The National Certification Commission for Acupuncture and Oriental Medicine

NCCAOM®
School Liaison Webinar

Sheila Lusis
Manager, Certification Services,
School Liaison

Jennifer Nemeth
Manager, PDA and Quality Assurance

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Presentation Objectives

At the end of the session the participant will be able to:

- Describe what NCCAOM does to promote AOM through its services and benefits of certification
- Explain the importance of the NCCAOM Job Analysis Survey
- Explain how students can be assisted through the Certification process
- Recognize new NCCAOM policies and services
- Provide stakeholder input on upcoming NCCAOM policies

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NCCAOM Mission and Core Values

"To establish, assess, and promote recognized standards of competence and safety in acupuncture and Oriental medicine for the protection and benefit of the public."

- *Testing Excellence*
- *Service*
- *Integrity*
- *Trust*
- *Leadership*
- *Community Support*

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How does NCCAOM meet its mission?

Provides public protection by:

Verify eligibility to sit for examinations and requirements to become certified

Develops and administers exams that can measure *entry level* competency

- **Recertification**
- **Working closely with regulatory boards**

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Professional Ethics Standards

Professional Ethics

- ***NCCAOM® Code of Ethics***
- ***NCCAOM® Grounds for Professional Discipline***
- ***NCCAOM® Procedures for Upholding Professional Conduct***

Schools can request copies by e-mailing stategov@thenccaom.org

Sanctions may be imposed on NCCAOM applicants, candidates and Diplomates.

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Code of Ethics

All practitioners certified by the National Certification Commission for Acupuncture and Oriental Medicine must be committed to responsible and ethical practice, to the growth of the profession's role in 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.

COMMITMENT TO THE PATIENT

I will

Respect the rights, dignity, and person of each patient.

Render to each patient the highest quality of care and make timely referrals to other Oriental medicine providers or health care professionals as may be appropriate.

Accept and treat all those seeking my services in a nondiscriminatory manner.

Avoid treating patients when my judgment or competence is impaired by untreated chemical dependency or physical or mental

COMMITMENT TO THE PROFESSION

I will

Continue to work to raise the standards of the profession.

Use appropriate professional mechanisms to report ethical and professional practice violations.

Maintain the highest standard of ethical and professional practice to the benefit of my patients and the profession.

Provide accurate, truthful, and nonmisleading information in connection with any application for licensure, certification,

COMMITMENT TO THE PUBLIC

I will

Provide accurate information regarding my education, training and experience, professional affiliations, and certification status.

Refrain from making public statements on the efficacy of Oriental medicine that are not supported by the generally accepted experience of the profession.

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

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NCCAOM Job Analysis Survey

The 2014 NCCAOM® Study Guides with New Exam Content Outlines Available July 2013

All certification exams for the NCCAOM Certification Programs must meet the examination content validity standards set forth by NCCA.

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Stakeholder Input Needed

The NCCAOM® Blue Ribbon Advisory Panel on International Eligibility recommended the following policies and standards that will impact future applicants for NCCAOM certification:

- **Phase out of the NCCAOM Foreign Language Exams over a four year period**
- **Require documentation of English language proficiency as a requirement to achieve final certification effective January 1, 2015**
- Please visit the NCCAOM Website for additional stakeholder input information and instructions on submitting comments.

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Difference Between Certification and Professional Membership Organizations

American Association for Acupuncture and Oriental Medicine (AAAOM) www.aaaomonline.org

- Advocate acupuncture and Oriental medicine (AOM) in the 50 states and federal level
- Lobby on behalf of the profession
- Annual Meetings
- Networking with practitioners and other healthcare professionals
- Promote the profession

AAAOM
American Association of Acupuncture & Oriental Medicine

National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM®) www.nccaom.org

- Assure competency of entry-level AOM practitioners
  - Verify education and training
  - Examinations
  - Assure maintenance of certification (recertification)
- Uphold the *NCCAOM® Code of Ethics*
- Promote NCCAOM certification and Diplomates to public, media and regulatory agencies
  - NCCAOM® Find-a-Practitioner Directory
  - Maintain the NCCAOM® Registry of certified Diplomates
  - Testimonies
  - Marketing

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Applying for NCCAOM Certification

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Completing the Online Application

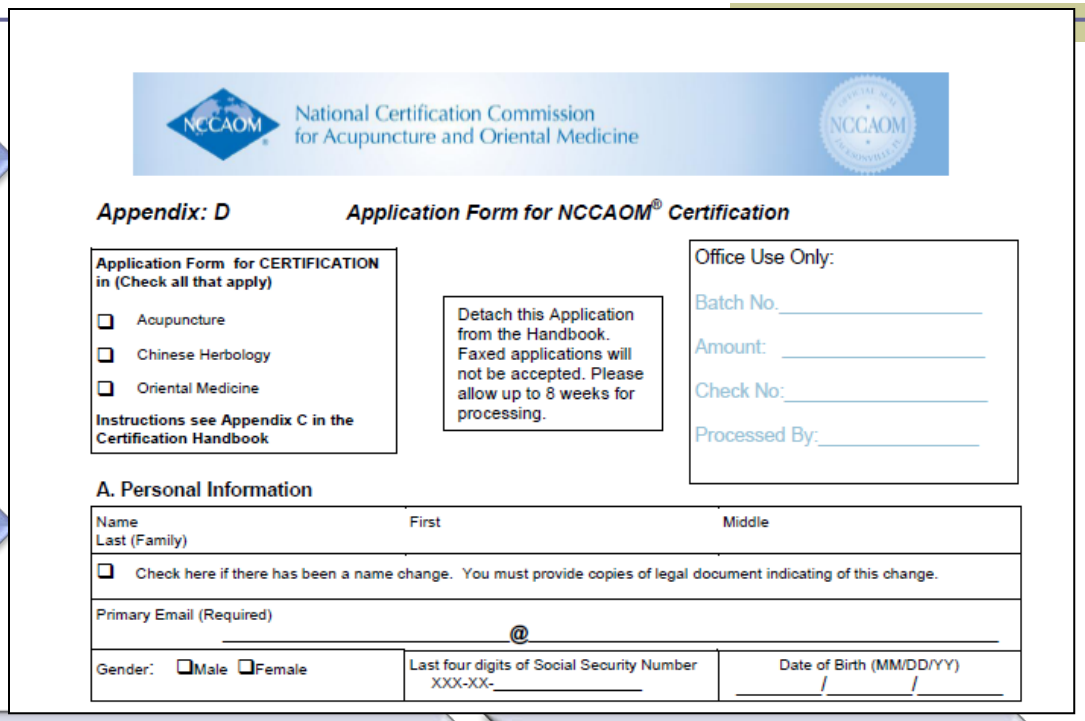
Create an account and enter applicant profile information

Thoroughly read the *NCCAOM® Certification Handbook*

Request school transcripts be sent directly to NCCAOM

Request the CNT certificate be sent directly to NCCAOM from the CCAOM

Submit payment for application at the time of online application completion



National Certification Commission for Acupuncture and Oriental Medicine

Appendix: D ***Application Form for NCCAOM® Certification***

Application Form for CERTIFICATION in (Check all that apply)

- ☐ Acupuncture
- ☐ Chinese Herbology
- ☐ Oriental Medicine

Instructions see Appendix C in the Certification Handbook

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

Office Use Only:

Batch No._____

Amount: _____

Check No:_____

Processed By:_____

A. Personal Information

Name Last (Family)	First	Middle
☐ Check here if there has been a name change. You must provide copies of legal document indicating of this change.		
Primary Email (Required) _____@_____		
Gender: ☐Male ☐Female	Last four digits of Social Security Number XXX-XX-_____	Date of Birth (MM/DD/YY) _____/_____/_____

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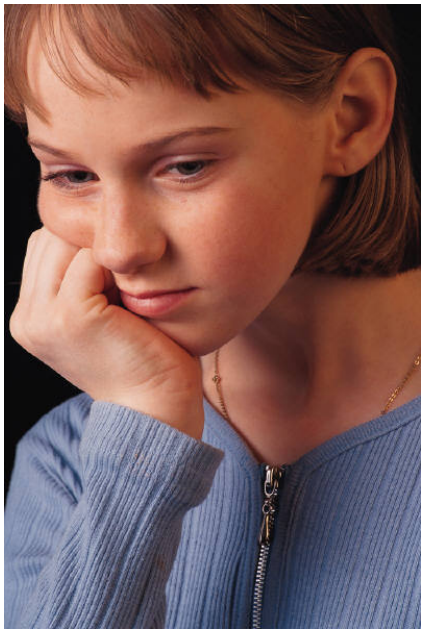
How to Choose a Certification Program?

- Acupuncture
- OR
- Oriental Medicine



- State Requirements
  - **Chinese Herbs**

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Completing the Application:
Special Requests and Documentation

ADA Requests and Documentation

- Must be made in advance
- Information is required from school and doctor

Documentation Needed for "Yes" Response to Legal or Health Questions

- Requires submission of documentation regarding the circumstance and its outcome

Personal Information Change to Original Certification Application

- Must be in writing
  - Contact information change
  - Name change

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Application Questions - Legal

Normal application flow process interrupted – sent to Regulatory Affairs for review

If necessary sent to PEDC for eligibility determination

Legal and health issues resolved – return to Certification Services for processing

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Examination Approval

- **Pre-Graduation: Authorization Form**
  - **Only available to U.S. students**
- **Graduates**
  - **U.S. and International**

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Eligibility to Test
Certification Requirements

Eligibility To Test

- U.S. Applicants Only
- Attend a school accredited by ACAOM
- Graduate or Pre-Grad Transcript on file with NCCAOM
- Pre-grad must:
- Complete 1,490 hrs
- Acupuncture Exam Modules
- Complete 2,050
- Chinese Herbology Exam Module

Certification Requirements

- All Applicants
- Passing score on all required certification exams
- Graduation from an approved institution
- Graduation transcript on file with the NCCAOM
- CNT Verification on file with the NCCAOM
- *Future - English Language Proficiency*

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Important Exam Policies

Three Time Rule

Five Time Rule

Exam Waiting Period

45 days

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Important Timelines

Standard Application Review Process

- Allow **4-6 weeks** from the receipt of the completed application and official transcript.

Certificate and ID Card

- Allow **4-6 weeks** from the date certification is processed to receive the official NCCAOM certificate and ID card.

Submitted Applications

- Valid for **four years** from the date received at NCCAOM

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The Top Three Suggestions to Schools from the Certification Department

Encourage faculty, counselors and students to read the *NCCAOM® Certification Handbook* and use the *NCCAOM® Study Guides*

Urge students to achieve full NCCAOM certification, especially in states which only require the NCCAOM exams for licensure

Urge students to use personal emails and keep contact information current. Also keep school liaison contact information current

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NCCAOM Exam Policy Reminders

Non-Disclosure Agreement

- **Prior to starting the exam, the candidate is asked to read and sign the *Non-Disclosure Agreement and General Terms of Use for NCCAOM Exams*.**

- ***If the candidate does not accept the agreement terms, the session will end and the candidate will be required to reschedule and pay the full fee to sit for the examination.***

Examination Results

Valid for eight years when applying for initial certification with the NCCAOM.

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NCCAOM and State Licensure Requirements

- State License - Legal right to practice a profession
- NCCAOM Certification - Passing exams confirm competencies
- NCCAOM's examinations - accepted in 43 states plus Washington, D.C.
- 98% of states that regulate acupuncture require NCCAOM examinations
- 25 states require full NCCAOM certification in Acupuncture, Chinese Herbology and/or Oriental Medicine

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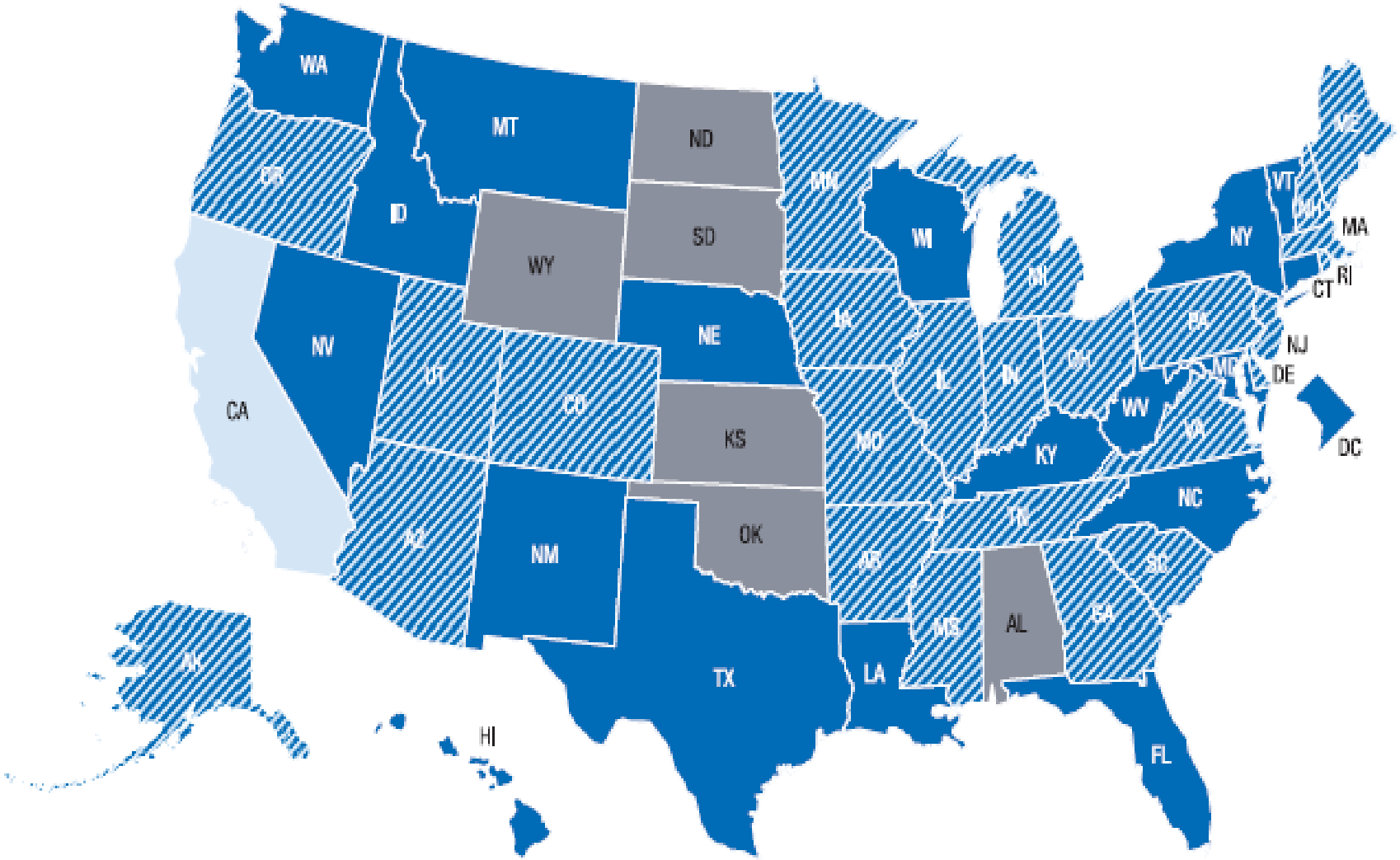
States that Recognize NCCAOM Certification or Examination for Licensure



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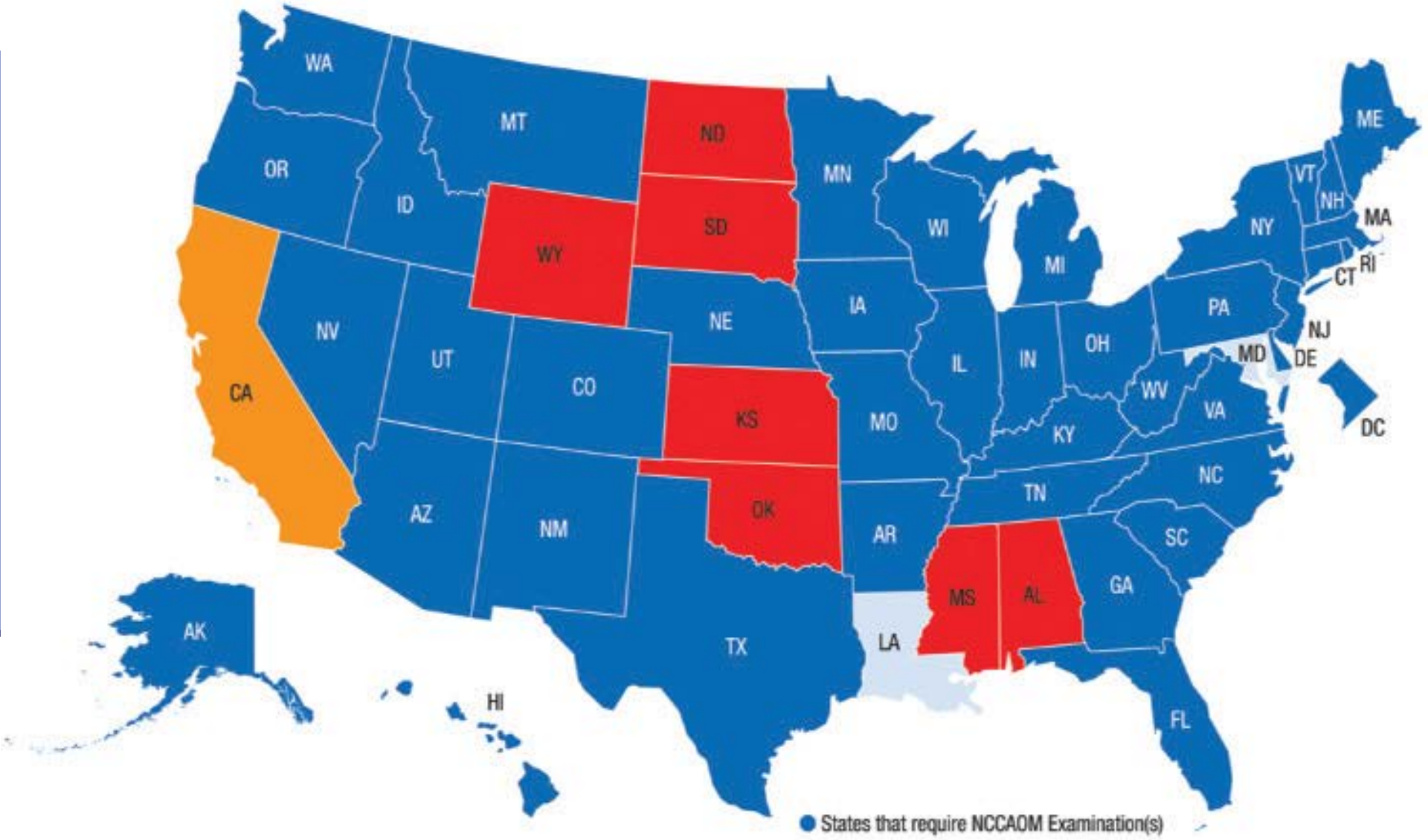
States that Require NCCAOM Certification

States that Require NCCAOM Examination

States with No Acupuncture Practice Act

California Licensing Examination

States Using NCCAOM Examinations for Acupuncture Licensure



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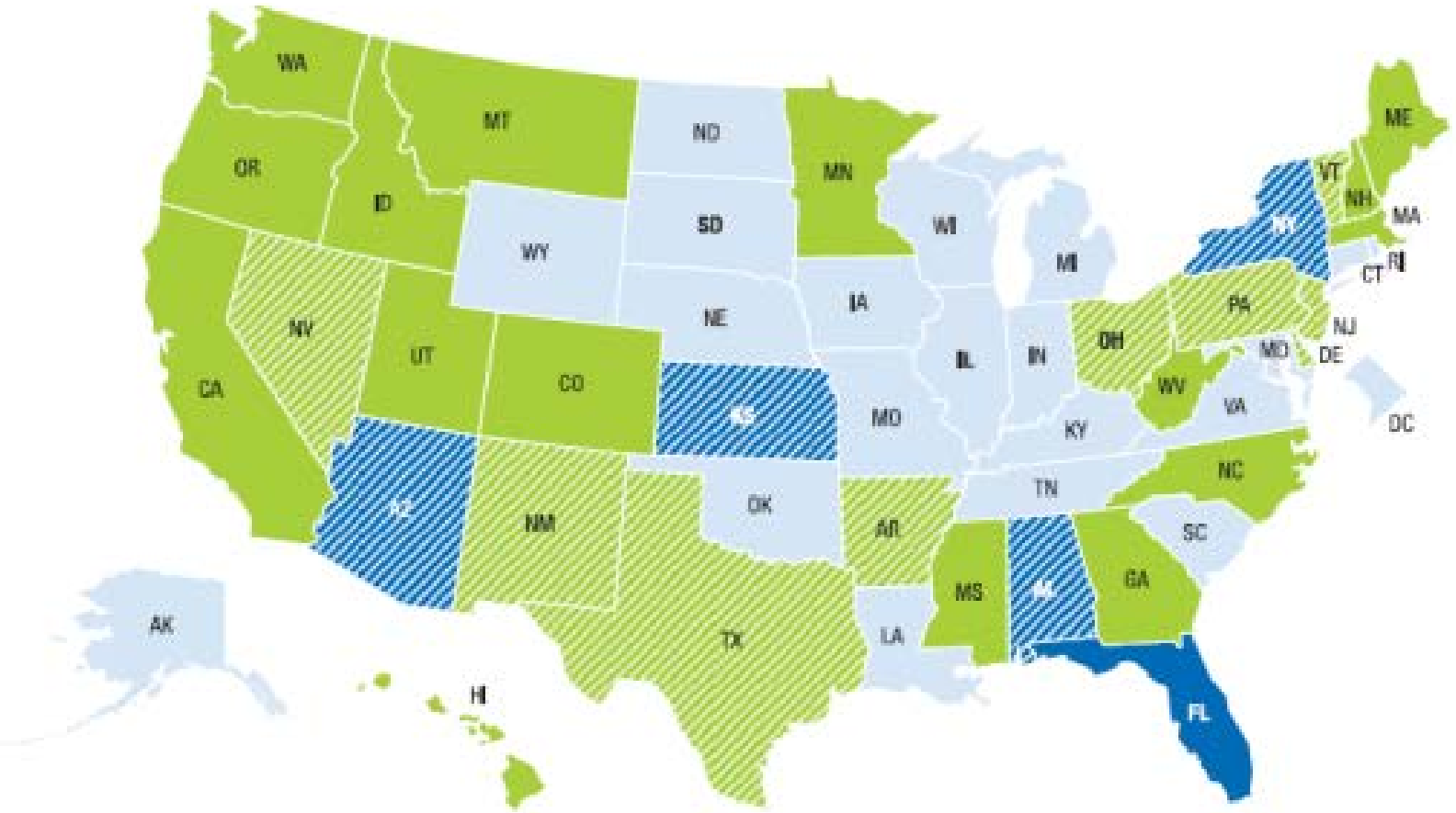
States That Include Chinese Herbs in the Scope of Practice for Acupuncturists



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- States that include Chinese Herbs in the Scope of Practice for Acupuncturists
- States that include Chinese Herbs in the Scope of Practice and require Chinese Herbology exam
- States that include Chinese Herbs in the Scope of Practice and will be requiring Chinese Herbology exam
- States that do not include Chinese Herbs in their Scope of Practice or do not have a Practice Act
- States that are working on adding Chinese Herbology exam and regulation

NCCAOM National Standards Facts Sheets

NCCAOM Created Two Fact Sheets to Educate and Inform Schools About NCCAOM National Standards and the Examination Process.

- NCCAOM Certification and Testing Program
- NCCAOM Meeting National Standards Through its Examinations and Certification Process

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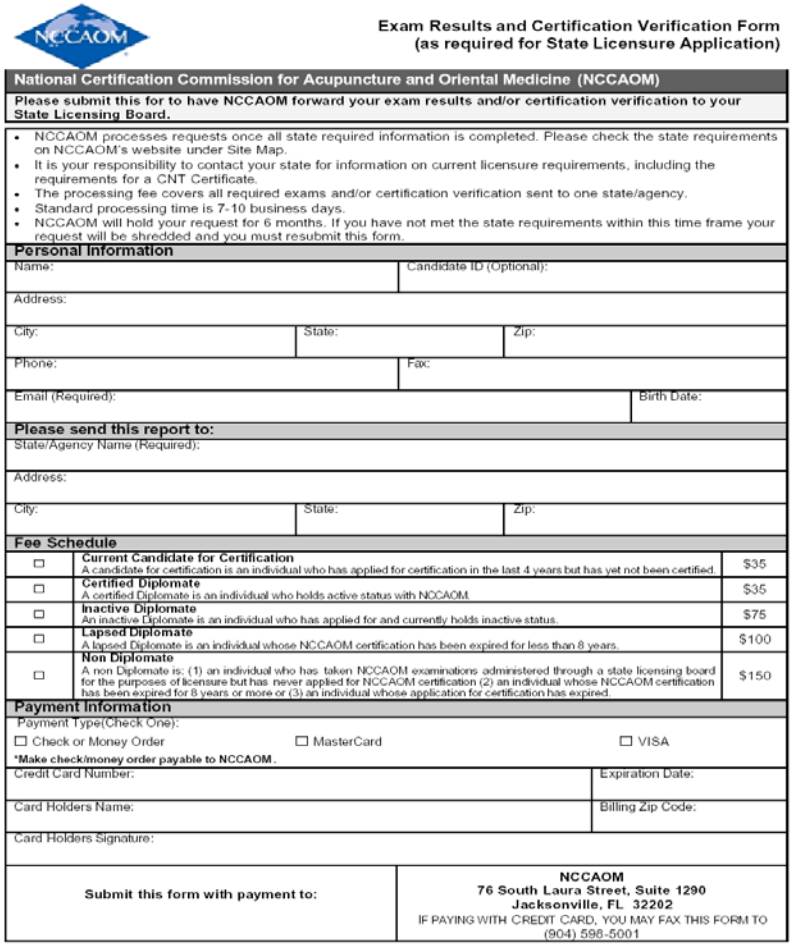
Exam Results and Certification Verification Form

- Required by states to become licensed to practice
- Complete form at time of graduation
- Email form to scorereport @ thenccaom.org
- Takes 7 to 10 business days to process



Exam Results and Certification Verification Form
(as required for State Licensure Application)

National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM)

Please submit this for to have NCCAOM forward your exam results and/or certification verification to your State Licensing Board.

- NCCAOM processes requests once all state required information is completed. Please check the state requirements on NCCAOM's website under Site Map.
- It is your responsibility to contact your state for information on current licensure requirements, including the requirements for a CNT Certificate.
- The processing fee covers all required exams and/or certification verification sent to one state/agency.
- Standard processing time is 7-10 business days.
- NCCAOM will hold your request for 6 months. If you have not met the state requirements within this time frame your request will be shredded and you must resubmit this form.

Personal Information

Name: | Candidate ID (Optional):

Address:

City: | State: | Zip:

Phone: | Fax:

Email (Required): | Birth Date:

Please send this report to:

State/Agency Name (Required):

Address:

City: | State: | Zip:

Fee Schedule

☐	**Current Candidate for Certification** A candidate for certification is an individual who has applied for certification in the last 4 years but has yet not been certified.	$35
☐	**Certified Diplomate** A certified Diplomate is an individual who holds active status with NCCAOM.	$35
☐	**Inactive Diplomate** An inactive Diplomate is an individual who has applied for and currently holds inactive status.	$75
☐	**Lapsed Diplomate** A lapsed Diplomate is an individual whose NCCAOM certification has been expired for less than 8 years.	$100
☐	**Non Diplomate** A non Diplomate is: (1) an individual who has taken NCCAOM examinations administered through a state licensing board for the purposes of licensure but has never applied for NCCAOM certification (2) an individual whose NCCAOM certification has been expired for 8 years or more or (3) an individual whose application for certification has expired.	$150

Payment Information

Payment Type(Check One):

☐ Check or Money Order ☐ MasterCard ☐ VISA

*Make check/money order payable to NCCAOM.

Credit Card Number: | Expiration Date:

Card Holders Name: | Billing Zip Code:

Card Holders Signature:

Submit this form with payment to:

NCCAOM
76 South Laura Street, Suite 1290
Jacksonville, FL 32202
IF PAYING WITH CREDIT CARD, YOU MAY FAX THIS FORM TO (904) 598-5001

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NCCAOM® Newly Certified Diplomate Satisfaction Survey

Purpose

To assist NCCAOM in refining the certification process

The survey is linked to the Diplomate congratulatory email sent upon completion of the certification process.

Incentive: Encourage students to complete and submit the survey, share their comments and suggestions for improvements to future services.

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Policies and Procedures Changes Affecting Candidates and Diplomates

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New Certification Policy
Background Checks on All Applicants

Effective January 1, 2014:

- NCCAOM will only check for criminal history and all healthcare licensure statuses
- Sources
  - State Regulatory Officials
  - Public Records

Note: Consumer credit reports and other financial information will not be obtained

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Changes to the Lapsed Status

Effective January 1, 2013

The timeframe for lapsed status is **3** years

- When a Diplomate does not recertify, they go into **lapsed status**.
- A former Diplomate may return to active status through the recertification process anytime during the **3 years** in lapsed status.
- After **3 years** in lapsed status, the former Diplomate moves to **terminated status** if they do not recertify; must reapply for certification.

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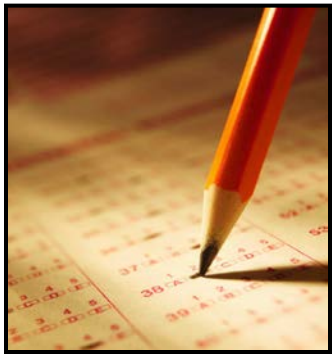
2013 Reinstatement Examination Administrations

- **Purpose: New Route to Certification for Former Diplomates in Terminated Status**
- **Applications for the reinstatement exam will be available beginning April 1, 2013**
- **The NCCAOM Reinstatement Exams will be available for two administration periods:**
  - **August 19-31, 2013**
  - **December 2-14, 2013**



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NCCAOM Reinstatement Examinations

Reinstatement candidates must pass each of the following exams:

Exam Domains (50 items each)	RAC	RCH	ROM
Foundations of OM	✓	✓	✓
Biomedicine	✓	✓	✓
Acupuncture with Point Location	✓		✓
Chinese Herbology		✓	✓

- **Reinstatement in Acupuncture (RAC)**
- **Reinstatement in Chinese Herbology (RCH)**
- **Reinstatement in Oriental Medicine (ROM)**

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NCCAOM's PDA Program

Professional

Development

Activity

NCCAOM's approval of continuing education programs assures Diplomates that their core competencies and professional development activities meet NCCAOM recertification requirements.

National Standards of Continued Competence in Acupuncture and Oriental Medicine

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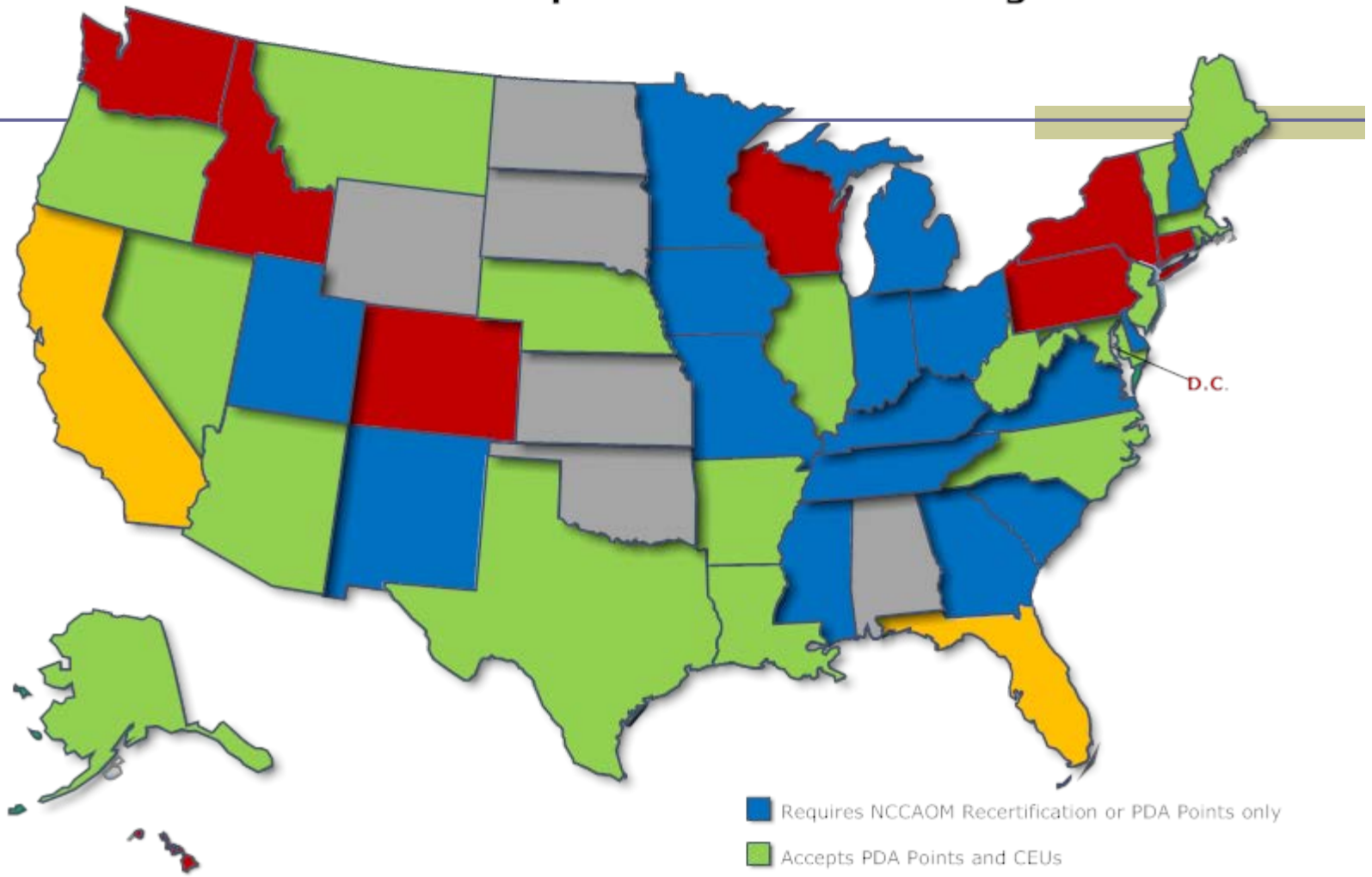
PDA/CEU Requirements
State Acupuncture Re-Licensing



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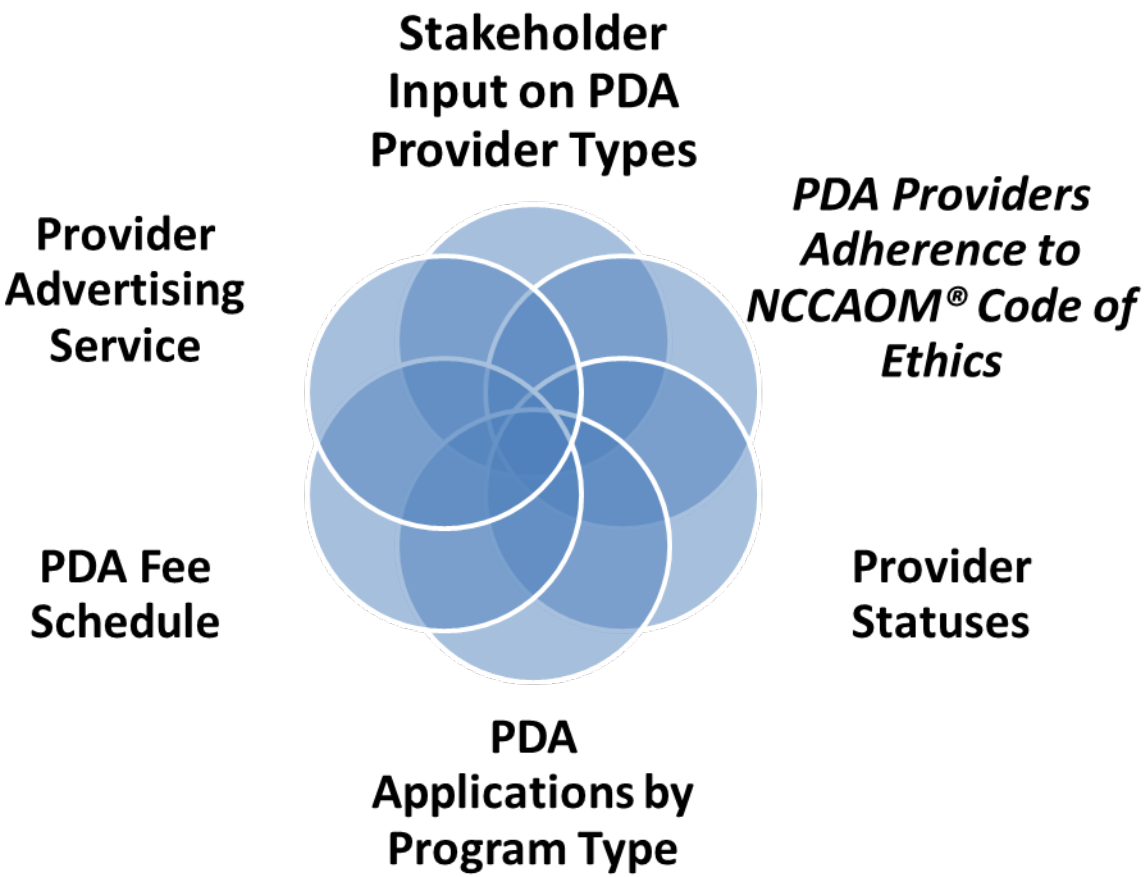
What's New in PDA in 2013



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PDA Provider Types
Standard PDA Provider

An individual, company, or institution that has no continuing education program approval process, and which is vetted and approved by the NCCAOM PDA Department, then issued an NCCAOM PDA Provider number. Each core competency continuing education program offered by a Standard PDA Provider must be approved by the NCCAOM PDA Department.

Qualifications/Requirements

PDA application and program review required for each program before approval.	The NCCAOM certificate is created by the PDA Department and issued to the provider for each approved program.	Approved programs are accepted in Core Skills (Five Branches of Oriental Medicine) and/or Biomedicine, Western Medicine, Safety, Ethics and/or CPR.	Approved programs are posted to the PDA Search Engine at no cost to the provider.

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PDA Provider Types
Institutional PDA Provider

A sponsor of continuing education that utilizes a program approval process that is vetted by the NCCAOM to ensure that it meets the standards of the NCCAOM PDA program approval process, and which is then issued an NCCAOM PDA Provider number.

Qualifications/Requirements

Automatic approval of all courses after the sponsor has been accepted as an approved Institutional PDA Provider.

Initial provider application required.

- Program types and requirements
- Outline of program approval process
- Policies and procedures
- Up-front documentation audits

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PDA Provider Types
Institutional PDA Provider

Qualifications/Requirements - Con't.

- Institutional providers are responsible to meet NCCAOM PDA standards for the program approval process and distribution of PDA points.
- A formal annual report and documentation audit will be required.
- Sponsor has control of the NCCAOM certificate template – PDA retains final approval of computer prototype. A formal agreement is signed by both parties.
- Approved programs are accepted in Core Skills (Five Branches of Oriental Medicine) and/or Biomedicine, Western Medicine, Safety, Ethics and/or CPR.
- The posting of programs on the NCCAOM PDA Search Engine is an optional service for an additional fee.
- Annual institutional provider fee to be determined. Exceptions will to be given to state acupuncture regulatory boards via a Memorandum of Understanding.

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PDA Provider Types
Affiliated Certification PDA Provider

A national agency that approves coursework in the biomedicine recertification domain, utilizing a program approval process that meets or exceeds the standard of the NCCAOM PDA program approval process.

Qualifications/Requirements

- Programs automatically accepted for NCCAOM recertification in Western Medicine and/or Safety and/or Ethics and/or CPR only.
- Programs are not accepted for Core Skills (Five Branches of Oriental Medicine).
- No PDA provider application required.
- The posting of programs on the NCCAOM PDA Search Engine is an optional service for an additional fee.

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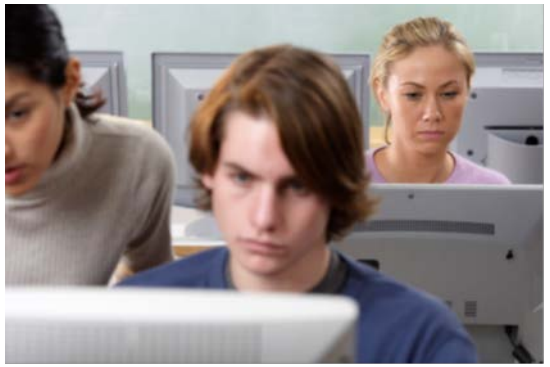
Coming in 2014 – 2015 for PDA

- PDA provider types feed back received and implemented
- Program definitions and documentation implemented
- Provider documentation audit system



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NCCAOM and You

Helping Your Students Achieve Success Through NCCAOM Certification

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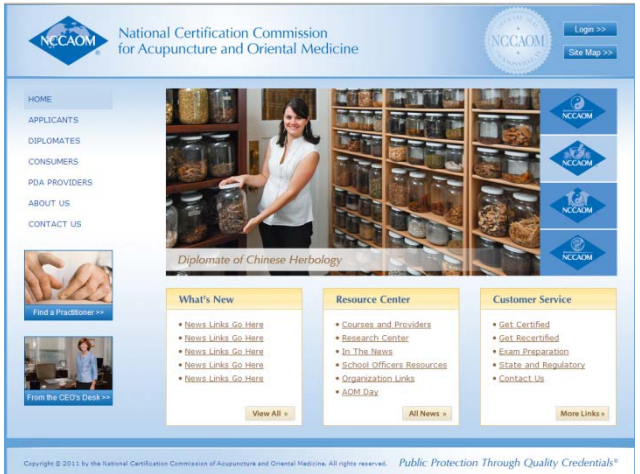
NCCAOM Services for New Graduates

Brochures

NCCAOM Diplomate Website Design



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Utilizing NCCAOM Credentials
As a Means to Promote the AOM Profession

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

NCCAOM Service Marks Available to all Diplomates: email scorereport@thenccaom.org

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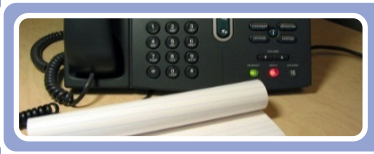
NCCAOM Benefits of Diplomate Status

Listing in the *NCCAOM Find a Practitioner* directory

- **Use of the NCCAOM Service Marks and credential designations**

Access to a free personal website

Timely information regarding AOM news and legislation



Direct verification of certification status to insurance companies and third-party payers

Consideration to serve on NCCAOM committees, panels and task forces

Jill's List
SHARE THE HEALTH

Create a free business listing on Jill's List which is searchable by patients, doctors, and other members of the healthcare community;

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NCCAOM's "Find a Practitioner" Search Engine

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Social Media and Customer Service Coming Soon !!!

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NCCAOM Staff Serving You

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NCCAOM Executive Staff

Dr. Kory Ward-Cook	Chief Executive Officer	executiveservices@thenccaom.org
Mina Larson	Deputy Director	publicrelations@thenccaom.org
Irene Basore	Director of Operations	publications@thenccaom.org
Pamela Frommelt	Director of Assessment and Test Development	exams@thenccaom.org
Melissa Dow	Volunteer & Diplomate Services Coordinator	executiveservices@thenccaom.org
Yvonne Sanders	Director of Test Development	examcontent@thenccaom.org
Paul May	Director of Information Technology Systems	info@thenccaom.org
Neel Tenali	Director of Finance	info@thenccaom.org

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NCCAOM Staff Serving You

NCCAOM Staff and Contact	Can Help You With
Jennifer Nemeth, Manager, PDA and Quality Assurance - 904-674-2474 jnemeth@thenccaom.org	PDA Program Quality Assurance
Sheila Lusis, Manager of Certification Services info@thenccaom.org	School Liaison Candidate Review Approval to Test Certification Recertification
Stephanie Mills, Regulatory Affairs & Research Specialist Stategov@thenccaom.org	State Issues Code of Ethics/Disciplinary Conduct ADA Accommodations Legal or Health Status

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See the NCCAOM website at www.nccaom.org for staff contact information

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NCCAOM Staff Serving You

NCCAOM Staff and Contact	Can Help You With
Tara Wiley, Assistant Controller twilley@thenccaom.org	School Program Performance Reports
Jenilynn Weaver, Administrative Assistant scorereport@thenccaom.org	*NCCAOM Certification Verification Report* for State Licensure
Tracy Cummings, Customer Service Representative info@thenccaom.org (904) 598-1005	General Inquiries Candidate Hotline Diplomate Hotline

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Thank You!

Questions & Answers

and

Post Webinar Survey

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