).
- Include in the application documentation that show core competencies have been met by passing (70% or higher) the respective NCCAOM online practice test.
- Provide a copy of a current acupuncture license to document the Diplomat's practice is current and clear of discipline.
- Complete the recertification application (pgs. 14 to 19), attach the payment and PDA documents, and mail to NCCAOM.

**Please Note:** Lapsed Diplomates cannot apply for inactive status. A Diplomat whose certification has lapsed for 8 years or more is not eligible for recertification and is moved to terminated status. To become certified, the Diplomat must apply as a new applicant subject to current certification requirements. However, NCCAOM is currently offering a **special offer for Diplomates in Terminated Status**. Diplomates who are currently in terminated status or have not been actively certified by NCCAOM for eight years or more are now eligible to return to active status under NCCAOM's *Reinstatement Policy*. To take advantage of this short-term opportunity, complete the reinstatement application and mail it to NCCAOM by November 30, 2009. Detailed information is available on the website at [www.nccaom.org](http://www.nccaom.org) or by calling 904-598-1005.

# Recertification Philosophy

The Recertification Program is designed to ensure that NCCAOM Diplomates are performing activities to stay current within their practice area in a manner that benefits the safety and trust of the public as well as meeting the needs of the Diplomate.

The NCCAOM Recertification Program benefits the Diplomate in the following ways:

- Competency maintenance promotes public trust and confidence in the Diplomate.
- Provides an avenue for expansion of the Diplomate's knowledge, skills, and abilities.
- Enhances portability when a Diplomate moves from one state to another.
- Continuing education points that are approved for licensure are generally accepted for recertification.

# Recertification Requirements

In order to maintain active certification status, Diplomates must *recertify every four years*. In order to recertify, the Diplomate must complete a minimum of *60 PDA points* during the four year period prior to the certificate's expiration date as described in the PDA section of this handbook.

The Diplomate creates a *recertification packet* which includes the application (pgs 14 to 19), PDA documentation, and the appropriate recertification fee(s). The packet should be received at NCCAOM 60 days prior to the expiration date which is on the Diplomate's certificate and identification card. The Diplomate will be considered lapsed if the recertification packet is not postmarked on or before the expiration date. It is recommended that the recertification packet be sent by a postal service method that tracks the package and receipt at NCCAOM.

# Professional Development Activity (PDA) System

*The mission of the NCCAOM is to establish, assess, and promote recognized standards of competence and safety in acupuncture and Oriental medicine for the protection and benefit of the public.*

The NCCAOM Recertification Program is one way the NCCAOM mission is accomplished. Diplomates must document PDA activities which demonstrate maintenance of core knowledge, skills, and abilities obtained as an entry-level practitioner. In addition to maintenance of core competency, Diplomates are also encouraged to obtain professional development activities that support ongoing professional development.

All Diplomates are required to document a total of 60 PDA points in their four-year recertification cycle. The 60 PDA points are divided into *two categories requiring 30 points each*: 1) Competency Maintenance, and 2) Professional Development Activities.

A minimum of 30 PDA points must be completed in continuing education courses or school coursework in one of the five branches of Oriental medicine and safety and/or ethics. More detailed information can be found on pg. 5.

Because NCCAOM understands that Diplomates grow professionally in areas other than continuing education, the recertification program offers a wide range of PDA activities where PDA points can be earned and/or mixed with continuing education courses to fulfill this requirement of 30 PDA points (see pgs. 6-7 for detailed information).

# Recertification At a Glance

## Competency Maintenance—30 PDA Points

Maintaining core competencies demonstrates a Diplomate’s dedication and commitment to excellence in their profession and workplace. A minimum of 30 points must be completed and documented in *continuing education or school coursework* within the areas listed below. Documentation includes a copy of the certificate of participation, school transcript, or letter of verification, on letterhead, from the sponsoring organization.

Core Knowledge, skills and abilities—15 PDA points in biomedicine and/or one of the five branches of Oriental medicine (e.g., acupuncture, Chinese herbs, Chinese dietary therapy, Qigong, Asian bodywork therapy).

Safety and/or Ethics—4 PDA points (e.g., CPR, herbal safety, universal precautions, ethics and liability, public health reporting requirements).

Electives—11 PDA points that directly enhance a Diplomate’s knowledge or practice in Oriental medicine (e.g., practice management, adjunctive therapies, patient education, and disaster relief training, etc.).















### **NEW!**

Beginning January 1, 2010, all NCCAOM Diplomates who recertify will be required to submit documentation that they have obtained a **CPR** certificate during the four year recertification period.

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## Professional Development “Activities” - 30 PDA Points

Because Diplomates professionally develop in areas outside of the realm of continuing education, NCCAOM offers PDA points for participation in professional activities which help the Diplomate stay current in their specialty. In this section Diplomates can mix the activities listed below to come up with a combination of points. It is not required that points be earned in every category. Continuing education hours can be used alone or in combination with an activity to complete the required 30 PDA points.

	Continuing education	30 points maximum
	Additional NCCAOM certification	20 points maximum
	Passage of NCCAOM biomedicine exam	20 points maximum
	Serve on a professional board	5 points per year—10 maximum
	Advocate legislation	10 points maximum
	Clinical supervision	10 points maximum
	Clinical experience	10 points maximum
	Peer-reviewed posters or exhibits	10 points maximum
	Research in Oriental medicine	20 points maximum
	ACAOM site visitor	10 points maximum
	Teach or Lecture	20 points maximum
	Tai Chi/Qigong	10 points maximum
	Language	10 points maximum
	Publications—books, professional journals, articles	Varies—see pgs. 7 & 8

**NEW!** Beginning January 1, 2011 a new category “**Practice Enhancement**” will be added as another professional development activity. This new category will have a maximum of 6 PDA points. Examples may include reiki, homeopathy, and native American herbs.

# Recertification Requirements and Documentation

## Professional Development “Activities” - Category Description and Required Documentation

Continuing Education: A maximum of 30 PDA continuing education points may be submitted in this section. One PDA point is equal to one hour of active learning in continuing education or formal coursework.

Required Documentation: A certificate of completion or a notarized letter that documents sponsoring organization, program title, date(s), number of points/hours, and instructor’s name. It is recommended to save brochures and other related documents in case the program content requires review.

Additional NCCAOM Certification: A maximum of 20 PDA points may be submitted for successfully achieving an additional certification from NCCAOM in acupuncture, Chinese herbology, or Asian bodywork therapy.

Required Documentation: Copy of the NCCAOM certificate including certification date which must be within the four year recertification cycle. *Note*: Coursework taken to prepare for the certification can be applied toward recertification with a maximum of submitting 20 PDA points per recertification cycle.

Passage of the NCCAOM Biomedicine Examination: A maximum of 20 PDA points may be submitted for successfully passing the NCCAOM Biomedicine examination.

Required Documentation: A copy of the official letter notifying the Diplomate of their test score including the exam date which must be within the four year recertification cycle.

Serve on a Professional Board: Serving on a state, regional, or national board or committee related to the Oriental medicine profession may earn a maximum of 5 PDA points in one year with a total of 10 points submitted per recertification cycle.

Required Documentation: A letter, printed on letterhead from the organization’s chair verifying participation, dates of service, and in what capacity.

Advocate Legislation: A maximum of 10 PDA points may be submitted for advocating legislation related to the Oriental medicine profession.

Required Documentation: A letter from the state association or the state regulatory board, on letterhead, documenting the legislative dates and experience.

Receiving Clinical Experience: Completing a supervised clinical experience in acupuncture, Chinese herbology, Oriental medicine or Asian bodywork therapy which includes observation, case discussions, and/or supervised practice. The experience must be conducted in a formal clinical setting and be part of an educational or preceptor program. One PDA point is equal to one hour of supervision with a maximum of submitting 10 points per recertification cycle.

Required Documentation: A letter from the school or preceptor who must be an NCCAOM Diplomate in active status for 5 years. Date(s), hours, and type of experience are required on letterhead stationery.

Directing Clinical Supervision: Supervising a clinical experience in acupuncture, Chinese herbology, Oriental medicine or Asian bodywork therapy which includes directing students in observation, case discussions, and/or supervised practice. The experience must be conducted in a formal clinical setting and be part of an educational or preceptor program. One PDA point is equal to one hour of supervision with a maximum of submitting 10 points per recertification cycle.

Required Documentation: A letter from the school or preceptor, on letterhead, indicating the date(s), hours, and type of supervision.

# Recertification Requirements and Documentation Con't.

Peer Reviewed Posters and/or Exhibits: A maximum of 10 PDA points may be submitted for professional, peer-reviewed posters and/or exhibits in one of the five branches of Oriental medicine that demonstrates research and has been reviewed by a peer organization.

Required Documentation: An abstract and photograph identifying the poster session, the meeting program or brochure, and a letter from the event organizer documenting the date and location of the event.

Research in Oriental Medicine: A maximum of 20 PDA points may be submitted for documented research in acupuncture or Oriental medicine. The Diplomate must be the primary researcher, and the research must be funded (not self-funded).

Required Documentation: One PDA point is equal to one hour of research. A letter from the school, hospital or official agency funding the research is required. The letter, on letterhead, must be accompanied by a copy of the published abstract showing the Diplomate's name as contributor.

Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) Site Visitor: A maximum of 10 PDA points may be submitted for participating in an ACAOM site visit as a team member.

Required Documentation: A certificate of participation or a letter, on letterhead, from ACAOM listing the name of the school and the dates of the survey.

Teach or Lecture: A maximum of 20 PDA points may be submitted for teaching and/or lecturing in an Oriental medicine subject.

Required Documentation: One PDA point is equal to one hour of teaching. Date(s), number of classroom hours, course title, and instructor's name is required on letterhead stationery from the providing organization, or listed on a school transcript.

Tai Chi/Qigong: A maximum of 10 PDA points may be submitted for Tai Chi and exercise Qigong courses. One PDA point is equal to one hour of instruction.

Required Documentation: Date(s), number of hours, course title, and instructor's name is required on either an end-of-course certificate or letterhead stationery from the providing organization.

Language: A maximum of 10 PDA points may be submitted for the study of a second language relevant to a practitioner's practice.

Required Documentation: One PDA point is equal to one hour of instruction. Date(s), number of hours, course title, and instructor's name is required on either an end-of-course certificate or on letterhead from the providing organization.

Publications: Includes writing and editing books, professional journals, and articles in Oriental medicine. Please see the individual categories listed below for activity description and documentation.

Author a Book: A maximum of 30 PDA points may be submitted for authoring a book in the field of Oriental medicine that is at least 300 pages in length.

Required Documentation: Copy of the book cover and title pages showing the date, ISBN number, abstracts, and executive summaries.

# Recertification Requirements and Documentation Con't.

Author a Chapter in a Book: A maximum of 20 PDA points may be submitted for authoring chapters in a book in the field of Oriental Medicine. Ten PDA points may be gained for each chapter with a maximum of submitting two chapters per recertification cycle.

Required Documentation: Copy of the book cover and title pages showing the date, ISBN number, abstracts, and executive summaries.

Edit a Book or Professional Journal: A maximum of 20 PDA points may be submitted for editing a professional book or journal. Ten PDA points may be gained for each book or professional journal with a maximum of submitting two books/journals per recertification cycle.

Required Documentation: A letter, on letterhead, from the author of the book or the editor in chief of the journal is required. The letter should describe the Diplomate's participation in the editing process including the title of the book/journal, publishing date, ISBN number, abstracts, and executive summaries.

Publication of a Peer-Reviewed Journal Article: A maximum of 20 points may be submitted for authoring an article in a professional, peer-reviewed journal in the field of Oriental medicine. Ten PDA points may be gained for each article with a maximum of submitting two articles per recertification cycle.

Required Documentation: Copy of the article, the cover of the journal, and the table of contents that show the date, article title, and author.

Author an Article: A maximum of 10 PDA points may be submitted for writing an article that is published. Five PDA points may be gained for each article with a maximum of submitting two articles per recertification cycle.

Required Documentation: Copy of the article and the cover of the newspaper or magazine that shows the date and table of contents or article listing.

## **Please Note**

Points earned for one certification program may be used to satisfy the recertification requirements of another NCCAOM program with the exception of points earned for supervised clinical experience and/or clinical supervision.

Accuracy of information contained in the application is essential. NCCAOM reserves the right to independently verify information and/or request additional documentation that supports an application. Falsification, misrepresentation, or omission of any material fact required in the application is grounds for denial or revocation of certification.

# Professional Development Activity (PDA) Programs

## Locating a PDA Program



The NCCAOM PDA Department works with PDA Providers who present continuing education programs that provide Diplomates with a resource for accessing courses that are guaranteed to qualify for recertification.

Visit the **PDA Search Engine** at [www.nccaom.org](http://www.nccaom.org) for a listing of accepted PDA Providers and their continuing education programs. Diplomates can search by provider, course title, location, or type of programs offered.

NCCAOM also accepts PDA points for programs that can meet one of the following criteria:

- The program has been accepted by a state regulatory agency for re-licensure.
- The program is sponsored by a school accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM).
- The program is sponsored by a school accredited by the American Organization for Bodywork Therapies of Asia's (AOBTA) Council of Schools and Program (COSP).
- The program will benefit the Diplomate's practice of Oriental medicine.

Points may be earned for courses in Oriental medicine theory and techniques such as bodywork, nutrition, herbology and acupuncture, as well as courses in western sciences that relate to the practice of the programs in which the Diplomate is recertifying.

All documentation must be in English. Foreign language documents may be provided in the original language and accompanied by a notarized English translation.

Do not send original certificates, diplomas, or other irreplaceable documents. All PDA documents will be shredded upon the completion of the recertification process.

## NCCAOM PDA Providers

PDA Providers are individuals or organizations that are accepted by NCCAOM to present continuing education programs that are available to the Diplomates for recertification. The PDA Providers may submit educational programs for review and, if accepted they are able to award PDA Points to the participants. The accepted courses are posted on the PDA Search Engine which is a resource for Diplomates and allows providers to market their professional development programs. Diplomates seeking NCCAOM recertification by completing the courses offered by PDA Providers have the assurance that the PDA recertification credit will be granted.

## How to Become a PDA Provider

NCCAOM accepts continuing education sponsors as "PDA Providers" who, in turn, are allowed to issue PDA Points to the participants of their courses. It is a two-step process to qualify as a PDA Provider. First, submit a *PDA Provider Application* to the PDA Department. Once accepted, the PDA Provider can submit programs for review by completing a *PDA Program Review Application* and mailing it to NCCAOM with the required documents and review fee. To speed up this process, both applications may be submitted at the same time.

To download both of the PDA applications, go to the NCCAOM website at [www.nccaom.org](http://www.nccaom.org) and click on "Site Map" at the top right corner. Scroll down to "Forms" and select either of the two PDA applications. You can also e-mail the PDA Department at [pda@nccaom.org](mailto:pda@nccaom.org).

NCCAOM does not accredit or certify educational programs, institutions or individuals who provide continuing educational experiences. The PDA Department does perform preliminary screening reviews as to whether a course would be acceptable when submitted by a Diplomate seeking NCCAOM recertification.



# Routes to Recertification

## Maintain Active Status

Diplomates maintain their active status with NCCAOM by meeting recertification requirements every four years. Requirements for recertification include documenting 60 PDA points/CEU credits within the four-year cycle (pg. 5). An NCCAOM Application for Recertification must be submitted with PDA/CEU documentation and recertification fees a month prior to the Diplomate's expiration date.

## Active to Inactive Status

Inactive status is available to a Diplomate who cannot meet recertification requirements by the time of their expiration date but intend to in the near future. This status provides the Diplomate with the ability to return to active status without providing additional PDA points or meeting any new requirements set by the NCCAOM Board of Commissioners. Inactive status is valid for a period of two years and cannot be applied for a second, or consecutive time. There is no reinstatement fee to return to active status, but Diplomates are not entitled to any of the benefits of certification except receipt of the Diplomate Newsletter. To apply for inactive status, Diplomates should complete the NCCAOM Application for Recertification, check the appropriate Inactive box on pg. 17, and mail to NCCAOM.

## Lapsed Status

Diplomates in lapsed status are required to demonstrate core competencies to return to active status. NCCAOM now provides two routes for Diplomates to return to active status that document core skills.

Route 1: Diplomates must submit a NCCAOM Application for Recertification documenting 60 regular PDA points and successfully pass, with a score of 70% or higher, the online practice test for the designated certification. In addition, provide evidence of a current acupuncture license to document that the Diplomate is clear of professional discipline. The practice tests are available on the NCCAOM website ([www.nccaom.org](http://www.nccaom.org)) under the "Exam" tab.

- A. A Diplomate in Acupuncture must pass the *Comprehensive Practice Test for Acupuncture*
- B. A Diplomate in Chinese Herbology must pass the *Chinese Herbology Practice Test* **and** the *Foundations of Oriental Medicine Practice Test*
- C. A Diplomate in Oriental Medicine must pass the *Comprehensive Practice Test for Oriental Medicine*

Route 2: Diplomates must submit a NCCAOM Application for Recertification documenting 60 regular PDA points plus an additional 15 points for every year, or partial year lapsed. Diplomates are also required to pay \$55 per lapsed year. For assistance, see the chart below.

Years Lapsed	Lapsed Fees	Recert Fee	PDA Points	Lapsed PDA Pts	Total Fee & PDA Points required to recertify
1	\$55	\$220	60	15	\$275 + 75 PDA points
2	\$110	\$220	60	30	\$330 + 90 PDA points
3	\$165	\$220	60	45	\$385 + 105 PDA points
4	\$220	\$220	60	60	\$440 + 120 PDA points
5	\$275	\$220	60	75	\$495 + 135 PDA points
6	\$330	\$220	60	90	\$550 + 150 PDA points
7	\$385	\$220	60	105	\$605 + 165 PDA points
8	\$440	\$220	60	120	\$660 + 180 PDA points

To apply for active status under Route 1 or Route 2, Diplomates must submit a NCCAOM Application for Recertification with the supporting documents and recertification fees to NCCAOM, 76 S. Laura

# Recertification Fees

Maintain active status—recertify every four years	\$220
Move from active to inactive status	\$ 75
Move from lapsed to active status	Varies—see pg 10



Exam Request Order Form (see bottom of page)

Active Diplomate	\$ 35
Inactive Diplomates	\$ 75
Lapsed Diplomates	\$100
State Applications/Non-Diplomates	\$150
Duplicate Wall Certificate	\$ 50
Duplicate ID Card	\$ 50
Returned Check Fee	\$ 35

Please complete the NCCAOM Application for Recertification and mail it with your payment and PDA documentation to NCCAOM. Checks and money orders are to be made payable to NCCAOM in U.S. dollars. Mail the completed application packet to:

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

**Remember to keep your Diplomate Contact Information Up-to-Date!**

In order to receive important communications including recertification reminders, newsletters, and policy updates, it is imperative that the Diplomate contact information be up-to-date. Diplomates can update their own information by going directly onto the NCCAOM website at [www.nccaom.org](http://www.nccaom.org) and creating their own account under “Account Login”.

**Exam Results to State Licensing Boards**

Active Diplomates are entitled to discounted fees for the release of NCCAOM exam results to state licensing boards. Before NCCAOM can issue an *Examination Results Report*, an *Exam Results Order Form* and the fee must be submitted to NCCAOM. The *Exam Results Order Form* is located on the website at [www.nccaom.org](http://www.nccaom.org) under the “Fast Finds” column on the home page. Mail or fax the request with the appropriate fee (see below) to NCCAOM. Allow seven to ten business days to process this request.

Active Diplomates	\$ 35	**Applies to individuals who have taken an NCCAOM examination administered through a state licensing board for the purpose of licensure but do not have NCCAOM certification. This category includes former Diplomates whose certification has terminated.
Inactive Diplomates	\$ 75	
Lapsed Diplomates	\$100	
State/Non-Diplomates **	\$150	

# NCCAOM Code of Ethics

All practitioners certified by the NCCAOM must be committed to responsible and ethical practice, to the growth of the profession's role in the broad spectrum of United States health care, and to their own professional growth. All Diplomates, applicants and candidates for certification agree to be bound by the *NCCAOM Code of Ethics*.

## Commitment to the Patient

1. Respect the rights and dignity of each person I treat.
2. Accept and treat those seeking my services in a nondiscriminatory manner.
3. Keep the patient informed by explaining treatments and outcomes.
4. Protect the confidentiality of information acquired in the course of patient care.
5. Maintain professional boundaries in relationships with patients and avoid any relationships that may exploit practitioner/patient trust.
6. Keep accurate records of each patient's history and treatment.
7. Treat only within my lawful scope of practice.
8. Render the highest quality of care and make timely referrals to other health care professionals as may be appropriate.
9. Avoid treating patients if I am unable to safely and effectively treat due to substance abuse, physical or psychological impairment.
10. Bill patients and third party payers accurately and fairly.
11. Not engage in sexual contact with a current patient if the contact commences after the practitioner/patient relationship is established.
12. Not engage in sexual contact with a former patient unless a period of six months has elapsed since the date the professional relationship ended. The sexual relationship must not exploit the trust established during the professional relationship.

## Commitment to the Profession

1. Continue to work to promote the highest standards of the profession.
2. Provide accurate, truthful, and non-misleading information in connection with any application for licensure, certification, NCCAOM disciplinary investigation or proceeding or recertification.
3. Report any changes to the information on my application regarding professional ethics and my on-going fitness to practice, including but not limited to reporting to the NCCAOM any disciplinary action taken by a school or regulating agency against me, and any criminal charges or civil actions that may be relevant to my health care practice or fitness to practice.
4. Comply with NCCAOM Examination Policies.
5. Report to NCCAOM or appropriate licensing authorities information about any violations by me or by my peers of the Code of Ethics or Grounds for Professional Discipline

## Commitment to the Public

1. Provide accurate information regarding my education, training and experience, professional affiliations, and certification status.
2. Refrain from any representation that NCCAOM certification implies licensure or a right to practice unless so designated by the laws in the jurisdiction in which I practice.
3. Use only the appropriate professional designations for my credentials.
4. Advertise only accurate, truthful, non-misleading information and refrain from making public statements on the efficacy of Oriental medicine that are not supported by the generally accepted experience of the profession.
5. Respect the integrity of other forms of health care and other medical traditions and seek to develop collaborative relationships to achieve the highest quality of care for individual patients.
6. Comply with all public health and public safety reporting duties imposed on licensed health care professionals.

The NCCAOM reserves the right to take disciplinary action against certified practitioners, which may include but is not limited to the assignment of remedial education, formal criticism or censure, probation, suspension, and/or revocation of certification. The NCCAOM certificate technically remains the property of NCCAOM, and must be returned if certification is suspended or revoked.

# Grounds for Discipline

## Unethical Behavior

1. Making false, misleading, or deceptive statements or providing false, misleading, or deceptive information in connection with an application for NCCAOM certification or recertification, NCCAOM disciplinary investigation or proceeding, licensure or other professional designation.
2. Violating NCCAOM Code of Ethics, Examination Policies, or other regulations or procedures.
3. Misrepresenting professional credentials (i.e. education, training, experience, level of competence, skills, and/or certification status).
4. Advertising false, misleading or deceptive information.
5. Exceeding the scope of practice as defined by law or certification.
6. Obtaining or attempting to obtain compensation or reimbursement by fraud or deceit.
7. Engaging in negligent billing or recordkeeping.
8. Performing services without obtaining informed consent.
9. Failing to maintain patient/practitioner confidentiality.
10. Failing to maintain professional boundaries in relationships with patients, or in any way exploiting the practitioner/patient trust.
11. Engaging in sexual contact with a current patient if the contact commences after the practitioner/patient relationship is established.
12. Engaging in sexual contact with a former patient unless a period of six months has elapsed since the date the professional relationship ended. The sexual relationship must not exploit the trust established during the professional relationship.
13. Violating prevailing standards of the certified profession relating to safe, ethical, and/or competent practice.

## Legal and Disciplinary Matters

1. Failing to notify the NCCAOM within 30 days of any changes to information submitted in an application pertaining to professional ethics or fitness to practice, including but not limited to any disciplinary actions taken by a school or regulating agency, or any criminal charges, or civil actions that may be relevant to a health care profession or fitness to practice.
2. Being convicted of a felony.
3. Being convicted of any violation of a federal, state or local statute, regulation, or ordinance that relates to the practice of any health care profession or fitness to practice.
4. Being the subject of final disciplinary action that relates to the practice of any health care profession or my fitness to practice.
5. Having a license to practice subject to reprimand, limitation, suspension or revocation in any state or jurisdiction.

## Incompetence

1. Engaging in conduct that evinces a lack of knowledge of, or lack of ability in, or failure to apply the prevailing principles and/or skills of the profession for which the individual has been certified.

## Impairment

1. Being unable to safely and effectively engage in the certified practice due to substance abuse, physical or psychological impairment.

## International Applicants:

If the terms “felony” or “misdemeanor” are not used in your country of origin and/or the country in which you received your education, please seek advice on the equivalent terms and definitions used in your country, and answer the questions appropriately. If you have a serious crime in your background, you should answer “yes,” and submit additional information for NCCAOM review.

The NCCAOM Grounds for Discipline is subject to change. Please refer to our website for the most current version at [www.nccaom.org](http://www.nccaom.org).

## Did You Know?



- Diplomates who provide an up-to-date e-mail address receive quicker responses from the NCCAOM staff.
- Submitting all of the required documentation with the application minimizes the processing time.
- Active Diplomates may serve on NCCAOM committees and taskforces.
- Lapsed status costs more! Lapsed status occurs when an application is postmarked after the expiration date of the NCCAOM certificate and identification card.
- After eight years in lapsed status, you must apply as a new candidate and retake all the examinations. However, NCCAOM is offering a special reinstatement program which is available until November 30, 2009. Get back to active status!
- Completing Diplomate satisfaction surveys is a way of assisting NCCAOM in providing better customer service.
- Diplomates in Oriental Medicine may request an additional certificate in acupuncture and Chinese herbology.
- Accepted PDA courses are guaranteed to qualify for recertification and can be found on the website on the PDA Search Engine.

## Final Checklist

### Checklist (retain for your records)

- Application filled out completely and signed
- Attach payment to the application
- Attach PDA and/or professional activity documentation to the application
- Attach the completed *Acknowledgment Form* to the application
- Mail the application by a method that tracks delivery to NCCAOM
- Mail the application BEFORE the expiration date!



Please complete the enclosed application form and return it with your payment and documentation of PDA points to NCCAOM. Checks and money orders must be made payable to NCCAOM in U.S. dollars. Mail the completed application packet to:

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



# NCCAOM APPLICATION FOR RECERTIFICATION

**RECERTIFICATION (Check all that apply)**

- Acupuncture
- Chinese Herbology
- Asian Bodywork Therapy
- Oriental Medicine

NCCAOM ID# \_\_\_\_\_



*Detach this Application from the Handbook. Please allow up to 8 weeks for processing.*  
**Faxed applications will not be accepted.**

**Office Use Only:**

- Active
- Inactive
- Lapsed

Date Received: \_\_\_\_\_

Control A: \_\_\_\_\_

Control B: \_\_\_\_\_

**Personal Information**

Name Last (Family)	First	Middle
<input type="checkbox"/> Check here if you have had a name change. Submit copies of legal document(s) indicating the name change.		
Email (Required) _____ @ _____		
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Social Security Number _____ - _____ - _____	Date of Birth (MM/DD/YY) ____/____/____

**Primary Contact Information** (All NCCAOM correspondence will be sent to this address.)

Name of Business if Applicable		
Street Address		Unit/Suite
City	State	Zip
Country	Phone	Alternate Phone

**Alternative Contact Information** (Information below will be published on NCCAOM's Website under "Find a Certified Practitioner" ONCE YOU ARE CERTIFIED. If you would not like your information published, please leave it blank.)

Name of Business if Applicable		
Email		
Street Address		Unit/Suite
City	State	Zip
Country	Phone	Alternate Phone

Please mail this application, documentation, and payment to:

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

<b>Legal Status</b>	<b>(Questions 1-11 Required)</b>
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Legal Status: You are required to provide answers for questions 1-11. You must furnish additional information with this application if you answer “yes” to questions 1-7 or 10-11. This documentation must include your explanation of the charges or claims made against you, all legal documents related to the charges or claims and an account of how the charges or claims were resolved. If a case is still pending, please indicate that fact in your response. All information provided will be reviewed in accordance with NCCAOM policies. If the terms “felony” or “misdemeanor” are not used in your country, please seek advice on the equivalent terms and definitions used in your country and answer the questions appropriately.

1. Have you been a defendant in litigation related to the practice of a health-related profession that has not previously been reported?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Has a judgment ever been entered against you or have you been a party to a settlement in any legal proceeding related to the practice of a health-related profession that has not previously been reported?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you ever been convicted of a felony that has not previously been reported?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Have you been convicted of any type of misdemeanor related to the practice of a health-related profession that has not previously been reported?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Have you ever been convicted of any other crime or are you on probation or parole related to the practice of a health-related profession that has not previously been reported?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Have you ever had any disciplinary or administrative action taken against you by any licensing board or health-related professional association or school that has not previously been reported?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Have you ever been denied or voluntarily surrendered a license to practice in any health-related profession that has not previously been reported?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**NCCAOM Ethics Policy** (The current NCCAOM Code of Ethics and Grounds for Discipline can be found under our website - [www.nccaom.org](http://www.nccaom.org) under Site Map)

8. Have you read and understood the Code of Ethics?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Have you read and understood the Grounds for Professional Discipline?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Health Status** (Previous four years)

If you answer “yes” to any of the following questions, you must furnish with your application information about any impairment from a healthcare professional who has treated you. This documentation must include a personal statement of the history and current status of any physical or psychological impairment or impairment due to substance abuse and an attestation that you are no longer impaired (or that you are currently under treatment for the impairment) and that the impairment, or treatment does not interfere with your ability to practice.

10. During the past four years, has your physical or psychological health status interfered with your ability to practice a health-related profession or otherwise interrupted your professional or academic activities for more than three months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Have you ever been, or are you currently impaired because of substance abuse, including alcohol that you have not previously reported?	<input type="checkbox"/> Yes <input type="checkbox"/> No

You are required to notify the NCCAOM within thirty days of any changes to the information you have reported in the section on legal status and health status. Failure to report a violation(s) of the NCCAOM Code of Ethics and Grounds for Professional Discipline could result in disciplinary action.

**Occupational/Professional Licenses** (*List state/county of issue, license no., and expiration date*)

Acupuncture	Massage Therapy (LMT)
Chiropractic	Naturopathy
Nursing	Physical Therapy
Medicine (MD/DO)	Other

# Professional Development Activity (PDA) Worksheet

Attach copies of the required documentation for each PDA entry (see pgs 5-8).

## Competency Maintenance

### Continuing Education

Date Completed	Program title - attach a copy of the certificate or documentation for each course	# of Points
<b>Core Competencies—15 PDA points</b>		
<b>Ethics and/or Safety - 4 PDA points</b>		
<b>Electives—11 PDA points</b>		
<b>Other — Professional Activity</b>		

30 Points Total

## Professional Development “Activity” and/or Continuing Education

Professional Activity—attach a copy of the required documentation for each activity	# of Points

30 Points Total

# Fees

## Recertification Application Fees for Active Status

Active Diplomates		Additional Reinstatement Fees For Lapsed Diplomates*				Total	
Certificate (Check all that apply)	Recertification Fee		Number of Years Lapsed*		\$55 Reinstatement Fee* (Multiply \$55 fee by number of years Lapsed)		
<input type="checkbox"/> Acupuncture	\$220	+		X		=	
<input type="checkbox"/> Asian Bodywork Therapy	\$220	+		X		=	
<input type="checkbox"/> Chinese Herbology	\$220	+		X		=	
<input type="checkbox"/> Oriental Medicine	\$220	+		X		=	

\*Reinstatement Fees only apply to Lapsed Diplomates and are added to the \$220 Recertification fee. Reinstatement Fees equal \$55 per year or partial year that the certificate is lapsed. Please see Page 3 of the Recertification Handbook for details.

## Inactive Status Application Fees

Certificate (Check all that apply)	Inactive Status Fee		
<input type="checkbox"/> Acupuncture	\$75	=	
<input type="checkbox"/> Asian Bodywork Therapy	\$75	=	
<input type="checkbox"/> Chinese Herbology	\$75	=	
<input type="checkbox"/> Oriental Medicine	\$75	=	

## Optional Fees

### Duplicate Certificate(s) and ID Card(s)

Certificate (Check all that apply)	Per Certificate Fee	Qty	Per ID Card Fee	Qty		
<input type="checkbox"/> Acupuncture	\$50		\$50		=	
<input type="checkbox"/> Asian Bodywork Therapy	\$50		\$50		=	
<input type="checkbox"/> Chinese Herbology	\$50		\$50		=	
<input type="checkbox"/> Oriental Medicine	\$50		\$50		=	

### Optional Fees (Diplomates of Oriental Medicine only)

Fee		
<b>Oriental Medicine Diplomat Overlapping Certification(s)</b> See page 2 of the Recertification Handbook for eligibility details		
<input type="checkbox"/> Acupuncture	\$100	=
<input type="checkbox"/> Chinese Herbology	\$100	=

**Total Fees**

**Payment**

Total Enclosed: \$

**Checks are Payable to NCCAOM. All Funds are due in U.S. Dollars.**

Payment Type (Check One)

VISA       MasterCard       Check/Money Order *(Please do not attach to application)*

Expiration Date:                      Credit Card Number:

Name of the Cardholder:

Signature of the Cardholder:

Credit Card Billing Address:(Address where Credit Card bill is received)

I hereby certify that the information I provided on this application and in any supporting documents is accurate, true, and correct to the best of my knowledge and belief. I acknowledge and agree to abide by and with the policies, procedures, and Code of Ethics promulgated and/or modified from time to time by NCCAOM, including all policies regarding examination irregularities, cheating, and cancellation of scores. I agree to inform and release to NCCAOM and its designated agents all pertinent information about my qualifications or about other matters that may arise in connection with my application and/or my subsequent certification or recertification by NCCAOM. I acknowledge and agree that I am prohibited from transmitting information about NCCAOM examination questions or content in any form to any person or entity and that my failure to comply with this prohibition, or my failure to report any information about suspected violations of such prohibitions or otherwise about any possible examination irregularities by myself or others, may result in my scores being cancelled or my certification being revoked in accordance with NCCAOM policies and procedures and/or legal action, up to and including criminal prosecution. I acknowledge that application fees are non-refundable.

Signature:

Date:

# Acknowledgement Form

Dear NCCAOM Recertification Candidate:

This form acknowledges receipt of your application for NCCAOM recertification in:

- Acupuncture
- Chinese Herbology
- Asian Bodywork Therapy
- Oriental Medicine

Please select the notification method you prefer to acknowledge receipt of your Recertification application.

Please e-mail me at \_\_\_\_\_ @ \_\_\_\_\_

**OR**

Please mail this form to the address below. I have attached a self-addressed, stamped envelope.

*Please print*

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State and Zip

**Receipt of the applicant application does not guarantee recertification.**