



National Certification Commission  
for Acupuncture and Oriental Medicine



# **NCCAOM<sup>®</sup>** **ASIAN BODYWORK THERAPY** **CERTIFICATION HANDBOOK**

**2011 – 2012**  
**EDITION**



**Diplomate of Asian Bodywork Therapy (NCCAOM)**



## NOTES





**The NCCAOM<sup>®</sup>  
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.



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## Introduction

This *NCCAOM<sup>®</sup> Asian Bodywork Therapy Certification Handbook 2011-2012*, Edition serves as the principal source of information for applicants seeking certification in Asian Bodywork Therapy (ABT). Detailed information concerning certification in Acupuncture, Chinese Herbology or Oriental Medicine can be found going to the 2012 *NCCAOM<sup>®</sup> Certification Handbook*. Appendix A : Asian Bodywork Therapy Certification Frequently Asked Questions can be found in this handbook or on the NCCAOM website at [www.nccaom.org](http://www.nccaom.org), on the “Applicant Home” tab in the “Applicant Forms” box at the bottom of the page.

This handbook provides both general policies and procedures that apply to all NCCAOM certification programs as well as unique information about NCCAOM’s ABT certification requirements. Specifications for eligibility, application procedures, fees, exam registration, exam administration and scoring, achieving certification, 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](http://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 or candidate to be fully informed about the current rules for certification. To be certain about a policy or procedure, contact NCCAOM by going to “Contact Us” on the NCCAOM website at [www.nccaom.org](http://www.nccaom.org) where you can either send an email or find the appropriate phone number for the department you are trying to reach.

**Please note:** See Appendix B: Instructions for completing the paper ABT *Application for NCCAOM<sup>®</sup> Certification* form and Appendix C: ABT *Application for NCCAOM<sup>®</sup> Certification* form, in this handbook.



## 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 17,000 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 eligibility standards and 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 of 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](http://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 D: *NCCAOM® Ethical Guidelines* in this handbook for more complete information.



## 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 themselves as “nationally board certified” according to the credential(s) earned, and to use one or more of the following designations:  
*Diplomate of Asian Bodywork Therapy (NCCAOM) or Dipl. ABT (NCCAOM)*  
*Diplomate of Oriental Medicine (NCCAOM) or Dipl. O.M. (NCCAOM)*  
*Diplomate of Acupuncture (NCCAOM) or Dipl. Ac. (NCCAOM)*  
*Diplomate of Chinese Herbology (NCCAOM) or Dipl. C.H. (NCCAOM)*
- Be listed in NCCAOM’s directory of Diplomates ([NCCAOM® Find A Practitioner](#)), which is accessible on the NCCAOM website. The *NCCAOM® Find A Practitioner* directory 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;
- Receive a reduced fee for the release of exam results and/or certification verification to state licensing agencies;
- Receive a complimentary subscription to all NCCAOM e-newsletters: *The Diplomate*, and the *Diplomate ENews You Can Use*;
- Receive a complimentary subscription to an attractive and user-friendly website to market your practice. For more information visit the NCCAOM website and click on the Diplomates tab or [go to www.nccaomdiplomates.com](#);
- Qualify for reduced fees for many of the services offered by NCCAOM;
- Be considered to serve on NCCAOM committees, taskforces, and panels;



- Be considered by the NCCAOM Board Development Committee for appointment to the NCCAOM Board of Commissioners as a Professional Member;
- Use one or more of the NCCAOM Service Marks (shown below):



**Diplomat of Acupuncture (NCCAOM)**



**Diplomat of Chinese Herbology (NCCAOM)**



**Diplomat of Asian Bodywork Therapy (NCCAOM)**



**Diplomat of Oriental Medicine (NCCAOM)**



## Definition of Terms

### **Application Processing Terminology:**

**Applicant** - A person who has submitted an application for certification and is requesting acceptance of eligibility to sit for the appropriate NCCAOM examination.

**Candidate** - An Applicant whose application payment has been processed allowing their application to be submitted to certification services for review. When tracking your status on the NCCAOM website the status will appear as “Candidate”.

**Approved Candidate** - A Candidate who is “authorized to test” and is able to register with Pearson VUE to take the designated examination. When tracking your status on the NCCAOM website the status will appear as “Approved-to-Test”.

**Pass-All** - A candidate who has passed all the required examinations in the certification for which they have applied but has not yet submitted all the required documents.

**Pre-Cert** - A candidate who has passed all the required examinations in the certification for which they have applied, has submitted all the required documents and who is awaiting the finalization of the NCCAOM quality control review.

### **Certification Statuses:**

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

- **Diplomate Certified Status (Active)** - A first time certified Diplomate. 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.



- **Diplomate Recertified Status (Active)** - Diplomates who recertify every four years are considered to be in Certified Status (Active) which demonstrates competency maintenance in the profession.
- **Diplomate Retired Designation (Non-Certified Status)** – An active Diplomate or a former Diplomate who holds inactive status at the time of retirement, who is no longer practicing in the AOM profession, a recognized subspecialty or any other health profession in any state in the U.S. or abroad, does not plan to perform, teach or supervise the practice of acupuncture or Oriental medicine at any time in the future and has applied for and been approved as a non-active retired Diplomate. (See the 2012 *NCCAOM® Retired Designation Handbook* for detailed information.)

### Expired Statuses:

- **Inactive Status (Non-Certified Status)** - A Diplomates who is unable to practice as an AOM professional due to life circumstances. 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. (See the *NCCAOM Recertification Handbook 2012* for more information.)
- **Lapsed Status (Non-Certified 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. Former Diplomates in lapsed status are not entitled to any of the benefits offered under active status.
- **Terminated Status (Non-Certified Status)** - After eight years of continuous lapsed status, the certification is no longer valid and considered terminated. A former Diplomate whose certification is terminated must reapply for certification and meet the current eligibility requirements.



## General Information

**Request for Application Packet** - An NCCAOM application packet will be mailed within five business days from receipt of the order form. **Note:** The link for the order form can be found on the “Applicant” page of the NCCAOM website in the “Applicant Forms” box. Please indicate on the order form whether you are requesting the *NCCAOM<sup>®</sup> Asian Bodywork Therapy Certification Handbook 2011-2012, Edition* or the *2012 NCCAOM<sup>®</sup> Certification Handbook*. Also, the *NCCAOM<sup>®</sup> Asian Bodywork Therapy Certification Handbook 2011-2012, Edition* which includes the *Application for NCCAOM<sup>®</sup> ABT Certification* form can be downloaded from the NCCAOM website ([www.nccaom.org](http://www.nccaom.org)) free of charge or you can submit your application online.

**Submission of the Paper or Online Application** - A completed *Application for NCCAOM<sup>®</sup> ABT Certification* form and application fee must be submitted from all applicants. In order to be considered eligible to sit for the NCCAOM ABT certification examination applicants applying through Route 1; Formal Education, must also submit a graduation transcript (mailed to NCCAOM directly from the school). Applicants applying through Route 2, the Apprenticeship Route, must submit all preceptor and apprenticeship supporting documents. Submission of an application does not automatically guarantee an applicant is eligible to take a certification examination. Applicants are solely responsible for ensuring that NCCAOM receives all the required documentation and fees.

**Signature** - The notarized signature on the paper application or the acceptance of the on-line “Statement of Acknowledgement” of an applicant on the *Application for NCCAOM<sup>®</sup> ABT Certification* form authorizes NCCAOM to obtain additional information if necessary, from third parties, to establish eligibility for certification.

**Notarization of Application** - Paper 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.

**Application Delivery and Receipt by the NCCAOM** - Please send the application using a mail service that can track delivery of the application package. To confirm delivery to the NCCAOM of the application package; use the online tracking offered by the appropriate company (UPS, FedEx, USPS, etc.) or contact the mailing service by phone. NCCAOM will not accept faxed or scanned copies of the application.

**Application Expiration** - Applicants and candidates will have until November 10, 2012 to pass the required ABT certification examination. To become certified, CPR and safety are required documents that must be



submitted separately by December 31, 2012; if not included as part of the curriculum in the Route 1: Formal education program or Route 2: Apprenticeship program.

**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](http://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.

**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 and 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.

**NCCAOM Identification Number** - All applicants are automatically issued an NCCAOM identification number when issued the *NCCAOM<sup>®</sup> Authorization to Test Letter*.

**Authorization to Test Letter (ATTL)** - When the applicant is cleared to sit for the examination, NCCAOM will mail an *Authorization to Test* letter. Each ATTL designates approval for one exam administration. If a candidate for certification fails the certification exam contact the NCCAOM to attain a new ATTL for the next exam administration. This letter contains all the information needed to schedule, reschedule, and/or cancel the examination appointment.

**Track Your Certification Progress** - The *NCCAOM<sup>®</sup> Authorization to Test* letter will contain your NCCAOM ID number. If a paper *Application for NCCAOM<sup>®</sup> ABT Certification* form was submitted, an online account was automatically created at the time the application was processed. All that is needed to track your certification progress is to access your on-line account by going to the NCCAOM website at [www.nccaom.org](http://www.nccaom.org) and click on the “Login>>” button on the top right of the page.

**NOTE:** Online Account Login Instructions:

*User Name* = NCCAOM ID number

*Password* = enter the first 3 letters of the candidates last name plus the NCCAOM ID number. **The first letter of the last name must be CAPITALIZED.** The password and login can be changed at the first



login. Then, click on the “Services” tab and click on “Your Certification Status”. The “Definition of Terms” found on page 11 of this handbook will describe the status stated and identify where you are in the certification process.

**Graduation Hour Requirements** - In order to achieve certification in Asian Bodywork Therapy, applicants must have completed 500 hours of an Asian bodywork therapy program or studied under the apprenticeship route (see pages 23 – 24 in this handbook, for eligibility details).

**Name Change** - If the applicant’s/candidate’s name changes after submission of an application for certification, 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. NCCAOM’s address can be found on page 40 of this handbook.

**Health and Legal Status Information for All Applicants** – Appendix C: The ABT *Application for NCCAOM® Certification* form 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 provide additional information if necessary. If an applicant does answer “yes” to any of the legal or health status questions, that applicant must submit copies of all related documentation. All records maintained by NCCAOM are confidential and will 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.

**Disciplinary Action** - 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 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.

**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.

**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 name exactly as it appears on the application. Two numeric identifiers must be included on all supporting documentation. Numeric identifiers include date of birth (required), last four digits of the social security number, alien registration number or passport number.
2. Supporting documents that do not contain the applicant's/candidate'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.

**Examination Results** - The official examination score results (pass/fail) will be mailed via United States first-class mail between 30-45 business days after the end of the exam period in which the exam was taken. Applicants can also access their Asian Bodywork Therapy exam results online 30-45 business days after the end of the exam period in which the exam was taken by logging into their account on the home page of the NCCAOM website at [www.nccaom.org](http://www.nccaom.org). (See Appendix E: On-line Account Maintenance, for complete instructions on how to login to your NCCAOM account). After logging in click on the “My Account” tab and click on the “Update My Profile” link; finally click on the “Exams” tab.

**Failing an Examination Three Times** - If a candidate fails the ABT certification 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 @ thenccaom.org](mailto:applications@thenccaom.org)) before the fourth examination attempt in order to obtain a reauthorization to test.

**Five Time Rule** – ABT candidates, who applied prior to July 2011 and have five unsuccessful attempts to pass the NCCAOM ABT Certification Examination, have no subsequent opportunities to test. ABT applicants applying on or after July 25, 2011 have four (4) attempts to pass the NCCAOM ABT Certification Examination. The final examination administration for Diplomate of Asian Bodywork Therapy (NCCAOM) will be November 10, 2012.

**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 misdelivered documents. Therefore, NCCAOM recommends the applicant retain a copy of all documents prior to submitting the application packet; using 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.

**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. It is the Diplomate's responsibility to notify NCCAOM if the wall certificate is not received. If the NCCAOM is not notified of the missing wall certificate within six (6) months from the original certification date a fee will be incurred to have the certificate replaced. Custom frames may be purchased by visiting the NCCAOM website at [www.nccaom.org](http://www.nccaom.org) or going directly to <http://www.diplomaframe.com/associations/nccaom/>.

**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 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](http://www.nccaom.org) to verify and update their contact information.

Diplomates may choose not to have their contact information available on the *NCCAOM® Find A Practitioner* directory by logging into their online account profile page on the NCCAOM website and editing their information or by sending a written request to the NCCAOM Customer Service Representative from the NCCAOM website at [www.nccaom.org](http://www.nccaom.org) and clicking on "Contact Us".

**Exam Results and Certification Verification Form** - Candidates and Diplomates who have completed all the NCCAOM requirements for state licensing (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 an *NCCAOM® Exam Results and Certification Verification* form found on the NCCAOM website at [www.nccaom.org](http://www.nccaom.org) (click on the Applicant tab, Approved Candidate, "Candidate Forms" box on the bottom center of the page). Please allow 7 - 10 business days from receipt of the request, for the *NCCAOM Exam Results/Status Report* to be sent by NCCAOM to the state.

**Note:** NCCAOM will hold an individual's *NCCAOM® 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 the Exam Results and Certification Verification Form must be resubmitted.



**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. See [www.nccaom.org](http://www.nccaom.org) for more information on state licensing requirements.

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 9 of this handbook. Licensure is the process whereby a governmental unit (state or local regulatory agency) 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. Go to the NCCAOM website on the Regulatory Affairs tab; click on State Licensure Requirements to see a map of ABT state licensing information.

**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<sup>®</sup> Information Disclosure Policy* (see *NCCAOM<sup>®</sup> Information Disclosure Policy*, on page 19 of this handbook).

A student authorizes the release of their examination scores to their school by signing the Statement of Acknowledgement on the application form. If you do not wish to have your examination scores released to your school, send the revocation in writing to the NCCAOM Customer Service Representative.

**NCCAOM Information Disclosure Policy** - NCCAOM will publicly release printed materials as listed below, on its website via the [NCCAOM<sup>®</sup> Find A Practitioner](#) directory or in response to specific requests. The following information about its applicants, candidates and Diplomates are released to a third-party:

1. Name



2. Contact information listed on the [NCCAOM® Find A Practitioner](#) directory provided by the Diplomate
3. Type of certification, date awarded and expiration date
4. Current status of certification
5. Date of recertification, if applicable

**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 or designation 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.

**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 Appendix F: *NCCAOM® Fee Schedule*, of this handbook).



## Achieving Certification

### Initial Certification

Final verification and acceptance of 500 hours of education or required apprenticeship documents and passing the ABT certification examination is necessary to achieve certification in Asian Bodywork Therapy. The candidate must receive official notification from the NCCAOM that certification has been awarded. Candidates may not use the NCCAOM Diplomate designation or service mark, represent or advertise NCCAOM certification until this official notification is 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 their NCCAOM ID number.

Candidates may expect to receive an NCCAOM certificate, suitable for framing, approximately six weeks from the date certified. It is the Diplomate's responsibility to notify NCCAOM if the wall certificate is not received. If the NCCAOM is not notified of the missing wall certificate within six (6) months from the original certification date, a fee will be incurred to have the certificate replaced. 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 current and accurate mailing address and email address information in order to notify candidates/Diplomates of recertification dates and other important events in the acupuncture and Oriental medicine community.

Custom frames can be purchased by visiting the NCCAOM website at <http://www.diplomaframe.com/associations/nccaom/>. Achieving certification also entitles Diplomates to all benefits listed on page 9 of this handbook.

**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 provided in the *NCCAOM® Recertification Handbook* available at [www.nccaom.org](http://www.nccaom.org).

### NOTE:

ABT Diplomates who allow their certification to terminate after December 31, 2012 will be unable to reinstate/return from terminated status as the Diplomate of ABT (NCCAOM) certification will no longer be offered.



## The Application Process

Each applicant must meet all requirements for the eligibility route specified.



**Submitting the Online Application** - NCCAOM now offers online submission of the *ABT Application for NCCAOM® Certification* form. To access the web page go to the NCCAOM website at [www.nccaom.org](http://www.nccaom.org) and click on the “Login>>” button on the top right of the page.

To create a new account:

- Click on the “Login” tab to open and drop down the available options;
- At the bottom of the box click on “Don’t have a login?”;
- Follow the steps in Appendix E: *On-line Account Maintenance*, (found at the back of this handbook), beginning with “step D: New Profile”.

Once an account is created to submit the online application:

- Click on the “Services” tab;
- Click on “Your Certification Status”;
- Click on “Apply for Certification” at the bottom of the page. **Do not complete the on-line application unless it will be submitted immediately accompanied by the application fee which, is payable by credit card only.** Refer to Appendix G: Instructions for Completing the On-Line NCCAOM Application for Certification Form.

Appendix C: The paper **ABT Application for NCCAOM® Certification** form can be found in 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. NCCAOM recommends the use of 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. NCCAOM is not able to accept faxed copies of the application. The NCCAOM recommends the applicant retain a copy of all documents prior to submitting the application packet.

Mail the completed paper application information to:

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

Applicants using Route 1: Formal Education must also request an official academic transcript be sent directly from the applicant’s school to the NCCAOM.



## NCCAOM® Certification In Asian Bodywork Therapy



### Achieving Certification

In order to achieve certification in Asian Bodywork Therapy, applicants must meet all eligibility requirements as outlined in either Route 1 or Route 2 (below) and successfully pass the certification exam.

**Route 1: Formal Education:** Candidates must have completed 500 hours of an Asian bodywork therapy program. The type of educational programs, or a combination thereof, is listed below.

Correspondence and distance learning programs do not qualify.

- A. Formal: academic post-secondary accredited program which include
  - ACAOM, AOBTA & COSP programs
- B. Combination: formal program and short courses (no more than 100 hours)

- 1) Of the required 500 hours, a minimum of 350 hours must be didactic of which 160 hours must specifically relate to Asian bodywork techniques. Didactic hours must also include: allopathic anatomy and physiology, Oriental medical theory, first aid, CPR and ethics.
- 2) The 500 hours must include a minimum of seventy (70) clinical hours of education. The clinical hours must be directly related to Asian bodywork technique and may include observation as well as internship or treatment hours.
- 3) The remaining 80 hours may be earned as either didactic or clinical.
- 4) Candidates may combine hours from more than one (1) educational institution, provided that a minimum 160 didactic hours that specifically relate to Asian bodywork therapy are completed at one (1) institution and the subject of the clinical hours is related to the didactic hours of the Asian bodywork therapy.
- 5) Acceptable transcripts must be sent from the school directly to NCCAOM.



- 6) Candidates who did not attend an approved school must submit a school catalog to allow NCCAOM to perform a review of school transcripts. The school catalog must be written in English and include the following:
  - A. an outline of the curriculum offered
  - B. course title and description
  - C. number of hours included in the program
  - D. information about the faculty and facility
  
- 8) Applications of candidates who did not attend an approved school will be reviewed by the NCCAOM Eligibility Committee.

## Route #2: 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. NCCAOM does not pre-approve apprenticeship programs or preceptors. It is the applicant's responsibility to provide required documents when the application is submitted. Candidates must meet all the following requirements.

1. A maximum of two apprentices may study under a single preceptor at any one time.
2. An apprentice may only study under one preceptor during the apprenticeship.
3. Patient/client visits in which Asian bodywork therapy, acupuncture, and/or Chinese herbology are combined may be counted as professional practice under each applicable certification program.
4. Applicants who apply through the apprenticeship route must meet all of the following requirements:
  - A. Completion of an apprenticeship program with a minimum of 500 contact hours. 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**
  - B. 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**
  - C. 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:



- Certified instructor by the American Organization for Bodywork Therapies of Asia (AOBTA),

**OR**

- Certified by the NCCAOM in Asian Bodywork Therapy,

**OR**

- Practice at a minimum level of 500 Asian bodywork therapy patient/client visits by no fewer than 75 different patients/clients for five consecutive years immediately prior to becoming the applicant's preceptor.

**AND**

- The preceptor's practice was at a minimum level of 500 Asian bodywork therapy patient/client visits by no fewer than 75 different patients/clients during each year of the apprenticeship program. Patient visits were in general health care practice.

Treatment on patients/clients that take place during a preceptor's apprenticeship or while the preceptor is obtaining education may not be counted as professional practice.

### **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. A detailed description of the apprenticeship, including:
    - start and finish dates, break dates,
    - total number of contact hours each year,
    - the amount of time spent in theoretical instruction,
    - the level of involvement with patient/client treatment.
  - B. A description of preceptor's practice, including:
    - number of patients/clients,
    - the number of patient/client visits per year,
    - the type of practice (i.e., 80% general practice and 20% specialization in sports injuries).
    - dates and location of practice.



- C. A statement of the number of apprentices being supervised by the preceptor during the specified time.
2. Regarding your preceptor, you must submit either;
- A. A notarized copy of approval for apprenticeship from the state regulatory agency,
- OR**
- B. A notarized copy of Instructor Certification issued by the AOBTA, or NCCAOM
- OR**
- C. Documentation of preceptor's practice showing five consecutive years of Asian bodywork therapy practice immediately prior to the initiation of the preceptor ship. Acceptable methods of documenting a preceptor's Asian bodywork therapy practice are outlined below. Documentation must be from at least two (2) of the following four (4) categories:
- A notarized affidavit from employer specifying:
    - i. Dates
    - ii. Location
    - iii. Number of hours worked
    - iv. Nature of practice
    - v. Number of patient/client visits
  - Notarized affidavits from a minimum of twenty (20) patients/clients specifying the time period of treatment and the use of Asian bodywork therapy. Acceptable affidavits must include current phone numbers and addresses.
  - Notarized affidavits from a minimum of two (2) health care professionals, other than employers, with convincing testimony based on personal knowledge regarding the dates, volume, scope, and type of practice.
  - Notarized affidavits from a minimum of two (2) respected members within the professional community with convincing testimony based on personal knowledge regarding the dates, volume, scope, and type of practice. "Respected members of the professional community" may include, but are not limited to members of state or local Asian bodywork therapy or Oriental Medicine associations and Asian bodywork therapy school directors.



Appointment books, business permits, and leases are not acceptable means of documentation because they do not specify types of treatment.

Submit as documentation, a representative sample of the applicant's notes with 10-15 pages covering theoretical instruction (please type). The notes must be submitted in English.

For additional details please contact NCCAOM by [accessing](#) "Contact Us" on the NCCAOM website [www.nccaom.org](http://www.nccaom.org) or call (904) 598-1005 to speak to a Customer Service Representative.



## Appealing Eligibility Decisions

The NCCAOM cannot approve applications from applicants who do not meet the recognized eligibility requirements developed and approved 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.

An applicant who fails to meet the eligibility requirements for certification, is notified in writing by email 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, to the manager of Certification Services (see page 40 for NCCAOM's mailing address). 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 by the staff based on NCCAOM policy, 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 by submitting an appeal in writing within 45 days of being notified of the Eligibility Committee's decision. 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 from the Chief Executive Officer who reviews the case and decision. If the applicant's eligibility appeal is denied, the reason will be stated in a letter.



## Examination Preparation

### The NCCAOM ABT Examination Preparation Materials

The NCCAOM official examination content outline and bibliography are available on [the NCCAOM website](#) (see Exam Content under the Applicant tab). The content outline is designed to help prepare candidates for the NCCAOM certification examination. The new expanded content outline, which is based on the 2008 Job Task Analysis (see [www.nccaom.org](http://www.nccaom.org) for more information) contains the knowledge, skills and abilities (KSAs) statements for the exam effective since January 1, 2009. Another helpful document posted on the NCCAOM website is the *NCCAOM Examination Administration Frequently Asked Questions* (FAQs).

### Examination Administration

The Asian Bodywork Examination will be administered during the following four periods in 2012:

- March 5 – 17, 2012
- June 4 – 16, 2012
- August 13 – 25, 2012
- October 29 – November 10, 2012

The exam contains 100 questions and candidates have 2.5 hours to complete the exam.

### General Examination Information

Once the application is received and processed, the supporting documents have been reviewed and approved the candidate is authorized to sit for the ABT examination. The status is changed to **Approved Candidate** and is reflected as “Approved to Test” when tracking the application status online. See page 30 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, is consistent with the ADA Amendment Act of 2008 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” under “Applicant”, “Approved Candidate”, and click on ADA Accommodations. All documentation must be sent to NCCAOM - ADA, 76 S. Laura Street, Suite 1290 Jacksonville, FL 32202.



**Authorization to Test Letter** - When the applicant is cleared to sit for the examination, NCCAOM will mail an *Authorization to Test* (ATTL) letter good for the next exam administration period only. If a candidate for certification fails the certification exam, a new ATTL must be issued for another attempt of the ABT exam. Contact the NCCAOM if a new ATT letter is required. This letter contains all the information needed to schedule, reschedule, and/or cancel the examination appointment.

**Scheduling The Exam** - Approved candidates can select any open date(s) for the upcoming exam administration and can choose from any available Pearson VUE Professional Test Center. Approved candidates should schedule their appointment as soon as possible to ensure that the preferred time and testing center is available.

**Examination Registration** - Exam registration takes place by telephone (mandatory for individuals using a voucher to test) or online. All candidates can register with Pearson VUE, the official testing company accepted by the NCCAOM, only after receiving an *NCCAOM*<sup>®</sup> *Authorization to Test* letter. The authorization letter will provide the necessary information to contact Pearson VUE and register for an exam.

**Report and Start Times** - 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 administration for security purposes.

**Lateness on Day of the Examination** - Candidates must arrive by the report time on the admission letter or you 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/nccaom](http://www.vue.com/nccaom) 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). Pearson VUE will deliver a cancellation confirmation number. It is imperative this cancellation number be maintained by the candidate in case of a cancellation dispute.

**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 or permitted 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. A ring-binder containing five sheets of erasable board and a marker will be provided and collected upon completion of the examination.

**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 e.g., giving information about the examination to another person or receiving information about the examination from another person, including teachers/professors, 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 Outline** - The ABT Content Outline and suggested bibliography may be found on the NCCAOM website at [www.nccaom.org](http://www.nccaom.org) under "Applicants", "Exam Content".



## 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** (text below) which will be presented on the computer screen. Candidates will have five minutes to accept the conditions; if the conditions and terms are **not** accepted 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.

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

*"I have read and understand the Examination Instructions. I have agree to abide by the NCCAOM<sup>®</sup> 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 with the 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 erasable board and a marker 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 34 of this handbook). The next screen will be the directions for entering responses. Read these directions carefully before beginning the test.

The examination consists of multiple choice questions presented one at a time on the computer screen. 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, 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 be able to review and/or change answers only after all 100 questions have been answered within the allotted time.

The Asian Bodywork Therapy examination is a 100-item linear exam during 2012. Please visit [www.nccaom.org](http://www.nccaom.org) for more information on the length of all other examinations and for an explanation of adaptive and/or linear testing. The ABT linear examination will not show a preliminary status once the exam is completed. Candidates must wait for the official notification letter which will be mailed approximately 30 – 45 business days after the end of the exam administration period.



## Examination Results

**Examination Results** - The official examination score results (pass/fail) are mailed via United States first-class mail approximately 30 - 45 business days after the end of the exam period. Applicants can also access their ABT exam results 30 - 45 business days after the end of each exam period when logging into their account on the home page of the NCCAOM website at [www.nccaom.org](http://www.nccaom.org).

**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 on NCCAOM's website ([www.nccaom.org](http://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.

Please note, once a candidate passes the ABT examination it may not be retaken. ABT applicants applying after July 25, 2011 will have a total of four attempts to pass the NCCAOM ABT exam. Candidates must pass the ABT exam required for Diplomate of Asian Bodywork Therapy certification no later than the last day of the last exam administration period, November 10, 2012.

Applicants who applied prior to July 25, 2011; an examination may not be taken more than five times. If after the fifth attempt, the candidate fails the examination (all formats and/or languages inclusive) the candidate has no subsequent opportunities to test in the particular exam.

**Sending Examination Results 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<sup>®</sup> 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 7-10 business days 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 Examination Results section on page 36 of this handbook.

Non-candidates and former Diplomates may request examination results to be reported to a state licensing agency by completing the *NCCAOM® Exam Results and Certification Verification Form*. Examination results will be sent as requested, with a qualified disclaimer, notifying the state licensing agency that examinations over eight years old are no longer valid for NCCAOM certification.

## Exam Complaints or Appealing Examination Decisions

**Examination Content Complaints** - Candidates may submit concerns, believed errors in particular questions, or comments about specific aspects of the examination content, in writing to NCCAOM ([examcontent @ thenccaom.org](mailto:examcontent@thenccaom.org)) within 30 business 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 (Asian Bodywork Therapy), 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 violation of the non-disclosure agreement (see page 34 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 business days. Candidates must submit the



examination content complaints within 30 business 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 constitute a review of examination content.** A hand score is simply a manual check of the computer scoring process. Candidates must request to have an examination hand scored within 30 business days of the test administration. Requests must be submitted in writing to NCCAOM along with appropriate fee (see Appendix F: *NCCAOM<sup>®</sup> 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 the Examination Development Committee, a candidate may appeal the Pass/Fail status decision by sending a letter directly to the "Testing Department" at ([examcontent @ thenccaom.org](mailto:examcontent@thenccaom.org)) describing the rationale for filing the appeal. The NCCAOM must receive the examination appeal within 30 business 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 business days after the board meeting at which the appeal was considered.

**Failing an Examination Three Times** - If a candidate fails the examination three times he/she is required to earn remedial education by completing 15 Professional Development Activity (PDA) points before being eligible to test again. Candidates must submit documentation of completion of the 15 PDA points to NCCAOM ([applications @ thenccaom.org](mailto:applications@thenccaom.org)) before the fourth examination attempt in order to obtain a reauthorization to test.

Remedial education is earned by acquiring PDA points 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. More information can be attained by contacting the NCCAOM Professional Development Activity (PDA) department from the 'Contact Us' page on the NCCAOM website.

**Remedial Education** - If a candidate fails the examination three times he/she is required to earn remedial education (see "Failing an Examination Three Times" on page 38). 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 supervisor, on letterhead stationery, must be submitted stating the dates and nature of the supervised clinical experience.

## Retaking an Examination

**45 Day Wait Rule** - Approved 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.



## NCCAOM Contact Information

The NCCAOM staff may be reached Monday through Thursday, 9 a.m. to 5 p.m. ET and Friday, 9 a.m. to 4 p.m. ET. All applicants for certification are encouraged to contact the Certification Services staff ([applications@thnccaom.org](mailto:applications@thnccaom.org)) with specific questions.

It is the policy of the NCCAOM that all email and voice messages are returned within 48 hours.

Information may be readily obtained on the NCCAOM website at [www.nccaom.org](http://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: Asian Bodywork Therapy Certification Frequently Asked Questions

Updated 12/18/2011

**Question #1: New 10/24/11 - Which certifications are currently supported by NCCAOM? Which certifications will continue to be supported in the future?**

**Answer:** The NCCAOM will continue to support four certification programs through the renewal process which is designed to ensure that NCCAOM Diplomates are performing activities to stay current within their practice area in a manner that benefits the safety and trust of the public as well as meeting the needs of the Diplomate: Dipl. ABT (NCCAOM), Dipl. Ac. (NCCAOM), Dipl. O.M. (NCCAOM) and Dipl. C.H. (NCCAOM).

**Question #2 As an NCCAOM Diplomate of Asian Bodywork Therapy, how will the discontinuance of the ABT exam affect me?**

**Answer:** NCCAOM is planning to discontinue the ABT exam for certification in Asian Bodywork Therapy at the end of 2012; however, the Diplomate of ABT is not being retired. All currently certified Diplomates will be able to keep their designation as long as they continue to recertify. The NCCAOM will continue to gather input from individuals interested in the NCCAOM ABT Certification Program to determine if there is a continued need to offer a different ABT credential which may include an examination in the future. Your input regarding this consideration is important to the NCCAOM; please contact the NCCAOM Public Relations department from the "Contact Us" page on the NCCAOM website [www.nccaom.org](http://www.nccaom.org), if you are an NCCAOM certified Diplomate of ABT, an applicant or candidate intending to get the ABT certification or you have not yet completed the ABT Diplomate/Candidate questionnaire. You may also call 904-598-1005 to speak to a NCCAOM customer service representative.

**Question #3: New 10/24/11 - Why didn't NCCAOM make an effort to work with the ABT community to develop ideas on how to grow the ABT profession?**

**Answer:** In 2008 the NCCAOM convened a taskforce that included a number of prominent ABT Diplomates, educators and massage therapists to discuss ideas for growing the ABT profession and the number of ABT Diplomates -- none of the strategies suggested ever came to fruition. The NCCAOM also has a staff liaison that sends communications out to all American Organization for Bodywork Therapies of Asia (AOBTA) Council of Schools & Programs (COSP) school officials and to Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) accredited program officials who have a track in Asian bodywork therapy.



Approximately 20% to 30% of all applicants for the ABT Certification Program have come from ACAOM accredited schools.

**Question #4: If the NCCAOM is planning to discontinue the offering of the ABT certification exam after 2012, why should I apply for the ABT certification and take the examination?**

**Answer:** Feedback from the ABT community indicates that there are enough practitioners within the ABT community interested in the opportunity to become certified as a Diplomate of Asian Bodywork Therapy (NCCAOM) even if the exam is to be discontinued. The NCCAOM is offering the exam in 2012 to meet this interest.

The value of the Diplomate of ABT (NCCAOM) credential is having successfully completed a program that meets national accreditation standards of competency through the [National Commission of Certifying Agencies \(NCCA\)](#). This value is in no way diminished because the ABT exam is discontinued. In fact, through recertification, you are able to retain a unique professional certification as an Asian bodywork therapist which is held by a select group of individuals. In addition, you will be able to take advantage of all of the benefits of becoming an NCCAOM Diplomate as detailed in question number 12.

**Question #5: New 10/24/11 - Why would I want to continue to recertify as a Diplomate of ABT (NCCAOM) once the ABT modular exam is discontinued?**

**Answer:** Earning certification from NCCAOM represents a significant professional achievement. The Diplomate of Asian Bodywork Therapy (NCCAOM) will remain a viable NCCAOM certification for anyone currently holding this certification and for those who will achieve ABT Diplomate status in 2012. Benefits and recertification requirements for Diplomates of ABT remain unchanged (for a listing of these benefits, please see question number 12).

The discontinuation of the ABT exam means, after December 31, 2012 individuals who have attained the Dipl. ABT (NCCAOM) designation may continue to recertify to maintain their active Diplomate certification status; however, if an ABT Diplomate allows his/her certification to terminate, their Dipl. ABT (NCCAOM) credential can never be regained, as there will be no instrument available to measure competency.

**Question #6: New 10/24/11 - Is the Asian Bodywork Therapy credential protected from misuse by unqualified individuals?**



**Answer:** Paperwork has been filed with the U.S. Patent and Trade Office (USPTO) to register all of the NCCAOM credentials to include the Diplomat of ABT (NCCAOM) credential and is in the final stages of the approval process. NCCAOM is currently in the process of obtaining trademark protection for all four of its credentials as included below:

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

Once the above NCCAOM credentials have been approved by the USPTO, all NCCAOM Diplomates will be required to insert a registered ® symbol after their credential [Dipl. ABT (NCCAOM)®]. The acronym NCCAOM®, the NCCAOM logo, and the NCCAOM Certification Service Marks (to include the ABT service mark) have been registered with the USPTO for several years. The NCCAOM will announce the approval of the credential(s) registration upon its completion.

**Question #7: New 10/24/11 - I submitted an Asian Bodywork Therapy certification application form prior to the reduction in the application fee and have not yet completed the certification process. Can I get a refund?**

**Answer:** New applicants for the certification program receive the benefit of a reduced application fee of \$75. If you have an active application on file with the NCCAOM for which you paid the original application fee of \$400, you should have received a voucher letter which was mailed the week of October 17, 2011. The voucher covers the cost of one NCCAOM ABT examination valued at \$300 and is good for the March 5-17, 2012 examination administration. If you have not received your voucher letter please contact Tara Willey at [twilley@thenccaom.org](mailto:twilley@thenccaom.org) or call 904-674-2492.

**Question #8: What if I was once certified as a Diplomat of Asian Bodywork Therapy with the NCCAOM and I allowed my certification to expire? Can I return to active Diplomat status?**

**Answer:** The NCCAOM has a lapsed policy whereby a former Diplomat, who has allowed their certification to expire, may return to active Diplomat status. After December 31, 2012 former Diplomates of Asian Bodywork Therapy who allow their certification to terminate will be unable to return to active status as a Diplomat of ABT.



**Question #9: New 10/24/11 - What real or perceived value will the Dipl. ABT (NCCAOM) have once it is no longer available?**

**Answer:** NCCAOM is committed to supporting Diplomates of ABT now and in the future. As stated by an NCCAOM Diplomat of ABT, *“Retiring of the exam does not diminish the significance of the credential. My Diplomat status still attests to a certain level of education and achievement and I’m proud of my NCCAOM Diplomat status.”*

**Question #10: Who is eligible to take the ABT certification exam in 2012?**

**Answer:** Anyone who can document the required 500 hours of basic Asian bodywork therapy education from formal, full-time schools or formal programs and short courses is eligible to take ABT certification exam. *Correspondence and distance learning programs do not qualify.* You can also qualify via the Apprenticeship route (see question 20 below). Complete eligibility requirement details are located in the *NCCAOM® Asian Bodywork Therapy Certification Handbook, 2011-2012 Edition* found on the NCCAOM website. If you are currently engaged in the application process for ABT certification, the NCCAOM staff will contact you.

**Question #11: Are NCCAOM’s eligibility requirements for certification as Diplomat of ABT the same as those for an AOBTA® Certified Practitioner member?**

**Answer:** The requirements are similar but not the same. Below is a summary of the eligibility requirements:

- If you graduated from an AOBTA approved Council of Schools & Programs (COSP) program you are eligible for the NCCAOM ABT certification exam.
- All applicants are required to have their school submit official transcripts directly to the NCCAOM. Some schools request a modest administration fee for this service. You are advised to follow-up with school officials to ensure your transcripts have been sent by certified mail before the deadline.
- All candidates for the NCCAOM certification in ABT must also pass the ABT certification exam.
- **Note:** You must submit a transcript from every school you attended.

**Question #12: Why should I apply for NCCAOM certification if I am already “certified” by the AOBTA?**

**Answer:** The AOBTA® Certified Practitioner designation is a qualification for “Certification Practitioner” level of membership in the AOBTA. This qualification is neither a nationally accredited board certification recognized for state licensure nor is it a nationally accredited certification program.



The Diplomat of ABT is considered a level of mastery and achievement by other healthcare professionals. There are several reasons why you should apply for the NCCAOM ABT Certification if you desire to be designated as an Asian bodywork therapist. Here are a few reasons:

- National certification by NCCAOM is the only way to be recognized as a Diplomat of Asian Bodywork Therapy which permits you to use the following designation after your name, Dipl. ABT (NCCAOM).
- As a Dipl. ABT (NCCAOM) you are able to request a verification of passing the NCCAOM ABT certification examination which is used for licensure in the following states: LA, MD, MO, MS, NC, NH, and NJ. Applicants for licensure in Washington DC and WI who have passed the ABT exam, may qualify, as they have a separate route for applicants who have passed exams that are accredited by the National Commission of Certifying Agencies (NCCA) for licensure. The ABT Certification Program is accredited by NCCA.
- You are eligible for all the benefits offered to actively certified Diplomates such as being listed in the NCCAOM's *Find a Practitioner Directory* on the NCCAOM website. A list of all the benefits of maintaining your certification through the NCCAOM is offered on page 9 of the *NCCAOM® ABT Certification Handbook, 2011-2012 Edition*.

The following are a few testimonials to consider:

Tara Rachel Jones, M.Ed., Dipl. ABT (NCCAOM), *"I have been a Zen Shiatsu Therapist since 2004 and a Diplomat of ABT (NCCAOM) since 2004. Studying for the exam and getting the certification was a big part of what I believe sets Asian bodywork therapy apart from LMT. Our work is unique and belongs accredited in the name of Chinese and Oriental Medicine. Taking the exam is also a way of acknowledging the dedication and commitment to the practice itself. I believe the NCCAOM exam should be a required part of our ability to offer ABT."*

Brenda Levin, ABMP Professional, *"I highly value the significance and importance of the certification to the honor and respect of Asian bodywork practitioners - providing us with a way to express our unique understanding of the body in theory and practice from other bodywork modalities."*

Teresa Patterson, Dipl. ABT (NCCAOM), *"I hold 2 state massage therapy licenses. The reason I was able to get the second license in Mississippi was that the NCCAOM exam is considered one of the "national exams" that is acceptable for licensure. It is accepted in both states, Louisiana and Mississippi, where I hold both Massage Therapy licenses and Massage Therapy Instructor licenses. I am very proud to hold this certification."*



**Question #13: I am currently licensed in a state that has accepted my passage of the NCCAOM certification exam for licensure as an Asian bodywork therapist. What will happen in 2013 when the exam will no longer be offered?**

**Answer:** The NCCAOM has notified those states that have regulations permitting or requiring the NCCAOM ABT exam as documentation of competency to practice as an Asian bodywork therapist. We will continue to stay in communication with these states and will revise this ABT FAQs as new information becomes available.

**Question #14: New 10/24/11 - Which states permit the option of passing the ABT certification exam in lieu of a massage therapy certification or licensing exam to obtain a massage therapy or bodywork license?**

**Answer:** Six states recognize the NCCAOM Asian Bodywork Therapy examination and have written into their rules and regulations that passing of the ABT certification exam is accepted for licensure: Louisiana, Maryland, Missouri, Mississippi, North Carolina, New Hampshire and New Jersey. There have been cases in two other instances for the states of Wisconsin and the District of Columbia, where an applicant for licensure petitioned to have the passage of the ABT exam accepted for licensure. The reason that WI and DC accepted the NCCAOM ABT certification is because they have a separate route for licensure applicants who have passed exams that are part of a certification program accredited by the National Commission of Certifying Agencies (NCCA). The NCCAOM ABT Certification Program requires passing the ABT exam. The NCCAOM ABT Certification Program is accredited by NCCA through December 31, 2012.

**Question #15: Why was the ABT exam offered only once a year?**

**Answer:** In the recent past, the number of applicants for the ABT certification exam was small (between 35 to 50 applicants a year). Although all the examinations administered by the NCCAOM to date have been psychometrically valid, the declining number of exam candidates poses a future challenge for the NCCAOM to maintain a psychometrically valid exam. When examinations are reviewed for validity purposes, one of the factors considered is how candidates have performed on individual items. The more candidates who have taken the items, the more confident we can be regarding our interpretation of the performance of those items (e.g., whether the items are written clearly, fair to all candidates, appropriate for the exam). The overall quality of an examination depends upon the quality of individual items, and larger numbers of candidates help us identify poorly performing items so we can design better examinations.



**Question #16: New 10/24/11 - Why is it not financially feasible for NCCAOM to continue offering the Asian bodywork therapy examination for ABT certification?**

**Answer:** There are many direct costs associated with the development and implementation of each accredited certification program offered by the NCCAOM. These costs include examination development of the item bank by subject-matter experts, content validity verification through the job task analysis process, item construction reliability verification by a team of psychometricians whose expertise is to analyze the exam for reliability and validity, and there is also the examination administration costs associated with providing NCCAOM examinations at a secure Pearson VUE Professional Test Center.

The only program which requires the Asian bodywork therapy exam is the Asian Bodywork Therapy Certification Program. All other NCCAOM examinations are required for certification in at least two certification programs. The Foundations of Oriental Medicine and Biomedicine exams are required for three separate certification programs.

Unfortunately, the number of qualified test takers has declined since the exam was first offered; therefore, NCCAOM is discontinuing the current ABT examination as of December 31, 2012. The NCCAOM, however, is going to actively study the potential need for a different credential for Asian bodywork therapy professionals. If you would like to provide input as an applicant or candidate for the NCCAOM ABT Certification Program please send an email to [publicrelations @ thnccaom.org](mailto:publicrelations@thnccaom.org) and a brief questionnaire will be emailed to you.

The NCCAOM is hoping to attract more applicants and candidates for the ABT certification exam in 2012; therefore, the exam will be offered four (4) times in 2012:

- March 5 – 17, 2012
- June 4 – 16, 2012
- August 13 – 25, 2012
- October 29 – November 10, 2012

**Question #17: Updated 12/18/11 Why is the NCCAOM ABT certification so expensive?**

**Answer:** The NCCAOM certification fees cover the review of your application and verification of your eligibility to take the ABT certification exam. The separate fee for the exam includes covering the costs for examination development by subject-matter experts and for content and reliability verification by a team of psychometricians whose expertise is to analyze the exam for reliability and validity. The exam fee also covers the administrative cost to provide the examination at a Pearson VUE secure national test center.



We advise you to start budgeting early for your certification fees. Remember you can also pay by credit card (NCCAOM accepts Visa and MasterCard). If you are physically challenged, or are switching careers because of an accident or disability you may also be entitled to reimbursement from the appropriate government agency. In order to make the ABT certification more affordable, the NCCAOM has reduced the application fee to \$75 for 2012. This is a savings of over \$300 from the previous fee for the ABT application. The exam cost remains at \$300 for the reasons described above in this FAQ.

**Question #18: Why does the National Certification Board of Therapeutic Massage and Bodywork (NCBTMB) certification cost so much less than the NCCAOM certification?**

**Answer:** There are over 290,000 licensed massage and bodywork therapists according to Associated Bodywork and Massage Professionals (AMBP) organization ([www.abmp.com](http://www.abmp.com)). Many of these massage therapists have taken one of the NCBTMB National Certification Exams; there are currently 439 actively certified NCCAOM ABT Diplomates, who possess the unique professional identity as a nationally board certified Asian bodywork therapist; therefore, the exam development costs must be divided by a smaller testing population.

**Question #19: What is the difference between the NCBTMB certification in Massage and Bodywork and the NCCAOM ABT certification?**

**Answer:** The NCBTMB certification in Massage and Bodywork is for massage therapists and does not qualify you to call yourself a Diplomat of ABT (NCCAOM). You can fail each of the minimal Asian bodywork questions in the NCBTMB exam and still pass the exam. Remember, although both NCCAOM and NCBTMB are accredited by the National Commission for Certifying Agencies (NCCA), they serve very different purposes.

**Question #20: I completed my training 20 years ago in assorted ways that don't fit neatly into the routes of eligibility requirements. How can I prove my eligibility for the NCCAOM ABT Certification Program?**

**Answer:** Thoroughly document all your training courses, dates and hours, and document all your clinical experience in ABT. If your name has changed (marriage or by choice) since you completed your training, be sure and provide legal documentation. You may also qualify through the Apprenticeship Route of Eligibility. An apprenticeship must have been directed by a qualified preceptor (an AOBTA Certified Instructor, or Dipl. ABT



(NCCAOM)), or a practitioner who can document 5 years of clinical practice involving 500 ABT sessions per year on a minimum of 75 different patients, prior to your training as an ABT, and while you are in the apprenticeship training. You can find specific information on the Apprenticeship Route in the *NCCAOM® Asian Bodywork Therapy Certification Handbook 2011-2012, Edition*.

**Question #21: My original school closed years ago. How can I prove my training?**

**Answer:** Network through your classmates or the AOBTA national office, locate the school owner, or one or other of the instructors. Send them details of the classes you completed, with dates, and hours and ask them to confirm your education. All former COSP schools are required to retain students' past transcripts and to submit them on request for a small administration fee. Similarly, all schools are required by the Department of Education to store students' transcripts.

**Question #22: I trained in Shiatsu, so instruction in Asian theory was often integrated with my practical training. Is it true the NCCAOM ABT certification exam includes many questions on the foundations and theory of Chinese Medicine?**

**Answer:** The exam has been carefully crafted to cover all the different forms of ABT of China, Japan, Korea and Thailand. The solid common denominator is foundations of Asian medicine, so we advise you to complete a documented minimum 100 hours of standalone theoretical training in the foundations of Oriental (Asian) medicine.

Some of the COSP schools are offering special fill-in courses for individuals who need to add to their basic training in anatomy and physiology and/or foundations of Oriental medicine. Contact the AOBTA COSP Director at [cosp @ aobta.org](mailto:cosp@aobta.org) for details.

**Question #23: How can I prepare myself for the NCCAOM exam?**

**Answer:** You can find the NCCAOM ABT Exam Content Outline on our website at [www.nccaom.org](http://www.nccaom.org) under "Applicant", and then under "Exam Content". The exam content outline contains the knowledge, skills and abilities (KSAs) statements needed to prepare you for the exam. This is an important and useful study tool to use when preparing to take the ABT certification exam. Also, most COSP schools offer all-day prep workshops. These workshops are announced in the regular AOBTA emails to members. You may also contact the AOBTA Director of Education at [education @ aobta.org](mailto:education@aobta.org) for details on current DVDs or videos you may purchase on exam prep classes.



**Question #24: My application was denied last year because of insufficient documentation. If I apply again this year do I have to pay the full fee?**

**Answer:** No. Applications are good for four (4) years or through December 31, 2012, whichever comes first. In some cases application expiration dates have been extended. Please check with the NCCAOM certification staff about the status of your application if you still wish to qualify for the ABT exam in 2012. If your application is still active, you only need to provide the missing documentation in order to complete the approval process. The exam will be administered four times in 2012.

**Question #25: I failed the ABT exam. Can I take the exam again? How much do I have to pay?**

**Answer:** Yes, You can retake the NCCAOM ABT exam up to five (5) times as long as you have a valid application on file. If you have attempted the exam three (3) times unsuccessfully you will need to complete PDA requirements prior to receiving a new authorization to test (detailed information is located on page 38 of the *NCCAOM® Asian Bodywork Therapy Certification Handbook*, 2011-2012 Edition). Please contact the NCCAOM certification staff if you want to retest in 2012.

The \$300 examination fee, payable to the testing vendor, Pearson VUE, will not be due until you are approved to test (receive an NCCAOM Authorization to Test letter). If you have an active application on file with the NCCAOM for which you paid the original application fee of \$400, you should have received a voucher letter which was mailed the week of October 17, 2011. The voucher covers the cost of one NCCAOM ABT examination valued at \$300 and is good for the March 5-17, 2012 examination administration. If you have not received your voucher letter please contact Tara Willey at [twilley@thenccaom.org](mailto:twilley@thenccaom.org) or call 904-674-2492.

**Question #26: Does NCCAOM offer an online practice test for ABT?**

**Answer:** No. The NCCAOM needs to have a large enough pool of candidates in order to develop an NCCAOM Practice Test specific to ABT.

**Question #27: New 10/24/11 - When can I begin to register for the Asian bodywork therapy exams being offered in 2012?**

**Answer:** ABT exam registration will be open with Pearson VUE on **November 1, 2011** for the **March 5-17, 2012 administration**. On **March 18, 2012** registration will be open for the remaining 2012 ABT exam administrations in June, August and October/November. You will need a NCCAOM Approved-to-Test (ATT)



letter prior to registering with Pearson VUE. The ATT letter is issued after your application and supporting documents have been reviewed and approved by the NCCAOM certification services department staff.

**Question #28: Am I able to bring scrap paper into the examination?**

**Answer:** You **cannot** bring any writing materials in with you when you go in to take the examination. You will be provided with an erasable note board (5 sheets in a binder) and a marker that you can use to take notes (this will be collected upon completion of the examination).

**Question #29: How many questions are there and how much time do I have to finish?**

**Answer:** The ABT examination consists of 100 multiple-choice questions and you have 2.5 hours to complete it.

**Question #30: What percentage can I get wrong and still pass?**

**Answer:** The exam is not scored by percentages. It uses *criterion-referenced testing* so that candidates are always measured on the same ruler. This method allows for various levels of difficulty between exams and does not adversely affect the candidates.

**Question #31: Can I submit comments related to the questions on the exam after I finish the exam?**

**Answer:** Yes. You have 30 business days after you finish the exam to send feedback to [examcontent @ thenccaom.org](mailto:examcontent@thenccaom.org). It would be best to send your comments sooner rather than later when items of concern are fresh in your mind. Remember to be as specific as you can and do not discuss your questions with anyone other than the testing staff at NCCAOM.

**Question #32: Is it true that the screen turns off after five minutes if you don't answer the first question?**

**Answer:** Yes. The first question is actually a legal agreement that says you will treat everything you read on the examination with the utmost and absolute confidentiality. If you agree, just press **"I agree"** to start the examination. The full text of the *Non-Disclosure Agreement and Full Terms of Use for the NCCAOM Exam* can be found on page 34 of the *NCCAOM® Asian Bodywork Therapy Certification Handbook, 2011-2012 Edition*.



**Question #33: Is it true that I will receive a preliminary “Pass” or “Fail” status after I complete the examination?**

**Answer:** No, this only applies for the year-round adaptive examinations. You will receive your official scores via mail approximately 30-45 business days after the close of the examination administration period. You may also check your pass or fail status by logging into your NCCAOM online account approximately 30-45 days after the close of the examination administration period. (See On-line Account Maintenance found in the *NCCAOM® Asian Bodywork Therapy Certification Handbook*, 2011-2012 Edition, Appendix E for complete instructions on how to login to your NCCAOM account). After logging in click on the “My Account” tab, choose the “Update My Profile” link and finally click on the “Exams” tab.

If you have questions about the ABT certification examination content or format, please send an email to [examcontent @ thnccaom.org](mailto:examcontent@thnccaom.org).

**Question #34: New 10/24/11 - Is Biomedicine a certification program?**

**Answer:** No. It is a separate examination that is used for the Dipl. Ac. (NCCAOM), Dipl. O.M. (NCCAOM) and Dipl. C.H. (NCCAOM) certification programs. The four modular examinations offered by NCCAOM for certification purposes are Biomedicine, Acupuncture with Point Location, Foundations of Oriental Medicine and Chinese Herbology.

**Question #35: New 10/24/11 - Why does NCCAOM continue to offer certification in Chinese Herbology when based on information shared by the NCCAOM, the numbers of candidates requesting certification in Chinese Herbology is as low as or lower than Asian Bodywork Therapy?**

**Answer:** Yes, the number of individuals becoming certified separately in Chinese Herbology is low; however, most newly certified Diplomates are becoming certified in Oriental Medicine which requires that candidates pass all the same certification exams as required by the Chinese Herbology certification candidates with the addition of the Acupuncture with Point Location exam. Certification in Oriental Medicine requires candidates to pass the following exams: Foundations of Oriental Medicine, Acupuncture with Point Location, Chinese Herbology, and Biomedicine. Those candidates seeking certification in Chinese Herbology take all of the above exams except Acupuncture with Point Location.

Therefore, all of the NCCAOM certification exams, except the ABT certification exam are required for certification in at least two certification programs and therefore the number of examinees is high. For



example, in 2010, 665 Chinese Herbology modular exams were delivered to candidates seeking certification in Chinese Herbology or Oriental Medicine. Please see the *NCCAOM® Study Guides* to learn more about all the requirements for certification in Acupuncture (AC), Chinese Herbology (CH) and Oriental Medicine (OM).

**Question #36: New 10/24/11 - Why am I unable to send an email to *info @ thenccaom.org*, *publicrelations @ thenccaom.org*, etc. when I click on the hyperlink?**

**Answer:** To reduce spamming of the NCCAOM email domain, NCCAOM purposely includes spaces when publishing email addresses (i.e. after the word “info” and prior to “thenccaom.org”). Spammers use machines to scan websites and emails to collect valid email addresses which they use to send spam. This overuse can cause a company’s domain name to be black listed by the major email providers. When sending an email to the NCCAOM remove all spaces in the email address to ensure delivery.



## Appendix B: Instructions for Completing the Paper ABT Application for NCCAOM® Certification 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 the last four digits of your social security number.
- Type or print your date of birth (MM/DD/YY).

### B. Preferred Contact Information

Type or print your mailing address. You may use your home or business address. NCCAOM uses the preferred 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 search engine to assist the public in locating a nationally certified practitioner under "Find a 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 the application the ADA accommodations form found on our website, [www.nccaom.org](http://www.nccaom.org).

### E. Identification

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). In addition, the name on the photo 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 authorized proper identification or if the identification is expired.

### 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

Type or print your school name, city, state, enrollment and graduation dates and school code assigned by NCCAOM (Appendix H: NCCAOM School Code List).

### J. Fees - Application Fees are NOT Refundable

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 and are payable directly to Pearson VUE.



### **K. Payment (All Funds are due in US Dollars)**

Indicate total payment. NCCAOM accepts Visa or Master Card for credit card payment. Please be sure to include the billing address and expiration date. Checks should be made payable to NCCAOM.

### **L. Statement of Acknowledgement**

- Review the Statement of Acknowledgement.
- The Statement of Acknowledgement authorizes release of your exam scores to your educational institution.
- Sign and date the application in the presence of a notary.

### **\*NCCAOM Paper Application Checklist**

- Application completed in full – all spaces filled in
- Signed and notarized
- Payment included
- Official academic transcripts requested from your school (Route 1 applicants only)
- Retain a copy of the complete application packet
- Mail via postal service with delivery tracking



## Appendix C: Paper, ABT *Application for NCCAOM® Certification Form*





### ABT Application for NCCAOM® Certification

**Application for CERTIFICATION form in**

Asian Bodywork Therapy

Instructions see Appendix B in this  
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
<input type="checkbox"/> Check here if there has been a name change. You must provide copies of legal document indicating of this change.		
Primary Email (Required) _____ @ _____		
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Last four digits of Social Security Number XXX-XX-_____	Date of Birth (MM/DD/YY) _____/_____/_____

**B. Primary Contact Information** (All NCCAOM mailed 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 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

#### Americans with Disabilities Act

Do you have a documented and professionally diagnosed disability requiring special accommodations at the test site?  Yes  No

*If you answer "yes" please attach documentation from your physician or healthcare provider to this form.*

### E. \*Identification

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). In addition, the name on the photo 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 that is not expired.

### 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.

Have you been a defendant in litigation related to the practice of a health-related profession?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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
Have you ever been convicted of any type of felony?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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
Have you ever been convicted of any other crime or are you on probation or parole?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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
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
<b>NCCAOM Ethics Policy</b> (The current NCCAOM Code of Ethics and Grounds for Discipline can be found under our website - <a href="http://www.nccaom.org">www.nccaom.org</a> under Site Map)	
Have you read and understood the Code of Ethics?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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 that 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.

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
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)

<input type="checkbox"/> Route 1 Formal Education:	<input type="checkbox"/> Graduate
<input type="checkbox"/> Route 2 Apprenticeship:	<input type="checkbox"/> United States <input type="checkbox"/> Foreign Education

**I. Formal Education**

School Name, City, State	Date Enrolled
School Code:	Date of Graduation



**J. Fees (Application Fees are NOT Refundable)**

\$75 - Application Fee for Asian Bodywork Therapy

**K. 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 of Cardholder:			
Signature of the Cardholder:			
Credit Card Billing Address:			

**L. 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.

I understand by signing below that I authorize NCCAOM to release my name and the score I received on my examinations issued by PearsonVUE on behalf of the National Certification Commission for Acupuncture and Oriental Medicine to the Academic Institution listed above. I further understand that the information I authorize to be released may be confidential or privileged. The information to be released is intended solely for the use of the school official at the academic institution. I understand that any disclosure of information may be subject to re-disclosure by the recipient and may no longer be protected by Federal or State law.

I understand that I have the right to revoke this authorization at any time which, releases my name and examination score. I understand that my revocation must be in writing and addressed to the Assistant Controller at NCCAOM®. I understand that the revocation does not apply to information that has already been released in response to this authorization.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This instrument was acknowledged before me by the applicant.

Notary Public Signature: \_\_\_\_\_



**Checklist (retain for your records)**

**Detach and Mail the Following:**

Application Form (all pages) - Please Note the Application Requires Notarization



**\*Application**

- Retain a copy of the complete application packet
- Complete (email address included) and signed
- Notarized
- Payment included



<b>Send the above documents to:</b>	<b>NCCAOM</b> <b>76 South Laura Street</b> <b>Suite 1290</b> <b>Jacksonville, FL 32202, USA</b>
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**Additional Certification Document**

- Graduation Transcript sent to NCCAOM from the school

**Important Contact Information**

Contacts	Phone / Email
NCCAOM Headquarters	904-598-1005
NCCAOM Fax	904-598-5001
NCCAOM Certification Services	<a href="mailto:Applications@thencaom.org">Applications @thencaom.org</a>
Compliments or Complaints	<a href="mailto:Publications@thencaom.org">Publications @thencaom.org</a>
Report Verification for State Licensure	<a href="mailto:ScoreReport@thencaom.org">ScoreReport @thencaom.org</a>
General Information	<a href="mailto:Info@thencaom.org">Info @thencaom.org</a>



## Appendix D: 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<sup>®</sup> 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.



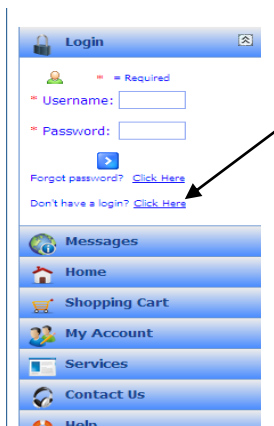
## Appendix E: On-Line Account Maintenance

### Creating, Accessing or Editing an NCCAOM® Personal Account

- A. Go to the NCCAOM website [www.nccaom.org](http://www.nccaom.org) and click on the “Login>>” button on the top right of the page.
- The information below is for an individual who has never submitted an application to the NCCAOM. All Diplomates, applicants or candidates who have submitted an application(s) to the NCCAOM, already have a NCCAOM ID number and profile and should go to “Login Instructions” below.

### Creating an NCCAOM On-Line Account:

- B. Click on the “Don’t have a login?” link under the “Login” tab



- C. Setting Up Your New Profile and Creating Your Login and Password:
- Organization – enter your company name and website address. All information captured on this page will be published in the “NCCAOM® Find A Practitioner” directory (if participating). NEXT
  - Individual – Fields in “Red” are required.
    - List My Information in the NCCAOM *Find® A Practitioner Directory*? The Radio button defaults to “No.” Click “Yes” if you want to be listed in the directory once certification is awarded. Only Certified Active Diplomates are included on the directory listing. NEXT
  - Address – Only the Primary address can be entered at this time.
    - The Primary Address is the contact for all correspondence with the NCCAOM.
    - Alternative Address will be listed in the directory if you have chosen to participate. Type “unlisted” in “Address Line 1” for the street address if you do not want it to appear in the directory. E.g.: Jim Smith

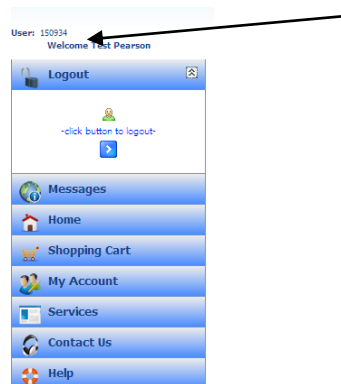


unlisted

Jacksonville, FL 32202

This address will be entered later in the profile setup process.

- Second alternative and third alternative addresses can be stored in the database to allow for additional “primary,” “billing” or “directory” options. NEXT
4. Phone – Enter the phone as (xxx) xxx-xxxx or xxxxxxxxxx
- Primary Phone is the first choice of contact for correspondence with the NCCAOM.
  - Directory Phone must be entered if a phone number is to appear in the NCCAOM *Find® A Practitioner* directory. This number may be the same as the Primary, Alternative or Mobile phone number.
5. Credentials – You will create your own login name and password. These fields are case sensitive.
- Your four-digit PIN will be used for account change verification if needed in the future.
- FINISH
6. NCCAOM ID – An ID is created and can be viewed above the “Logout” bar on the upper left of the “Home” page.



Click on next from this page to create and submit an on-line application for NCCAOM certification or click on the “Update User Profile” to add or edit an address.

**Login Instructions for Diplomates, Applicants and Candidates who already have an NCCAOM ID number and are logging into the **NEW** NCCAOM website for the first time:**

- All Diplomates, applicants or candidates, who have submitted an application(s) to the NCCAOM, have a NCCAOM ID number and profile. Your profile is created and NCCAOM ID number assigned when your application is processed by the NCCAOM Certification Services department staff.



1. User Name = NCCAOM ID number. Diplomates can locate this number on their ID card. Approved Candidates will be notified of their ID number on the *NCCAOM<sup>®</sup> Authorization to Test* letter.
2. Password = Enter the first three letters of your last name plus your NCCAOM ID number. The first letter of the last name must be CAPITALIZED. (For example if your ID number is 123456 and your last name is Smith, then your Password = Smi123456). For security reasons the NCCAOM does not display the length of the password field. Continue to type the information in the format indicated and hit Enter. The password can be changed at the first login by clicking on the “My Account” menu button and choosing “Change Password.”

#### **Adding, editing or changing an address type on the user profile:**

1. Click on the “My Account” menu button and click “Addresses.”
2. To add a new address click on the “New Address” starburst and select the address type. See D. 3 above for a definition of the address types. Enter the address information and “save new address.”  
OR
3. To edit a current address click on the pencil to the right of the address you want to change. The address fields, city, state and zip code will appear. Make necessary edits and “save changes.”  
OR
4. To replace an address type (primary, alternative or directory) address click on the “Edit Address Preferences” pencil and click on the drop down arrow of the address you want to edit. Highlight the address in the list and “save changes.”

Questions: Contact NCCAOM at (904) 598-1005 or email [info @thenciaom.org](mailto:info@thenciaom.org).



## Appendix F: NCCAOM® Fee Schedule

### Application Fees

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

Asian Bodywork Therapy Application      \$ 75

### Examination Fees

Examination fees are paid directly to Pearson VUE upon registration.

### English Language

Asian Bodywork Therapy      \$300

### Foreign Language\*

\*The Asian Bodywork Therapy exam is not offered in a foreign language.

### Exam Results and Certification Verification Form Fees

Diplomate      \$35

Candidate for Certification      \$35

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

Inactive Status      \$75

Lapsed Status      \$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 and former candidates who did not complete the certification process.

**Important Note for Non-Diplomates:** Examination results will be sent as requested, with a qualified disclaimer, notifying the state licensing agency that examinations over eight years old are no longer valid for NCCAOM certification.

### Miscellaneous Fees

NCCAOM Handbook and Application	\$35
Duplicate Certificate or ID card (Must include reason for request)	\$50
Hand Score Request (per examination)	\$50
Returned Check Fee	\$35
Copy of Records	\$100
Submission of an Appeal (Eligibility or Exam) (See Appeal Procedure on pages 28, 37 of this handbook)	No Charge

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

### Refunds

Refunds will not be made for:

1. Application fees.
2. Absence from an examination administration for which the candidate registered.
3. Failure to properly reschedule or cancel testing appointment.
4. Involvement in cheating or fraud at any point in the application/certification process.
5. No refunds of any kind will be issued once an application has expired or in the case of application for Asian Bodywork Therapy certification after December 31, 2012.

### 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.



## **.Appendix G: Instructions for Completing the On-Line ABT Application for NCCAOM® Certification Form**

- A. Thoroughly read the *NCCAOM® ABT Certification Handbook*.
- B. Payment for application fees must be submitted along with the on-line application.
- C. Go to the NCCAOM website at [www.nccaom.org](http://www.nccaom.org) to create an account or login (see Appendix E On-line Account Maintenance, for instructions).
- D. On the menu click on “Services” and then click “Certification”.
- E. Click on “Your Certification Status”.
- F. At the bottom of the screen click on “Apply for Certification”.
- G. At this point you may update your profile by clicking “Go to my profile” or click NEXT to proceed directly to the application process.
- H. Applying for Certification:
  1. Certification Program - enter a check mark in the box next to the ABT choice. Only certification programs for which you have not previously applied will appear on this screen. Oriental Medicine certification encompasses training in both acupuncture and Chinese Herbology. NEXT
  2. Professional, Ethics and Fitness to Practice Questions – An answer to each question is required to complete the certification application process. You must furnish additional information with this application if you answer 'yes' to any of the questions on these tabs. A text box is provided between each question for your use. The information provided must include your explanation of any charges or claims made against you, a listing of all legal documents related to the charges or claims and an account of how the charges or claims were resolved. The legal documents must be mailed to the PEDC Department at NCCAOM. 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. Please send supporting legal documents to NCCAOM PEDC department at 76 So. Laura St. #1290, Jacksonville, FL 32202. Click NEXT on each window to move through this section.

3. Code of Ethics and Grounds for Professional Discipline – The documentation for questions 17 and 18 are located in Appendix D: NCCAOM Ethical Guidelines of this handbook, or on the NCCAOM website under Regulatory Affairs.
4. Route of Eligibility – Indicate the route to eligibility under which you are applying. “Save and Continue”
5. Occupational/Professional Licenses – Let us know more about you. Click on “Add New License”. Click on a “Designation” from the drop down menu. Complete all the required fields indicated in red. Click on “Save New License”. If you do not hold a current professional license, click NEXT on the license tab.
6. Education – Enter the school from which you will graduate. Note: if the school attended has multiple campuses choose the applicable location. Click on the “Save New Education” notepad.
7. Read the Statement of Acknowledgement. Check the box if you agree to this legally binding statement. The application may now be reviewed or submitted.
8. Continue with checkout for payment processing. Again, click on Continue with Checkout. Click on the link to “Proceed to Secure Payment Processing”. Enter the payment information. Credit card type (MasterCard or Visa) must be chosen and accurate for the credit card to process to completion. Note: All Visa card numbers begin with 4 and all MasterCard numbers begin with the number 5. Click “Continue with Checkout”. Right click on the receipt page and choose print. An email receipt will also be sent to the email address entered during the profile set-up. “Close Window”.
9. If an error is received during payment processing close the error message screen and click the back arrow on the computer browser to return to the payment screen. Applications received without payment will not be processed.

Questions: Contact NCCAOM at (904) 598-1005 or email [info @ thenccaom.org](mailto:info@thenccaom.org).



## Appendix H: NCCAOM School Code List

NCCAOM assigns a school code to institutions for the purpose of internal reporting. The school code is required by Pearson VUE during the examination registration process.

<b>School Code</b>	<b>ACAOM Accredited and Candidate Schools &amp; COSP Schools</b>
AFE-00036	Academy for Five Element Acupuncture
ACC-00001	Academy of Chinese Culture and Health Sciences
AOM-00093	Academy of Oriental Medicine at Austin
AMC-00042	Acupuncture & Massage College
AIM-00016	Acupuncture and Integrative Medicine College, Berkeley
COSP-50001	Acupressure Institute of America
COSP-50002	Acupressure Therapy Institute
AMU-00306	Alhambra Medical University
ACM-00230	American Academy of Acupuncture and Oriental Medicine
ACO-00075	American College of Acupuncture and Oriental Medicine
ACT-00002	American College of Traditional Chinese Medicine
AIA-00246	American Institute of Alternative Medicine
ASA-00127	Arizona School of Acupuncture and Oriental Medicine
AIS-00255	Asian Institute of Medical Studies
ATI-00115	Atlantic Institute of Oriental Medicine
BAS-00005	Bastyr University
COSP-50009	Center Point Massage & Shiatsu Therapy School & Clinic
	College of Acupuncture and Oriental Medicine at Northwestern Health Sciences University
MCA-00055	University
CST-00045	Colorado School of Traditional Chinese Medicine
DTC-00294	Daoist Traditions College of Chinese Medical Arts
DUR-00025	Dongguk University Los Angeles (Previously Dongguk Royal Univ.)
DRC-00149	Dragon Rises College of Oriental Medicine
EWN-00121	East West College of Natural Medicine
ESA-00162	Eastern School of Acupuncture and Traditional Medicine
ECT-00010	Emperor's College of Traditional Oriental Medicine
	Finger Lakes School of Acupuncture and Oriental Medicine of New York
NCC-00291	Chiropractic College
FBJ-00300	Five Branches University: Graduate School of TCM, San Jose
FBC-00011	Five Branches University: Graduate School of TCM, Santa Cruz
FCI-00097	Florida College of Integrative Medicine
COSP-50031	Heartwood Institute, Ltd.
ICA-00184	Institute of Clinical Acupuncture and Oriental Medicine
ITE-00153	Institute of Taoist Education and Acupuncture



COSP-50032 International Professional School of Bodywork  
COSP-50015 International School of Shiatsu  
JTS-00159 Jung Tao School of Classical Chinese Medicine  
KCC-00188 Kansas College of Chinese Medicine  
COSP-50017 Karuna Five Element Shiatsu  
COSP-50019 Massage Arts Center of Philadelphia  
MCC-00301 Midwest College of Oriental Medicine, Chicago  
MCR-00017 Midwest College of Oriental Medicine, Racine  
COSP-50033 Mueller College of Holistic Massage Therapies  
NCN-00123 National College of Natural Medicine  
NUH-00305 National University of Health Sciences  
NES-00019 New England School of Acupuncture  
NCH-00066 New York College of Health Professions  
NCT-00092 New York College of Traditional Chinese Medicine  
OCO-00021 Oregon College of Oriental Medicine  
PCC-00218 Pacific College of Oriental Medicine, Chicago  
PCN-00060 Pacific College of Oriental Medicine, New York City  
PCS-00023 Pacific College of Oriental Medicine, San Diego  
PIH-00124 Phoenix Institute of Herbal Medicine & Acupuncture  
SUO-00026 Samra University of Oriental Medicine  
SIO-00104 Seattle Institute of Oriental Medicine  
SBU-00029 South Baylo University  
SCL-00302 Southern California University (SOMA)  
SCW-00247 Southern California University of Health Sciences  
SAA-90003 Southwest Acupuncture College, Albuquerque  
SAB-00031 Southwest Acupuncture College, Boulder  
SAS-90004 Southwest Acupuncture College, Santa Fe  
SIC-00137 Swedish Institute School of Acupuncture and Oriental Studies  
TSI-00033 Tai Sophia Institute  
TCT-00085 Texas College of Traditional Chinese Medicine  
COSP-50016 The Jin Shin Do Foundation for Bodymind Acupressure  
COSP-50029 The Wellspring School for Healing Arts  
TCO-00266 Touro College of Traditional Chinese Medicine  
TCM-00198 Traditional Chinese Medical College of Hawaii  
TCA-00035 Tri-State College of Acupuncture  
UBA-00280 University of Bridgeport  
UEW-00284 University of East West Medicine  
WIG-00303 WON Institute of Graduate Studies  
WMI-00032 World Medicine Institute  
WHT-00304 Wu Hsing Tao School



YSU-00038 Yo San University of Traditional Chinese Medicine  
COSP-50030 Zen Shiatsu Chicago

### **U.S. Other**

APP-00000 Apprenticeship Route  
DOM-30000 Other, USA School  
DOM-30100 State Candidate  
DOM-30006 Asheville School of Healing Arts  
DOM-30007 Atlantic University of Chinese Medicine  
DOM-30008 Baltimore School of Massage  
DOM-30009 Blue Lotus School of Shiatsu & Asian Medicine  
DOM-30010 Body Therapy Center  
DOM-30011 Boston Shiatsu School  
DOM-30005 Chicago College of Healing Arts  
DOM-30040 Healing Arts Center  
DOM-30030 Santa Barbara College of Oriental Medicine

### **International**

APP-70000 Apprenticeship Route  
FOR-70025 Academy of Classical Oriental Medicine Sciences  
FOR-70000 Acupuncture Colleges (Australia) Pty. Limited  
FOR-70026 Acupuncture Foundation of Ireland  
FOR-70027 Akamon Oriental Medicine College  
FOR-70001 Alberta College of Acupuncture and Traditional Chinese Medicine  
FOR-70002 Anhui College of Traditional Chinese Medicine  
FOR-70029 Beijing College of Acupuncture & Moxibustion  
FOR-70540 Beijing University of Chinese Medicine and Pharmacology  
FOR-70030 Calgary College of Traditional Chinese Medicine & Acupuncture  
FOR-70031 Canadian College of Acupuncture & Oriental Medicine  
FOR-70028 Capital Medical University  
FOR-70546 Chang Chun University of Chinese Medicine  
FOR-70004 Chengdu University of TCM  
FOR-70500 Dae Jeon University  
FOR-70505 DaeGu Haany University  
FOR-70504 Dong-Eui University  
FOR-70510 Dongguk University  
FOR-70502 Dong-Shin University  
FOR-70006 Fu Jian Traditional Chinese Medical College  
FOR-70007 Guangxi College of Traditional Chinese Medicine  
FOR-70008 Guangzhou University of Traditional Chinese Medicine



- FOR-70009 Guiyang College of Traditional Chinese Medicine
- FOR-70544 Hebei Medical University
- FOR-70010 Heilong Jiang University of Traditional Chinese Medicine
- FOR-70011 Hunan College of Traditional Chinese Medicine
- FOR-70012 Jiangxi College of Traditional Chinese Medicine
- FOR-70520 Kyung Hee University
- FOR-70515 Kyung Won University
- FOR-70014 Kyungsan University (KOREA)
- FOR-70545 Liaoning College of Traditional Chinese Medicine
- FOR-70543 Nanjing University of Traditional Chinese Medicine
- FOR-79910 Other, Foreign-Brazil
- FOR-79901 Other, Foreign-Canada
- FOR-79999 Other, Foreign-China
- FOR-79920 Other, Foreign-Israel
- FOR-79915 Other, Foreign-Mexico
- FOR-79925 Other, Foreign-New Zealand
- FOR-79940 Other, Foreign-Russia
- FOR-79930 Other, Foreign-Switzerland
- FOR-79935 Other, Foreign-Taiwan
- FOR-79905 Other, Foreign-United Kingdom
- FOR-70580 Reidman International College for Complementary Medicine
- FOR-70506 Sang-Gi University
- FOR-70508 Sem-Yung University
- FOR-70017 Shaanxi College of Traditional Chinese Medicine
- FOR-70018 Shandong University of Traditional Chinese Medicine
- FOR-70542 Shanghai University of Traditional Chinese Medicine
- FOR-70020 Taejon University
- FOR-70541 Tianjin University of Traditional Chinese Medicine
- FOR-70560 Toronto School of Traditional Chinese Medicine
- FOR-70514 Won-Kwang University
- FOR-70512 Woo-Suk University
- FOR-70024 Yanbian Medical College



## NOTES



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