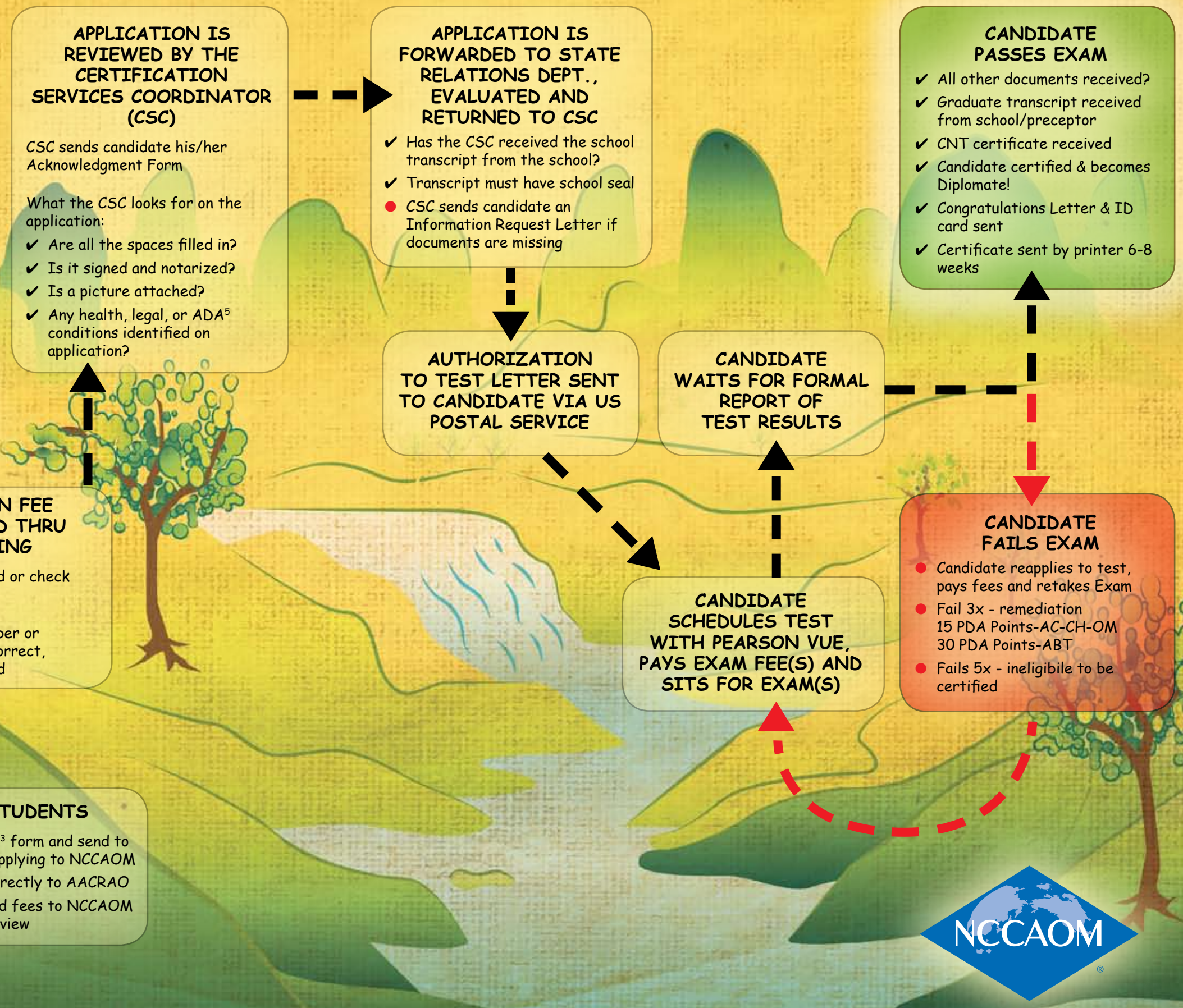


# Your Roadmap to Successful Certification!

The certification process can be a daunting experience for those with little experience in the application process and with no time to waste. The NCCAOM Candidate Handbook has been revised over the past year to make it easier to use; however, for those who prefer a more visual form of communication, we have created a roadmap for the entire NCCAOM certification process beginning from the moment you send in your application and not ending until the day you receive your certificate:



**CANDIDATE SUBMITS APPLICATION**

- ✓ Application completely filled out, signed and notarized
- ✓ Application fee included
- ✓ School transcripts sent directly from school
- ✓ Undegraduates send pre-graduation form signed by school official
- ✓ Clean needle technique certificate (AC<sup>1</sup> & OM<sup>2</sup>) submitted prior to certification

**APPLICATION FEE IS PROCESSED THRU ACCOUNTING**

- ✓ Credit card charged or check deposited
- If credit card number or expiration date incorrect, application returned

**FOREIGN STUDENTS**

- ✓ Complete the FERA<sup>3</sup> form and send to AACRAO<sup>4</sup> before applying to NCCAOM
- ✓ Send transcripts directly to AACRAO
- ✓ Send application and fees to NCCAOM after AACRAO's review

**APPLICATION IS REVIEWED BY THE CERTIFICATION SERVICES COORDINATOR (CSC)**

CSC sends candidate his/her Acknowledgment Form

What the CSC looks for on the application:

- ✓ Are all the spaces filled in?
- ✓ Is it signed and notarized?
- ✓ Is a picture attached?
- ✓ Any health, legal, or ADA<sup>5</sup> conditions identified on application?

**APPLICATION IS FORWARDED TO STATE RELATIONS DEPT., EVALUATED AND RETURNED TO CSC**

- ✓ Has the CSC received the school transcript from the school?
- ✓ Transcript must have school seal
- CSC sends candidate an Information Request Letter if documents are missing

**AUTHORIZATION TO TEST LETTER SENT TO CANDIDATE VIA US POSTAL SERVICE**

**CANDIDATE WAITS FOR FORMAL REPORT OF TEST RESULTS**

**CANDIDATE SCHEDULES TEST WITH PEARSON VUE, PAYS EXAM FEE(S) AND SITS FOR EXAM(S)**

**CANDIDATE FAILS EXAM**

- Candidate reapplies to test, pays fees and retakes Exam
- Fail 3x - remediation 15 PDA Points-AC-CH-OM 30 PDA Points-ABT
- Fails 5x - ineligible to be certified

**CANDIDATE PASSES EXAM**

- ✓ All other documents received?
- ✓ Graduate transcript received from school/preceptor
- ✓ CNT certificate received
- ✓ Candidate certified & becomes Diplomat!
- ✓ Congratulations Letter & ID card sent
- ✓ Certificate sent by printer 6-8 weeks

