

2010

NCCAOM[®]
CERTIFICATION HANDBOOK
FOR:



Diplomate in Oriental Medicine (NCCAOM[®])



Diplomate in Acupuncture (NCCAOM[®])



Diplomate in Chinese Herbology (NCCAOM[®])

The background of the page features a large, light blue, circular official seal with a serrated edge. The seal contains the text "OFFICIAL SEAL" at the top, "NCCAOM" in large letters in the center, and "TICKSONVILLE, OH" at the bottom. A star is positioned between the top and bottom text.

**The NCCAOM[®]
Mission 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.*

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.

Table of Contents

Introduction.....	1
About the NCCAOM®	2
Benefits of NCCAOM® Certification.....	3
Definition of Terms.....	5
General Information.....	7
Achieving Certification.....	14
The Application Process.....	15
Acupuncture Certification.....	16
General Information	
Eligibility Routes	
Chinese Herbology Certification.....	21
General Information	
Eligibility Routes	
Oriental Medicine Certification.....	26
General Information	
Eligibility Routes	
Appealing Eligibility Decisions.....	30
Examination Preparation.....	31
Examination Administration.....	32
Examination Day.....	37
Examination Results.....	40

Examination Complaints or Appealing Exam Decisions.....41
Retaking an Examination.....43
NCCAOM® Contact Information.....43

Appendices

A: NCCAOM® Ethical Guidelines

Code of Ethics

Grounds for Professional Discipline

B: 2010 NCCAOM® Fee Schedule

**C: Instructions for Completing the *Application Form for
NCCAOM® Certification***

D: Application Checklist

NCCAOM® Application Form for Certification

Introduction

This *NCCAOM® Candidate Handbook* serves as the principal source of information for applicants seeking certification in Acupuncture, Chinese Herbology and Oriental Medicine. A separate candidate handbook will be available February 2010 for the Asian Bodywork Therapy Certification.

This handbook provides detailed information about NCCAOM®'s certification requirements. Specifications for eligibility, application procedures, fees, exam registration, exam content, exam administration and scoring, professional ethics and grounds for discipline are provided. Also included are NCCAOM® policies related to Americans with Disabilities Act. NCCAOM® applicants, Diplomates (certification holders), candidates and other interested individuals should refer to the NCCAOM® website at www.nccaom.org for any changes to NCCAOM® policies, requirements or forms which may have been made after this handbook was published.

Although NCCAOM® strives to give applicants and Diplomates as much advance notice as possible when policies and procedures change, it is the responsibility of the applicant to be fully informed about the current rules for certification. To be certain about a policy or procedure, contact NCCAOM® by e-mail at info@nccaom.org.

Please note: The current *Application Form for NCCAOM® Certification* is available in the appendices of this handbook (see Appendix E) or on the NCCAOM® website at www.nccaom.org.

About the NCCAOM®

Founded in 1982 as a non-profit certification organization, the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM®) is widely accepted as the most influential leader in the field of certification for acupuncture and Oriental medicine. There are currently over 18,000 active NCCAOM® Diplomates (NCCAOM® certificate holders) practicing with a current NCCAOM certification.

The NCCAOM® is responsible for the development and administration of the Acupuncture, Chinese Herbology, Oriental Medicine, and Asian Bodywork Therapy Certification Programs. NCCAOM®'s purpose is to assure the public that Diplomates meet entry level and continued competencies for their profession. The NCCAOM® evaluates and attests to the competency of its nationally board certified Diplomates through rigorous demonstration and assessment of the core knowledge, skills and abilities expected for an entry level practitioner of acupuncture and Oriental medicine.

All of the NCCAOM® certification programs are accredited by the National Commission for Certifying Agencies (NCCA). All NCCAOM® Certification Programs carry the NCCA seal.



In order for the NCCAOM® certification programs in Acupuncture, Chinese Herbology, Oriental Medicine, and Asian Bodywork Therapy to remain accredited by the NCCA, the NCCAOM® must adhere to strict national standards for administration of the certification programs and examination development. All Diplomate level certification exams must meet examination content validity standards set forth by NCCA. NCCA's standards exceed the requirements set forth by the American Psychological Association and the United States Employment Opportunity Commission. As a requirement of accreditation the NCCAOM® must submit annual reports to NCCA and must undergo a full reaccreditation every five years for each of its NCCA accredited programs. Additional information is available at the Institute for Credentialing Excellence's (formerly the National Organization for Competency Assurance (NOCA) website at www.credentialingexcellence.org.

All practitioners certified by the NCCAOM® must be committed to responsible and ethical practice, to the growth of the profession within the broad spectrum of American 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](#). Refer to Appendix A of this handbook for the NCCAOM® Ethical Guidelines.

Benefits of NCCAOM® Certification

Earning certification from NCCAOM® represents a significant professional achievement. NCCAOM® certification makes an important statement about professional competence that is recognized by regulatory bodies, third-party payers, the profession and the public.

NCCAOM® certification provides important benefits and privileges. NCCAOM® certification allows Diplomates to:

- Describe yourself as “nationally board certified” and according to the credential(s) earned, and to use one or more of the following designations:

Diplomate in Oriental Medicine (NCCAOM®) or Dipl. O.M. (NCCAOM®)
Diplomate in Acupuncture (NCCAOM®) or Dipl. Ac. (NCCAOM®)
Diplomate in Chinese Herbology (NCCAOM®) or Dipl. C.H. (NCCAOM®)
Diplomate in Asian Bodywork Therapy (NCCAOM®) or Dipl. ABT (NCCAOM®)

- Be listed in NCCAOM®'s directory of Diplomates ([NCCAOM® Certification Registry Search Engine](#)), which is accessible on the NCCAOM® website. The *Certification Registry Search Engine* is recognized as a valuable resource for those seeking a practitioner who is NCCAOM® certified;
- Request direct verification of certification status to insurance companies and third-party payers who require NCCAOM® certification as a reimbursement criterion;
- Reduced fee for the release of exam results and/or certification verification to state licensing agencies;
- Receive a complimentary subscription to all NCCAOM® newsletters: *The Diplomate*, and the e-newsletter *Diplomate News You Can Use*;
- Qualify for reduced fees for many of the services offered by NCCAOM®;
- Be considered to participate in national board examination development activities;
- Be considered by the NCCAOM® Board Development Committee for appointment to the NCCAOM® Board of Commissioners as a Professional Member;

- Be considered to serve on NCCAOM® committees and taskforces;
- Use the NCCAOM Service Marks (shown below):



Diplomate in Oriental Medicine (NCCAOM®)



Diplomate in Acupuncture (NCCAOM®)



Diplomate in Chinese Herbology (NCCAOM®)



Diplomate in Asian Bodywork Therapy (NCCAOM®)

Definition of Terms

Applicant- A person who has submitted an application for certification and is requesting acceptance of eligibility to sit for the appropriate NCCAOM[®] examination(s).

Candidate- An applicant who is “authorized to test” and can now register with Pearson VUE to take the designated examination(s).

Diplomate- A candidate who has successfully passed the required examination(s) and has received approval of the final submitted transcript. If the candidate has applied for the Acupuncture or Oriental Medicine Program, they have also had their Clean Needle Technique (CNT) Certificate from Council of Colleges of Acupuncture and Oriental Medicine’s (CCAOM).

Diplomate Status- There are currently four Diplomate statuses: Active, inactive, lapsed and terminated:

- **Active Status** – Diplomates who recertify every four years are considered to be in active status which demonstrates competency maintenance in the profession. Active Diplomate status assures patients, employers, certifying agencies, and others of a Diplomate’s commitment to upholding certification standards. Active status entitles Diplomates to all of the benefits of certification.
- **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 Diplomate newsletters.
- **Lapsed Status** - An NCCAOM[®] certification is considered lapsed after the expiration date on the certificate. A recertification application for either active or inactive status must be received to avoid lapsed status. Diplomates in lapsed status are not entitled to any of the benefits offered under active status.
- **Terminated Status** - After seven years of continuous lapsed status, the certification is no longer valid and considered terminated. A Diplomate whose certification is terminated must reapply for certification and meet the current eligibility requirements.

NCCAOM® Identification Number- All applicants are automatically issued an NCCAOM® identification number with the issue of the *NCCAOM® Authorization to Test Letter (ATTL)*.

Authorization to Test Letter (ATT Letter) - When the applicant is cleared to sit for the examinations, NCCAOM® mails an *Authorization to Test* letter. This letter contains all the information needed to schedule, reschedule, and/or cancel the examination(s) appointment.

General Information

Submitting the Application-

A completed *Application Form for NCCAOM® Certification*, application fee(s) and third year or graduation transcript (submitted directly from the school) must be submitted in order to be considered eligible to sit for the NCCAOM® examinations. Submission of an application does not automatically guarantee an applicant is eligible to take an examination. Applicants are solely responsible for ensuring that NCCAOM® receives all the required documentation and fees. Applications are valid for four years from the date NCCAOM® receives the application.

Application Expiration - Applicants have a four-year window within which to pass all of the required examinations and become certified. The four-year time limit begins when the application is received at NCCAOM®.

Processing Times for Application Review - Applicants should allow six to eight weeks for NCCAOM® staff to review applications, transcripts and generate the *Authorization to Test Letter*. NCCAOM® serves a large population of applicants, candidates, and Diplomates: It cannot process all requests immediately. Actual processing time may vary significantly in individual cases. The certification time frame allowance begins with the date the application is received at NCCAOM®. It is recommended that a mail delivery tracking service be used when sending applications. NCCAOM® will not accept faxed or scanned copies of the application.

Request for Application Packet - An NCCAOM® application packet will be mailed within five business days from receipt of the request. **Note:** The *Application Form for NCCAOM® Certification* and *NCCAOM® Candidate Handbook* can be downloaded from the NCCAOM® website (www.nccaom.org) free of charge.

Application Acknowledgement- Within two weeks of receipt of an applicant's application and accompanying fees, an acknowledgement is emailed to the applicant confirming that NCCAOM® received the application and processed their payment. At this time an NCCAOM® identification number is assigned to the applicant. This identification number is very important when communicating with the NCCAOM® and checking an application status or updating contact information.

Examination Results- Examination score results (pass/fail) are mailed via United States first-class mail between 20 to 30 business days after completion of the examination(s). Applicants can also access their exam results online 20 to 30 business days after completion of the examination(s). See "Fast Finds" on the home page of the NCCAOM® website) at www.nccaom.org.

Certification Processing – Processing of the certification takes four to six weeks once all of the documentation and examination requirements are fulfilled. A Diplomate will receive a congratulatory letter and identification card specifying the actual date of certification.

Certificate Delivery- Six to seven weeks after the date of certification, the Diplomate will receive a certificate suitable for framing. Diplomates in Oriental Medicine, may order additional certificates in acupuncture and/or Chinese herbology and also be listed in all the certification categories listed above.

Pre-Graduation Applicants- Applicants who have not yet graduated but are attending a formal education program that is accredited or in candidacy status by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) may apply to take the examination(s) on a pre-graduation basis. To qualify to sit for an NCCAOM® examination as a pre-grad applicant, an official school transcript and a completed **Pre-graduation Form** must be sent directly from the school to NCCAOM®. All pre-graduation applicants must have completed the minimum number of hours required for each exam at the time of application in order to meet the pre-graduation eligibility requirements. Refer to the *Pre-graduation Acupuncture Table* (page 17) the *Pre-graduation Chinese Herbology Table* (page 22) and the *Pre-graduation Oriental Medicine Table* (page 27) for the required hours for each exam based on the date the applicant entered their academic program.

ACAOM Graduation Hour Requirements- In order to achieve full certification in acupuncture or Oriental medicine, candidates must meet all ACAOM graduation requirements (see Table 1 below).

Table 1: ACAOM Graduation Hour Requirements

ACAOM Graduation Hour Requirements
<p><u>Acupuncture Program</u> - (Minimum 3 Yrs - 1905 Hours/105 Credits) Oriental Medicine/Acupuncture Theory 705 Hrs.; Clinic 660 Hrs.; Biomedicine 450 Hrs.; Counseling, Communications, Ethics, Practice Management 90 Hrs.</p>
<p><u>Oriental Medicine Program</u> - (Minimum 2625 Hours/146 Credits) Oriental Medicine/Acupuncture Theory 705 Hrs.; Didactic Oriental Herbal Studies 450 Hrs.; *Acupuncture/Chinese Herbology Clinic 870 Hrs.; Biomedicine 510 Hrs.; Counseling, Communications, Ethics Practice Management 90 Hrs.</p> <p>*ACAOM Guideline: Herb certificate training program for Master of Acupuncture students and practitioners will be a minimum of 450 hours of didactic instruction in herbs and 210 hours of herbal clinical training.</p>

Five Time Rule - After the fifth unsuccessful attempt to pass an NCCAOM® examination, the candidate has no subsequent opportunities to test.

Clean Needle Technique Certificate Requirement - The Council of Colleges of Acupuncture and Oriental Medicine's (CCAOM) Clean Needle Technique (CNT) course is required for all applicants. The CNT course must be completed within six years of the application submission date. Completion of a CNT course is not required to take the examinations; however, NCCAOM® certification cannot be awarded until verification from CCAOM or notarized copy of the CNT course certificate is received. Please visit the CCAOM website at www.ccaom.org for more information on how to register for the CNT course.

Copies of Submitted Applications or Transcripts - Individuals may make written requests to NCCAOM® for a copy of their application and transcripts; however, NCCAOM® will not release memoranda, correspondence or other documents unless required to do so by law. There is a charge for this copy service (see *NCCAOM® 2010 Fee Schedule*, Appendix B of this handbook).

Signature- The notarized signature of an applicant on the *Application Form for NCCAOM® Certification* authorizes NCCAOM® to obtain additional information if necessary, from third parties, to establish eligibility for certification.

NCCAOM Information Disclosure Policy- NCCAOM® will publicly release information as listed below in printed materials, on its website via the [NCCAOM® Certification Registry Search Engine](#) or in response to specific requests. Only the following information about its applicants, candidates and Diplomates are released to a third-party:

1. Name
2. Contact information listed on the [NCCAOM® Certification Registry Search Engine](#) provided by the Diplomat*
3. Type of certification and date awarded
4. Current status of certification
5. Date of recertification, if applicable

Change of Personal Information- Diplomates are obligated to notify NCCAOM® of any changes to their personal information as listed on the NCCAOM® website or provided to the public as soon as they have knowledge of such changes. The NCCAOM® only posts contact information provided by Diplomates and is not responsible for incorrect information. In order to be certain to receive approval letters, exam results and other NCCAOM® communications, applicants, candidates and Diplomates are encouraged to login to [NCCAOM®'s website](#) to verify and update their contact information.

*Diplomates may choose not to have their contact information available on the NCCAOM® Certification Registry Search Engine; however, to change this information disclosure, a written request should be sent to NCCAOM®.

Confidentiality- The NCCAOM® respects the privacy of all applicants, candidates and Diplomates. All materials submitted or received in connection with applications and all test scores are held in confidence, except upon permission for disclosure from the applicant, candidate or Diplomate or except as required by law, including disclosure to governmental licensing bodies upon appropriate written request. Information about a Diplomate's certification status is also provided in accordance with the *NCCAOM® Information Disclosure Policy* (see *NCCAOM® Information Disclosure Policy*, on page 9 of this handbook).

Disciplinary Actions and Reporting - In cases where final disciplinary action has been imposed by the Professional Ethics and Disciplinary Committee (PEDC) the Diplomate's name and sanction will be published in the NCCAOM® newsletter and on its website. Information regarding final actions taken by the PEDC or the Board of Commissioners will be reported to appropriate state licensing or regulatory agencies for each type of sanction. In the case of a voluntary surrender of a certificate by a Diplomate, NCCAOM® may communicate the fact and date of the resignation to the appropriate state licensing board(s) or regulatory agency. In addition to disclosures required by law, NCCAOM® reserves the right to disclose final disciplinary actions to agencies, including but not limited to, any state licensing or regulatory agency, employers, insurers and the general public.

State Licensure vs. NCCAOM Certification - The NCCAOM® is a private, voluntary certification organization. It awards certification in acupuncture, Chinese herbology, Oriental medicine and Asian bodywork therapy. It does not award licenses to practice acupuncture or other forms of Oriental medicine. In the United States, licensure laws vary among the 50 states, the District of Columbia, and United States territories and possessions.

It is very important to use the correct terminology when referring to the NCCAOM® certification or any license to practice issued by a United States jurisdiction. Certification, a form of self-regulation, is a voluntary program by a private, nonprofit organization to evaluate practitioners in a particular profession or business.

Certification is usually granted for a limited period of time and must be renewed. The proper way to display NCCAOM® designations is demonstrated on page 3 of this handbook. Licensure is the process whereby a governmental unit (state or local) grants an individual permission to pursue an occupation or carry out a business subject to regulation under the government's "police power". Those who practice without a license or whose conduct violates a state's licensing law, risk punishment ranging from criminal prosecution to license suspension or revocation, as well as possible monetary fines. Penalties for violating licensure laws vary from state to state. Most states require passing of the NCCAOM® certification exams or certification by the NCCAOM® to be eligible for licensure.

Exam Results and Certification Verification Form - Candidates and Diplomates who have completed all the NCCAOM® requirements for state licensure (see state licensure requirements by choosing state licensure on the Applicant Tab of the NCCAOM® website home page) wishing to have their examination(s) results and or certification verification sent to an outside agency should submit a Exam Results and Certification Verification Form (see Forms, on [the Sitemap](#) of the NCCAOM® website at www.nccaom.org). Please allow 7 to 10 business days from receipt of the request for the Exam Results and Certification Verification Form report to be sent by NCCAOM®.

Note: NCCAOM® will hold an individual's Exam Results and Certification Verification Form for six months. If the state requirements have not been met within the six month time frame, the Exam Results and Certification Verification Form will be shredded and a new Exam Results and Certification Verification Form must be resubmitted.

Agent Designation Form - Applicants, candidates and Diplomates who wish to have another person make inquiries on their behalf must submit an [Agent Designation Form](#) available online (see Forms, on the Sitemap of the NCCAOM® website) at www.nccaom.org. The *Agent Designation Form* must be signed and notarized. For security reasons, all callers (applicant, candidate, Diplomate or designated agents) will be asked for identifying information. This security feature helps NCCAOM® protect personal information from being inappropriately released.

Health and Legal Status Information for All Applicants - The NCCAOM® seeks to protect the public interest by maintaining the highest ethical and competency standards. Applicants for certification must be free from disciplinary action at the time they submit an application.

Disciplinary Action – Disciplinary action includes, but is not limited to:

1. Currently on probation or parole for a criminal conviction,
2. Having been judged liable in a judicial or administrative proceeding based on allegations relating to professional competence or conduct,
3. Currently facing a limitation, suspension, or revocation of a license to practice in any United States state or jurisdiction, or action based on a violation of a federal or state law or regulation that relates to the practice of acupuncture or Oriental medicine.

The NCCAOM® *Application Form for Certification Form* (see Appendix E of this handbook) contains several questions about the applicant's current health, legal status and history. Applicants are required to respond to all questions truthfully and completely and to provide additional information if necessary. If an applicant does answer yes to any of the legal or health status questions, an applicant must provide all copies of all related documentation. All records maintained by NCCAOM® are confidential and will only be released only through written request or as required by law.

Prior legal or health status issues may not necessarily disqualify a candidate from obtaining NCCAOM® certification. If the circumstances do not appear to compromise the applicant's ability to practice and proper supporting documentation has been received, the application will move forward in the review eligibility process. In cases where a determination cannot be made by NCCAOM® staff, applications will be forwarded to the Professional Ethics and Disciplinary Committee (PEDC) for review. Applicants will be notified if the PEDC is required to review the application that has been submitted.

Name Change- After submitting an application to NCCAOM, if the applicant's, candidate's or Diplomate's name changes, the NCCAOM® must be informed in writing. Notification of a name change must be accompanied by the appropriate supporting documentation (e.g., marriage certificate, divorce decree, court documents showing a legal name change) must be mailed to the NCCAOM® with a photo copy of new identification.

Authenticity and Adequacy of Documentation- The NCCAOM® will verify the authenticity of all documents, including non-United States or translated educational documents, before determining eligibility to test. This verification process adds time to the application review period. Applicants who are using documentation from outside the United States or documentation that is translated from another language are encouraged to apply well in advance of wishing to take examinations. Submission of an application does not automatically guarantee eligibility to take an examination on any particular date.

Document Guidelines- The following rules apply to all documents submitted as part of the certification application:

1. All documentation must contain the applicant's, candidate's or Diplomate's name exactly as it appears on the application. A numeric identifier must also be included on all supporting documentation. Numeric identifiers include date of birth, social security number, alien registration number or passport number.
2. Supporting documents that do not contain the applicant's, candidate's or Diplomate's name exactly as it appears on the application may not be matched with the correct person or application. The NCCAOM® will not recognize **any** variation from the name on the application without evidence of a legal name change.
4. All supporting documents must have been created in English or be accompanied by an official, literal English translation.
5. Documents submitted as part of the application will be retained in NCCAOM®'s files and will not be returned. Do not send irreplaceable originals of certificates, diplomas, or other documents. Certified or notarized photocopies of these documents will be accepted; however, student transcripts must be sent directly from the school.

6. **Accuracy is essential.** Falsification, misrepresentation or omission of any material fact required on the application or during the certification process is grounds for denial or revocation of certification.

Insufficient Documentation Notification- Applicants are solely responsible for ensuring that NCCAOM[®] receives all required supporting documentation. The NCCAOM[®] is not responsible for lost, undelivered or mis-delivered documents. Therefore, it recommend to use a traceable form of delivery such as return receipt, Express Mail, First-Class Mail or Priority Mail with delivery or signature confirmation, or a private delivery service such as Federal Express or UPS. If the application is incomplete, NCCAOM[®] will contact the applicant as a courtesy regarding any documentation that is needed to complete the application.

Application Valid for Four Years- Applications are valid for four years from the date received by NCCAOM[®]. After four years, if the applicant still has not obtained certification, a new application must be submitted in accordance with all certification policies and fee requirements in place at the time.

Documentation Received before Application- The NCCAOM[®] holds all properly identified documentation that arrives before the actual application and payment is received for a period of up to three months.

Notarization of Application- Applications must be signed in the presence of a notary public. In addition, NCCAOM[®] requires certain supporting documents to be originals or notarized as certified and true copies.

Achieving Certification

Although passing all required certification examinations is necessary to achieve certification, all final academic transcripts and as applicable, evidence of a CNT certificate must be completed. In order to use the NCCAOM[®] Diplomate designation, a candidate must receive an official notification by NCCAOM[®]. Receive passing scores on the NCCAOM[®] examinations does not necessitate certification. Candidates are not certified until all required documents are accepted and the candidate has received official notification from the NCCAOM[®]. Candidates may not represent or advertise NCCAOM[®] certification until this official notification is received. In order to become certified, candidates are required to meet any new certification requirements (i.e. pass new examination, etc.) that may have been added since the application was received.

When certification is awarded, candidates will receive a wallet-size identification card attached to a congratulatory letter. This letter will contain the official certification expiration date and certification number.

Candidates may expect to receive an NCCAOM[®] certificate, suitable for framing, approximately six weeks from the date certified. It is not necessary to have received the certificate in order to prove Diplomate status, but candidates must have received the congratulatory letter before advertising or otherwise claiming NCCAOM[®] certification. Please note that it is critical for NCCAOM[®] to have all current and accurate address information in order to notify candidates/Diplomates of recertification dates and other important events in the acupuncture and Oriental medicine community. Achieving certification also entitles Diplomates to be listed on the [NCCAOM[®] Certification Registry Search Engine](#).

Diplomates in Oriental Medicine may order additional certificates in acupuncture and/or Chinese herbology and also be listed in all the certification categories listed above. Refer to the site map on the NCCAOM[®] website, Forms, and [Additional Certification Order Form](#) (for Diplomates of O.M. only) for further information.

Maintaining Certification - Recertification is the process by which NCCAOM[®] Diplomates demonstrate their continued professional competency. The Professional Development Activity (PDA) Point System has been designed to encourage development in core competency areas and professional activities by awarding points to Diplomates. Sixty PDA points are required in a four-year recertification cycle. PDA points may also be submitted in most states for maintaining licensure requirements. More detailed information is available in the [NCCAOM[®] Recertification Handbook](#) available at www.nccaom.org.

The Application Process

Each applicant must meet all requirements for the eligibility route specified. The **NCCAOM®** *Application Form for Certification* can be found in Appendix E of this handbook. The application form must be completed in full, signed by the applicant and notarized.

Payment must be included. Acceptable forms of payment are check, Visa and Master Card.

Mail the completed application information to:

NCCAOM®
76 S. Laura St., Ste. 1290
Jacksonville, FL 32202

Applicants must also request an official academic transcript to be sent directly from the applicant's school to the NCCAOM®.

NCCAOM[®] Acupuncture Certification



General Information

In addition to meeting the requirements specified in *The Application Process* (see page 15 of this handbook) the applicant must:

- 1) Successfully pass the following examinations:
 - a. Foundations of Oriental Medicine
 - b. Acupuncture with Point Location
 - c. Biomedicine, and;
- 2) Submit an official (notarized) certificate of completion for a Clean Needle Technique (CNT) course. See *Clean Needle Technique Requirements* on page 9 of this handbook.

Note: The CNT course must be completed within six years of the application date.

Acupuncture Eligibility Routes

- Route #1: Formal Education: Graduate or pre-graduate from ACAOM accredited program - United States applicants only
- Route #2: Formal Education: International applicants
- Route #3: Apprenticeship: United States and international applicants
- Route #4: Combination of Formal Education and Apprenticeship: United States and international applicants

Route 1: Formal Education: Graduate or Pre-graduate from an ACAOM Accredited Program - United States Applicants Only

Applicants using this route must be a graduate or pre-graduate from an academic program accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) or an academic program in candidacy status with ACAOM. ACAOM's requirements are described in the ACAOM Accreditation Manual available at www.acaom.org/manuals.htm. Table 2 below indicates the minimum number of hours of academic course work that must be completed to be eligible to sit for each required exam.

Applicants for NCCAOM® certification in acupuncture are allowed to test on a pre-graduation basis after completing the required hours based on the date the applicant entered the academic program as shown in Table 2 below. All pre-graduation applicants must have their pre-graduation application form (available at the applicant’s school) signed by their designated school official.

Table 2: Pre-graduation Hours for Acupuncture

Required Examinations for Certification in Acupuncture	Matriculation (Enrollment) Date	Completed Hours
Acupuncture with Point Location Biomedicine	Prior to July 1, 1999	1,350
Foundations of Oriental Medicine	On or After July 1, 1999	1,490

Pre-graduation applicants are advised to consult with the school’s program director regarding the best time to take the national certification examination(s). Each school may have their own internal policies regarding when they will submit the transcript on behalf of their students. Once the applicant has completed the minimum hours (as listed below), the transcripts and approval of each examination must be received directly from school.

Note: Candidates must graduate, meet the ACAOM graduation hour requirements and have sent their official graduation transcripts to the NCCAOM® before achieving full NCCAOM® certification. Please refer to the ACAOM graduation hour requirements chart on page 8 of this handbook.

Route 2: Formal Education: International Applicants

Applicants using this route must have graduated from academic institutions outside of the United States. Graduates from an academic institution listed on the table of [NCCAOM® Recognized International Educational Institutions](#) may apply directly to NCCAOM®. Submission of an [International Education Evaluation form \(IEE\)](#) (found on the Site map of the NCCAOM® website under Forms) must accompany the *Application Form for NCCAOM® Certification* with all appropriate fees.

Graduates from an international academic educational institution that does not appear on the table of *Recognized International Educational Institutions* must first apply to the American Association of Collegiate Registrars and Admissions Officers (AACRAO) for educational transcript evaluation. Applicants may download the [Foreign Education Review Application \(FERA\)](#) from the NCCAOM® website (see “Educated Outside of the United

States” found on the Site Map section). A completed FERA application, an official transcript and diploma along with the current FERA fee should be mailed to:

American Association of Collegiate Registrars and Admissions Officers (AACRAO)
International Educational Services
One Dupont Circle, NW
Suite 520
Washington, D.C. 20036-1135

AACRAO typically completes the credential review within eight weeks; however, the NCCAOM® does not guarantee this time frame. Please wait until notification from AACRAO that the foreign education review is complete before submitting the NCCAOM® application packet to NCCAOM. See www.aacrao.org for more information.

Supplemental Education for Certification in Acupuncture - Applicants applying for certification, who have earned degrees in acupuncture and/or Oriental Medicine but lack the necessary hours and/or curricular requirements, may complete coursework that allows them to meet ACAOM’s *current* hourly and curricular requirements. This policy applies to applicants denied certification eligibility based on insufficient course hours.

Supplemental hours and courses must be completed at an ACAOM accredited or ACAOM candidate school. The supplemental education may be obtained at more than one ACAOM accredited or ACAOM candidate school. The supplemental education cannot exceed 660 hours. The supplemental education is subject to NCCAOM®’s Eligibility Committee approval.

Route #3: Apprenticeship for United States and International Applicants

Apprenticeship is defined as training completed under a preceptor who assumes responsibility for the theoretical and practical education of the apprentice.

Requirements for Eligibility via Apprenticeship-

- A maximum of two apprentices may study under a single preceptor at any one time.
- An apprentice may only study under one preceptor during the apprenticeship.
- NCCAOM® does not pre-approve apprenticeship programs or preceptors. It is the applicant’s responsibility to provide required documents when the application is submitted.
- Applicants who apply through the apprenticeship route must meet all of the following requirements:
 - Completion of an apprenticeship program with a minimum of 4,000 contact hours with no less than three years and no more than six years in acupuncture. Contact hours are defined as clock hours that the apprentice spends under the direct supervision of the preceptor. Off-site supervision is not included.

AND

- After the first year, the apprenticeship program must include increasing responsibilities in patient contact, up to and including the final stage of complete diagnosis and treatment under the preceptor's supervision.

AND

- The apprenticeship program must be under the direction of a **qualified preceptor**. A preceptor is considered qualified if he/she meets at least one of the following criteria:
 - Government or state licensed practitioner.

OR

- Practice at a minimum level of 500 acupuncture patient visits by more than 100 different patients for five consecutive years immediately prior to becoming the applicant's preceptor.

AND

- The preceptor's practice was at a minimum level of 500 acupuncture patient visits by no fewer than 100 different patients during each year of the apprenticeship program. Patient visits were in general health care practice. Specialized limited practice, such as smoking withdrawal and/or addictions, may have been included in the practice but do not count as one of the 500 general-health acupuncture patient visits per year.

Documentation Required for Apprenticeship-

Applicants under this route of eligibility must submit all of the following documents:

1. A notarized letter from the preceptor that includes the following information:
 - A detailed description of the apprenticeship, including start and finish dates, breaks, total number of contact hours each year, the amount of time spent in theoretical instruction, and the level of involvement with patient/client treatment.
 - A description of preceptor's practice, including the number of patient/client visits per year and the type of practice.
2. A statement of the number of apprentices being supervised by the preceptor during the specified time.
3. Documentation of preceptor's practice showing five years.
4. Notarized affidavits, from two healthcare professionals, which include written testimony based on personal knowledge of dates, volume, scope and type of practice of the preceptor.
5. Representative sample of applicant's notes, typewritten.
6. Proof of completion of Clean Needle Technique (CNT) course. Refer to page 9 of this handbook for the CNT requirements.

For additional details on the apprenticeship program, please refer to NCCAOM® website at www.nccaom.org or contact NCCAOM® by email at info@nccaom.org.

Route #4: Combination of Formal Education and Apprenticeship for United States and International Applicants

Applicants using this route are awarded points for meeting the requirements in both the Formal Education and Apprenticeship categories. Applicants must earn a total of 40 points. A combination of points must be earned from each category and cannot exceed 30 points from one category to establish eligibility.

Earning Points for Education-

Formal Education - Applicants should follow the guidelines for Route #1 and #2,

1. Formal Education
 - a. Applicants are awarded 10 points for each year of formal acupuncture education (as specified in Route #1 and #2). One year is defined as 450 hours.
 - b. Points are awarded for incomplete education obtained from an academic program that meet the criteria described in *Route #1: Formal Education: Graduate or Pre-graduate from an ACAOM accredited program - United States Applicants only* (see page 16 of this handbook) and/or *Route #2: Formal Education: International Applicants* on page 17 of this handbook.
 - c. Applicants may earn a maximum of 30 points under this category.
2. Apprenticeship
 - a. Applicants under this category are awarded 10 points per 1,000 contact hours with a preceptor. A maximum of 10 points may be earned per calendar year or a 12-consecutive-month period.
 - b. The apprenticeship hours must meet the criteria described under Route #3: Apprenticeship.
 - c. Applicants may earn a maximum of 30 points under this category.
 - d. For additional information on this route of eligibility please contact NCCAOM® by email at info@nccaom.org.

NCCAOM[®] Chinese Herbology Certification



General Information

In addition to meeting the requirements specified in *The Application Process* (see page 15 of this handbook) the applicant must successfully pass the following examinations:

- A. Foundations of Oriental Medicine
- B. Chinese Herbology
- C. Biomedicine

Chinese Herbology Eligibility Routes

- Route #1: Formal Education: Graduate or pre-graduate from ACAOM accredited program - United States applicants only
- Route #2: Formal Education – International applicants
- Route #3: Apprenticeship - United States and international applicants
- Route #4: Combination of Formal Education and Apprenticeship - United States and international applicants

Route 1: Formal Education: Graduate or Pre-graduate from an ACAOM Accredited Program - United States Applicants Only

Applicants using this route must be a graduate or pre-graduate from an academic program accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) or an academic program in candidacy status with ACAOM. ACAOM's requirements are described in the ACAOM Accreditation Manual available at www.acaom.org/manuals.htm. Table 3 below indicates the minimum number of hours of academic course work that must be completed to be eligible to sit for each required exam.

Applicants for NCCAOM® certification in acupuncture are allowed to test on a pre-graduation basis after completing the required hours based on the date the applicant entered the academic program as shown in Table 3 below. All pre-graduation applicants must have their pre-graduation application form (available at the applicant's school) signed by their designated school official.

Table 3: Pre-graduation Hours for Chinese Herbology

Examination	Matriculation (Enrollment) Date	Completed Hours
Foundations of Oriental Medicine Biomedicine	Prior to July 1, 1999	1,350
	On or After July 1, 1999	1,490
Chinese Herbology	Prior to July 1, 1999	1,700 (350 clinical hours)
	On or After July 1, 1999	2,050 (410 clinical hours)

Pre-graduation applicants are advised to consult with the school's program director regarding the best time to take the national certification examination(s). Each school may have their own internal policies regarding when they will submit the transcript on behalf of their students. Once the applicant has completed the minimum hours (as listed below), the transcripts and approval of each examination must be received directly from school.

Note: Candidates must graduate, meet the ACAOM graduation hour requirements and have sent their official graduation transcripts to the NCCAOM® before achieving full NCCAOM® certification. Please refer to the ACAOM graduation hour requirements chart on page 8 of this handbook.

Route 2: Formal Education: International Applicants

Applicants using this route must have graduated from academic institutions outside of the United States. Graduates from an academic institution listed on the table of [NCCAOM® Recognized International Educational Institutions](#) may apply directly to NCCAOM®. Submission of an [International Education Evaluation form \(IEE\)](#) (found on the Site map of [the NCCAOM website](#) under Forms) must accompany the *Application Form for NCCAOM® Certification* with all appropriate fees.

Graduates from an international academic educational institution that does not appear on the table of *Recognized International Educational Institutions* must first apply to the American Association of Collegiate Registrars and Admissions Officers (AACRAO) for educational transcript evaluation. Applicants may download the [Foreign Education Review Application](#) (FERA) from [the NCCAOM® website](#) (see “Educated Outside of the United States” found on the Site Map section). A completed FERA application, an official transcript and diploma along with the current FERA fee should be mailed to:

American Association of Collegiate Registrars and Admissions Officers (AACRAO)
International Educational Services
One Dupont Circle, NW
Suite 520
Washington, D.C. 20036-1135

AACRAO typically completes the credential review within eight weeks; however, the NCCAOM® does not guarantee this time frame. Please wait until notification from AACRAO that the foreign education review is complete before submitting the NCCAOM® application packet to NCCAOM. See www.aacrao.org for more information.

Supplemental Education for Certification in Acupuncture - Applicants applying for certification, who have earned degrees in acupuncture and/or Oriental medicine but lack the necessary hours and/or curricular requirements, may complete coursework that allows them to meet ACAOM's *current* hourly and curricular requirements. This policy applies to applicants denied certification eligibility based on insufficient course hours.

Supplemental hours and courses must be completed at an ACAOM accredited or ACAOM candidate school. The supplemental education may be obtained at more than one ACAOM accredited or ACAOM candidate school. The supplemental education cannot exceed 660 hours. The supplemental education is subject to NCCAOM®'s Eligibility Committee approval.

Route #3: Apprenticeship for United States and International Applicants

Apprenticeship is defined as training completed under a preceptor who assumes responsibility for the theoretical and practical education of the apprentice.

Requirements for Eligibility via Apprenticeship-

- A maximum of two apprentices may study under a single preceptor at any one time.
- An apprentice may only study under one preceptor during the apprenticeship.
- NCCAOM® does not pre-approve apprenticeship programs or preceptors. It is the applicant's responsibility to provide required documents when the application is submitted.

- Applicants who apply through the apprenticeship route, must meet all of the following requirements:
 - Completion of an apprenticeship program with a minimum of 4,000 contact hours with no less than three years and no more than six years in acupuncture. Contact hours are defined as clock hours that the apprentice spends under the direct supervision of the preceptor. Off-site supervision is not included.

AND

 - After the first year, the apprenticeship program must include increasing responsibilities in patient contact, up to and including the final stage of complete diagnosis and treatment under the preceptor's supervision.

AND

 - The apprenticeship program must be under the direction of a **qualified preceptor**. A preceptor is considered qualified if he/she meets at least one of the following criteria:
 - Government or state licensed practitioner.

OR

 - Practice at a minimum level of 500 acupuncture patient visits by more than 100 different patients for five consecutive years immediately prior to becoming the applicant's preceptor.

AND

 - The preceptor's practice was at a minimum level of 500 acupuncture patient visits by no fewer than 100 different patients during each year of the apprenticeship program. Patient visits were in general health care practice. Specialized limited practice, such as smoking withdrawal and/or addictions, may have been included in the practice but do not count as one of the 500 general-health acupuncture patient visits per year.

Documentation Required for Apprenticeship-

Applicants under this route of eligibility must submit all of the following documents:

- A notarized letter from the preceptor that includes the following information:
 - A detailed description of the apprenticeship, including start and finish dates, breaks, total number of contact hours each year, the amount of time spent in theoretical instruction, and the level of involvement with patient/client treatment.
 - A description of preceptor's practice, including the number of patient/client visits per year and the type of practice.
- A statement of the number of apprentices being supervised by the preceptor during the specified time.

- Documentation of preceptor's practice showing five years.
- Notarized affidavits, from two healthcare professionals, which include written testimony based on personal knowledge of dates, volume, scope and type of practice of the preceptor.
- Representative sample of applicant's notes, typewritten.
- Proof of completion of Clean Needle Technique (CNT) course. Refer to page 9 of this handbook for the CNT requirements.

For additional details on the apprenticeship program, please refer to NCCAOM website at www.nccaom.org or contact NCCAOM® by email at info@nccaom.org.

Route #4: Combination of Formal Education and Apprenticeship for United States and International Applicants

Applicants using this route are awarded points for meeting the requirements in both the Formal Education and Apprenticeship categories. Applicants must earn a total of 40 points. A combination of points must be earned from each category and cannot exceed 30 points from one category to establish eligibility.

Earning Points for Education-

Formal Education- Applicants should follow the guidelines for Route #1 and #2,

3. Formal Education
 - a. Applicants are awarded 10 points for each year of formal acupuncture education (as specified in Route #1 and #2). One year is defined as 450 hours.
 - b. Points are awarded for incomplete education obtained from an academic program that meet the criteria described in *Route #1: Formal Education: Graduate or Pre-graduate from an ACAOM accredited program - United States Applicants only* (see page 16 of this handbook) and/or *Route #2: Formal Education: International Applicants* on page 17 of this handbook.
 - c. Applicants may earn a maximum of 30 points under this category.
4. Apprenticeship
 - a. Applicants under this category are awarded 10 points per 1,000 contact hours with a preceptor. A maximum of 10 points may be earned per calendar year or a 12-consecutive-month period.
 - b. The apprenticeship hours must meet the criteria described under Route #3: Apprenticeship.
 - c. Applicants may earn a maximum of 30 points under this category.
 - d. For additional information on this route of eligibility please contact NCCAOM® by email at info@nccaom.org.

NCCAOM® Oriental Medicine Certification



General Information

Certification in Oriental medicine equates to certifications in acupuncture and Chinese herbology along with education in all of the five branches of Oriental medicine (acupuncture, Chinese herbs, bodywork, dietary therapy, and exercise).

In addition to meeting the requirements specified in *The Application Process* (see page 15 of this handbook) the applicant must successfully

- Pass the following examinations:
 - A. Foundations of Oriental Medicine
 - B. Acupuncture with Point Location
 - C. Chinese Herbology
 - D. Biomedicine
- Submit an official certificate of completion for a Clean Needle Technique (CNT) course.

Oriental Medicine Eligibility Routes

- Route #1: Formal Education: Graduate from ACAOM accredited program - United States applicants
- Route #2: Formal Education – International applicants
- Route #3: Current Diplomates of Acupuncture, Chinese Herbology or both

Route 1: Formal Education: Graduate or Pre-graduate from an ACAOM accredited program - United States Applicants only

Applicants using this route must be a graduate or pre-graduate from an academic program accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) or an academic program in candidacy status with ACAOM. ACAOM's requirements are described in the ACAOM Accreditation Manual available at www.acaom.org/manuals.htm. Table 4 below indicates the minimum number of hours of academic course work that must be completed to be eligible to sit for each required exam.

Applicants for NCCAOM® certification in acupuncture are allowed to test on a pre-graduation basis after completing the required hours based on the date the applicant entered the academic program as shown in Table 4 below. All pre-graduation applicants must have their pre-graduation application form (available at the applicant's school) signed by their designated school official.

Table 4: Pre-graduation Hours for Oriental Medicine

Examination	Matriculation (Enrollment) Date	Completed Hours
Foundations of Oriental Medicine Acupuncture and Point Location Biomedicine	Prior to July 1, 1999	1,350
	On or After July 1, 1999	1,490
Chinese Herbology	Prior to July 1, 1999	1,700 (350 clinical hours)
	On or After July 1, 1999	2,050 (410 clinical hours)

Pre-graduation applicants are advised to consult with the school's program director regarding the best time to take the national certification examination(s). Each school may have their own internal policies regarding when they will submit the transcript on behalf of their students. Once the applicant has completed the minimum hours (as listed below), the transcripts and approval of each examination must be received directly from school.

Note: Candidates must graduate, meet the ACAOM graduation hour requirements and have sent their official graduation transcripts to the NCCAOM® before achieving full NCCAOM® certification. Please refer to the ACAOM graduation hour requirements chart on page 8 of this handbook.

Route 2: Formal Education: International Applicants

Applicants using this route must have graduated from academic institutions outside of the United States. Graduates from an academic institution listed on the table of [NCCAOM® Recognized International Educational Institutions](#) may apply directly to NCCAOM®. Submission of an [International Education Evaluation form \(IEE\)](#) (found on the Site map of the NCCAOM website under Forms) must accompany the *Application Form for NCCAOM® Certification* with all appropriate fees.

Graduates from an international academic educational institution that does not appear on the table of *Recognized International Educational Institutions* must first apply to the American Association of Collegiate Registrars and Admissions Officers (AACRAO) for educational transcript evaluation. Applicants may download the [Foreign Education Review Application \(FERA\)](#) from [the NCCAOM® website](#) (see “Educated Outside of the United States” found on the Site Map section). A completed FERA application, an official transcript and diploma along with the current FERA fee should be mailed to:

American Association of Collegiate Registrars and Admissions Officers (AACRAO)
International Educational Services
One Dupont Circle, NW
Suite 520
Washington, D.C. 20036-1135

AACRAO typically completes the credential review within eight weeks; however, the NCCAOM® does not guarantee this time frame. Please wait until notification from AACRAO that the foreign education review is complete before submitting the NCCAOM® application packet to NCCAOM. See www.aacrao.org for more information.

Supplemental Education for Certification in Acupuncture - Applicants applying for certification, who have earned degrees in acupuncture and/or Oriental medicine but lack the necessary hours and/or curricular requirements, may complete coursework that allows them to meet ACAOM's *current* hourly and curricular requirements. This policy applies to applicants denied certification eligibility based on insufficient course hours.

Supplemental hours and courses must be completed at an ACAOM accredited or ACAOM candidate school. The supplemental education may be obtained at more than one ACAOM accredited or ACAOM candidate school. The supplemental education cannot exceed 660 hours. The supplemental education is subject to NCCAOM®'s Eligibility Committee approval.

Route #3: Upgrade from Acupuncture and/or Chinese Herbology Certification

NCCAOM® Diplomates may obtain certification in Oriental medicine by upgrading from acupuncture and/or Chinese Herbology certification(s). Diplomates who wish to upgrade must meet the following requirements:

1. Be an active or inactive NCCAOM Diplomat (Lapsed status Diplomates are not eligible).
2. Submit an *Application Form for NCCAOM Certification* for Oriental Medicine (see Appendix E of this handbook).

3. Depending on current certification(s), eligible Diplomates must have successfully passed the Acupuncture with Point Location and Chinese Herbology examinations.
4. Demonstrate competency in Biomedicine:
 - A. Successfully pass the Biomedicine examination
 - OR**
 - B. Complete 45 hours in Biomedicine continuing education units or coursework within six (6) years of the application date.

Appealing Eligibility Decisions

The NCCAOM® cannot approve applications from applicants who do not meet the recognized eligibility requirements developed by the Board of Commissioners. NCCAOM® does, however, provide an appeal process by which an applicant may challenge a decision on eligibility. The appeal process provides for a fair and equitable review of the applicant's required documentation and an eligibility decision by qualified members of the Eligibility Committee sanctioned by the NCCAOM® Board of Commissioners.

Applicants who fail to meet the eligibility requirements for certification, are notified in writing of the eligibility denial. The reason(s) for the denial are indicated in the written notification.

Applicants may appeal an eligibility decision by submitting a request, in writing, with supporting documentation within 45 days of the notification of ineligibility. NCCAOM® staff will review the case for any potential inaccuracies and/or miscalculations in determining the applicant's eligibility. If the denial is reversed, the applicant is allowed to continue in the certification process. If the denial is upheld, the case is presented to the NCCAOM® Eligibility Committee at the next regularly scheduled meeting. The Eligibility Committee will review the eligibility requirements, the candidate's qualifications and responses and all supporting documentation. Based on the requirements and information received, the Eligibility Committee will make a determination if the applicant is eligible for certification. The applicant will be notified, in writing, of the Eligibility Committee's decision.

If the applicant's eligibility is still denied, he/she may appeal the Eligibility Committee's decision, in writing, within 45 days of being notified. A written appeal may be presented to the NCCAOM® Board of Commissioners for review at the next regularly scheduled Board of Commissioners meeting. The appeal will be reviewed by the Board of Commissioners during the Executive Session. *The decision of the Board of Commissioners is final and the candidate may not re-appeal.* The applicant is notified of the Board of Commissioners decision by a letter reviewing the case and decision. If the applicant's eligibility appeal is denied, the reason will be stated in a letter.

Examination Preparation

Examination Preparation Resources- To achieve certification, applicants must successfully pass the required NCCAOM® examinations. To assist applicants in preparing for these examinations, NCCAOM® has developed the following new resources that are available online at www.nccaom.org.

The NCCAOM Examination Study Guides and the 2010 Expanded Examination Content Outlines

The NCCAOM® official examination study guides for its Certification Programs in Oriental Medicine, Acupuncture and Chinese Herbology 2010 are available on [the NCCAOM website](http://www.nccaom.org) (see Exam Content under the Exams tab). These study guides are designed to help prepare candidates for each of the NCCAOM® certification examinations and contain the newly developed expanded content outlines for Acupuncture with Point Location, Biomedicine, Foundations of Oriental Medicine, and Chinese Herbology (for the Oriental Medicine and Chinese Herbology Certifications) examinations.

The new expanded content outlines, which are all based on the 2008 Job Task Analysis results, contain materials effective in 2010. The new additions to the content outlines include:

1. Knowledge, Skills and Abilities (KSAs) statements for each exam
2. A list of herbal formulas for the Chinese herbology examination

Each [NCCAOM® Examination Study Guide](#) has all of the examination preparation materials for each of its certification programs all in one document. In addition, each study guide contains an updated Examination Administration Frequently Asked Questions to assist candidates with completing the examination process. Each study guide can be downloaded complimentary or a printed, colored copy can be purchased from the NCCAOM® by completing and returning the [Examination Study Guide 2010 Order Form](#). This order form can be found on the Site Map of the NCCAOM® website listed under Forms.

Practice Tests

Practice tests are available online for acupuncture and point location, Chinese herbology and foundations of Oriental medicine. Applicants and candidates may sign-up for a 90-day subscription service on the NCCAOM® website at www.nccaom.org where they are able to access the practice test applicable to the certification program for which they are testing. The practice tests are a great opportunity for applicants to become familiar with NCCAOM® questions and to adjust to computerized testing. NCCAOM® offers five different practice tests. Candidates with subscriptions may take the exams as many times as necessary and incorrect answers are prompted to reveal the correct answer.

Examination Administration

General information

The NCCAOM[®] examinations are administered year-round at more than 200 Pearson VUE Professional Test sites across North America and abroad. Once the applicant application and supporting documents have been reviewed and approved, he/she is allowed to sit for the examination(s) the applicant is now in candidate status. See page 6 of this handbook for more information on authorization to test.

Accommodations under the Americans with Disabilities Act (ADA)- The NCCAOM[®] complies with the Americans with Disabilities Act (ADA) of 1990 and will accommodate reasonable and properly documented requests for special accommodations that do not fundamentally alter the nature of its examinations or jeopardize examination security. Requests for such accommodations should be sent early in order to avoid undue delay in processing the application. NCCAOM[®] will review the request and professional recommendations to determine whether the accommodation is reasonable and appropriate to the testing environment or whether it would fundamentally change the nature of the examination. A link containing complete information, forms and procedures for requesting [ADA accommodations](#) is available on the NCCAOM[®] website listed as “*ADA- Americans with Disabilities Act*” on “*Site Map*”. All documentation must be sent to NCCAOM - ADA, 76 S. Laura Street, Suite 1290 Jacksonville, FL 32202.

Authorization to Test- When the applicant is cleared to sit for the examinations, NCCAOM[®] mails an *Authorization to Test* letter (ATT Letter) via the United States Postal Service. This letter contains all the information needed to schedule, reschedule, and/or cancel the examination(s) appointment. See page 6 of this handbook for more information on authorization to test.

Scheduling The Exam- Approved candidates can select any date(s) to take their examinations and can choose from an available Pearson VUE Professional Test Center. Candidates have the flexibility to either spread their examinations over a period of time or take them all at once. Upon approval, candidates should schedule your appointments as soon as possible to ensure that your preferred time and testing center is available.

Examination Registration- Exam registration takes place by telephone or online through the web. All candidates can register with Pearson VUE, the official testing company accepted by the NCCAOM[®], only after receiving an NCCAOM[®] *Authorization to Test* letter. The authorization letter will provide the necessary information to contact Pearson VUE and register for an exam(s).

Report Time and Start Time- The time printed on the *Pearson VUE Admissions Letter* is the candidate's required report time. Allow sufficient time to find the test site and plan to arrive 30 minutes prior to the scheduled time. The NCCAOM® does not have information on lodging, parking or phone numbers for the test sites. It is advisable to gather this information before the test day to avoid unnecessary delays.

Examination Security – Candidates will be audio and videotaped during the examination for security purposes.

Lateness on Day of the Examination- Candidates must arrive by the report time on the admission letter or will not be admitted to the test site. After the appointed time has passed, Pearson VUE staff will exclude the candidate from taking the examination and therefore forfeiting the testing opportunity and fees. For the next exam administration, the candidate must resubmit all fees and forms.

Rescheduling or Canceling the Examination- The candidate must contact Pearson VUE at www.vue.com to reschedule or cancel the appointment at least one full business day (24 hours) in advance of the scheduled exam appointment. If the candidate does not cancel 24 hours prior and does not appear for an NCCAOM® examination for which the candidate registered, the candidate will forfeit the fees paid for the examination(s).

Weather- In the event of inclement weather, unforeseen emergencies or "Acts of God," NCCAOM® and its testing company will determine whether circumstances warrant the cancellation of an examination administration at a particular site. The examination will not be rescheduled if the test center is able to open or if an alternate test location is arranged. Contact the testing company one day prior to the examination to determine if the test site will be opened or closed. Should an examination be cancelled, candidates scheduled for that site will receive notification regarding rescheduling the examination date. Additional examination fees will not be incurred if your test is cancelled by NCCAOM®.

Translators- Translators are not available at any test site.

Childcare- NCCAOM® and Pearson VUE do not provide childcare while a parent/caregiver takes an examination.

Personal Property- Measuring devices, computers, calculators, cameras, dictionaries (electronic or paper), beepers, cell phones, notes, scrap paper or notepaper, and other such materials or devices, or any personal items (e.g., purses, pillows, etc.) are not allowed into the examination. Individuals possessing any such materials or devices will be ejected from the examination, will forfeit all application and examination fees, will be barred from applying for NCCAOM® certification for up to five years, and will be considered a new applicant if they choose to reapply. It is the candidate's responsibility to surrender these items voluntarily prior to testing. A locker will be available at the test center.

Clothing- Candidates are advised to wear clothing that will be comfortable for various temperature conditions at the test center.

Examination Confidentiality- NCCAOM® is committed to the integrity and security of its examination process. Applicants, candidates and Diplomates have a duty to maintain strict confidentiality with respect to the content of the examinations and comply with all examination security policies and procedures. Any breach of confidentiality that may compromise the security of the examination content (including giving information about the examination to another person or receiving information about the examination from another person before, during, or after the examination) will be grounds for disciplinary action, including but not limited to denial or revocation of certification by NCCAOM®. Likewise, any act, either intentional or unintentional, that violates exam rules will be grounds for disciplinary action by NCCAOM®. Proctors are responsible for reporting to NCCAOM® any candidates who (1) may have caused a disruption or interruption during the exam period, or (2) violated procedural rules before or during the exam, or (3) appeared to engage in a method of cheating or seeking unfair advantage either before or during the exam. NCCAOM® will review these reports and apply appropriate disciplinary sanctions. Strict adherence to NCCAOM® examination policies and procedures is enforced without exception.

Violation of examination policies includes but is not limited to the following actions:

1. Talking with anyone, except the proctors, inside or outside the examination room during the examination period.
2. Giving information about the examination to another person before, during, or after the examination. This includes memorizing sections of the examination for use by others.
3. Phone calls or communication by electronic or other means with anyone or anything inside or outside of the examination room during the examination period.

4. Passing or attempting to pass information of any type to another candidate during or after the examination administration.
5. Possessing any extraneous items during the examination period, including but not limited to: books, paper (including scrap paper), notes, note cards, post-it notes, measuring devices (including rulers and calculators), dictionaries (electronic or printed), beepers, cell phones, cameras, and other electronic devices.
6. Writing on any part of the body or clothing before or during the examination period.
7. Communicating with anyone other than a proctor in the case of a site irregularity in which you must exit the examination room (e.g., fire drill, power outage, medical emergency, etc.), except communications as required because of the emergency. This includes communicating with other candidates while waiting to re-enter the test site, looking at notes or books, and/or re-entering the test site without the expressed permission of the proctors.
8. Accessing notes, cell phones, calculators, beepers, other electronic devices or individuals from any location either inside or outside the examination room including bathrooms, cars, snack areas, etc.
9. Writing on the desk, other furniture, clothing, or body in the examination room before or during the examination.
10. Allowing visitors into unauthorized areas of the exam site.
11. Impersonating, or attempting to impersonate another candidate, or allowing another person to take the examination on behalf of the candidate.
12. Failure to report any exam irregularities, cheating, or other inappropriate behavior. Cheating of any kind that has taken place before, during or after the examination must be reported. It is a candidate's responsibility to report to NCCAOM® any site irregularities or testing violations before, during, or after the examination takes place.

Exam Irregularities

Participation in any irregularities occurring during or in connection with this examination, such as giving or obtaining unauthorized information or aid, as evidenced by observation, subsequent statistical analysis, or otherwise, or any other examination irregularity, including but not limited to the failure to report any irregularity or any suspected cheating, may be sufficient cause for NCCAOM[®], at its sole discretion, to terminate your participation, invalidate the results of your examination, seek monetary compensation, deny your application for certification, or take other appropriate action at any time, including but not limited to disciplinary action such as suspension or revocation of certification.

Examination Content Outlines

Examination Content Outlines and suggested bibliography may be found in the NCCAOM[®] [Study Guides for Diplomate in Acupuncture, Diplomate in Chinese Herbology and Diplomate in Oriental Medicine](#). The NCCAOM[®] examinations are administered year-around at more than 200 Pearson VUE test centers across North America and abroad. Please note that **foreign language examinations** are typically offered every other year in the fall. Please contact NCCAOM[®] for specific dates.

Table 5 below identifies the number of examination items for each exam and the time allotted

Table 5: Exam Items and Time Allotments

Adaptive Exams		
Module/Examination	Number of Items	Time Allowed
Foundations of Oriental Medicine	100	2.5 Hours
Acupuncture with Point Location	100	2.5 Hours
Chinese Herbology	100	2.5 Hours
Linear Exam		
Module/Examination	Number of Items	Time Allowed
Biomedicine <i>* 2010 only</i>	100	2.5 hours

The Biomedicine Examination will be administered during the following three periods in 2010:

February 15 – 27, 2010

June 14 – 30, 2010

October 18 – 30, 2010

Examination Day

Examination Security

Candidates will be audio and videotaped during the examination for security purposes. Prior to starting the examination, candidates will be asked to read and accept the terms of the **Non-Disclosure Agreement and General Terms of Use for NCCAOM® Exams** (see Table 6 below) which will be presented to on the computer screen. Candidates will have five minutes to accept the conditions; if the conditions are **not** accepted the terms within the allotted time; the session will end and cannot be restarted. Candidates will be required to reapply with a full fee for another examination period.

Table 6: Non-Disclosure Agreement and General Terms of Use for NCCAOM® Exams

Non-Disclosure Agreement and General Terms of Use for NCCAOM® Exams

"I have read and understand the Examination Instructions. I have agreed to abide by the NCCAOM® Code of Ethics and acknowledge that if I am caught cheating on this examination, including the sharing of information after the examination is complete; I will be subject to review by the Professional Ethics and Disciplinary Committee of NCCAOM®. If I am found to have violated the Code of Ethics, I understand that my scores will be cancelled and I may not have the opportunity to test again.

Additionally, I understand that this exam is confidential and is protected by trade secret law. It is made available solely for the purpose of becoming certified by NCCAOM®. I am expressly prohibited from disclosing, publishing, reproducing, or transmitting this exam, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose.

I am the candidate whose name appears on the initial screen and as an affirmation to the Statement of Acknowledgement I signed when submitting my application, I acknowledge that I am prohibited from transmitting information about NCCAOM® examination questions or content in any form to any person or entity. I also acknowledge that if I suspect a violation on the part of others, it is my responsibility to report these actions to the NCCAOM®."

Proper Identification

Upon arrival at the examination center the candidate must present the *Authorization to Test* letter, a driver's license with photo and signature or a state identification card with photo and signature, and a second personal ID applicant's signature. The name on the driver's license/state ID and secondary ID must match the name on the *Authorization to Test* letter. Identification must be valid (not expired). If the candidate appears without a driver's license or state ID with photo and signature **or** the names do not match, the examination and the examination fee will be forfeited and it will be necessary to reapply for another examination date and pay examination fee(s) again.

All candidates will be photographed and fingerprinted at the test center. This is a standard procedure at Pearson Professional Test Centers. Additionally Pearson VUE Test Centers are currently implementing Palm Vein Technology. Palm Vein Technology ensures each test taker has a single record, represents a virtually error-free identification system that is non-intrusive to the user, increases accuracy and security around the candidate check-in (and out) process and verifies repeat test takers and candidates as they enter (or exit) the test center. All candidates will be given a checklist of rules to review. Additional fingerprints will be taken before seating in the examination room and if the candidate leaves the room at any time during the examination.

Do not bring reference books, notes or other study materials to the test center. A ring-binder containing five sheets of paper and a pen will be provided and collected upon completion of the examination.

Taking the Test

At the beginning of the examination, candidates must verify that identification information (name and social security number) and examination category are correct as shown on the computer screen. Next, candidates will be given five minutes to agree to the terms of the *Non-Disclosure Agreement and General Terms of Use for NCCAOM® Exams* (see Security and Confidentiality Section on page 37 of this handbook). The next screen will be the directions for entering responses. Read these directions carefully before beginning the test.

The examinations, in all categories, consist of multiple choice questions presented one at a time on the computer screen. Visual materials, such as graphs or photographs appear on the computer screen with the question. Answer each question by pressing a letter key (A, B, C, or D) corresponding to the letter of the response selected. Candidates may also use the computer mouse to choose and record answers. The selected responses will be highlighted. Responses may be changed by pressing the key for the different response or by using the mouse, **before** moving to the next question. When a satisfactory answer has been chosen, press the “ENTER” key or click the “NEXT” key to record it. The next question will then appear.

Answer each question to the best of your ability when it is presented. Candidates will **not** be able to review or change any answers after moving onto the next question. Each question is only presented once.

The computer adaptive examinations for Acupuncture with Point Location, Chinese Herbology, and Foundations of Oriental Medicine are each 100 questions with two hours and 30 minutes allotted for completing the examination.

The Biomedicine examination is a 100-item linear exam during 2010. Please visit www.nccaom.org for more information on the length of all other examinations and for an explanation of adaptive and/or linear testing.

Upon completion of an adaptive exam, the next screen will ask “would like to see your preliminary status?” Candidates must agree and understand that the result is only preliminary. Occasionally, a preliminary status cannot be determined and the candidate will have to wait for an official score report. Linear examinations will not have a preliminary score.

Note: If the examination is not completed, a preliminary status will not be provided at the end of the examination. Candidates must then wait for the official score report which will be mailed. No preliminary status is available for the Biomedicine examination (in 2010) since it is a linear examination.

Examination Results

Reporting Examination Results

The NCCAOM® exams are designed to test entry level competence to practice, not to measure excellence. For this reason, examination results are reported as PASS (with no numeric score) or FAIL (with a numerical scaled score) to indicate whether or not a candidate has demonstrated the knowledge required to meet standards of competence as defined by the profession.

Candidates may check Pass/Fail status for the most recent examination(s) administered, on NCCAOM®'s website (www.nccaom.org). Although every effort is made to ensure the accuracy of the information reported online, each candidate must rely on the official notification(s) sent via United States mail, as to whether the examination(s) results are pass or fail. Official scores are mailed within 20-30 business days from the completion of the examination. The Biomedicine examination (2010) and foreign language examinations will be reported 20-30 business days after the close of the examination period.

Please note, upon failure of an examination required for certification in acupuncture, Chinese herbology or Oriental medicine candidates are only required to retake the failed examination. Candidates have a four-year window from the time that NCCAOM® receives the application for certification within which to pass all of the required exams; however, an examination may not be taken more than five times.

Note: If after the 5th attempt, the candidate fails the examination, no subsequent opportunities to test will be available.

Sending Examination Scores to an Outside Agency – Candidates and Diplomates may request examination results and/or certification verification to be reported to a state licensing agency by completing the *NCCAOM® Exam Results and Certification Verification Form*. Mail or fax the Exam Results and Certification Verification Form, along with the appropriate fee, to NCCAOM®. NCCAOM® will not process this payment until the information has been sent to the state. Please allow at least two weeks for the request to be processed by NCCAOM®. Candidates are solely responsible for submitting requests in a timely manner. NCCAOM® will hold an individual's Exam Results and Certification Verification Form for six months. If the state requirements have not been met within the six month time frame, the Exam Results and Certification Verification Form will be shredded and a new Exam Results and Certification Verification Form and fee must be submitted.

Verify licensure-related deadlines with the state in which licensure is sought. More information is available in the Exam Results and Certification Verification section on page 11 of this handbook.

Exam Complaints or Appealing Examination Decisions

Examination Content Complaints

Candidates may submit concerns, expected errors in particular questions, or comments about specific aspects of the examination content, in writing to NCCAOM® (examcontent@nccaom.org) within 30 days of taking the examination. Please be as specific as possible when challenging a question for the committee to review. The written complaint must include candidates name, address, test date and location, examination (Acupuncture with Point Location, Biomedicine, Chinese Herbology or Foundation of Oriental Medicine), and a description of the specific examination question or concern. Candidates may also file an incident report with the proctor at the examination site or notify the proctor about the area of concern. If filing an incident report, the candidate must submit the report number in all correspondence with NCCAOM®.

The question(s) of concern will be presented to the Examination Development Committee for a final determination. Please note that submission of a complaint does not automatically lead to a hand score: If the question that is reviewed is found to be flawed, that individual question will be removed and candidate's exam will be rescored. The candidate will be notified of any resulting action of the inquiry. No information regarding the specific question will be discussed with candidates. *The NCCAOM® never releases copies of examinations or individual examination questions.* It is important to refrain from discussing content of the examination questions with anyone other than the NCCAOM® Testing Department otherwise there would be a violations of the non-disclosure agreement (see page 37 of this handbook).

How Examination Complaints are Resolved

The NCCAOM® will evaluate all complaints received in writing and a written response will be issued within 45 days. Candidates must submit the examination content complaints within 30 days of taking the examination. Once the examination committee makes a decision as to the complaint, the candidate will be notified.

Hand Score

A hand score of an examination can be conducted to ensure that the responses that the candidate records are accurately scored. **A hand score does not review examination content.** It is simply a manual check of the computer scoring process. Candidates must request to have an examination hand scored within 30 days of the test administration. Requests must be submitted in writing to NCCAOM® along with appropriate fee (see Appendix B: NCCAOM® 2010 Fee Schedule). Individual questions will **not** be discussed or considered during the hand score process.

Examination Appeal Process

If a candidate is not satisfied with the decision of their initial complaint, a candidate may appeal the Pass/Fail status decision by sending a letter directly to the “Testing Department” at (examcontent@nccaom.org) describing the rationale for filing the appeal. The NCCAOM® must receive the examination appeal within 30 days of the candidate's receipt of NCCAOM®'s initial decision. The NCCAOM® Board of Commissioners will review the appeal request at its next regularly scheduled meeting. The candidate will be notified of the Board's decision within 30 days after the board meeting at which the appeal was considered.

Failing an Examination Three Times - If a candidate fails any examination three times, he/she is required to earn 15 Professional Development Activity (PDA) points per module before being eligible to test again. Candidates must submit documentation of completion of the 15 PDA points to NCCAOM® (applications@nccaom.org) before the fourth examination attempt in order to obtain a reauthorization for the failed examination(s).

PDA points are earned for education or supervised clinical experience directly related to the content area of the module/examination that was failed. The PDA points must be obtained **after** the third failure of the module/examination (e.g. upon failing the Biomedicine examination three times, the PDA points must relate directly to Biomedicine and the PDA points must be earned after receipt of the third fail notice). More information can be found on the Sitemap of the NCCAOM® website listed *under Professional Development Activity (PDA) - Continuing Education*.

Remedial Education - One point is earned for each hour of educational coursework that directly enhances knowledge and/or practice of the specific examination content area for which remedial education is indicated (refer to the score report for the examination). One point is earned for each clock hour of supervised clinical experience in the specific content area for which remedial education is indicated. Please note that clinical experience must be supervised by a practitioner who is an NCCAOM® Diplomate and who has a minimum of five years of professional experience. The clinical experience may include observation, case discussion, and/or supervised practice. A letter from the supervision, on letterhead stationary, must be submitted stating the dates and nature of the supervised clinical experience.

PDA points are earned for education or supervised clinical experience directly related to the content area of the module/examination that was failed. The PDA points must be obtained **after** the third failure of the examination (i.e. upon failing the Biomedicine examination three times, the PDA points must relate directly to Biomedicine and the PDA points must be earned after receipt of the third fail notice). More information can be found on the [Sitemap of the NCCAOM® website](#).

Retaking an Examination

Authorization to Test Letter (ATTL) - When the applicant is cleared to sit for the examinations, NCCAOM® mails an *Authorization to Test* letter via the United States Postal Service. This letter contains all the information needed to schedule, reschedule, and/or cancel the examination(s) appointment. This initial authorization letter covers the first three attempts to pass each examination.

45 Day Wait Rule - Candidates who need to retake any NCCAOM® examination must wait 45 days from the previous recorded test. Candidates will not be allowed to reschedule their examination prior to the 45 day waiting period for any reason.

NCCAOM® recommends that candidates allow sufficient time to prepare for the retake of the failed examination. Remember that after three attempts, candidates must submit 15 Professional Development Activity points in the content area of weakness in order to sit a fourth time. Also, candidates are only allowed a total of five (5) opportunities to take an examination.

Application Expiration - Applicants have a four-year window within which to pass all of the required examinations and become certified. The four year time limit begins when the application is received at NCCAOM®.

NCCAOM Contact Information

The NCCAOM® staff may be reached Monday through Friday, 8 a.m. to 5 p.m. ET. All applicants for certification are encouraged to contact the Certification Services staff (applications@nccaom.org) with specific questions.

It is the policy of the NCCAOM® that all email and voice messages are returned within 24 hours.

Information may be readily obtained on the NCCAOM® website at www.nccaom.org. The website contains a complete email directory by department as well as other information that will facilitate the certification and examination processes. All applicants are encouraged to take advantage of the many resources available on the NCCAOM® website.

All correspondence should be sent to the following address:

NCCAOM®
76 South Laura Street, Suite 1290
Jacksonville, FL 32202

Appendices

Appendix A: NCCAOM® Ethical Guidelines

NCCAOM® Code of Ethics:

A. 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 (6) months has elapsed since the date that the professional relationship ended. A sexual relationship must not exploit the trust established during the professional relationship.

B. 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.

C. 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.

NCCAOM[®] Grounds for Professional Discipline

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.

A. 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 (6) months has elapsed since the professional relationship ended and unless the sexual contact does 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.
- B. Legal and Disciplinary Matters
1. Failing to notify the NCCAOM[®] within thirty 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 my 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.
- C. Incompetence
- 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.
- D. Impairment
- Not being able to safely and effectively engage in the certified practice due to substance abuse, and/or physical or psychological impairment.

Appendix B: NCCAOM® 2010 Fee Schedule

Application Fees

The fee to review an applicant's eligibility for certification is due when the *Application for NCCAOM® Certification* is submitted to NCCAOM®. *All application fees are payable in United States (\$) dollars and are non-refundable.*

Oriental Medicine Application	\$550
Acupuncture Application	\$425
Chinese Herbology Application	\$425
Asian Bodywork Therapy Application	\$400

Examination Fees

Examination fees are paid directly to Pearson VUE upon registration.

Acupuncture with Point Location	\$300
Chinese Herbology Module	\$300
Foundations of Oriental Medicine	\$300
Biomedicine Examination	\$300

Practice Test – Practice tests are offered online only and the fee is paid directly to vendor
\$60 - \$75

Note: Foreign Language Examinations will not be held in 2010. They are offered once every other year.

Exam Results and Certification Verification Form (**Examination Results Report**) Fees

Diplomate \$35

Candidate for Certification \$35

(This applies to individuals who have applied for certification and taken an examination, but not yet certified)

Inactive Diplomate \$75

Lapsed Diplomate \$100

Non-Diplomate \$150

- This 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. NCCAOM® will issue examination results to any state licensing board after the candidate has submitted the Exam Results and Certification Verification Form and the appropriate fee. Occasionally a written authorization for release from the state under whose auspices the candidate originally sat for an NCCAOM® examination may be required.
- This category includes former Diplomates whose certifications have terminated.

Fees for Additional Certificates (Optional) - For Diplomates of Oriental Medicine Only

Additional certification and certificates are available for Oriental Medicine Diplomates only

Additional certificate in acupuncture \$100

(Expiration date for acupuncture to coincide with Oriental Medicine Certification expiration date)

Additional certificate in Chinese herbology \$100

(Expiration date for Chinese herbology to coincide with Oriental Medicine Certification expiration date)

Miscellaneous Fees

Candidate Handbook and Application	\$35
Duplicate Certificate or ID card	\$50
Hand Score Request (per examination)	\$50
Returned Check Fee	\$35
Copy of Records	\$100
Change Certification Application (as a candidate) from Acupuncture to Oriental Medicine. Note: this action will void the Acupuncture application	\$225
Change Certification Application (as a candidate) from Chinese Herbology to Oriental Medicine. Note: this action will void the Chinese Herbology application	\$225
Change Certification Application (as a candidate) from Oriental Medicine to Chinese Herbology Note: this action will void the Oriental Medicine application	\$100**
Change Certification Application (as a candidate) from Oriental Medicine to Acupuncture Note: this action will void the Oriental Medicine application	\$100**
Submission of an Appeal (Eligibility or Exam)	No Charge

** Available only to Diplomates of Oriental Medicine (NCCAOM®)

Note: The above information reflects fees in effect at the time this handbook was printed. Please check NCCAOM®'s website (www.nccaom.org) for up-to-date fee information.

Refunds

Refunds will not be made for:

1. Absence from an examination administration for which the candidate registered.
2. Failure to properly reschedule or cancel testing appointment.
3. Involvement in cheating or fraud at any point in the application/certification process.
4. No refunds of any kind will be issued once an application has expired.

Forfeiture of Certification Fees

In the event of a fraudulent application, submission of fraudulent documents, introduction of fraud at any point in the application process, or cheating on any NCCAOM® examination, NCCAOM® reserves the right to confiscate all fees to offset any administrative or legal costs associated with the investigation and/or adjudication of the case.

Instructions for Completing the Application Form

A. Personal Information and Email

Type or print your last name (family/surname), first name, and middle name. *Note: The two forms of identification you present at the test site must bear the same name that appears on your application.*

Email address is required for timely and important information communication.

Indicate your gender.

Type or print your date of birth (MM/DD/YY).

B. Primary Contact Information

Type or print your mailing address. You may use your home or business address. NCCAOM uses the official mailing address for all mail correspondence.

C. Alternative Contact Information

Type or print your contact information that is to be published on NCCAOM's Website under "Find a Certified Practitioner" ONCE you achieve Certified status. Please leave this blank if you do not want to be published.

D. Special Requests

Indicate if special accommodations are needed. If you answer YES, attach to application the ADA accommodations form found on our website, www.nccaom.org.

E. Identification

Staple a recent passport-sized photo to your application in the space provided.

F. Professional Ethics and Fitness to Practice

Review the information and answer each of the questions in this section.

G. Occupational/Professional Licenses

Let us know more about you. Indicate all healthcare licenses you currently hold.

H. Route to Eligibility

Indicate the route to eligibility under which you are applying.

I. Formal Education

Fill in School and Code from the School Code List (under Site Map—www.nccaom.org). Fill in enrollment and graduation dates.

J. Clean Needle Technique

Clean Needle Technique requirements must be met. (Not applicable for Chinese Herbology and/or Asian Bodywork Therapy applicants)

K. Fees - Application Fees are NOT Refundable

Oriental Medicine certification is a combination of Acupuncture and Chinese Herbology certifications.

Application Fee(s) are due when you submit this application.

Send payment to NCCAOM, 76 South Laura Street, Suite 1290 Jacksonville, FL 32202 USA.

Exam fees are separate fees that are not due until you register for the exam.

L. Payment (All Funds are due in US Dollars)

Indicate total payment. For credit card payment, please be sure to include billing address. Checks should be payable to NCCAOM.

M. Statement of Acknowledgement

Review the Statement of Acknowledgement. Sign and date the application in the presence of a notary.

Indicate total payment. For credit card payment, please be sure to include billing address. Checks should be payable to NCCAOM.

M. Statement of Acknowledgement

Review the Statement of Acknowledgement. Sign and date the application in the presence of a notary.

Appendix D: NCCAOM® Application Checklist

- Application completed in full – all spaces filled in
- Signed and notarized
- Passport sized professional photo attached
- Payment included
- Official academic transcripts requested from your school
- Pre-Graduation Form requested, if applicable
- CNT certificate of completion attached, if applicable
- Mail via postal service with delivery tracking

**Application Form for CERTIFICATION in
(Check all that apply)**

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

Instructions on section D



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

Office Use Only:

Date Received: _____

Control A: _____

Control B: _____

Control C: _____

Control D: _____

A. Personal Information

Name Last (Family)	First	Middle
<input type="checkbox"/> Check here if there has been a name change. You must provide copies of legal document indicating of this change.		
Email (Required) _____ @ _____		
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth (MM/DD/YY) _____/_____/_____

B. Primary Contact Information (All NCCAOM correspondences will be sent to this address.)

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

C. Alternative Contact Information (Information below will be published on NCCAOM's Website under "Find a Certified Practitioner" once you are CERTIFIED. If you would like to not to be published, please leave it blank.)

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

D. Special Requests and Accommodations

<p>Americans with Disabilities Act</p> <p>Do you have a documented and professionally diagnosed disability requiring special accommodations at the test site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If you answer "yes" please attach documentation from your physician or healthcare provider to this form.</i></p>
--

E. Identification

<p>You must bring two forms of identification (ID) to the test site. One form must be a current government- issued photo ID (e.g., driver's license, passport, military ID card, or state issued personal ID card). The other form of ID must bear your signature (e.g., Social Security card, credit card, student/employment/membership ID). The required photo ID may be verified against the photo submitted on your application. In addition, the name on the ID presented at the test site must match exactly the name on the application submitted for certification. You will not be admitted to the examination without proper identification.</p>	<p>Staple a Recent Passport-Sized Photo Here</p>
---	---

F. Professional Ethics and Fitness to Practice

Legal Status: You must furnish additional information with this application if you answer “yes” to any of the following questions. 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?	<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 healthcare profession?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Have you ever been convicted of any type of felony?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Have you ever been convicted of any type of misdemeanor related to the practice of a health-related profession?	<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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Have you ever had any disciplinary or administrative actions taken against you by any licensing board or health-related professional association or school?	<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?	<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 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. 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?	<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 Professional Ethics and Fitness to Practice. Failure to report a violation(s) of the NCCAOM Code of Ethics and Grounds for Professional Discipline could result in disciplinary action or a denial of application.

G. 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

H. Route of Eligibility (Check all that apply)

Formal Education Route	
<input type="checkbox"/> Pre-Graduation	<input type="checkbox"/> Pre-Graduation
<input type="checkbox"/> Graduate	<input type="checkbox"/> Graduate
<input type="checkbox"/> Apprenticeship Route/Combination Route	<input type="checkbox"/> Apprenticeship Route/Combination Route
<input type="checkbox"/> State License Holder	<input type="checkbox"/> State License Holder

I. Formal Education

School Name & Address	Date Enrolled
	Date of Graduation

J. Clean Needle Technique (Acupuncture and Oriental Medicine Applicants only)

Date Completed: _____/_____/_____	<input type="checkbox"/> Not Yet Completed
MM YY	

K. Fees (Application Fees are NOT Refundable)

<input type="checkbox"/> \$425 - Application Fee for Acupuncture Certification	<input type="checkbox"/> \$400 - Application for Asian Bodywork Therapy Certification
<input type="checkbox"/> \$425 - Application Fee for Chinese Herbology Certification	<input type="checkbox"/> \$550 - Application Fee for Oriental Medicine Certification**

** Oriental Medicine certification is a combination of Acupuncture and Chinese Herbology certifications. NCCAOM assumes no liability for information not received. It is best to use a traceable method of delivery to send your materials. Candidates pay applicable fee(s) for each examination when registering for the examination.

L. Payment (All Funds are due in U.S. Dollars)

Total Enclosed: \$			
Payment Type (Check One)	<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Check/Money Order
Expiration Date:	Credit Card Number:		
Name on the Card:			
Signature of the Cardholder:			
Credit Card Billing Address:			

M. Statement of Acknowledgement (Your signature must be notarized)

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.

Applicant Signature:	Date:
This instrument was acknowledged before me by the applicant.	
Notary Public Signature:	

Send this application, supporting documents and applicable fees to:

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

NCCAOM®
76 S. Laura Street, Suite 1290
Jacksonville, FL 32202
904-598-1005 main / 904-598-5001 fax
www.nccaom.org