



National Certification Commission  
for Acupuncture and Oriental Medicine



# 2012 NCCAOM<sup>®</sup> CERTIFICATION HANDBOOK FOR:



**Diplomate of Acupuncture (NCCAOM)**



**Diplomate of Chinese Herbology (NCCAOM)**



**Diplomate of Oriental Medicine (NCCAOM)**



**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.



## Table of Contents

<b>New for 2012 &amp; New for 2013.....</b>	<b>6</b>
<b>Introduction.....</b>	<b>8</b>
<b>About the NCCAOM .....</b>	<b>9</b>
<b>Benefits of NCCAOM Certification .....</b>	<b>10</b>
<b>Definition of Terms.....</b>	<b>12</b>
<b>General Information.....</b>	<b>14</b>
Submitting the Online Application	
Request for Application Packet	
Submission of the Paper or Online Application	
Signature	
Notarization of Application	
Application Delivery and Receipt by the NCCAOM	
Application Expiration	
Agent Designation Form	
Processing Times for Application Review	
NCCAOM Application Number	
Authorization To Test Letter	
Track Your Certification Progress	
Pre-Graduation Applicants	
ACAOM Graduation Hour Requirements	
Name Change	
Health and Legal Status Information for All Applicants	
Disciplinary Action	
Documentation Received before Application	
Authenticity and Adequacy of Documentation	
Documents Guidelines	
Examination Results	
Failing an Examination Three Times	
Five Time Rule	
Clean Needle Technique Certification Requirement	
Insufficient Documentation Notification	
Certification Processing	
Certificate Delivery	
Change of Personal Information	
Exam Results and Certification Verification Form	
State Licensure vs. NCCAOM Certification	
Confidentiality	
NCCAOM Information Disclosure Policy	
Disciplinary Actions and Reporting	
Copies of Submitted Applications or Transcripts	
<b>Achieving Certification.....</b>	<b>23</b>
Initial Certification	



Maintaining Certification

**The Application Process..... 25**

**NCCAOM® Certification In Acupuncture..... 26**

Achieving Certification  
Eligibility Routes

**NCCAOM® Certification in Chinese Herbology ..... 33**

Achieving Certification  
Eligibility Routes

**NCCAOM® Certification in Oriental Medicine ..... 40**

Achieving Certification  
Eligibility Routes

**Appealing Eligibility Decisions..... 47**

**Examination Preparation..... 48**

Examination Preparation Resources  
The NCCAOM Examination Study Guides and  
the 2011 Expanded Examination Content Outlines  
Practice Tests

**Examination Administration..... 49**

General Information  
Accommodations under the Americans with Disabilities Act (ADA)  
Authorization to Test (ATT)  
Scheduling the Exam  
Examination Registration  
Report Time and Start Time  
Examination Security  
Lateness on Day of the Examination  
Rescheduling or Cancelling the Examination  
Weather  
Translators  
Childcare  
Personal Property  
Clothing  
Examination Confidentiality  
Exam Irregularities  
Examination Content Outlines & Table: Exam Items and Time Allotments  
2011 Biomedicine Examination Dates

**Examination Day..... 54**

**Examination Security..... 54**

Non Disclosure Agreement and General Terms of Use for  
NCCAOM Exams  
Proper Identification



Taking the Test  
Department of Veterans Affairs

**Examination Results..... 57**

Reporting Examination Results  
Sending Examination Results to an Outside Agency

**Examination Complaints or Appealing Exam Decisions..... 59**

Examination Content Complaints  
How Examination Complaints are Resolved  
Hand Score  
Examination Appeal Process  
Failing an Examination Three Times  
Remedial Education  
Five Time Rule

**Retaking an Examination..... 61**

Authorization to Test Letter (ATTL)  
45 Day Wait Rule  
Application Expiration

**NCCAOM Contact Information..... 61**

**Appendices**

**A: NCCAOM Ethical Guidelines**

Code of Ethics  
Grounds for Professional Discipline

**B: 2012 NCCAOM Fee Schedule**

Application Fees  
Examination Fees  
Miscellaneous Fees  
Refunds  
Forfeiture of Certification Fees

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

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

**E: Application for Conversion to Oriental Medicine Certification**

**F: Instructions for Completing the On-line *Application Form for NCCAOM® Certification* plus the On-line Application Checklist**

**G: On-Line Account Maintenance**

**H: School Code List**



### **NEW for 2012**

- **Converting to Oriental Medicine Certification:** Diplomates of Acupuncture and/or Chinese Herbology who apply for certification in Oriental Medicine will pay a reduced application fee of \$460, but must submit PDA points if they are more than 12 months into their recertification cycle. Also, Diplomates who plan to submit documentation of 45 hours of biomedicine to be exempt from the Biomedicine exam must attain the biomedicine credits in one of the four domain content areas on the Biomedicine exam to include four (4) credits earned by taking the CCAOM CNT and Bloodborne Pathogens review course earned within the last four (4) years. Read all the details on page 44 of this handbook.
- **NCCAOM® Registry:** NCCAOM is in the process of developing a registry listing of all certified active Diplomates, retired Diplomates and former Diplomates holding inactive or lapsed status. Content will include: name, city, state, status, expiration date or in the case of retired Diplomates the date retired designation was issued. Look for the new registry by mid-February 2012.

### **New in 2013**

- **Biomedicine Requirement for Converting to Oriental Medicine:** As of January 1, 2013 all Diplomates certified in Acupuncture or Chinese Herbology, prior to 2004, who apply for certification in Oriental Medicine must sit for and pass the Biomedicine examination. Double Diplomates, those certified in both Acupuncture and Chinese Herbology, have the option of sitting for and passing the Biomedicine exam or submitting 45 biomedicine hours/credits that are directly related to the four (4) Biomedicine exam domain content areas to include four (4) credits earned by taking the CCAOM CNT and Bloodborne Pathogens review course earned within the last four (4) years.
- **Critical Information! - Reduced lapsed status timeline:** As of January 1, 2013 the timeline for lapsed status will be reduced from eight (8) years to three (3) years. Anyone who has not returned to active certified status with the NCCAOM as of December 31, 2012 and has a certification expiration date prior to January 1, 2010 will become terminated with the NCCAOM and must either reapply for certification, meeting all current eligibility criteria and taking modular exams; or apply for reinstatement and pass the new NCCAOM® Reinstatement Exam(s). Contact NCCAOM immediately at [info @ theccaom.org](mailto:info@thenccaom.org) if you have any questions.
- **Job Task Analysis Survey:** NCCAOM will be developing the new Job Task Analysis (JTA) survey instrument in 2012; the survey will be conducted in early 2013. Your assistance is needed to complete the JTA survey to ensure future exam content outlines reflect accurately the knowledge, skills and abilities



required for the practice of acupuncture and Oriental medicine. Ongoing announcements about the next JTA will be made through all NCCAOM communications (e.g. *Diplomate News You Can Use*, and *the Diplomate*).

- To stay current with NCCAOM policy and procedure changes visit the NCCAOM website under “What’s New” on the homepage.



## Introduction

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

This handbook provides detailed information about NCCAOM's certification requirements. Specifications for eligibility, application procedures, fees, exam registration, exam content, exam administration and scoring, professional ethics and grounds for discipline are provided. Also included are NCCAOM policies related to Americans with Disabilities Act. NCCAOM applicants, Diplomates (certification holders), candidates and other interested individuals should refer to the NCCAOM website at [www.nccaom.org](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 to be fully informed about the current rules for certification. To be certain about a policy or procedure, contact NCCAOM by e-mail at [info @ thennccaom.org](mailto:info@thennccaom.org).

**Please note:** The *Application Form for NCCAOM® Certification* and the *Application for Conversion to Oriental Medicine* are included in the Appendix section of this handbook or can be found on the NCCAOM website at [www.nccaom.org](http://www.nccaom.org).



## About the NCCAOM®

Founded in 1982 as a non-profit certification organization, the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM®) is widely accepted as the most influential leader in the field of certification for acupuncture and Oriental medicine. There are currently over 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 in Acupuncture, Chinese Herbology, Oriental Medicine, and Asian Bodywork Therapy to remain accredited by the NCCA, the NCCAOM must adhere to strict national standards for administration of the certification programs and examination development. All Diplomate level certification exams must meet examination content validity standards set forth by NCCA. NCCA's standards exceed the requirements set forth by the American Psychological Association and the United States Employment Opportunity Commission. As a requirement of accreditation the NCCAOM must submit annual reports to NCCA and must undergo a full reaccreditation every five years for each of its NCCA accredited programs. Additional information is available at the Institute for Credentialing Excellence's (formerly the National Organization for Competency Assurance (NOCA) website at [www.credentialingexcellence.org](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 A of this handbook for the NCCAOM® Ethical Guidelines.



## Benefits of NCCAOM Certification

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

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

- Proudly designate themselves as “nationally board certified” according to the credential(s) earned, and to use one or more of the following designations:  
*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)*  
*Diplomate of Asian Bodywork Therapy (NCCAOM) or Dipl. ABT (NCCAOM)*
- Be listed in NCCAOM's directory of Diplomates ([NCCAOM® Find a Practitioner](#)) search engine, which is accessible on the NCCAOM website. The *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;
- Qualify for reduced fees for many of the services offered by NCCAOM;
- Have the right to be considered to participate in national board examination development activities;



- Have the right to be considered to serve on NCCAOM committees and taskforces;
- Have the right to be considered by the NCCAOM Board Development Committee for appointment to the NCCAOM Board of Commissioners as a Professional Member;
- Use the NCCAOM Service Marks (shown below):



**Diplomate of Acupuncture (NCCAOM)**



**Diplomate of Chinese Herbology (NCCAOM)**



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



**Diplomate 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”.

**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: Any Diplomate who does not recertify is in “expired status” and is not considered certified by the NCCAOM. An individual holding an expired status may not use the NCCAOM designation(s) or the NCCAOM service mark(s) for any NCCAOM certification. Below are the three types of expired statuses.**

- **Inactive Status (Non-Certified Status)** - A Diplomates who is not practicing as an AOM professional due to life circumstances may apply for inactive status. Inactive status is valid for two years. An individual may not apply for consecutive periods of inactive status. An individual must recertify prior to expiration of their inactive status. Former Diplomates holding inactive status are not entitled to any of the benefits of certification except receipt of the Diplomate newsletters.
- **Lapsed Status (Non-Certified Status)** - 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

**Submitting the Online Application** - NCCAOM offers online submission of the *Application for NCCAOM® Certification*. 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 G” (Online Account Maintenance). Once an account is created click on the “Services” tab and choose “Your Certification Status”, click on “Apply for Certification” at the bottom of the page. Do not complete the online application unless it will be submitted immediately accompanied by the application fee which, is payable by credit card only.

### Important Information for Online Application Submission

The online application process is for applicants who have never applied for any NCCAOM certification. If you need to change, upgrade or apply for a second certification with the NCCAOM please mail a paper application. Also, the online application process may only be accessible using Internet Explorer or Firefox. NCCAOM is working to allow use of the Google Chrome and Safari browsers.

**Request for Application Packet** - An NCCAOM application packet can be mailed, for a fee, 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. Also, the NCCAOM® *Certification Handbook* which, includes the *Application Form for NCCAOM® Certification* can be downloaded from the NCCAOM website ([www.nccaom.org](http://www.nccaom.org)) free of charge.

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

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



**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 have a **four-year window** within which to pass all of the required examinations and submit all required documents to become certified. The four-year time limit begins when the application payment is processed at NCCAOM. The “Applicant” now becomes a “Candidate” for certification. After four years, if the applicant still has not obtained certification, a new application must be submitted in accordance with all certification policies and fee requirements in place at the time.

**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 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 with the processing of the application form. The applicant is notified of the NCCAOM identification number when issued the *NCCAOM<sup>®</sup> Authorization to Test Letter (ATTL)*.

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



**Track Your Certification Progress** - The *NCCAOM® Authorization to Test* letter will contain your NCCAOM ID number. If a paper *Application Form for NCCAOM® Certification* 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 online 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.

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 can be changed at the first login.

Then, click on the “Services” tab and choose “Your Certification Status”. The “Definition of Terms” found on page 12 of this handbook will describe the status stated and identify where you are in the certification process.

**Pre-Graduation Applicants-** Applicants who have not yet graduated but are attending a formal education program that is accredited or in candidacy status by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) may apply to take the examination(s) on a pre-graduation basis. To qualify to sit for an NCCAOM examination as a pre-grad applicant, an official school transcript and a completed **Pre-graduation Form** must be sent directly from the school to NCCAOM. All pre-graduation applicants must have completed the minimum number of hours required for each exam at the time of application in order to meet the pre-graduation eligibility requirements. Refer to the *Pre-graduation Acupuncture Table* (page 26) the *Pre-graduation Chinese Herbology Table* (page 34) and the *Pre-graduation Oriental Medicine Table* (page 41) for the required hours for each exam based on the date the applicant entered their academic program.

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

**Table 1: ACAOM Graduation Hour Requirements**

<b>ACAOM Graduation Hour Requirements</b>
<p><b><u>Acupuncture Program</u></b> - (Minimum 3 Yrs - 1905 Hours/105 Credits)</p> <p>Oriental Medicine/Acupuncture Theory = 705 Hrs.;</p> <p>Clinic = 660 Hrs.;</p> <p>Biomedicine = 450 Hrs.;</p> <p>Counseling, Communications, Ethics, Practice Management = 90 Hrs.</p>



**Oriental Medicine Program** - (Minimum 2625 Hours/146 Credits)

Oriental Medicine/Acupuncture Theory = 705 Hrs.;

Didactic Oriental Herbal Studies = 450 Hrs.;

\*Acupuncture /Chinese Herbology Clinic = 870 Hrs.;

Biomedicine = 510 Hrs.;

Counseling, Communications, Ethics Practice Management = 90 Hrs.

\*ACAOM Guideline: Herb certificate training program for Master of Acupuncture students and practitioners will be a minimum of 450 hours of didactic instruction in herbs and 210 hours of herbal clinical training.

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

**Health and Legal Status Information for All Applicants** - The *Application Form for NCCAOM® Certification* (see Appendix D of this handbook) contains several questions about the applicant's current health, legal status and history. Applicants are required to respond to all questions truthfully and completely and to provide additional information if necessary. If an applicant does answer "yes" to any of the legal or health status questions, an applicant must provide 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. A numeric identifier must also be included on all supporting documentation. Numeric identifiers include date of birth, 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) are mailed via United States first-class mail between 20 to 30 business days after completion of the examination(s). Applicants can also access their exam results online 20 to 30 business days after completion of the examination(s) when logging into their account on the home page of the NCCAOM website at [www.nccaom.org](http://www.nccaom.org). After logging into your online account click on “My Account”, “Update My Profile” and then click on the “Exams” tab.

**Failing an Examination Three Times** - If a candidate fails any examination three times (all formats and/or languages inclusive), 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 @ thnccaom.org](mailto:applications@thnccaom.org)) before the fourth examination attempt in order to obtain a reauthorization for the failed examination(s).

**Five Time Rule** - After the fifth unsuccessful attempt to pass an NCCAOM examination (all formats and/or languages inclusive), the candidate has no subsequent opportunities to test in the particular exam.

**Clean Needle Technique Certificate Requirement** - The Council of Colleges of Acupuncture and Oriental Medicine's (CCAOM) Clean Needle Technique (CNT) course is required for all applicants of Acupuncture and Oriental Medicine. The CNT course completed date, as noted on the CNT certificate, must be completed within six years prior to the award of NCCAOM certification. Completion of the CNT course is not required to take the examinations; however, NCCAOM certification cannot be awarded until verification of the completed CNT course is received directly from CCAOM. Please visit the CCAOM website at [www.ccaom.org](http://www.ccaom.org) for more information on scheduling to take the CNT course or to have verification of the CNT certificate sent directly to NCCAOM.

**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 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. 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. Custom frames may be purchased by visiting the NCCAOM website at <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 only posts contact information provided by Diplomates on the *NCCAOM® Find a Practitioner* (FAP) directory and is not responsible for incorrect information. In order to be certain to receive approval letters, exam results and other NCCAOM communications, applicants, candidates and Diplomates are encouraged to login to [NCCAOM's website](#) to verify and update their contact information.

Diplomates may choose not to have their contact information available on the *NCCAOM® Find a Practitioner* directory by logging into their online account's demographic page on the NCCAOM website and editing the FAP radio button information or by sending a written request to the NCCAOM Customer Support Representative.

**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 a Exam Results and Certification Verification Form found on the NCCAOM website at [www.nccaom.org](http://www.nccaom.org) (click on the Applicant button, Approved Candidate, "Candidate Forms" box on the bottom center of the page). Please allow 7 to 10 business days from receipt of the request for the Exam Results and Certification Verification Form report to be sent by NCCAOM.

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

**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 11 of this handbook. Licensure is the process whereby a governmental unit (state or local) grants an individual permission to pursue an occupation or carry out a business subject to regulation under the government's "police power". Those who practice without a license or whose conduct violates a state's licensing law, risk punishment ranging from criminal prosecution to license suspension or revocation, as well as possible monetary fines. Penalties for violating licensure laws vary from state to state. Most states require passing of the NCCAOM certification exams or certification by the NCCAOM to be eligible for licensure.

**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. The *NCCAOM<sup>®</sup> Registry* is a listing of all certified active Diplomates, retired Diplomates and former Diplomates holding inactive or lapsed status. Content will include: name, city, state, status, expiration date or in the case of retired Diplomates the date retired designation was issued. 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 21 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 Assistant Controller.

**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 and the NCCAOM<sup>®</sup> Registry 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 *NCCAOM® 2012 Fee Schedule*, Appendix B of this handbook).



## Achieving Certification

### Initial Certification

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

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

Candidates may expect to receive an NCCAOM certificate, suitable for framing, approximately six weeks from the date certified. It is not necessary to have received the certificate in order to prove Diplomate status, but candidates must have received the congratulatory letter before advertising or otherwise claiming NCCAOM certification. Please note that it is critical for NCCAOM to have all current and accurate address information in order to notify candidates/Diplomates of recertification dates and other important events in the acupuncture and Oriental medicine community. Custom frames can be purchased by visiting the NCCAOM website at <http://www.diplomaframe.com/associations/nccaom/>.

Achieving certification also entitles Diplomates to:

- Listing on the *NCCAOM<sup>®</sup> Find a Practitioner* search engine located on the NCCAOM website. The 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 requiring NCCAOM certification as a criterion for reimbursement.
- Request release of NCCAOM certification status to state licensure boards at a reduced cost.

Active NCCAOM Diplomates can enjoy another benefit for attaining and maintaining NCCAOM certification. Diplomates may create a customized website for free or for a low monthly cost, if you desire additional premium services. There is no computer experience necessary, and it only takes a few minutes to set up your site. For more information and to sign up, please visit the NCCAOM website and click on the Diplomates tab. Please note that this service is only available to active NCCAOM Diplomates. Diplomates who fall into lapsed status or file inactive status can not take advantage of or maintain this benefit. See the Benefits of NCCAOM Certification found on page 10 for a complete list of benefits.



**Maintaining Certification** - Recertification is the process by which NCCAOM Diplomates demonstrate their continued professional competency. The Professional Development Activity (PDA) Point System has been designed to encourage development in core competency areas and professional activities by awarding points to Diplomates. Sixty PDA points are required in a four-year recertification cycle. PDA points may also be submitted in most states for maintaining licensure requirements. More detailed information is available in the *NCCAOM® Recertification Handbook 2012* available at [www.nccaom.org](http://www.nccaom.org).

Diplomates first certified in Acupuncture and/or Chinese Herbology, who applied and converted to Oriental Medicine certification, may recertify in Acupuncture and/or Chinese Herbology as well as Oriental Medicine with no additional recertification requirements. The Acupuncture and/or Chinese Herbology recertification can be obtained at a reduced fee of \$100.00 per each certification. These Diplomates are listed in all the certification programs to which they are currently certified in the *Find a Practitioner* directory.



## The Application Process

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

The paper ***Application Form for NCCAOM® Certification*** can be found in Appendix D of this handbook. The application form must be completed in full, signed by the applicant and notarized. Payment must be included. Acceptable forms of payment are check, Visa and Master Card. 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.

Mail the completed paper application information to:

NCCAOM

76 S. Laura St., Ste. 1290

Jacksonville, FL 32202



**Submitting the Online Application** - NCCAOM now offers online submission of the *Application for NCCAOM® Certification*. 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 G” (Online Account Maintenance). Once an account is created click on the “Services” tab and choose “Your Certification Status”, click on “Apply for Certification” at the bottom of the page. Do not complete the online application unless it will be submitted immediately accompanied by the application fee which, is payable by credit card only.

### Important Information for Online Application Submission

The online application process is for applicants who have never applied for any NCCAOM certification. If you need to change, upgrade or apply for a second certification with the NCCAOM please mail a paper application. Also, the online application process may only be accessible using Internet Explorer or Firefox. NCCAOM is working to allow use of the Google Chrome and Safari browsers.

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



## NCCAOM® Certification In Acupuncture



### Achieving Certification

In addition to meeting the requirements specified in *The Application Process* (see page 25 of this handbook) the applicant must:

- 1) Successfully pass the following examinations:
  - a. Foundations of Oriental Medicine
  - b. Acupuncture with Point Location
  - c. Biomedicine, and;
  
- 2) Proof of completion of the CCAOM Clean Needle Technique (CNT) course. Refer to page 19 of this handbook for the CNT requirements. Full NCCAOM Certification will not be awarded until this requirement is met.

**Note:** The CNT course completed date, as noted on the CNT certificate, must be completed within six years prior to the award of NCCAOM certification.

### Eligibility Routes

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



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

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

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

**Table 2: Pre-graduation Hour Requirements for Taking Examinations Required for Certification in Acupuncture.**

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

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

**Note:** Candidates must graduate, meet the ACAOM graduation hour requirements and have sent their official graduation transcripts to the NCCAOM before achieving full NCCAOM certification. Please refer to the ACAOM graduation hour requirements chart on pages 16-17 of this handbook.



## Route 2: Formal Education: International Applicants

### Important Notice – Beware!

The National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) does not accredit any colleges or institutions. The NCCAOM does not have a formal affiliation or licensing agreement with any colleges or institutions. The NCCAOM is aware that misleading and inaccurate information has been posted on certain websites claiming a special relationship between the NCCAOM and some non-government approved institutions. The NCCAOM has ordered these institutions to remove the misleading and erroneous information from their websites but some of this information is still found on the web. If you see such claims on any institution's web site, please send the website link, to Irene Basore at [info @ thenccaom.org](mailto:info@thenccaom.org) so that the NCCAOM can take appropriate action. Thank you.

Applicants using this route must have graduated from academic institutions outside of the United States that meet the following requirements:

A) Approval by a foreign government's Ministry of Education, Ministry of Health, or equivalent foreign government agency.

OR

B) Approval by a foreign private accreditation agency that has an accreditation process and standards substantially equivalent to that of ACAOM, and that is recognized for that purpose by the appropriate government entity in that foreign country.

International educational programs attempting to meet the eligibility requirements under either A or B above must ALSO be deemed to have equivalency in total hours and distribution of hours as required by ACAOM standards at the time of application.

The applicant's education will be reviewed using the NCCAOM international education criterion above.

Graduates from an international academic educational institution must first apply to either the American Association of Collegiate Registrars and Admissions Officers (AACRAO) or the World Education Services (WES) for a course by course educational transcript evaluation. Foreign credentialing agencies do not "approve" foreign educational institutions but rather determine whether a school is recognized by a foreign governmental agency, such as a Ministry of Health or Ministry of Education.


- To apply to AACRAO applicants may download the Foreign Education Review Application (FERA) from the NCCAOM website (see "Educated Outside of the United States" found under the "Applicant" page on the



NCCAOM website; [www.nccaom.org](http://www.nccaom.org)). A completed FERA application, an official transcript and diploma/degree along with the current FERA fee should be mailed to:

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

For additional information please visit the AACRAO website at [www.aacrao.org](http://www.aacrao.org).

-  To apply to WES for a credential evaluation online, applicants should go to [www.wes.org](http://www.wes.org). Note that WES must receive the applicant's documents as specified in the scroll-down menu at [www.wes.org/required](http://www.wes.org/required) for the particular country where the applicant attained their degree/diploma. One evaluation will be sent to the applicant and the other to the U.S. organization indicated on the application. (Please request it is sent to the NCCAOM). WES typically completes its credential review within seven business days after receipt of the WES application and documents according to [www.wes.org/required](http://www.wes.org/required). In some cases, WES may have to contact a particular school abroad for verification of documents, and this may necessarily extend the length of the equivalency review.

To send documents to World Education Services please use the following addresses:

By Postal Mail:	By Express Courier
World Education Services	World Education Services
P. O. Box 5087	64 Beaver St. #146
Bowling Green Station	New York, NY 10004
New York, NY 10274-5087	USA
USA	

For additional information please visit the WES website at [www.wes.org](http://www.wes.org).

The foreign education review process typically takes 8 weeks to complete; however, the NCCAOM does not guarantee this time frame. Please wait until notification from AACRAO or WES that the foreign education review is complete before submitting the NCCAOM application packet to NCCAOM.

**Supplemental Education for Certification; Internationally Educated** – All International applicants applying for certification, who have earned degrees/diplomas in acupuncture and/or Oriental Medicine but,



who do not meet the ACAOM hourly requirements for biomedicine and/or communication/counseling/ethics/safety are allowed to take supplemental education at an ACAOM school or a U.S. College/University accredited by an agency which is recognized by the U.S. Department of Education or at a regionally accredited institution.

AOM supplemental hours and courses must be completed at an ACAOM accredited or ACAOM candidate school. The supplemental education may be obtained at more than one ACAOM accredited or ACAOM candidate school.

The supplemental education cannot exceed 660 hours. The supplemental education is subject to NCCAOM's Eligibility Committee approval. This policy applies to applicants denied certification eligibility based on insufficient course hours.

### **Route #3: Apprenticeship for United States and International Applicants**

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

#### **Requirements for Eligibility via Apprenticeship-**

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

**AND**

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

**AND**

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



- Government or state licensed practitioner.

**OR**

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

**AND**

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

### **Documentation Required for Apprenticeship-**

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

1. A notarized letter from the preceptor that includes the following information:
  - o A detailed description of the apprenticeship, including start and finish dates, breaks, total number of contact hours each year, the amount of time spent in theoretical instruction, and the level of involvement with patient/client treatment.
  - o A description of preceptor's practice, including the number of patient/client visits per year and the type of practice.
2. A statement of the number of apprentices being supervised by the preceptor during the specified time.
3. Documentation of preceptor's practice showing five years.
4. Notarized affidavits, from two healthcare professionals, which include written testimony based on personal knowledge of dates, volume, scope and type of practice of the preceptor.
5. Representative sample of applicant's notes, typewritten.
6. Proof of completion of the Clean Needle Technique (CNT) course. Refer to page 19 of this handbook for the CNT requirements. Full NCCAOM Certification will not be awarded until this requirement is met.

For additional details please contact NCCAOM by email at [info @ thenccaom.org](mailto:info@thenccaom.org).

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



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

### Earning Points for Education-

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

1. Formal Education
  - a. Applicants are awarded 10 points for each year of formal acupuncture education (as specified in Route #1 and #2). One year is defined as 450 hours.
  - b. Points are awarded for incomplete education obtained from an academic program that meet the criteria described in *Route #1: Formal Education: Graduate or Pre-graduate from an ACAOM accredited program - United States Applicants only* (see page 27 of this handbook) and/or *Route #2: Formal Education: International Applicants* on page 28 of this handbook.
  - c. Applicants may earn a maximum of 30 points under this category.
2. Apprenticeship
  - a. Applicants under this category are awarded 10 points per 1,000 contact hours with a preceptor. A maximum of 10 points may be earned per calendar year or a 12-consecutive-month period.
  - b. The apprenticeship hours must meet the criteria described under Route #3: Apprenticeship.
  - c. Applicants may earn a maximum of 30 points under this category.
  - d. For additional information on this route of eligibility please contact NCCAOM by email at [info @ thenccaom.org](mailto:info@thenccaom.org).



## NCCAOM® Certification In Chinese Herbology



### Achieving Certification

In addition to meeting the requirements specified in *The Application Process* (see page 25 of this handbook) the applicant must successfully pass the following examinations:

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

### Eligibility Routes

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

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

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

Applicants for NCCAOM certification in acupuncture are allowed to test on a pre-graduation basis after completing the required hours based on the date the applicant entered the academic program as shown in Table 3 below. All



pre-graduation applicants must have their pre-graduation application form (available at the applicant's school) signed by their designated school official.

**Table 3: Pre-graduation Hour Requirements for Taking Examinations Required for Certification in Chinese Herbology.**

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

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

**Note:** Candidates must graduate, meet the ACAOM graduation hour requirements and have sent their official graduation transcripts to the NCCAOM before achieving full NCCAOM certification. Please refer to the ACAOM graduation hour requirements chart on pages 16-17 of this handbook.



## Route 2: Formal Education: International Applicants

### Important Notice – Beware!

The National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) does not accredit any colleges or institutions. The NCCAOM does not have a formal affiliation or licensing agreement with any colleges or institutions. The NCCAOM is aware that misleading and inaccurate information has been posted on certain websites claiming a special relationship between the NCCAOM and some non-government approved institutions. The NCCAOM has ordered these institutions to remove the misleading and erroneous information from their websites but some of this information is still found on the web. If you see such claims on any institution's web site, please send the website link, to Irene Basore at [info @ thenccaom.org](mailto:info@thenccaom.org) so that the NCCAOM can take appropriate action. Thank you.

Applicants using this route must have graduated from academic institutions outside of the United States that meet the following requirements:

A) Approval by a foreign government's Ministry of Education, Ministry of Health, or equivalent foreign government agency.

OR

B) Approval by a foreign private accreditation agency that has an accreditation process and standards substantially equivalent to that of ACAOM, and that is recognized for that purpose by the appropriate government entity in that foreign country.

International educational programs attempting to meet the eligibility requirements under either A or B above must ALSO be deemed to have equivalency in total hours and distribution of hours as required by ACAOM standards at the time of application.

The applicant's education will be reviewed using the NCCAOM international education criterion above.

Graduates from an international academic educational institution must first apply to either the American Association of Collegiate Registrars and Admissions Officers (AACRAO) or the World Education Services (WES) for a course by course educational transcript evaluation. Foreign credentialing agencies do not "approve" foreign educational institutions but rather determine whether a school is recognized by a foreign governmental agency, such as a Ministry of Health or Ministry of Education.


- To apply to AACRAO applicants may download the Foreign Education Review Application (FERA) from the NCCAOM website (see "Educated Outside of the United States" found on the Site Map section). A



completed FERA application, an official transcript and diploma/degree along with the current FERA fee should be mailed to:

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

For additional information please visit the AACRAO website at [www.aacrao.org](http://www.aacrao.org).

- 
 To apply to WES for a credential evaluation on-line, applicants should go to [www.wes.org](http://www.wes.org). Note that WES must receive the applicant's documents as specified in the scroll-down menu at [www.wes.org/required](http://www.wes.org/required) for the particular country where the applicant attained their degree/diploma. One evaluation will be sent to the applicant and the other to the U.S. organization indicated on the application. (Please request it is sent to the NCCAOM). WES typically completes its credential review within seven business days after receipt of the WES application and documents according to [www.wes.org/required](http://www.wes.org/required). In some cases, WES may have to contact a particular school abroad for verification of documents, and this may necessarily extend the length of the equivalency review.

To send documents to World Education Services please use the following addresses:

By Postal Mail:	By Express Courier
World Education Services	World Education Services
P. O. Box 5087	64 Beaver St. #146
Bowling Green Station	New York, NY 10004
New York, NY 10274-5087	USA
USA	

For additional information please visit the WES website at [www.wes.org](http://www.wes.org).

The foreign education review process typically takes 8 weeks to complete; however, the NCCAOM does not guarantee this time frame. Please wait until notification from AACRAO or WES that the foreign education review is complete before submitting the NCCAOM application packet to NCCAOM.

**Supplemental Education for Certification; Internationally Educated** – All International applicants applying for certification, who have earned degrees/diplomas in acupuncture and/or Oriental Medicine but, who do not meet the ACAOM hourly requirements for biomedicine and/or



communication/counseling/ethics/safety are allowed to take supplemental education at an ACAOM school or a U.S. College/University accredited by an agency which is recognized by the U.S. Department of Education or at a regionally accredited institution.

AOM supplemental hours and courses must be completed at an ACAOM accredited or ACAOM candidate school. The supplemental education may be obtained at more than one ACAOM accredited or ACAOM candidate school.

The supplemental education cannot exceed 660 hours. The supplemental education is subject to NCCAOM's Eligibility Committee approval. This policy applies to applicants denied certification eligibility based on insufficient course hours.

### **Route #3: Apprenticeship for United States and International Applicants**

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

#### **Requirements for Eligibility via Apprenticeship-**

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

#### **AND**

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

#### **AND**

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



**OR**

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

**AND**

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

**Documentation Required for Apprenticeship-**

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

1. A notarized letter from the preceptor that includes the following information:
  - o A detailed description of the apprenticeship, including start and finish dates, breaks, total number of contact hours each year, the amount of time spent in theoretical instruction, and the level of involvement with patient/client treatment.
  - o A description of preceptor's practice, including the number of patient/client visits per year and the type of practice.
2. A statement of the number of apprentices being supervised by the preceptor during the specified time.
3. Documentation of preceptor's practice showing five years.
4. Notarized affidavits, from two healthcare professionals, which include written testimony based on personal knowledge of dates, volume, scope and type of practice of the preceptor.
5. Representative sample of applicant's notes, typewritten.
6. Proof of completion of the Clean Needle Technique (CNT) course. Refer to page 19 of this handbook for the CNT requirements. Full NCCAOM Certification will not be awarded until this requirement is met.

For additional details on the apprenticeship program, please contact NCCAOM by email at [info @ thenccaom.org](mailto:info@thencanaom.org).



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

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

### **Earning Points for Education-**

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

#### **3. Formal Education**

- a. Applicants are awarded 10 points for each year of formal acupuncture education (as specified in Route #1 and #2). One year is defined as 450 hours.
- b. Points are awarded for incomplete education obtained from an academic program that meet the criteria described in *Route #1: Formal Education: Graduate or Pre-graduate from an ACAOM accredited program - United States Applicants only* (see page 33 of this handbook) and/or *Route #2: Formal Education: International Applicants* on page 35 of this handbook.
- c. Applicants may earn a maximum of 30 points under this category.

#### **4. Apprenticeship**

- a. Applicants under this category are awarded 10 points per 1,000 contact hours with a preceptor. A maximum of 10 points may be earned per calendar year or a 12-consecutive-month period.
- b. The apprenticeship hours must meet the criteria described under Route #3: Apprenticeship.
- c. Applicants may earn a maximum of 30 points under this category.
- d. For additional information on this route of eligibility please contact NCCAOM by email at [info @ thenccaom.org](mailto:info@thenccaom.org).



## NCCAOM® Certification In Oriental Medicine



### Achieving Certification

Certification in Oriental medicine equates to certifications in Acupuncture and Chinese Herbology along with education in all of the five branches of Oriental medicine (acupuncture, Chinese herbs, bodywork, dietary therapy, and exercise). Apprenticeship is NOT a route of eligibility for initial certification in Oriental Medicine.

In addition to meeting the requirements specified in *The Application Process* (see page 25 of this handbook) the applicant must successfully:

1. Pass the following examinations:
  - A. Foundations of Oriental Medicine
  - B. Acupuncture with Point Location
  - C. Chinese Herbology
  - D. Biomedicine
  
- 2) Proof of completion of the CCAOM Clean Needle Technique (CNT) course. Refer to page 19 of this handbook for the CNT requirements. Full NCCAOM Certification will not be awarded until this requirement is met.

**Note:** The CNT course completed date, as noted on the CNT certificate, must be completed within six years prior to the award of NCCAOM certification.

### Eligibility Routes

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



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

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

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

**Table 4: Pre-graduation Hour Requirements For Taking Examinations Required for Certification in Oriental Medicine**

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

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



above), the transcripts and approval of each examination must be received directly from school (signed by the program official).

**Note:** Candidates must graduate, meet the ACAOM graduation hour requirements and have sent their official graduation transcripts to the NCCAOM before achieving full NCCAOM certification. Please refer to the ACAOM graduation hour requirements chart on pages 16-17 of this handbook.

## **Route 2: Formal Education: International Applicants**

### **Important Notice – Beware!**

The National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) does not accredit any colleges or institutions. The NCCAOM does not have a formal affiliation or licensing agreement with any colleges or institutions. The NCCAOM is aware that misleading and inaccurate information has been posted on certain websites claiming a special relationship between the NCCAOM and some non-government approved institutions. The NCCAOM has ordered these institutions to remove the misleading and erroneous information from their websites but some of this information is still found on the web. If you see such claims on any institution's web site, please send the website link, to Irene Basore at [info @ thenccaom.org](mailto:info@thenccaom.org) so that the NCCAOM can take appropriate action. Thank you.

Applicants using this route must have graduated from academic institutions outside of the United States that meet the following requirements:

A) Approval by a foreign government's Ministry of Education, Ministry of Health, or equivalent foreign government agency.

OR

B) Approval by a foreign private accreditation agency that has an accreditation process and standards substantially equivalent to that of ACAOM, and that is recognized for that purpose by the appropriate government entity in that foreign country.

International educational programs attempting to meet the eligibility requirements under either A or B above must ALSO be deemed to have equivalency in total hours and distribution of hours as required by ACAOM standards at the time of application.

The applicant's education will be reviewed using the NCCAOM international education criterion above.




Graduates from an international academic educational institution must first apply to either the American Association of Collegiate Registrars and Admissions Officers (AACRAO) or the World Education Services (WES) for a course by course educational transcript evaluation. Foreign credentialing agencies do not “approve” foreign educational institutions but rather determine whether a school is recognized by a foreign governmental agency, such as a Ministry of Health or Ministry of Education.

- To apply to AACRAO applicants may download the Foreign Education Review Application (FERA) from the NCCAOM website (see “Educated Outside of the United States” found on the Site Map section). A completed FERA application, an official transcript and diploma/degree along with the current FERA fee should be mailed to:

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

For additional information please visit the AACRAO website at [www.aacrao.org](http://www.aacrao.org).

-  To apply to WES for a credential evaluation on-line, applicants should go to [www.wes.org](http://www.wes.org). Note that WES must receive the applicant’s documents as specified in the scroll-down menu at [www.wes.org/required](http://www.wes.org/required) for the particular country where the applicant attained their degree/diploma. One evaluation will be sent to the applicant and the other to the U.S. organization indicated on the application. (Please request it is sent to the NCCAOM). WES typically completes its credential review within seven business days after receipt of the WES application and documents according to [www.wes.org/required](http://www.wes.org/required). In some cases, WES may have to contact a particular school abroad for verification of documents, and this may necessarily extend the length of the equivalency review.

To send documents to World Education Services please use the following addresses:

By Postal Mail:	By Express Courier
World Education Services	World Education Services
P. O. Box 5087	64 Beaver St. #146
Bowling Green Station	New York, NY 10004
New York, NY 10274-5087	USA
USA	

For additional information please visit the WES website at [www.wes.org](http://www.wes.org).



The foreign education review process typically takes 8 weeks to complete; however, the NCCAOM does not guarantee this time frame. Please wait until notification from AACRAO or WES that the foreign education review is complete before submitting the NCCAOM application packet to NCCAOM.

**Supplemental Education for Certification; Internationally Educated** – All International applicants applying for certification, who have earned degrees/diplomas in acupuncture and/or Oriental Medicine but, who do not meet the ACAOM hourly requirements for biomedicine and/or communication/counseling/ethics/safety are allowed to take supplemental education at an ACAOM school or a U.S. College/University accredited by an agency which is recognized by the U.S. Department of Education or at a regionally accredited institution.

AOM supplemental hours and courses must be completed at an ACAOM accredited or ACAOM candidate school. The supplemental education may be obtained at more than one ACAOM accredited or ACAOM candidate school.

The supplemental education cannot exceed 660 hours. The supplemental education is subject to NCCAOM's Eligibility Committee approval. This policy applies to applicants denied certification eligibility based on insufficient course hours.

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

NCCAOM Diplomates may obtain a new certification in Oriental Medicine by converting from Acupuncture and/or Chinese Herbology certification(s) and achieving additional competency verifications. Diplomates who wish to convert must meet the following requirements:

1. Be an active NCCAOM Diplomat or hold inactive status with the NCCAOM (Lapsed status Diplomates are not eligible).
2. Submit the newly created *NCCAOM® Application for Conversion to Oriental Medicine* found under Appendix E of this handbook.
3. **FEE CHANGE** – Pay the reduced *NCCAOM® Application for Conversion to Oriental Medicine* fee of \$460.00 decreased from \$595.00.
4. To guarantee active status is maintained as a Diplomat of Acupuncture (NCCAOM) and/or Diplomat of Chinese Herbology (NCCAOM) while attaining certification in Oriental Medicine, professional development



activities (PDAs) must be submitted towards recertification of currently held certification(s). PDA points (see 4b or 4c below) must include four (4) PDA points in Safety and/or Ethics, and documentation of a CPR course and additional PDA activities as follows:

4a. *NCCAOM® Application for Conversion to Oriental Medicine* form submitted within 1 – 12 months of the recertification cycle: PDAs are not required. During the first year of the recertification cycle, conversion to Oriental Medicine does not require recertification at the time of application to OM,

**Or**

4b. *NCCAOM® Application for Conversion to Oriental Medicine* form submitted within 13 – 24 months of the recertification cycle: submit 30 PDA points in the area of Competency Maintenance. Recertification processing extends the current expiration date by two years in Acupuncture and/or Chinese Herbology (as applicable),

**Or**

4c. *NCCAOM® Application for Conversion to Oriental Medicine* form submitted within 25 – 48 months of the recertification cycle: submit 60 PDA points as defined in the *NCCAOM® Recertification Handbook*. Recertification processing extends the current expiration date by four years in Acupuncture and/or Chinese Herbology (as applicable).

5. Depending on current certification(s) held, eligible Diplomates must have successfully passed the Acupuncture with Point Location and/or Chinese Herbology examination(s).

6. Demonstrate competency in biomedicine:

A. Successfully pass the Biomedicine examination

**Or**

B. Complete 45 hours in biomedicine continuing education units or coursework within six (6) years of the application date. If PDAs are required for conversion, the 45 hours in biomedicine can be applied towards the PDA requirement. The biomedicine hours must be documented as follows:

a. Submit hours in each of the four Biomedicine Exam content outline domain areas:

- |                      |  |
|----------------------|--|
| 1. 25 points minimum | Domain A: Western Medical Assessment           |
| 2. 6 points minimum  | Domain B: Pharmaceuticals and Supplementations |
| 3. 6 points minimum  | Domain C: Safety                               |
| 4. 6 points minimum  | Domain D: Practice Management Issues           |

7. Diplomates who tested prior to 2004 must demonstrate completion of 21 educational units in bodywork, diet, exercise and/or patient education in bodywork, diet and/or exercise, attained at any point prior to



applying for Oriental Medicine certification. If PDAs are required for conversion, the 21 hours can be applied towards the PDA requirement if earned within six (6) years of the application date.

8. Completion of the Council of Colleges for Acupuncture and Oriental Medicine (CCAOM) Clean Needle Technique (CNT) course within six years of the date of certification in Oriental Medicine.

**IMPORTANT NOTE:** Effective January 1, 2013, the following policy change is adopted which requires all Diplomates certified in one certification with the NCCAOM (Acupuncture or Chinese Herbology) who apply for certification in Oriental Medicine to fulfill the biomedicine requirement by successfully passing the Biomedicine examination.

### **Biomedicine Educational Units:**

Diplomates certified prior to 2004, who have not already passed the Biomedicine examination, may choose to demonstrate completion of 45 educational units in biomedicine in lieu of taking the Biomedicine examination.

Diplomates should use the following sources to determine what courses fall under the biomedicine category: ACAOM curricular standards in the biomedicine category and the *NCCAOM® Biomedicine Examination Content Outline*, as described under 6B above or which can be found on our website, [www.nccaom.org](http://www.nccaom.org). It is important to remember that all biomedicine courses must have been completed and verification sent to NCCAOM within six years of the date of application for Oriental medicine certification and documentation of coursework is required. Valid documentation would include a transcript, course certificate, or letter from the organization or school offering the course.

### **Bodywork, Diet, Exercise and/or Patient Education in Bodywork, Diet, and/or Exercise Educational Units**

Diplomates certified prior to 2004 are required to demonstrate a minimum of 21 educational units in at least **two** of the following four categories: bodywork, diet, exercise, patient education in bodywork, diet, and/or exercise.

The following categories are provided as a guide regarding acceptable education in each content area:

Bodywork: Body mechanics, ergonomics, acupressure, shiatsu, tuina.

Diet: Basic Oriental medicine dietary principles; basic nutritional principles.

Exercise: Basic stretching, movement, and exercise principles and techniques; basic breathing and relaxation principles and techniques; Qi Gong; Tai Chi.



Patient Education in Bodywork, Diet and/or Exercise: Self-treatment techniques; lifestyle implications and considerations; meditation; integration of Oriental medical theory and modern lifestyles; the healing process.

## 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, are 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. 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, in writing, within 45 days of being notified. A written appeal may be presented to the NCCAOM Board of Commissioners for review at the next regularly scheduled Board of Commissioners meeting. The appeal will be reviewed by the Board of Commissioners during the Executive Session. *The decision of the Board of Commissioners is final and the candidate may not re-appeal.* The applicant is notified of the Board of Commissioners decision by a letter 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

### Examination Preparation Resources

To achieve certification, applicants must successfully pass the required NCCAOM examinations. To assist applicants in preparing for these examinations, NCCAOM has developed the following new resources that are available online at [www.nccaom.org](http://www.nccaom.org).

### The NCCAOM Examination Study Guides and the 2011 Expanded Examination Content Outlines

The NCCAOM official examination study guides for its Certification Programs in Oriental Medicine, Acupuncture and Chinese Herbology are available on [the NCCAOM website](http://www.nccaom.org) (see Exam Content under the Applicant tab). These study guides are designed to help prepare candidates for each of the NCCAOM certification examinations and contain the newly developed expanded content outlines for Acupuncture with Point Location, Biomedicine, Foundations of Oriental Medicine, and Chinese Herbology (needed for the Oriental Medicine and Chinese Herbology Certifications) examinations. The new expanded content outlines, which are all based on the 2008 Job Task Analysis (see [www.nccaom.org](http://www.nccaom.org) for more information) contain the following additions effective January 1, 2010:

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

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

### Practice Tests

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



## Examination Administration

### General information

The NCCAOM examinations are administered year-round at more than 200 [Pearson VUE Professional Test sites](#) across North America and abroad. Once the application is received and processed, the supporting documents have been reviewed and approved, the candidate is authorized to sit for the examination(s). The status is changed to **Approved Candidate** and is reflected as “Approved” when tracking the application status online.

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

**Authorization to Test-** When the applicant is cleared to sit for the examinations, NCCAOM mails an *Authorization to Test* letter (ATTL) via the United States Postal Service. This letter contains all the information needed to schedule, reschedule, and/or cancel the examination(s) appointment. See page 61 of this handbook for more information on authorization to test.

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

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



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

**Examination Security** – Candidates will be audio and videotaped during the examination 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](http://www.vue.com) to reschedule or cancel the appointment at least one full business day (24 hours) in advance of the scheduled exam appointment. If the candidate does not cancel 24 hours prior and does not appear for an NCCAOM examination for which the candidate registered, the candidate will forfeit the fees paid for the examination(s). 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 from NCCAOM certification for up to five years, and will be considered a new applicant if they choose to reapply. It is the candidate's responsibility to surrender these items voluntarily prior to testing. A locker will be available at the test center.

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

**Examination Confidentiality-** NCCAOM is committed to the integrity and security of its examination process. Applicants, candidates and Diplomates have a duty to maintain strict confidentiality with respect to the content of the examinations and comply with all examination security policies and procedures. Any breach of confidentiality that may compromise the security of the examination content 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 Outlines** - Examination Content Outlines and suggested bibliography may be found in the NCCAOM® [Study Guides for Diplomate of Acupuncture, Diplomate of Chinese Herbology and Diplomate of Oriental Medicine](#). The NCCAOM examinations are administered year-around at more than 200 Pearson VUE test centers across North America and abroad.

Two foreign language exam administrations are scheduled for 2012;

- August 13-25, 2012
- October 29 – November 10, 2012.

The NCCAOM is gathering information on the number of individuals interested in taking the exams in a foreign language. If you have an interest in taking the NCCAOM foreign language exams and would be willing to participate in a short 7 question survey of please call 904-598-1005.

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

**Table 5: Exam Items and Time Allotments**

<b>Adaptive Exams</b>		
<b>Module/Examination</b>	<b>Number of Items</b>	<b>Time Allowed</b>
Foundations of Oriental Medicine	100	2.5 Hours
Acupuncture with Point Location	100	2.5 Hours
Chinese Herbology	100	2.5 Hours
Biomedicine	100	2.5 Hours



## Examination Day

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

Prior to starting the examination, candidates will be asked to read and accept the terms of the **Non-Disclosure Agreement and General Terms of Use for NCCAOM Exams** (see Table 6 below) which will be presented 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.

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

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

*"I have read and understand the Examination Instructions. I have 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 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 54 of this handbook). The next screen will be the directions for entering responses. Read these directions carefully before beginning the test.

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

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

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



The foreign language examinations are 100-item linear exams. 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.

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

**Note:** If the examination is not completed, a preliminary status will not be provided at the end of the examination. Candidates must then wait for the official score report which will be mailed. No preliminary status is available for the foreign language exams since they are linear examinations.

**Department of Veterans Affairs** - The NCCAOM examinations have been approved by the Department of Veterans Affairs for reimbursement to military personnel eligible for the G.I. Bill. To apply for reimbursement go to [www.gibill.va.gov](http://www.gibill.va.gov) , click on “Apply for Benefits” and follow the instructions. A copy of the paid exam receipt and exam results should be mailed to the Decatur processing center.



## Examination Results

**Examination Results-** The official examination score results (pass/fail) are mailed via United States first-class mail between 20 to 30 business days after completion of the examination(s) except the foreign language examinations whose pass/fail results will be mailed approximately 45 days after the end of the exam period. Applicants can also access their Foundations of Oriental Medicine, Acupuncture with Point Location, Biomedicine or Chinese Herbology exam results online 20 to 30 business days after completion of the examination(s) and the foreign language exam results 45 days after the end of the 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, upon failure of an examination required for certification in Acupuncture, Chinese Herbology or Oriental Medicine candidates may only retake the failed examination(s); once passed an examination may not be retaken in any modular format. Candidates have a four-year window from the time that NCCAOM receives the application for certification within which to pass all of the required exams; however, an examination may not be taken more than five times.

**Note:** If after the 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® Exam Results and Certification Verification Form*. Mail or fax the Exam Results and Certification Verification Form, along with the appropriate fee, to NCCAOM. NCCAOM will not process this payment until the information has been sent to the state. Please allow at least 7 to 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

Non-candidates and former Diplomates may request examination results to be reported to a state licensing agency by completing the *NCCAOM<sup>®</sup> 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 days of taking the examination. Please be as specific as possible when challenging a question for the committee to review. The written complaint must include candidates name, address, test date and location, examination (Acupuncture with Point Location, Biomedicine, Chinese Herbology or Foundation of Oriental Medicine), and a description of the specific examination question or concern. Candidates may also file an incident report with the proctor at the examination site or notify the proctor about the area of concern. If filing an incident report, the candidate must submit the report number in all correspondence with NCCAOM.

The question(s) of concern will be presented to the Examination Development Committee for a final determination. Please note that submission of a complaint does not automatically lead to a hand score: If the question that is reviewed is found to be flawed, that individual question will be removed and candidate's exam will be rescored. The candidate will be notified of any resulting action of the inquiry. No information regarding the specific question will be discussed with candidates. *The NCCAOM never releases copies of examinations or individual examination questions.* It is important to refrain from discussing content of the examination questions with anyone other than the NCCAOM Testing Department otherwise there would be a violation of the non-disclosure agreement (see page 54 of this handbook).

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

**Hand Score** - A hand score of an examination can be conducted to ensure that the responses that the candidate records are accurately scored. **A hand score does not 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 days of the test administration. Requests must be submitted in writing to NCCAOM along with appropriate fee (see Appendix B: *NCCAOM® 2012 Applicant/Candidate 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 days of the candidate’s receipt of NCCAOM’s initial decision. The NCCAOM Board of Commissioners will review the appeal request at its next regularly scheduled meeting. The candidate will be notified of the Board’s decision within 30 days after the board meeting at which the appeal was considered.

**Failing an Examination Three Times** - If a candidate fails any examination three times (all formats and/or languages inclusive), 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 for the failed examination(s).

PDA points are earned for education or supervised clinical experience directly related to the content area of the module/examination that was failed. The PDA points must be obtained **after** the third failure of the module/examination (e.g. upon failing the Biomedicine examination three times, the PDA points must relate directly to biomedicine and the PDA points must be earned after receipt of the third fail notice). One available option is to collaborate with an ACAOM instructor or a state-licensed practitioner as a mentor in the area(s) of weakness. Work with the mentor to complete the *NCCAOM Application for Remedial Education* form. More information can be found on the NCCAOM website listed *under Professional Development Activity (PDA) - Continuing Education* or by contacting the NCCAOM Professional Development Activity (PDA) department from the ‘Contact Us’ page on the NCCAOM website.

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

**Five Time Rule** - After the fifth unsuccessful attempt to pass an NCCAOM examination (all formats and/or languages inclusive), the candidate has no subsequent opportunities to test in the particular exam.



## Retaking an Examination

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

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

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

## NCCAOM Contact Information

The NCCAOM staff may be reached Monday through 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: 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 B: NCCAOM® 2012 Applicant/Candidate Fee Schedule

### Application Fees

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

Oriental Medicine (OM) Application	\$595
Acupuncture (AC) Application	\$475
Chinese Herbology (CH) Application	\$425
AC and/or CH Diplomates Converting to OM	\$460

See the *NCCAOM® ABT Certification Handbook*, 2011-2012 Edition for details concerning ABT certification.

### Examination Fees

Examination fees are paid directly to Pearson VUE upon registration.

#### English Language

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

#### Foreign Language

Acupuncture with Point Location	\$700
Chinese Herbology Module	\$700
Foundations of Oriental Medicine	\$700
Biomedicine Exam Module	\$700

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

**Note:** Two foreign language exam administrations will be offered in 2012; August 13-25, 2012 and October 29-November 10, 2012. The NCCAOM is gathering information on the number of individuals interested in taking the



exams in a foreign language. If you have an interest in taking the NCCAOM foreign language exams and would be willing to participate in a short 7 question survey of please call 904-598-1005.

### 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 Diplomate \$75

Lapsed Diplomate \$100

\*Non-Diplomate \$150

\*This applies to individuals who have taken an NCCAOM examination administered through a state licensing board for the purpose of licensure but do not have NCCAOM certification. NCCAOM will issue examination results to any state licensing board after the candidate has submitted the Exam Results and Certification Verification Form and the appropriate fee. Occasionally a written authorization for release from the state under whose auspices the candidate originally sat for an NCCAOM examination may be required.

\*This category also 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

Certification Handbook and Application \$35

Duplicate Certificate or ID card \$50

Hand Score Request (per examination) \$50

Returned Check Fee \$35

Copy of Records \$100



### **Change Certification Application as a Candidate with an Unexpired Application**

Acupuncture to Oriental Medicine Application                      \$220  
Not previously certified in either program

**Note: this action will void the Acupuncture application**

Chinese Herbology to Oriental Medicine Application              \$220  
Not previously certified in either program

**Note: this action will void the Chinese Herbology application**

Oriental Medicine to Acupuncture or Chinese Herbology      \$100  
Not previously certified in either program

**Note: this action will not void the Oriental Medicine application.**

**An administrative fee of \$100 will apply to resume and complete the OM certification. This option is available as long as the original Oriental Medicine application has not expired.**

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

### **Forfeiture of Certification Fees**

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



## Appendix C: Instructions for Completing the Paper Application Form for NCCAOM® Certification

### 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. Exam Language

Indicate in which language you plan to take the NCCAOM exams.

### I. Route to Eligibility

Indicate the route to eligibility under which you are applying.

### J. Formal Education

Type or print your school name, city, state, enrollment and graduation dates and school code assigned by NCCAOM (Appendix G).



### **K. Clean Needle Technique**

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

### **L. Fees - Application Fees are NOT Refundable**

Oriental Medicine certification is a combination of Acupuncture and Chinese Herbology certifications. Application Fee(s) are due when you submit this application.  
Send payment to: NCCAOM, 76 South Laura Street, Suite 1290 - Jacksonville, FL 32202 USA.  
Exam fees are separate fees that are not due until you register for the exam.

### **M. 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.

### **N. Statement of Acknowledgement**

- Review the Statement of Acknowledgement.
- The Statement of Acknowledgement authorizes release of your exam scores to your educational institution. If you do not wish to have your examination scores released to your school, send the revocation in writing to the NCCAOM Assistant Controller.
- 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
- Pre-Graduation Form requested, if applicable
- Official CNT certificate of completion requested from CCAOM
- Mail via postal service with delivery tracking



**Appendix: D**

**Application Form for NCCAOM® Certification**

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

- Acupuncture
- Chinese Herbology
- Oriental Medicine

Instructions see Appendix C in the  
Certification Handbook

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

Office Use Only:

Batch No. \_\_\_\_\_

Amount: \_\_\_\_\_

Check No: \_\_\_\_\_

Processed By: \_\_\_\_\_

**A. Personal Information**

Name Last (Family)	First	Middle
<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. Exam Language**

<input type="checkbox"/> English	<input type="checkbox"/> Chinese	<input type="checkbox"/> Korean
----------------------------------	----------------------------------	---------------------------------

**I. Route of Eligibility** (Check all that apply)

<input type="checkbox"/> Route 1 Formal Education:	<input type="checkbox"/> Pre-Graduation	<input type="checkbox"/> Graduate
<input type="checkbox"/> Route 2 Formal Education:	<input type="checkbox"/> Foreign Education	
<input type="checkbox"/> Route 3 Apprenticeship:	<input type="checkbox"/> United States	<input type="checkbox"/> Foreign Education
<input type="checkbox"/> Route 4 Apprenticeship Route/Combination Route	<input type="checkbox"/> United States	<input type="checkbox"/> Foreign Education

**J. Formal Education**

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



**K. Clean Needle Technique (CNT)**

The Council of Colleges of Acupuncture and Oriental Medicine (CCAOM) CNT course is required for all applicants of Acupuncture and Oriental Medicine Applicants only.

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

\$475 - Application Fee for Acupuncture Certification       \$425 - Application Fee for Chinese Herbology Certification

\$595 - Application Fee for Oriental Medicine Certification\*\*

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

**M. 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:			

**N. 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 Pearson VUE on behalf of the NCCAOM to the Academic Institution listed under section "J". 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 to release my name and examination score at any time. 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**

- Completed (email address included) and signed
- Notarized
- Payment included



**Send the above documents to:**

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

**Additional Certification Documents**

- Transcript requested to be sent to NCCAOM from school
  - Pre-Graduation Transcript
  - Graduation Transcript (Required for Completion of Certification)
- CNT certificate requested to be sent to NCCAOM from CCAOM.  
(Acupuncture and Oriental Medicine applicants only)

**Important Contact Information**

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



## NOTES



**Appendix E: NCCAOM® Application for Conversion to Oriental Medicine**

**NCCAOM® Application for  
CONVERSION to Oriental Medicine  
(From)**

- Single Diplomate – Currently has one **active** certificate in either Ac or CH
- Double Diplomate – Currently has **active** Certificates in AC and CH



Detach the application from the handbook and mail to NCCAOM

Office Use Only:

Batch No. \_\_\_\_\_

Date \_\_\_\_\_

Amount: \_\_\_\_\_

Check No: \_\_\_\_\_

Processed By: \_\_\_\_\_

**A. Personal Information**

Name Last (Family)	First	Middle
<input type="checkbox"/> Check here for 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 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

**NCCAOM Ethics Policy** (The current *NCCAOM*<sup>®</sup> *Code of Ethics and Grounds for Discipline* can be found in this handbook or on our website at [www.nccaom.org](http://www.nccaom.org))

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



<b>Health Status</b> (Previous four years)	
If you answer “ <b>yes</b> ” 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. Eligibility** (Check all that apply)

<b>Single Diplomates Only:</b>	
<input type="checkbox"/> Formal Education	<input type="checkbox"/> Graduate
<input type="checkbox"/> Formal Education:	<input type="checkbox"/> Foreign Education

**H. Formal Education**

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

**I. Biomedicine Requirement:** Take the Biomedicine exam or submit verification of approved coursework.

- Have previously taken the Biomedicine exam, Yr. \_\_\_\_\_
- Taking Biomedicine Exam
- Submitting documentation of 45 hrs. biomedicine coursework (can be used towards PDA requirements).

**J. Diet/Exercise/Nutrition Requirement:**

- Submitting documentation of 21 hrs. Diet/Exercise/Nutrition (can be used towards PDA requirements if earned within six (6) years of the application date).
- Previously completed 21 hrs. Diet/Exercise/Nutrition

**K. PDA Requirement: AC Expiration Date \_\_\_\_\_ CH Expiration Date \_\_\_\_\_**

- 30 PDA Points (13-24 mos. since recertification)
- 60 PDA Points (25-48 mos. since recertification)



**L. Document Clean Needle Technique Competency:**

CCAOM CNT Completed within last six years, Yr. \_\_\_\_\_

**M. PDA WORKSHEET**

List **at least** 30 hours/points (13-24 months since last recertification) or 60 hours/points (25-48 months since last recertification) of approved PDA coursework and attach a copy of the certificates of participation.

**Competency Maintenance — Approved coursework**

List the continuing education/PDA programs attended and attach a copy of the certificate. A minimum of **30 PDA points** are required in this section. 60 points may be earned in this area.

Date	Program Title	# PDA Pts/CEUs
<b>Core Skills — (Minimum 15 PDA points Required)</b>		
<b>Ethics and/or Safety – (Minimum 4 PDA points Required)</b>		
<b>Other Competency Maintenance Categories (i.e. Western Medicine, Practice Management, Adjunct Therapies)</b>		



<input type="checkbox"/> CPR Verification (Required)		<b>4</b>

**Professional Activities Optional (Maximum allowed 30 PDA)**

Up to 30 points may be claimed in this area **only** if submitting 60 PDA points total. See the *NCCAOM® Recertification Handbook* for detailed activity descriptions and documentation requirements.

Date	Professional Activity Category	PDA's

**Biomedicine:** Please list additional 45 hours biomedicine coursework here (if applicable)

Date	Program Title	PDA's

**Diet/Exercise/Nutrition:** Please list additional 21 hrs. Diet/Exercise/Nutrition coursework here (if applicable)

Date	Program Title	PDA's

Total PDA points Submitted: \_\_\_\_\_

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

	Oriental Medicine certification confirms training in
--	--



\$460 – NCCAOM Application Fee for Conversion to Oriental Medicine

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

**P. 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:			

**R. Statement of Acknowledgement and Attestation of Practitioner Experience** (*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, eligibility or about other matters that may arise in connection with my application and/or my subsequent certification or recertification by NCCAOM. I attest that I have no felony convictions related to the practice of the AOM profession or any other health profession. 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 attest that I have maintained NCCAOM certification in:

\_\_\_\_\_ and/or \_\_\_\_\_

Applicant Signature:	Date:
----------------------	-------



This NCCAOM Application for Conversion to Oriental Medicine form was acknowledged before me by the applicant.

Notary Public Signature:



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

- A. Thoroughly read the *NCCAOM® Certification Handbook*.
- B. Payment for application fees must be submitted along with the online application.
- C. Go to the NCCAOM website at [www.nccaom.org](http://www.nccaom.org) to create an account or login (see Appendix G for instructions).
- D. Click on the “Services” menu button and choose “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 choosing “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 program. 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 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. 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 under Appendix A in the *NCCAOM® Certification 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”. Choose 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 Acknowledge. Among other things agreement to the Statement of Acknowledge authorizes the release of your examination scores to your school. If you do not wish to have your examination scores released to your school, send the revocation in writing to the NCCAOM Assistant Controller. 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.

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

### **NCCAOM Online Application Checklist**

- Application completed in full – all spaces filled in
- Agree to the Disclaimer
- Payment on line with Visa or Master Card
- Official academic transcripts requested from your school
- Pre-Graduation Form requested, if applicable
- Official CNT certificate of completion requested from CCAOM (Acupuncture and Oriental Medicine applicants only).



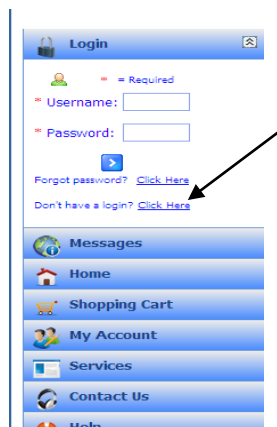
## Appendix G: On-Line Account Maintenance

### Creating, Accessing or Editing a Personal Account With the NCCAOM®

- 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:
1. 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
  2. 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
  3. 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

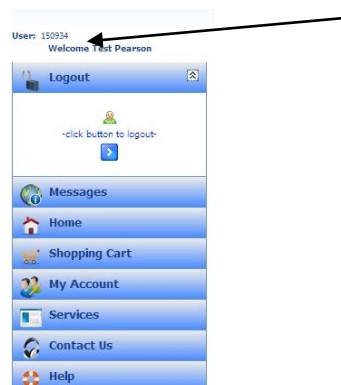
Jacksonville, FL 32202

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 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 @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</b>
<b>AFE</b>	<b>00036</b> Academy for Five Element Acupuncture
<b>ACC</b>	<b>00001</b> Academy of Chinese Culture and Health Sciences
<b>AOM</b>	<b>00093</b> Academy of Oriental Medicine at Austin
<b>AMC</b>	<b>00042</b> Acupuncture & Massage College
<b>AIM</b>	<b>00016</b> Acupuncture and Integrative Medicine College, Berkeley
<b>AMU</b>	<b>00306</b> Alhambra Medical University
<b>ACM</b>	<b>00230</b> American Academy of Acupuncture and Oriental Medicine
<b>ACO</b>	<b>00075</b> American College of Acupuncture and Oriental Medicine
<b>ACT</b>	<b>00002</b> American College of Traditional Chinese Medicine
<b>AIA</b>	<b>00246</b> American Institute of Alternative Medicine
<b>ASA</b>	<b>00127</b> Arizona School of Acupuncture and Oriental Medicine
<b>AIS</b>	<b>00255</b> Asian Institute of Medical Studies
<b>ATI</b>	<b>00115</b> Atlantic Institute of Oriental Medicine
<b>BAS</b>	<b>00005</b> Bastyr University
<b>CST</b>	<b>00045</b> Colorado School of Traditional Chinese Medicine
<b>DTC</b>	<b>00294</b> Daoist Traditions College of Chinese Medical Arts
<b>DUR</b>	<b>00025</b> Dongguk University Los Angeles (Previously Dongguk Royal Univ.)
<b>DRC</b>	<b>00149</b> Dragon Rises College of Oriental Medicine
<b>EWN</b>	<b>00121</b> East West College of Natural Medicine
<b>ESA</b>	<b>00162</b> Eastern School of Acupuncture and Traditional Medicine
<b>ECT</b>	<b>00010</b> Emperor's College of Traditional Oriental Medicine
<b>NCC</b>	<b>00291</b> Finger Lakes School of Acupuncture and Oriental Medicine of New York Chiropractic College
<b>FBJ</b>	<b>00300</b> Five Branches University: Graduate School of TCM, San Jose
<b>FBC</b>	<b>00011</b> Five Branches University: Graduate School of TCM, Santa Cruz
<b>FCI</b>	<b>00097</b> Florida College of Integrative Medicine
<b>ICA</b>	<b>00184</b> Institute of Clinical Acupuncture and Oriental Medicine
<b>ITE</b>	<b>00153</b> Institute of Taoist Education and Acupuncture
<b>JTS</b>	<b>00159</b> Jung Tao School of Classical Chinese Medicine
<b>KGG</b>	<del><b>00188</b> Kansas College of Chinese Medicine</del> edited as of 3/16/2012
<b>MCC</b>	<b>00301</b> Midwest College of Oriental Medicine, Chicago
<b>MCR</b>	<b>00017</b> Midwest College of Oriental Medicine, Racine
<b>MCA</b>	<b>00055</b> Minnesota College of Acupuncture and Oriental Medicine at Northwestern Health Sciences University
<b>NCN</b>	<b>00123</b> National College of Natural Medicine



<b>NUH</b>	<b>00305</b>	National University of Health Sciences
<b>NES</b>	<b>00019</b>	New England School of Acupuncture
<b>NCH</b>	<b>00066</b>	New York College of Health Professions
<b>NCT</b>	<b>00092</b>	New York College of Traditional Chinese Medicine
<b>OCO</b>	<b>00021</b>	Oregon College of Oriental Medicine
<b>PCC</b>	<b>00218</b>	Pacific College of Oriental Medicine, Chicago
<b>PCN</b>	<b>00060</b>	Pacific College of Oriental Medicine, New York City
<b>PCS</b>	<b>00023</b>	Pacific College of Oriental Medicine, San Diego
<b>PIH</b>	<b>00124</b>	Phoenix Institute of Herbal Medicine & Acupuncture
<b>SUO</b>	<b>00026</b>	Samra Univ. of OM (Closed Teach Out with Dongguk Univ. Los Angeles)
<b>SIO</b>	<b>00104</b>	Seattle Institute of Oriental Medicine
<b>SBU</b>	<b>00029</b>	South Baylo University
<b>SCL</b>	<b>00302</b>	Southern California University (SOMA)
<b>SCW</b>	<b>00247</b>	Southern California University of Health Sciences
<b>SAA</b>	<b>90003</b>	Southwest Acupuncture College, Albuquerque
<b>SAB</b>	<b>00031</b>	Southwest Acupuncture College, Boulder
<b>SAS</b>	<b>90004</b>	Southwest Acupuncture College, Santa Fe
<b>STA</b>	<b>00307</b>	Stanton University
<b>SIC</b>	<b>00137</b>	Swedish Institute School of Acupuncture and Oriental Studies
<b>TSI</b>	<b>00033</b>	Tai Sophia Institute
<b>TCT</b>	<b>00085</b>	Texas College of Traditional Chinese Medicine
<b>TCO</b>	<b>00266</b>	Touro College of Traditional Chinese Medicine (Closed 3/1/2010)
<b>TCM</b>	<b>00198</b>	Traditional Chinese Medical College of Hawaii
<b>TCA</b>	<b>00035</b>	Tri-State College of Acupuncture
<b>UBA</b>	<b>00280</b>	University of Bridgeport
<b>UEW</b>	<b>00284</b>	University of East West Medicine
<b>WIG</b>	<b>00303</b>	WON Institute of Graduate Studies
<b>WMI</b>	<b>00032</b>	World Medicine Institute
<b>YSU</b>	<b>00038</b>	Yo San University of Traditional Chinese Medicine

#### **Other Domestic Schools**

<b>DOM</b>	<b>30000</b>	Other, USA School
<b>COSP</b>	<b>50001</b>	Acupressure Institute of America
<b>COSP</b>	<b>50002</b>	Acupressure Therapy Institute
<b>COSP</b>	<b>50009</b>	Center Point Massage & Shiatsu Therapy School & Clinic
<b>COSP</b>	<b>50031</b>	Heartwood Institute, Ltd.
<b>COSP</b>	<b>50032</b>	International Professional School of Bodywork
<b>COSP</b>	<b>50015</b>	International School of Shiatsu
<b>COSP</b>	<b>50017</b>	Karuna Five Element Shiatsu
<b>COSP</b>	<b>50019</b>	Massage Arts Center of Philadelphia



<b>COSP</b>	<b>50033</b>	Mueller College of Holistic Massage Therapies
<b>COSP</b>	<b>50016</b>	The Jin Shin Do Foundation for Bodymind Acupressure
<b>COSP</b>	<b>50029</b>	The Wellspring School for Healing Arts
<b>COSP</b>	<b>50030</b>	Zen Shiatsu Chicago

#### **International Schools**

<b>FOR</b>	<b>70025</b>	Academy of Classical Oriental Medicine Sciences
<b>FOR</b>	<b>70000</b>	Acupuncture Colleges (Australia) Pty. Limited
<b>FOR</b>	<b>70026</b>	Acupuncture Foundation of Ireland
<b>FOR</b>	<b>70027</b>	Akamon Oriental Medicine College
<b>FOR</b>	<b>70001</b>	Alberta College of Acupuncture and Traditional Chinese Medicine
<b>FOR</b>	<b>70002</b>	Anhui College of Traditional Chinese Medicine
<b>FOR</b>	<b>70029</b>	Beijing College of Acupuncture & Moxibustion
<b>FOR</b>	<b>70540</b>	Beijing University of Chinese Medicine
<b>FOR</b>	<b>70030</b>	Calgary College of Traditional Chinese Medicine
<b>FOR</b>	<b>70031</b>	Canadian College of Acupuncture & Oriental Medicine
<b>FOR</b>	<b>70028</b>	Capital Medical University
<b>FOR</b>	<b>70546</b>	Chang Chun University of Chinese Medicine
<b>FOR</b>	<b>70004</b>	Chengdu University of TCM
<b>FOR</b>	<b>70500</b>	Dae Jeon University
<b>FOR</b>	<b>70505</b>	DaeGu Haany University
<b>FOR</b>	<b>70504</b>	Dong-Eui University
<b>FOR</b>	<b>70510</b>	Dongguk University
<b>FOR</b>	<b>70502</b>	Dong-Shin University
<b>FOR</b>	<b>70006</b>	Fu Jian Traditional Chinese Medical College
<b>FOR</b>	<b>70007</b>	Guangxi College of Traditional Chinese Medicine
<b>FOR</b>	<b>70008</b>	Guangzhou University of Traditional Chinese Medicine
<b>FOR</b>	<b>70009</b>	Guiyang College of Traditional Chinese Medicine
<b>FOR</b>	<b>70544</b>	Hebei Medical University
<b>FOR</b>	<b>70010</b>	Heilong Jiang University of Traditional Chinese Medicine
<b>FOR</b>	<b>70011</b>	Hunan College of Traditional Chinese Medicine
<b>FOR</b>	<b>70012</b>	Jiangxi College of Traditional Chinese Medicine
<b>FOR</b>	<b>70520</b>	Kyung Hee University
<b>FOR</b>	<b>70515</b>	Kyung Won University
<b>FOR</b>	<b>70014</b>	Kyungsan University (KOREA)
<b>FOR</b>	<b>70545</b>	Liaoning College of Traditional Chinese Medicine
<b>FOR</b>	<b>70543</b>	Nanjing University of Traditional Chinese Medicine
<b>FOR</b>	<b>70580</b>	Reidman International College for Complementary Medicine
<b>FOR</b>	<b>70506</b>	Sang-Gi University
<b>FOR</b>	<b>70508</b>	Sem-Yung University



<b>FOR</b>	<b>70017</b>	Shaanxi College of Traditional Chinese Medicine
<b>FOR</b>	<b>70018</b>	Shandong University of Traditional Chinese Medicine
<b>FOR</b>	<b>70542</b>	Shanghai University of Traditional Chinese Medicine
<b>FOR</b>	<b>70020</b>	Taejon University
<b>FOR</b>	<b>70541</b>	Tianjin University of Traditional Chinese Medicine
<b>FOR</b>	<b>70560</b>	Toronto School of Traditional Chinese Medicine
<b>FOR</b>	<b>70514</b>	Won-Kwang University
<b>FOR</b>	<b>70512</b>	Woo-Suk University
<b>FOR</b>	<b>70024</b>	Yanbian Medical College

#### **Miscellaneous**

<b>APP</b>	<b>00000</b>	Apprenticeship Route, U.S.
<b>APP</b>	<b>70000</b>	Apprenticeship Route, Outside the U.S.
<b>DOM</b>	<b>30000</b>	Other, USA School
<b>FOR</b>	<b>79999</b>	Other, Foreign China
<b>FOR</b>	<b>79910</b>	Other, Foreign Brazil
<b>FOR</b>	<b>79901</b>	Other, Foreign Canada
<b>FOR</b>	<b>79920</b>	Other, Foreign Israel
<b>FOR</b>	<b>79915</b>	Other, Foreign Mexico
<b>FOR</b>	<b>79925</b>	Other, Foreign New Zealand
<b>FOR</b>	<b>79940</b>	Other, Foreign Russia
<b>FOR</b>	<b>79930</b>	Other, Foreign Switzerland
<b>FOR</b>	<b>79935</b>	Other, Foreign Taiwan
<b>FOR</b>	<b>79905</b>	Other, Foreign United Kingdom



## NOTES



*Public Protection Through Quality Credentials*

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