**NCCAOM® Mission**

To assure the safety and well-being of the public and to advance the professional practice of acupuncture and Oriental medicine by establishing and promoting national, evidence-based standards of competence and credentialing.

**NCCAOM® Vision**

Acupuncture and Oriental medicine provided by NCCAOM credentialed practitioners will be integral to healthcare and accessible to all members of the public.

The NCCAOM programs in Oriental Medicine, Acupuncture, and Chinese Herbology are accredited by the National Commission for Certifying Agencies (NCCA) and carry the NCCA seal.

**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, national origin, or ancestry.
# NCCAOM® Certification Handbook

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>About the NCCAOM®</td>
<td>5</td>
</tr>
<tr>
<td>Benefits of NCCAOM® Certification</td>
<td>6</td>
</tr>
<tr>
<td>NCCAOM® Code of Ethics and NCCAOM® Grounds for Professional Discipline</td>
<td>7</td>
</tr>
<tr>
<td>NCCAOM Certification Programs</td>
<td>10</td>
</tr>
<tr>
<td>Oriental Medicine (OM); Acupuncture (Ac); Chinese Herbology (CH)</td>
<td>11</td>
</tr>
<tr>
<td>Eligibility to Sit for Examinations vs. NCCAOM Certification Requirements</td>
<td>12</td>
</tr>
<tr>
<td>Steps to NCCAOM Certification</td>
<td>13</td>
</tr>
<tr>
<td>Guide to NCCAOM Certification</td>
<td>14</td>
</tr>
<tr>
<td>Eligibility Routes to Sit for Examinations</td>
<td>15</td>
</tr>
<tr>
<td>Route 1: Formal Education: United States Applicant</td>
<td>16</td>
</tr>
<tr>
<td>Route 2: Formal Education: International Applicant</td>
<td>17</td>
</tr>
<tr>
<td>Route 3: Apprenticeship Applicant</td>
<td>18</td>
</tr>
<tr>
<td>Route 4: Combination of Formal Education &amp; Apprenticeship Applicant</td>
<td>19</td>
</tr>
<tr>
<td>Route 5: Converting to an NCCAOM Oriental Medicine Certification Applicant</td>
<td>20</td>
</tr>
<tr>
<td>Route 6: Reinstatement to Active NCCAOM Status Applicant</td>
<td>21</td>
</tr>
<tr>
<td>Route 7: Formal Education: Graduates of Professional Doctorate Program (U.S. Only)</td>
<td>22</td>
</tr>
<tr>
<td>Route 8: Reciprocal Certification for California Licensed Acupuncturists</td>
<td>23</td>
</tr>
<tr>
<td>Clean Needle Technique Requirement</td>
<td>24</td>
</tr>
<tr>
<td>NCCAOM® Application for Certification</td>
<td>25</td>
</tr>
<tr>
<td>How to Create Your NCCAOM Account</td>
<td>26</td>
</tr>
<tr>
<td>Tracking your Application and Processing Times</td>
<td>27</td>
</tr>
<tr>
<td>Document Guidelines</td>
<td>28</td>
</tr>
<tr>
<td>Accommodations under the Americans with Disability Act (ADA)</td>
<td>29</td>
</tr>
<tr>
<td>Agent Designation</td>
<td>30</td>
</tr>
<tr>
<td>U.S. Veterans Reimbursement</td>
<td>31</td>
</tr>
<tr>
<td>Name Change</td>
<td>31</td>
</tr>
<tr>
<td>Changing an NCCAOM Certification Program</td>
<td>31</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>NCCAOM Certification and Examination Fee Schedule</td>
<td>32</td>
</tr>
<tr>
<td>NCCAOM Examinations</td>
<td></td>
</tr>
<tr>
<td>NCCAOM Examination Preparation and Resources</td>
<td>33</td>
</tr>
<tr>
<td>NCCAOM Examination Prep Center: Practice Tests, Study Guides, Content Outlines</td>
<td>34</td>
</tr>
<tr>
<td>NCCAOM Examination Format</td>
<td>35</td>
</tr>
<tr>
<td>NCCAOM Examination Policies</td>
<td>35</td>
</tr>
<tr>
<td>Scheduling an NCCAOM Examination</td>
<td>38</td>
</tr>
<tr>
<td>Examination Day - <em>Be Prepared!</em></td>
<td>38</td>
</tr>
<tr>
<td>NCCAOM Non-Disclosure Agreement</td>
<td>39</td>
</tr>
<tr>
<td>Examination Results Notification</td>
<td>40</td>
</tr>
<tr>
<td>Retaking an Examination</td>
<td>41</td>
</tr>
<tr>
<td><strong>Congratulations! NCCAOM Certified! Active Diplomate Status!</strong></td>
<td></td>
</tr>
<tr>
<td>Official Notification of Initial NCCAOM Certification</td>
<td>42</td>
</tr>
<tr>
<td>NCCAOM Diplomate Benefits and Promotional/Marketing Assistance</td>
<td>42</td>
</tr>
<tr>
<td>Maintaining NCCAOM Certification</td>
<td>43</td>
</tr>
<tr>
<td>NCCAOM Certification vs. State Licensure</td>
<td>43</td>
</tr>
<tr>
<td>Examination and Certification Verification Report to a State Acupuncture Board</td>
<td>43</td>
</tr>
<tr>
<td>NCCAOM Request for Information and Appeal Process</td>
<td>44</td>
</tr>
</tbody>
</table>
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, and Oriental Medicine Certification Programs. 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.

The Acupuncture, Chinese Herbology and Oriental Medicine NCCAOM certification programs are accredited by the National Commission for Certifying Agencies (NCCA) and carry the NCCA seal.

In order for the NCCAOM certification programs in Acupuncture, Chinese Herbology, and Oriental Medicine to remain accredited by the NCCA, the NCCAOM must adhere to strict national accreditation standards for administration of the certification programs and examination development. All Diplomate level certification examinations must meet 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 for the NCCAOM certification programs, the NCCAOM must submit annual reports to NCCA and the certification programs must undergo a full NCCA reaccreditation every five years; which was last completed in 2013. Additional information is available at the Institute for Credentialing Excellence’s (formerly the National Organization for Competency Assurance (NOCA) website at www.credentialingexcellence.org.

All practitioners certified by the NCCAOM are committed to responsible and ethical practice, to the growth of the profession within the broad spectrum of American healthcare, and to their own professional growth. All Diplomates, applicants and candidates for certification are bound by the NCCAOM® Code of Ethics and the NCCAOM® Grounds for Professional Discipline.
Benefits of NCCAOM® Certification

Proudly display you are “Nationally Board Certified”; and use one or more of the service marks below:

Dipl. O.M. (NCCAOM)®  
Dipl. Ac. (NCCAOM)®  
Dipl. C.H. (NCCAOM)®  
Dipl. ABT (NCCAOM)®

Have consumers and professionals find you in the NCCAOM’s Find a Practitioner Directory.

Verify your certification status through the NCCAOM Registry.

Communicate with your peers through NCCAOM’s Facebook, LinkedIn, and Twitter pages.

Be listed in the HealthProfs Acupuncture Directory and save a value of $180 for a 6-month listing!

Create a FREE website from ChiOnline.

Access discounted frames for displaying your NCCAOM Diploma.

Join NCCAOM as a volunteer and serve on a committee, panel or taskforce with your peers.

Be eligible to serve on the NCCAOM Board Commissioners or the NCCAOM Academy of Diplomates.

Receive complimentary issues of the NCCAOM newsletter The Diplomate: E-news You Can Use.

Be eligible for reduced fees for services offered by NCCAOM and its strategic partners.
Code of Ethics

As a Diplomate of the NCCAOM, I hereby pledge my commitment
to the following principles:

Respect the rights, privacy and dignity of my patients and maintain confidentiality
and professional boundaries at all times.

Treat within my lawful scope of my practice and training and only if I am able to safely,
competently and effectively do so.

Allow my patients to fully participate in decisions related to their healthcare by documenting and
keeping them informed of my treatments and outcomes.

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

Render the highest quality of care and make timely referrals to other health care
professionals as may be appropriate.

Continue to advance my knowledge through education, training and collaboration with my
colleagues to maintain excellence and high ethical standards in our profession.

Support my medicine’s access to all people and its growth in the broad
spectrum of U.S. health care.

Assist in the professional development and advancement of my colleagues.

Participate in activities that contribute to the betterment of my community.

Effective January 1, 2016
NCCAOM Grounds for Professional Discipline

Protection of the public is the highest priority of the NCCAOM. To fulfill this mission, the NCCAOM reserves the right to take and publish disciplinary actions taken against Respondents, (as defined by Section 1 of the Procedures for Upholding Professional Conduct), in accordance with its Procedures for Upholding Professional Conduct for violations of the following:

1. Failing to cooperate with a disciplinary investigation.
2. Providing false or deceptive information on an application for NCCAOM certification, recertification, PDA providership or disciplinary investigation.
3. Violating NCCAOM policies, regulations or procedures, including but not limited to complying with continuing education requirements.
4. Misrepresenting professional credentials or titles.
5. Advertising false or misleading information.
6. Exceeding the scope of practice as defined by state or federal statute or regulation.
7. Obtaining or attempting to obtain compensation or reimbursement through fraud.
8. Failing to notify the NCCAOM within thirty (30) calendar days of any of the following:
   a. Notice of a disciplinary investigation in any jurisdiction pertaining to a healthcare practice.
   b. Any order issued by any jurisdiction pertaining to a healthcare practice.
   c. Violent felony charges.
   d. Violent or non-violent felony convictions.
   e. Misdemeanor criminal convictions related to a healthcare practice.
9. Being convicted of a felony. (Note: Pursuant to Section 3, #10 of the Procedures for Upholding Professional Conduct, serious violent felonies may deem a candidate permanently ineligible for NCCAOM certification, recertification or PDA providership).
11. Being the subject of disciplinary or administrative action taken by a licensing board or health-related regulatory agency or school.
12. Failing to maintain proper records as required by state or federal statute or regulation.
13. Performing services without informed consent as required by state or federal statute or regulation.
14. Failing to maintain patient/practitioner confidentiality.
15. Failing to maintain professional boundaries in relationships with patients, or in any way exploiting the practitioner/patient trust.

16. Engaging in sexual contact with a current patient if the contact commences after the practitioner/patient relationship is established.

17. Engaging in sexual contact with a former patient unless a period of six (6) months has elapsed since the date that the professional relationship ended.

18. Gross negligence or a pattern of negligence in your practice or under your supervision.

19. Being unable to safely and effectively engage in practice due to substance abuse, physical or psychological impairment. *

*Summary of PEDC Substance Abuse Policy Statement: A Respondent whose capacity to safely and effectively treat patients has been diminished as a result of drug or alcohol abuse which has not resulted in harm to a patient, may temporarily and voluntarily surrender NCCAOM certification by forwarding his/her certificate to NCCAOM and temporarily withdrawing from practicing in order to complete an agreed upon treatment plan as decided by the PEDC. Upon the PEDC’s receipt of a certificate of disposition from the pre-approved treatment facility, Respondent shall be returned their NCCAOM certificate and resume practice. A surrender of certification under this provision shall be confidential and shall not be considered an admission of abuse, disability or a violation of the Ground for Professional Discipline # 21. However, this surrender shall not confer immunity upon Respondent with respect to any other Grounds for Professional Discipline and is unilaterally revocable by PEDC in the event the agreed treatment was not completed or harm to a patient has occurred.)

20. Violating federal or state statute or regulation relating to safe, ethical, and/or competent practice.
NCCAOM Certification Programs

**Oriental Medicine**
A Diplomate of Oriental Medicine is a professional educated in acupuncture and Chinese herbology who is certified by the NCCAOM. It is a considerable professional achievement to earn the designation Dipl. O.M. (NCCAOM). NCCAOM certification indicates to employers, patients, and peers that one has met national standards for the safe and competent practice of both acupuncture and Chinese herbology as defined by the acupuncture and Oriental medicine (AOM) profession. National board certification in Oriental medicine has been the mark of excellence in AOM since the inception of NCCAOM Oriental Medicine Certification in 2003.

**Acupuncture**
A Diplomate of Acupuncture is a professional educated in acupuncture who is certified by the NCCAOM. It is a considerable professional achievement to earn the designation Dipl. Ac. (NCCAOM). NCCAOM certification indicates to employers, patients, and peers that one has met national standards for the safe and competent practice of acupuncture as defined by the acupuncture and Oriental medicine profession. National board certification in acupuncture has been the mark of excellence in AOM since the inception of the NCCA Commission in 1982.

**Chinese Herbology**
A Diplomate of Chinese Herbology is a professional educated in Chinese herbology who is certified by the NCCAOM. It is a considerable professional achievement to earn the designation Dipl. C.H. (NCCAOM). NCCAOM certification indicates to employers, patients, and peers that one has met national standards for the safe and competent practice of Chinese herbology as defined by the acupuncture and Oriental medicine profession. National board certification in Chinese herbology has been the mark of excellence in AOM since the inception of the NCCAOM Chinese Herbology Certification in 1996.
Eligibility to Sit for Examinations vs. NCCAOM Certification Requirements

It is important to understand that the eligibility to sit for examinations comes first and is a different process than the requirements for NCCAOM Certification.

Eligibility to Sit for Examinations

1. Education/Training eligibility is determined by the Route chosen during the application process.
2. Graduation transcript – uploaded directly from the school/ICD to NCCAOM (Routes 1, 2, 4, 5 and 7).
3. Approval of all apprenticeship documentation (Routes 3 and Route 4).
4. Clean Needle Technique (CNT) Certificate of Completion – uploaded directly from CCAOM to NCCAOM (All routes).
5. ADA documentation if applicable (All Routes).

Once approved to sit for the examinations, an NCCAOM® Authorization to Test (ATT) Letter is issued. The candidate will be notified via email and the NCCAOM® Authorization to Test (ATT) Letter will be uploaded to the candidate’s profile, which will allow them to schedule their examinations at a Pearson VUE Testing Center. The ATT letter is required for entrance into the testing center. The application for certification is open for four (4) years from the date the payment is processed at NCCAOM. New education eligibility requirements implemented after the application’s payment date will not affect the applicant.

NCCAOM Certification Requirements

1. Successfully pass all NCCAOM examinations for the respective certification or reinstatement.
2. Complete a background check (only for reinstatement only).
3. Complete CPR and PDA courses (for reinstatement only).

The candidate is responsible to meet any new certification requirement (e.g., new examination) that is implemented during the four-year application timeframe.
Steps to NCCAOM Certification

Applicant submits an online application
↓
Payment is received at NCCAOM and recorded
Four-year application time frame begins
Application to review queue
↓
Applicant requests graduation transcript sent to NCCAOM
↓
Candidate requests CNT Certificate uploaded to NCCAOM
↓
Application is reviewed by staff
Are eligibility requirements met to sit for exams → NO
↓ Yes
Submit missing requirement(s)
Applicant is approved to test
Applicant becomes a "Candidate"

NCCAOM® Authorization to Test (ATT) Letter is uploaded to applicant profile
↓
Candidate schedules exams directly with a Pearson VUE Testing Center
↓
Candidate sits for exams
↓
Wait 45 days to retake the exam
Maximum 5 attempts
For each exam
→ NO Does the candidate pass all the exams?
↓ Yes

Congratulations! NCCAOM Diplomate!

To send certification & exam verification to a State Acupuncture Board(s), submit the NCCAOM® Examination Results and Certification Verification Form to NCCAOM from your NCCAOM account on the online portal.
## Guide to NCCAOM® Certification

<table>
<thead>
<tr>
<th>NCCAOM Examinations</th>
<th>Oriental Medicine</th>
<th>Acupuncture</th>
<th>Chinese Herbology</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FOM ACPL CH BIO</td>
<td>FOM ACPL CH BIO</td>
<td>FOM ACPL CH BIO</td>
</tr>
</tbody>
</table>

### Eligibility to Take Exams and Exams Required for NCCAOM Certification by Program

<table>
<thead>
<tr>
<th>Route</th>
<th>Formal education – United States Program</th>
<th>Formal education - International Program</th>
<th>Apprenticeship</th>
<th>Combination of Apprenticeship &amp; Education</th>
<th>Conversion to Oriental Medicine</th>
<th>Reinstatement to Active Status</th>
<th>Formal Education – Graduates from a Professional Doctoral (PD) Program</th>
<th>Reciprocal Route for California Licensed Acupuncturists (Passed the CALE exam)</th>
<th>CCAOM Face to Face Clean Needle Technique Certificate of Completion</th>
<th>Graduate Transcript</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>Not eligible</td>
<td>Not eligible</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### NCCAOM Formal Education Requirements

| Education | 4-year degree 2625 hrs 146 credits | 3-year degree 1905 hrs 105 credits | 3-year Ac degree plus CH Certificate 660 hrs & recognized by ACAOM |

Copyright © 2017 by the National Certification Commission for Acupuncture and Oriental Medicine. All rights reserved.
Certification Routes

Formal Education

Applicants applying under Routes 1 (United States) and 2 (International) must meet the requirements below to sit for the NCCAOM examinations.

1. The educational program must have oversight by Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) or an international government, private agency, or association, society or organization.

2. The applicant must graduate from a program that meets the education standards set by ACAOM including the correct distribution of hours/credits per program. See the table below:

Accreditation Commission for Acupuncture & Oriental Medicine (ACAOM)

<table>
<thead>
<tr>
<th>Hours/credits Program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Oriental Medicine Program</strong></td>
</tr>
<tr>
<td>Minimum 4-Year Master degree, Diploma or certificate program</td>
</tr>
<tr>
<td>2625 Hours or 146 Credits consisting of the following breakdown:</td>
</tr>
<tr>
<td>Oriental Medicine/Acupuncture Theory = 705 Hrs. / 47 credits</td>
</tr>
<tr>
<td>Didactic Oriental Herbal Studies = 450 Hrs. / 30 credits</td>
</tr>
<tr>
<td>*Acupuncture /Chinese Herbology Clinic = 870 Hrs. / 29 credits</td>
</tr>
<tr>
<td>Biomedicine = 510 Hrs. / 34 credits</td>
</tr>
<tr>
<td>Counseling, Communications, Ethics Practice Management = 90 Hrs. / 6 credits</td>
</tr>
</tbody>
</table>

| **Acupuncture Program** |
| Minimum 3-Year Master degree, Diploma or certificate program |
| 1905 Hours or 105 Credits consisting of the following breakdown: |
| Oriental Medicine/Acupuncture Theory = 705 Hrs. / 47 credits |
| Acupuncture Clinic = 660 Hrs. / 22 credits |
| Biomedicine = 450 Hrs. / 30 credits |
| Counseling, Communications, Ethics, Practice Management = 90 Hrs. / 6 credits |

| **Chinese Herbology Program** |
| *ACAOM Guideline: Chinese herbal 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. |
Route 1: Formal Education: United States Applicants

Applicants applying under Route 1 are graduates or enrolled students from a program accredited or in candidacy status by ACAOM. The initial NCCAOM Certification requires the applicant to meet the ACAOM educational requirements (pg. 10) and complete a degree, diploma or certificate program for the respective NCCAOM certification program.

- **NCCAOM Certification in Oriental Medicine**: Four-year Master’s program in Oriental Medicine.
- **NCCAOM Certification in Acupuncture**: Three-year Master’s program in Acupuncture.
- **NCCAOM Certification in Chinese Herbology**: Four-year Master’s program in Oriental Medicine or a Master’s in Acupuncture and a post-graduate Chinese Herbal Certificate recognized by ACAOM.

Additional eligibility requirements to receive an authorization to test letter:

1. Graduation transcript – uploaded directly from the school to NCCAOM,
2. CCAOM Face-to-Face Clean Needle Technique (CNT) Certificate of Completion – uploaded directly from CCAOM to NCCAOM,
3. ADA documentation if applicable.

The NCCAOM® Application for Certification is valid for four years and is submitted from the candidate’s profile on the online certification portal.

Route 2: Formal Education: International Applicants

Applicants applying under the international route must have a degree/diploma in Oriental Medicine, Traditional Chinese Medicine or Acupuncture from an academic institution that meets the following requirements.

1. Government Oversight or Private Accreditation:
   A. The program is approved by a foreign government’s Ministry of Education, Ministry of Health, or equivalent agency.
   B. The school is approved by an international private accreditation agency with standards that are comparable to those of ACAOM and are recognized for that purpose by the respective government entity.
   C. The school is approved by an acupuncture and/or Oriental medicine (AOM) professional society, association or organization that sets AOM education standards that are comparable to those of ACAOM, are recognized for that purpose, and has an enforcement agency that ensures standards are met and maintained.
2. Graduate Transcript: Documentation from a third-party review agency authenticating the distribution of academic hours/credits per program that meet ACAOM standards or their substantial equivalency.
3. CCAOM Face-to-Face Clean Needle Technique (CNT) Certificate of Completion – uploaded directly from CCAOM to NCCAOM

The NCCAOM® Application for Certification is valid for four years and is submitted from the candidate’s profile on the online certification portal.

Third-Party Educational Review
NCCAOM requires international applicants to have their educational program and transcript reviewed by a third-party agency to confirm document authenticity. Please note that the agency does not ‘approve’ the educational program but verifies the authenticity of documents and provides a course-by-course evaluation of the graduate transcript. The foreign education review process typically takes 6 months to complete.

International applicants are to create an account on the NCCAOM Certification Portal to obtain a NCCAOM ID number. Once the NCCAOM online account is created, click on the orange “International Verification” button, which will direct you to the International Consultants of Delaware (ICD) website to complete the ICD application. International applicants are advised to complete the third-party agency review before applying to NCCAOM.

Third-Party Review Agency Accepted by NCCAOM
NCCAOM requires a course-by-course evaluation from International Consultants of Delaware (ICD). Applicants can access the website at www.icdeval.com/nccaom to apply for a credential evaluation online. The ICD application process requires an original foreign language and an English translation of the graduate transcript to include a breakdown of clinical practice credits/hours. ICD provides all supporting documents to the NCCAO along with the credential evaluation report. Applicants are advised to apply to sit for National Board Exams after receiving verification that the evaluation has been delivered to NCCAOM.

Important notice: World Education Services (WES) transcript evaluations will no longer be accepted after December 31, 2017.

NCCAOM Examinations administered at international locations are only offered by “official” level 1 Pearson VUE Testing Centers. For detailed information, see the Pearson VUE website at www.pearsonvue.com/nccaom.
Supplemental Education for International Students

International applicants who are denied eligibility to sit for NCCAOM examinations based on a shortage in academic hours may elect to complete supplemental education in the United States. The following guidelines should be considered and followed by the international applicant.

1. The supplemental education is subject to review and approval by the NCCAOM® Eligibility Committee.

2. The supplemental education cannot exceed 660 academic hours.

3. All coursework for supplemental education in acupuncture or Oriental/Traditional Chinese Medicine must be completed at a school accredited or in candidacy status with ACAOM. The supplemental education may be obtained at more than one ACAOM school.

4. Course work in biomedicine, communication, counseling, ethics, and/or safety may be completed at one of the following.
   A. an ACAOM accredited program
   B. a school accredited by an agency that is recognized by the U.S. Department of Education
   C. a non-vocational regionally accredited institution of higher education

For examples of supplemental coursework content that will meet eligibility requirements in the areas of biomedicine, communication, counseling, ethics, and/or safety review the domains listed in the NCCAOM Biomedicine Exam Content Outline.

Route #3: Apprenticeship

Route 3 Policy Change Notice

The Apprenticeship for US and International Applicants (Route 3) will be eliminated as of December 31, 2021. The apprenticeship program must be completed and the application for certification through the Apprenticeship for US and International Applicants (Route 3) must be received by the NCCAOM no later than December 31, 2021.

Apprenticeship is defined as clinical and didactic training completed under qualified preceptors who assume responsibility for the theoretical and practical education of the apprentice. The curriculum is designed by the preceptor and should use ACAOM Standard 8: Program of Study as a guideline. Please wait to submit the NCCAOM application and training documentation packet until the apprenticeship is completed.

The NCCAOM® Application for Certification is valid for four years and is submitted from the candidate’s profile on the online certification portal.
Important Information – Policy Change for Applications Submitted after January 1, 2017:

All applicants for NCCAOM certification applying through Route 3: Apprenticeship U.S. and International are required to satisfactorily complete at least two academic years (60 semester credits) of formal education in addition to the required apprenticeship contact hours. The 60 semester credits should include health-related or basic life sciences coursework (see the NCCAOM Biomedicine Exam Content Outline) in qualified domain and coursework content areas) from a non-vocational institution of higher education accredited by an agency recognized by the U.S. Secretary of Education or an equivalent accrediting agency in the country in which the education was received. The academic transcript must be submitted, in English, to the NCCAOM directly from the academic institution.

Pre-Registration

The NCCAOM verifies that educational program requirements are met; the NCCAOM does not approve or accredit educational programs. Applicants are asked to contact NCCAOM at info@thenccaom.org to state their intent to apply for NCCAOM certification via Route 3: Apprenticeship.

1. The NCCAOM® Apprenticeship Workbook is available to the applicant and preceptor to plan and document the apprenticeship program.

2. The NCCAOM encourages apprenticeship applicants to experience more than one preceptor so as to provide a deeper and broader learning experience. A maximum of two apprentices may study clinical training under a single qualified preceptor at any one time.

3. Pre-registration documentation includes notarized documents from each qualified preceptor requiring:
   A. A description of preceptor's practice and work environment for the prior five (5) consecutive years, including the type of practice and the number of patient visits per year.
   B. A statement of the number of apprentices being supervised by the preceptor during the applicant’s apprenticeship training.
   C. Notarized affidavits from two healthcare professionals. The affidavits must include written testimony based on personal knowledge of dates, volume, scope and type of practice of the preceptor.

Preceptor Qualifications

Disciplinary and Regulatory Oversight

A preceptor in the United States must be an active NCCAOM Diplomate or a licensed acupuncturist in good standing and free from disciplinary action by the NCCAOM and their state acupuncture regulatory board.

An international preceptor must be registered or licensed by a government, oversight agency or
association to practice acupuncture, as applicable in the country of his or her practice.

Preceptor Practice

A. During each of the five consecutive years immediately prior to becoming the applicant’s preceptor, the preceptor must have practiced a minimum of 500 acupuncture treatments (for acupuncture apprenticeship route) or 500 Chinese herbology consultations/prescriptions (for Chinese Herbology apprenticeship route), on a minimum of 100 different patients.

OR

During his or her career to-date, the preceptor must have completed a minimum of 5,000 acupuncture treatments on a minimum of 250 different patients (acupuncture apprenticeship route only) or a minimum of 5,000 Chinese herbology consultations/prescriptions to a minimum of 250 different patients (for Chinese Herbology apprenticeship route).

B. The preceptor may be in a solo practice, a group practice, a hospital or community clinic, or an integrative healthcare setting. During each year of the apprenticeship program, the preceptor must practice a minimum of 500 acupuncture treatments (for acupuncture apprenticeship route) or 500 Chinese herbology consultations/prescriptions (for Chinese Herbology apprenticeship route) to a minimum of 100 different patients.

NOTE: Specialized practice (e.g., treatment for addiction or smoking withdrawal) may be included in the preceptor’s practice; however, such specialized limited treatments do not count toward the required 500 acupuncture or 500 Chinese herbology patient visits per year.

Apprenticeship Program Requirements

Contact Hours

Contact hours are defined as clock hours that the apprentice spends under the direct supervision of the preceptor. Off-site supervision is not included.

A. Acupuncture or Chinese Herbology program: a minimum of 3,000 contact hours in no less than three years and no more than six years.

B. Acupuncture and Chinese Herbology program: a minimum of 4,000 contact hours in no less than four years and no more than six years. Each contact hour may incorporate either acupuncture or Chinese herbology or a combination of both acupuncture and Chinese herbology.

C. Chinese Herbology (for Diplomates of Acupuncture only): 1,000 contact hours which must take place over a minimum of one year and no more than two years. Each contact hour may incorporate didactic and clinical training related specifically to Chinese herbology knowledge and treatments.

Increasing Responsibilities
The apprentice’s patient contact responsibilities must increase over the course of the program. By completion of the program, the apprentice shall have demonstrated the ability to perform comprehensive patient interviews, diagnoses and treatments under the preceptor’s supervision.

**Apprenticeship Training Documentation**

The program documentation demonstrates evidence of consistent growth in TCM knowledge and clinical professionalism. All documentation submitted will be reviewed by subject matter experts (SMEs) who may request additional feedback and/or information.

* The asterisk indicates guideline templates that the applicant can request from NCCAOM.

**Preceptor Documentation**

1. A descriptive record of the didactic and clinical portions of the apprenticeship including actual:
   A. Apprenticeship’s start and end dates.
   B. Breaks from instruction. A break longer than one month requires further explanation.
   C. Number of contact hours completed by the apprentice per year.

2. * Description of each subject taught:
   A. Course objective(s) and core concept(s)
   B. Knowledge/skills/abilities/competencies to be achieved
   C. Dates of instruction and number of hours of instruction.
   * D. Documentation of competencies and level of competencies achieved by the apprentice.

3. * Description of the preceptor’s clinical supervision and explanation of the apprentice’s increasing responsibilities for performing patient interviews, diagnoses and treatments.

4. A minimum of five (5) assessments passed by the apprentice for each 1,000 apprenticeship hours which demonstrate the apprentice’s achievement of the course objectives (i.e., 15 exams, quizzes or written assignments over the course of the full 3,000-hour apprenticeship).

**Apprentice Documentation**

1. Representative sample of the apprentice’s notes (typewritten) demonstrating core concepts learned over the term of the apprenticeship program demonstrating increased levels of knowledge and responsibilities.

2. * Five (5) new patient records for each 1,000 apprenticeship hours including a follow-up patient record for each of the 5 (i.e., 15 new patient records and 15 follow-up patient records over the course of the full 3,000-hour apprenticeship program).
3. **Three (3) unique case studies for each 1,000 apprenticeship hours (i.e., a total of 9 case studies over the course of the full 3,000-hour apprenticeship).**

**NOTE:** The case studies must be of patients OTHER than the patients included in 2. above.

4. Proof of completion of the live, face-to-face Clean Needle Technique (CNT) course offered by the Council of Colleges for Acupuncture and Oriental Medicine (CCAOM).

**Route #4: Combination of Formal Education and Apprenticeship**

Applicants using Route 4 to reach eligibility to sit for NCCAOM examinations are awarded points for meeting the requirements in the Formal Education and Apprenticeship Routes. Applicants must earn a combination of points from each category.

1. Acupuncture or Chinese Herbology program: 30 points - cannot exceed 20 points from any one category.
2. Acupuncture and Chinese Herbology program: 40 points - cannot exceed 30 points from any one category.

**Point Allocation**

**Formal Education**

1. Applicants are awarded 10 points for each full year (635 hours) of formal education.
2. The formal education program must meet the criteria described in Route #1: Formal Education: Graduate or Pre-graduate from United States or Route #2: Formal Education: International Applicants.

**Apprenticeship**

1. Applicants are awarded 10 points per 1,000 contact hours with a qualified preceptor.
2. A maximum of 10 points may be earned per calendar year or a 12-consecutive-month period.
3. The apprenticeship hours, qualified preceptor requirements and documentation must meet the criteria described under Route #3: Apprenticeship for United States or International Applicants.

The NCCAOM® Application for Certification is valid for **four years** and is submitted from the candidate’s profile on the online certification portal.

For additional information on this route of eligibility please contact NCCAOM by email at info@thenccaom.org.
Route 5: Converting to an NCCAOM Oriental Medicine Certification

A Diplomate in Acupuncture and/or Chinese Herbology may apply for a new NCCAOM Certification in Oriental Medicine. Each conversion type is outlined below.

Step 1 Be at Active Diplomate status with NCCAOM. Lapsed statuses are not eligible. If the Diplomate is due for NCCAOM renewal at the time of converting, they are required to first complete the recertification process, then submit the conversion to Oriental Medicine application.

Step 2 Meet the eligibility requirements in education and biomedicine listed below. Diplomates certified prior to 2004 have additional requirements in bodywork, diet, exercise, and/or patient education that are outlined below.

Step 3 Submit the NCCAOM® Application for Converting to Oriental Medicine and the required documentation.

Step 4 Pay the conversion application fee of $100.

Diplomate of Acupuncture

1. Complete one of the following educational requirements in Chinese Herbology.
   Route 1: Formal education in Chinese Herbology that is part of a U.S. degree program recognized by ACAOM,
   OR
   Route 2: Formal education in an international Chinese Herbology degree program accepted by NCCAOM,
   OR
   Route 3: Apprenticeship program including 1,000 contact hours that meet NCCAOM requirements,
   OR
   Herbal certificate program recognized by ACAOM and earned at a U.S. academic institution.

2. Successfully pass the NCCAOM Chinese Herbology examination.
3. Successfully pass the NCCAOM Biomedicine examination.
4. Request a graduate transcript to be uploaded directly to NCCAOM from your school.
5. Diplomates certified prior to 2004: Complete 21 hours in one, or a combination of the categories listed below. PDAs, CEUs, and college credit are acceptable.
   A. Bodywork: Body mechanics, ergonomics, acupressure, shiatsu, tui na.
   B. Diet: Basic Oriental medicine dietary principles, basic nutritional principles.
   C. Exercise: Basic stretching, movement, and exercise principles and techniques; basic
breathing and relaxation principles and techniques; QiGong, Tai Chi.


Diplomate of Chinese Herbology

1. Complete one of the following educational requirements in Acupuncture.
   
   **Route 1:** Formal education in Acupuncture that is part of a U.S. degree program and accredited by ACAOM,
   
   **OR**

   **Route 2:** Formal education in an international Acupuncture degree program accepted by NCCAOM,
   
   **OR**

   **Route 3:** Apprenticeship program including 1,000 contact hours in acupuncture that meet NCCAOM requirements.

2. Successfully pass the NCCAOM Acupuncture examination.

3. Successfully pass the NCCAOM Biomedicine examination.

4. Request a graduate transcript to be uploaded directly to NCCAOM from your school.

5. Diplomates certified prior to 2004: Complete 21 hours in one, or a combination of the categories listed below. PDAs, CEUs, and college credit are acceptable.

   A. Bodywork: Body mechanics, ergonomics, acupressure, shiatsu, tui na.

   B. Diet: Basic Oriental medicine dietary principles, basic nutritional principles.

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


Diplomate of Acupuncture and Chinese Herbology

1. Complete one of the Biomedicine requirements listed below.

   A. Successfully pass the NCCAOM Biomedicine examination,

   **OR**

   B. Complete 60 PDA/CEU hours in biomedicine coursework within four (4) years of the application date. Biomedicine course topics must qualify under the Core Competencies (NCCAOM® Recertification Handbook).
2. Diplomates certified prior to 2004: Complete 21 hours in one, or a combination of the categories listed below. PDAs, CEUs, and college credit are acceptable.
   A. Bodywork: Body mechanics, ergonomics, acupressure, shiatsu, tui na.
   B. Diet: Basic Oriental medicine dietary principles, basic nutritional principles.
   C. Exercise: Basic stretching, movement, and exercise principles and techniques; basic breathing and relaxation principles and techniques; QiGong, Tai Chi.

   NOTE: To maintain the four-year recertification cycle, the new Oriental Medicine Certification will be set to match the prior expiration date that is furthest out from certification. The prior Acupuncture and Chinese Herbology Certifications will become dormant.

Route 6: Reinstatement to Active NCCAOM Status

The purpose of the NCCAOM’s reinstatement program is to provide a pathway for terminated Diplomates to regain their NCCAOM Certification. NCCAOM subject matter experts (SME’s) have created an assessment tool that documents the knowledge, skills, and abilities required in the core competencies of the AOM profession.

The following eligibility requirements are necessary to be reinstated to Active status with the NCCAOM.

1. **Be free and clear of any and all disciplinary actions.** This includes any and all state(s) where a license was, or is currently held. Applicants with disciplinary actions may be considered and will follow the NCCAOM’s current Professional Ethics and Discipline policies and procedures for review.
2. Complete a CPR certificate within four (4) years of the application date.
3. Complete a 2 hour, PDA approved safety (SA) course within four (4) years of the application date.
4. Complete a 2 hour, PDA approved ethics (ET) course within four (4) years of the application date.
5. Be competent in clean needle technique (CNT) and/or have current knowledge in blood borne pathogens (not required for Chinese Herbology Certification).
7. Successfully pass the NCCAOM Reinstatement Examination for the designated certification.
Reinstatement Examination Dates

NCCAOM reinstatement examinations dates are posted on the NCCAOM website and are offered three (3) times per year through the Pearson Professional Test Centers. The examinations are administered for a two-week period. Once authorized to test the candidate will be notified via email and an NCCAOM® Authorization To Test Letter (ATTL) will be uploaded to the candidate’s profile.

Route 7: Formal Education: Graduates from a Professional Doctoral (PD) Program – U.S. Applicants Only

The Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) has expanded their scope of accreditation to include the following:

“The accreditation and pre-accreditation (“Candidacy”) throughout the United States of professional non-degree and graduate degree programs, including professional doctoral programs, in the field of acupuncture and/or Oriental medicine, as well as freestanding institutions and colleges of acupuncture and/or Oriental medicine that offer such programs.”

Because the ACAOM has now been approved by the U.S. Department of Education to accredit PD programs, the NCCAOM has approved a new eligibility route for graduates of a Professional Doctoral (PD) program.

Applicants using this route must be a graduate of a Professional Doctorate (PD) program that is accredited by the ACAOM or is in candidacy with ACAOM; or graduated from a Professional Doctorate (PD) program in the institution that has met the following criteria:

1. Has an ACAOM accredited Acupuncture or Oriental Medicine Master’s degree program that is in compliance with ACAOM standards;
2. Has submitted substantive change request to ACAOM to begin the PD program, and
3. Has had the PD program curriculum verified by ACAOM staff, to include all the Master’s degree competencies for the Acupuncture or Oriental Medicine program.
If above criteria are met, graduates from the PD program may apply and be eligible to sit for the NCCAOM exams, and achieve certification upon meeting all other NCCAOM certification requirements.

**Route 8: Reciprocal Route for California Licensed Acupuncturists (Implementation Date 2/01/2019)**

Beginning February 1, 2019, the NCCAOM will open **Route 8: Reciprocal Certification for California Licensed Acupuncturists**. This will be a time-limited route that will close on **December 31, 2020**. Applicants who meet all revised eligibility requirements of Route 8 will be granted NCCAOM Oriental Medicine Certification without the requirement of taking the NCCAOM examinations.

Please read the NCCAOM compilation of frequently asked questions and answers about the new, time-limited CA Reciprocal Route: [NCCAOM® Reciprocal Route for California FAQ](#). Any questions or comments should be directed to publicrelations@thenccaom.org.

**Clean Needle Technique Requirement**

**First Time Applicants:**
An NCCAOM approved Clean Needle Technique (CNT), in person practical course, is required for all first-time applicants for certification in Acupuncture or Oriental Medicine. The Council of Colleges of Acupuncture and Oriental Medicine’s (CCAOM) Clean Needle Technique (CNT) course is NCCAOM approved. The CNT course date, as noted on the CNT certificate, must be completed within six (6) years of the application date. In order to demonstrate CNT competency standards are met, all documentation of completion must be sent directly from the provider.

The NCCAOM recommends that the CNT course be completed prior to testing in Acupuncture with Point Location and Biomedicine. Completion of the CNT course is not required to take the examinations. NCCAOM certification cannot be awarded until verification of a valid CNT certificate is received directly from the provider.

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.

**Applicants Reapplying for Certification**
If completion of the in-person practical CNT course documented with NCCAOM:

- Is more than six years prior to the date of application; and
• The applicant has held a continuous license to practice acupuncture within the last three years; then
• The applicant may document the completion of a NCCAOM approved course in blood borne pathogens which meets OSHA standards taken within six years of the application date.

How to Create Your NCCAOM Account

On the NCCAOM Home Page, click on the “Log in” button on the top right.

Scroll down and click on “Login” in the Certification Portal box. Follow the instructions.

Click on “Create New Account” To avoid a duplicate record, create a New Account only if this is your FIRST time applying for initial certification.

Complete all fields to create your account. Once your account is created, the system will issue you an ID #. This number is very important and gives you access to your account – be sure to make a note of it.

Online Application

Once you have created your online account, you can begin to complete your NCCAOM® Application for Certification

For assistance, email info@thenccaom.org.
Tracking Your Certification Application

All applicants are automatically issued an NCCAOM identification number when an online profile is created. To track the certification progress, the applicant can access their online profile through the NCCAOM portal.

Processing Times

Candidates should allow two (2) weeks (U.S. applicants only) for staff to review their eligibility requirements to sit for the NCCAOM examinations, after the graduation transcript is uploaded by the school and the CNT certificate of completion is uploaded by the CCAOM. Once approved, the candidate will be notified via email and an NCCAOM® Authorization to Test Letter will be uploaded to the candidate’s profile, which will allow them to schedule their examinations at a Pearson VUE Testing Center. The candidate has four (4) years from the date their application payment is processed to complete the NCCAOM Certification.

Documentation may not be submitted by the school or CCAOM prior to the application being submitted.

Submission of an application does not automatically guarantee an applicant is eligible to sit for an NCCAOM examination.

Document Guidelines

1. Applicants are solely responsible for ensuring that NCCAOM receives all the required documentation and fees.

2. It is imperative that the applicant’s legal name be stated on the application that matches his/her legal identification. This ensures that the NCCAOM® Authorization to Test Letter has the correct information to allow the applicant entry into the testing site. The applicant will not be admitted to the testing site if the legal identification name does not match the name submitted on the application, and hence the ATT letter.

3. The applicant’s name must be included on all supporting documentation.

4. Supporting documents that are not in the English language should be accompanied by an official 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.
6. Accuracy and truthful submission and disclosure are 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.

7. The NCCAOM will verify the authenticity of all documents, including international and translated education 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.

Acceptance of the Online NCCAOM® Statement of Acknowledgement

The ‘acceptance’ of the online NCCAOM® Statement of Acknowledgement authorizes NCCAOM to obtain additional information from third parties if necessary. The acceptance also establishes eligibility for certification and authorizes NCCAOM to release examination scores to ACAOM and the school(s) attended.

Accommodations under the Americans with Disabilities Act (ADA)

Passed by Congress in 1990, the Americans with Disabilities Act (ADA) is the nation's first comprehensive civil rights law addressing the needs of people with disabilities, prohibiting discrimination in employment, public services, public accommodations, and telecommunications. NCCAOM has joined with Pearson VUE Testing Centers to assist with reasonable accommodations that do not fundamentally alter the nature of the examinations or jeopardize security. NCCAOM will review the applicant's request, documentation, and the professional recommendations to determine whether the accommodation is reasonable and appropriate to the testing environment. Requests should be submitted early in order to avoid undue delay in processing the application. A link containing complete information, forms and procedures for requesting ADA accommodations is available on the NCCAOM website.

Two (2) forms make up the ADA accommodations request and can be found on the NCCAOM website at http://www.nccaom.org/applicant-forms/. The forms should be completed and submitted along with the NCCAOM® Application for Certification. The evaluation process cannot begin until all the components to the request are received so plan accordingly:

1. NCCAOM® ADA Candidate Request Form describes the disability and the need for specific accommodations. The disability or functional limitation should align with the accommodation so that the adjustment to the testing procedure is applicable to the identified impairment. A functional...
limitation is defined as the behavioral manifestation of the disability that impedes the individual’s ability to function.

2. **NCCAOM® ADA School Confirmation Form** documents previous accommodations provided by an educational institutions or other testing agencies. If no prior accommodations were provided, the school official should include a detailed explanation as to why no accommodations were given in the past and why accommodations are needed now.

In addition to the required forms, a current evaluation report (within the past five years) from a licensed professional will be needed to make a determination in the accommodation that can be provided. The licensed professional should have a "professional/clinical relationship" with the candidate, having treated and/or consulted with the candidate within the last five (5) years. Based on the type of disability, some documentation may be outdated or inadequate in scope or content. It may not address the student’s current level of functioning or need for accommodations because changes may have occurred since the previous evaluation was conducted. In such cases, NCCAOM may request an updated report. Since the purpose of an updated report is to determine the student’s current need for accommodations, the update should include documentation that is no more than five (5) years old, with a letter from your licensed professional stating that the documentation accurately reflects your current abilities and limitations. The letter must be on the professional’s official letterhead and include their address, telephone number, signature, and credentials.

The report should include:

1. The specific diagnostic procedures or tests administered. Diagnostic methods used should be appropriate to the disability and in alignment with current professional protocol.
2. The results of the diagnostic procedures and/or tests and a comprehensive interpretation of the results.
3. The specific diagnosis of the disability, with an accompanying description of the examinee’s limitations due to the disability.
4. A summary of the complete evaluation with recommendations for the specific accommodations and how they will reduce the impact of identified functional limitation.

Please do **not** submit the following documents; the NCCAOM will not accept them.

1. Handwritten letters from licensed professionals.
2. Handwritten patient records/notes from patient chart.
3. Diagnoses on prescription pad.
4. Self-evaluations found on the Internet or in any print publication.
5. Research articles.
6. Original evaluation/diagnostic documents; submit copies of the original documents.
7. Previous correspondence from the NCCAOM; the NCCAOM maintains copies of all correspondence.
8. Correspondence from educational institutions or testing agencies not directly addressed to the NCCAOM.

Scheduling an NCCAOM examination with a Pearson VUE Testing Center is done after the accommodation has been approved. If you schedule a testing appointment before the approval of testing accommodations, you will be required to reschedule the appointment.

**NOTE:** Testing accommodations cannot be added to a previously scheduled testing appointment.

**Agent Designation Form**

Applicants who wish to have another person make inquiries on their behalf should submit an NCCAOM® Agent Designation Form. The form is available on the NCCAOM website at www.nccaom.org. For security reasons, all inquirers will be asked for identifying data that helps NCCAOM protect the applicant’s personal information.

**U.S. Veterans Reimbursement**

The NCCAOM examinations have been approved by the Department of Veterans Affairs for reimbursement to military personnel eligible for the G.I. Bill. Veterans should submit their official NCCAOM examination results and a copy of the paid receipt to the appropriate processing center of the Department of Veteran Affairs for reimbursement. Additional information can be found by visiting the license and certification program section of the Department of Veterans Affairs website at www.gibill.va.gov.

**Name Change**

Notification of a name change must be made in writing and mailed to NCCAOM. The following documents are required:

1. NCCAOM® Name Change Request Form
2. A copy of the court order authorizing the name change (i.e., marriage license, divorce decree, etc.)
3. A copy of a government issued photo ID (i.e., driver’s license, passport) containing the newname.

**Changing an NCCAOM Certification Program**

During the NCCAOM application process, the candidate may wish to change to a different certification program. The NCCAOM Upgrade (from Acupuncture (AC) to Oriental Medicine (OM)) Application must be requested by contacting NCCAOM via phone at (888) 381-1140 or email at info@thenccaom.org. Downgrade (from OM to AC) Application becomes automatically available from the candidate’s NCCAOM Portal after the Acupuncture with Point Location, Foundations of Oriental Medicine and Biomedicine exam modules are passed. NCCAOM staff are happy to assist and can be reached for more information by emailing info@thenccaom.org.
### NCCAOM Certification and Examination Fee Schedule

<table>
<thead>
<tr>
<th>Application Fee (Paid to NCCAOM)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Oriental Medicine Certification</td>
<td>$595</td>
</tr>
<tr>
<td>Acupuncture Certification</td>
<td>$500</td>
</tr>
<tr>
<td>Chinese Herbology Certification</td>
<td>$500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NCCAOM Examination Fee (Paid to Pearson Vue)</th>
<th>English &amp; Foreign Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOM – Foundations of Oriental Medicine</td>
<td>$310</td>
</tr>
<tr>
<td>ACPL – Acupuncture with Point Location</td>
<td>$310</td>
</tr>
<tr>
<td>CH – Chinese Herbology</td>
<td>$310</td>
</tr>
<tr>
<td>BIO - Biomedicine</td>
<td>$310</td>
</tr>
<tr>
<td>Copy of Records (special request)</td>
<td>$25</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$35</td>
</tr>
<tr>
<td>Duplicate NCCAOM Certificate and/or ID Card</td>
<td>$50 each</td>
</tr>
<tr>
<td>NCCAOM® Duplicate Certificate – ID Card Order Form</td>
<td></td>
</tr>
<tr>
<td>Certification/Examination Results to a State Board</td>
<td></td>
</tr>
<tr>
<td>Candidate or Diplomat</td>
<td>$45</td>
</tr>
<tr>
<td>Former Diplomate Inactive Status</td>
<td>$75</td>
</tr>
<tr>
<td>Former Diplomate Lapsed Status</td>
<td>$100</td>
</tr>
<tr>
<td>Terminated Constituent</td>
<td>$150</td>
</tr>
<tr>
<td>Constituent with Expired Application</td>
<td>$150</td>
</tr>
</tbody>
</table>

### Optional Diplomate Marketing Resources

http://www.academyofdiplomates.org/academy-benefits/marketing-materials/

| NCCAOM Certification Booklets | Varies depending on quantity ordered |
| Consumer Guide Brochure       |  |
| Providing National Standards Brochure |  |

*For your protection, Visa, MC and Amex payments are accepted for online applications.*

**Payment is non-refundable.**
The NCCAOM Job Analysis Survey is the national survey of the acupuncture and Oriental medicine (AOM) profession. The survey is completed by Diplomates and AOM practitioners every four years and tracks the established skills and emerging new tasks in the AOM profession. Specific data is collected to identify the knowledge, skills and abilities (KSAs) necessary to successfully perform each task. Tracking the tasks and KSAs monitors the changes in AOM skills overtime that have an impact on the entry examinations for the profession. Therefore, the NCCAOM Job Analysis is the link that connects the examination content to the core KSAs required for competent practice and national board certification in the AOM profession.

NCCAOM will begin the next AOM Job Analysis Survey in 2017. Diplomates are encouraged to participate and can earn PDA points for their input into this important survey.
NCCAOM Examination Prep Center: Practice Tests, Study Guides, and Content Outlines

The NCCAOM has developed the following resources to assist candidates in preparing for the examinations. The study guides contain the expanded content outlines for each of the NCCAOM examinations based on the 2013 Job Task Analysis. The new study guides based on the 2017 NCCAOM Job Analysis will go into effect at the beginning of 2020. In addition, each study guide contains an NCCAOM® Examination Administration Frequently Asked Questions to assist candidates with completing the examination process.


Study guides are a complimentary PDF file that can be downloaded at no cost. If the applicant prefers, a printed edition of the study guide may be purchased by submitting the NCCAOM® Examination Study Guide Order Form which is available on the NCCAOM website.

**NCCAOM Examination Prep Center to include Practice Tests**

[Official NCCAOM Practice Tests™](http://www.nccaom.org/nccaom-exam-preparation-center/)

At NCCAOM, we place a high value on helping you become as prepared as possible for the National Board Exams. We want you to walk out of the real exam confident and knowing that your time preparing with NCCAOM was a worthwhile!

The Acupuncture, Oriental Medicine, and Chinese Herbology certification programs each have a comprehensive NCCAOM® Candidate Preparation Handbook containing all the information a candidate (approved applicant) needs to prepare for the NCCAOM exams. In addition, the NCCAOM Exam Content Outlines are available in English, Chinese and Korean language for each module. Please click the appropriate tile below to access Exam Content Outlines and Preparation Handbooks.

*Purchase of the Official NCCAOM Practice Tests™ does not guarantee success on the NCCAOM Certification Exams.*
**NCCAOM Examination Format**

The adaptive examinations are offered in English and delivered in a computerized format that consist of 100 multiple choice questions. One question appears at a time on the computer screen and may include visual materials such as graphs or photographs. Once the candidate selects their answer, they can move to the next question. It is important to note that the candidate is not able to go back to review or change answers once they have moved to the next question.

The NCCAOM examinations are also offered in the Chinese and Korean language. Due to the complexity of the foreign language examinations, they are scheduled only when an identified number of candidates are registered per examination. The exams are offered in a linear computerized format that consist of 100 multiple choice questions. Unlike the adaptive examinations, at the end of the test, the candidate has the opportunity to go back and review and/or change previously answered questions. Dates of examination administrations are available on the website at [www.nccaom.org](http://www.nccaom.org).

**Computerized Adaptive vs. Linear Exam Formats**

<table>
<thead>
<tr>
<th>Administration Features</th>
<th>Adaptive Format</th>
<th>Linear Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adheres to Exam Content Outline</td>
<td>Yes</td>
<td>Yes (Foreign Language Exam)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>100 items 2.5 hours allotted</td>
</tr>
<tr>
<td></td>
<td></td>
<td>time (English Exam)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>130 items 3.25 hours allotted</td>
</tr>
<tr>
<td></td>
<td></td>
<td>time</td>
</tr>
<tr>
<td>Availability</td>
<td>Year round</td>
<td>Specified dates</td>
</tr>
<tr>
<td>Exam Length and Allotted Time</td>
<td>100 items 2.5 hours allotted time</td>
<td>Foreign Language Exam</td>
</tr>
<tr>
<td></td>
<td></td>
<td>100 items 2.5 hours allotted</td>
</tr>
<tr>
<td></td>
<td></td>
<td>time (English Exam)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>130 items 3.25 hours allotted</td>
</tr>
<tr>
<td></td>
<td></td>
<td>time</td>
</tr>
<tr>
<td>Non-Disclosure Agreement</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Exam Administration</td>
<td>Unique format for each candidate</td>
<td>Fixed format for all candidates</td>
</tr>
<tr>
<td>Ability to Skip Items</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Review Feature</td>
<td>No</td>
<td>Yes, once all items have been</td>
</tr>
<tr>
<td></td>
<td></td>
<td>answered.</td>
</tr>
<tr>
<td>Preliminary Pass/Fail Status Before</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>End of Exam</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Official Results Report</td>
<td>Mailed within 20-30 business days</td>
<td>Mailed within 30-45 business</td>
</tr>
<tr>
<td></td>
<td></td>
<td>days</td>
</tr>
</tbody>
</table>

**NCCAOM Examination Policies**

**Confidentiality and Policy Violations**

NCCAOM is committed to the integrity and security of its examination process. Candidates 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., sharing 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 examination 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 examination period,
2. violated procedural rules before or during the examination, and/or
3. appeared to engage in a method of cheating or seeking unfair advantage either before or during the examination.

NCCAOM will review these reports and apply appropriate disciplinary sanctions. Strict adherence to NCCAOM examination policies and procedures is enforced without exception. Participation in any examination policy violation(s) occurring during or in connection with an examination, 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.

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 examination 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 examination 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.

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) within 30 days of taking the examination. Please be specific when challenging a question. The written complaint must include the candidate’s name, address, test date and location, examination taken (FOM, ACPL, BIO, CH) and a description of the specific question or concern. Failing an examination alone is not sufficient grounds to submit a complaint.

The question or concern will be presented to the respective NCCAOM 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 under review is found to be flawed, the candidate’s examination will be rescoring. The candidate will be notified in writing within 45 business days 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 imperative the candidate refrain from discussing the content of the examination question with anyone other than the NCCAOM Testing Department. Doing so is a violation of the **NCCAOM® Non-Disclosure Agreement** which could result in disciplinary action.

Examination Content Appeal
If a candidate is not satisfied with the decision of the Examination Development Committee (EDC), they may appeal the decision by submitting a letter in writing and within 30 days to the NCCAOM’s Executive Office (executiveoffices@thenccaom.org). The letter should describe the rationale for filing the appeal. The NCCAOM Board of Commissioners will review the appeal at its next regularly scheduled meeting. The candidate will be notified of the Board’s decision, in writing and within 30 business days.

Hand Score
A candidate may request their NCCAOM examination be hand scored within 30 days of the test administration. A hand score is simply a manual check of the computer scoring process to ensure that the responses are accurately recorded. **A hand score does not constitute a review of examination content.** The hand score request should be in writing and mailed to the NCCAOM offices, Attention Hand
Score with the $50 payment per examination. Individual questions will not be discussed or considered during the hand score process.

**Scheduling an NCCAOM Examination**

NCCAOM adaptive examinations are scheduled by the candidate and offered year-round at any of the Pearson VUE Testing Centers. Linear examinations are offered at select times and have a window within which to register. The NCCAOM® Authorization to Test (ATT) Letter is uploaded to the candidate’s profile, where a PDF of the ATT letter can be printed at any time. Therefore, it is imperative that the candidate keep their contact information (electronic/email and physical address) up-to-date with the NCCAOM. The ATT letter is very important because it contains the information needed to schedule examinations and gain access to the Pearson VUE testing center. The candidate has the flexibility to select their own schedule and can register by telephone or over the internet.

The NCCAOM assigns a ‘school code’ to institutions for the purpose of internal reporting. The school code is required by Pearson VUE during the registration process. The codes can be found at the candidate’s school or on the NCCAOM website www.nccaom.org.

Note: The NCCAOM application is valid for four (4) years. The candidate has five (5) attempts to successfully pass each examination. Missed examinations are not counted as an attempt, however the payment is non-refundable.

**Examination Day – Be Prepared!**

**Entry Requirements at the Pearson VUE Testing Center**

*Arrive at the testing center early!* Candidates who enter after the appointed time will not be allowed to take the examination and payment will be forfeited. Candidates are advised to read Pearson VUE’s policies and instructions carefully. Below are some helpful tips.

**Personal Identification Required**

1. **NCCAOM® Authorization to Test Letter**

2. Identification (ID) with photo and signature: Driver’s license OR a government ID with photo and signature and a second ID with a signature.

The name on the NCCAOM® Authorization to Test Letter must match the name on the ID card. If not, Pearson VUE will not allow the candidate to enter and the examination payment is forfeited. Also note, all identification must be current (not expired).

Please make sure the name submitted on the NCCAOM® Application for Certification is the exact same as on the identification card to be used when entering the testing site.
Palm Vein Test
Palm Vein Test (PVT) is a standard procedure at Pearson VUE Testing Centers. Palm Vein Technology:
1. ensures each test taker has a single record,
2. represents a virtually error-free identification system that is non-intrusive to the user,
3. increases accuracy and security around the candidate check-in (and out) process, and
4. verifies repeat test takers and candidates as they enter (or exit) the test center.

Fingerprints
Additional fingerprints may be taken before sitting at the computer and also if the candidate leaves the room at any time during the examination.

Surveillance
For security purposes, candidates will be audio and videotaped during the examination.

Weather
In the event of inclement weather, unforeseen emergencies, or "Acts of God" additional examination fees will not be incurred if your test is cancelled by NCCAOM or Pearson VUE.

Cancellation or Rescheduling an NCCAOM Examination
The candidate must contact Pearson VUE at www.vue.com to cancel and/or reschedule an examination at least 24 hours in advance or the payment will be forfeited. Pearson VUE will email the candidate a cancellation confirmation number. It is imperative the candidate keep this number in case of a cancellation dispute.

NCCAOM® Non-Disclosure Agreement

PLEASE NOTE
As soon as the proctor logs the candidate onto the computer, the NCCAOM® Non-Disclosure Agreement and General Terms of Use for NCCAOM Examinations will appear on the computer screen. The testing period has begun! The candidate must accept the non-disclosure agreement within the FIRST 5 MINUTES or the examination session will terminate. Candidates will be required to reapply and pay the full registration fee when rescheduling the examination. To help prepare the candidate, the NCCAOM has provided the NCCAOM® Non-Disclosure Agreement for review prior to examination day.
**NCCAOM® Non-Disclosure Agreement and General Terms of Use for NCCAOM Examinations**

“I have read and understand the Examination Instructions. I have agreed to abide by the NCCAOM ® Grounds for Professional Discipline; 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 NCCAOM ® Grounds for Professional Discipline, I understand that my scores will be cancelled and I may not have the opportunity to test again.

Additionally, I understand that this examination 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 examination, 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.”

**Examination Results Notification**

A scaled score of 70 is required to pass each of the NCCAOM examinations. Upon completion of the adaptive examination, the computer will display a preliminary pass/fail notice. The candidate is asked to acknowledge that it is a preliminary notice. Upon completion of the linear examination, the computer does NOT display a preliminary pass/fail notice. The candidate must wait for the official report to be mailed to them.

The official pass result does not display a numerical score. The fail result however, provides a numerical scaled score and provides the candidate with a breakdown of sections showing areas of weaknesses. The official pass/fail result is mailed to the candidate by the U.S. Postal Service within 3 to 4 weeks of taking the examination. Candidates can track their examination results online by accessing their NCCAOM online profile account. Although every effort is made to ensure the accuracy of the information reported online, the mailed pass/fail result is the official notification.

**Note:** The candidate’s examination results are released to ACAOM and their school. The information is used to evaluate the AOM educational program which is required as part of the school’s accreditation with ACAOM.
Retaking an Examination

45 Day Wait Rule
A candidate who fails an NCCAOM examination is required to wait 45 days from the previous test date to re-sit for the examination. The NCCAOM encourages candidates to obtain remedial education through their school, reputable test preparation services, or publications. Reminder, the NCCAOM® Study Guides are available online free of charge and the NCCAOM now offers the Official NCCAOM Practice Tests™.

Five Time Rule
Candidates are allowed a total of five (5) attempts to successfully pass an examination (all formats and/or languages inclusive).

Reminder: Three requirements NCCAOM eligibility to test
1. Meet education requirements
2. Graduate transcript sent directly to NCCAOM from the school.
3. CNT Certificate sent directly to NCCAOM from CCAOM.

One requirement to achieve NCCAOM initial certification (excluded Route 8)
1. Pass all examinations for the certification program.
CONGRATULATIONS! NCCAOM CERTIFIED! ACTIVE DIPLOMATE STATUS!

Within four (4) to six (6) weeks, the NCCAOM Certification will be processed. In the next four (4) to six (6) weeks, the new Diplomate will receive a wall-mountable NCCAOM Certificate and an official letter of Certification that contains a wallet-size identification card.

NCCAOM Diplomate Benefits

Proudly display you are “National Board-Certified Acupuncturist™”; and use one or more of the service marks below:

Dipl. O.M. (NCCAOM)®   Dipl. Ac. (NCCAOM)®   Dipl. C.H. (NCCAOM)®   Dipl. ABT (NCCAOM)®

Have consumers and professionals find you in the NCCAOM’s Find a Practitioner Directory.
Verify your certification status through the NCCAOM Registry.
Communicate with your peers through NCCAOM’s Facebook, LinkedIn, and Twitter pages.
Be listed in the HealthProfs Acupuncture Directory and save a value of $180 for a 6-month listing!
Create a FREE website from ChiOnline.
Access discounted frames for displaying your NCCAOM Diploma.
Join NCCAOM as a volunteer and serve on a committee, panel or taskforce with your peers.
Be eligible to serve on the NCCAOM Board Commissioners or the NCCAOM Academy of Diplomates.
Receive complimentary issues of the NCCAOM newsletter The Diplomate: E-news You Can Use.
Be eligible for reduced fees for services offered by NCCAOM and its strategic partners.

Promotional Website and Marketing Brochures

Visit the Diplomate Benefits page at http://www.academyofdiplomates.org/academy-benefits/
Maintaining NCCAOM Certification
Achieving NCCAOM certification demonstrates the mastery of specific core competencies including knowledge, skills, and abilities required within an AOM professional practice; therefore, the focus of NCCAOM recertification is to maintain the core competencies and advance the professional growth and development of the Diplomate. To that end, the Diplomate is required to earn 60 hours of continuing education in a four (4) year period. The Professional Development Activity or “PDA” program was created as NCCAOM’s department of continuing education. The PDA program was created to provide an avenue for NCCAOM Diplomates to earn “PDA Points” (CEUs) for participating in recognized programs that apply toward NCCAOM recertification requirements. In turn, the NCCAOM PDA Department partners with individuals and organizations to provide these quality education programs. It is the responsibility of the NCCAOM Diplomate to confirm, in advance, if the course content is within their state scope of practice and if the state regulatory board will accept the PDA points.

NCCAOM Certification vs. State Licensure
The NCCAOM is a voluntary, non-profit organization that provides ‘national board certification’ for its Diplomates. Licensure is the process whereby a government (state or local) grants an individual permission to pursue an occupation and/or operate a business. NCCAOM examinations and/or Certification does not guarantee the Diplomate a state acupuncture license; licensing is regulated by the state in which a Diplomate practices and varies greatly from state to state. For this reason, it is important that the Diplomate plan ahead and become familiar with their State’s Acupuncture Scope of Practice and requirements. State licensing information is available on the NCCAOM website at [http://www.nccaom.org/state-licensure/](http://www.nccaom.org/state-licensure/).

Examination Results and Certification Verification to a State Acupuncture Board
Diplomates can now log into their NCCAOM online profile and request to have their examination results and verification of NCCAOM certification sent to a state licensing board or outside agency. Allow 7 to 10 business days from receipt of the request by the NCCAOM for the report to be sent to the state. The requests should not be submitted until the NCCAOM Certification and licensing requirements are met for each state. NCCAOM will NOT hold the examination and certification request for candidates who have yet to complete their certification. It is the Diplomate’s responsibility to verify licensure deadlines with the state in which they plan to practice.

Non-candidates and Former Diplomates: NCCAOM will send examination information to state acupuncture boards for non-candidates and former Diplomates. The report will include a disclaimer indicating examinations over eight (8) years old are not valid for initial NCCAOM certification.
NCCAOM Request for Information and Appeal Process

NCCAOM provides for a fair and equitable process to review and resolve a certification or recertification request or complaint. A candidate or a Diplomate may submit a request or file a complaint to NCCAOM if they believe there has been an error in a certification or recertification decision; or if they have comments about specific aspects of the process.

How to Submit a Request for Information

1. If an “applicant”, “candidate” or “Diplomate” believes there has been an error in a certification/recertification decision or has comments about specific aspects of a process, they may complete the NCCAOM® Request Form and email it to applications@thenccaom.org.

2. An acceptable reason for a request includes a situation that affects life circumstances (e.g., personal, family, medical, financial, etc.). The candidate/Diplomate should be specific when outlining the request or complaint and submit documentation within 30 days of the event.

3. Grievous complaints that jeopardize the safety of a patient or the public are forwarded to the Professional Ethics & Discipline Department for their review and potential investigation.

4. NCCAOM staff will research the request or complaint and, if necessary, seek counsel from senior management for a resolution that meets compliance with the policies of NCCAOM.

5. NCCAOM staff will communicate the decision, in writing to the candidate/Diplomate within 30 days of the receipt of the request.

How to Appeal an NCCAOM Decision

1. If an applicant, candidate or Diplomate is not satisfied with a decision made by the NCCAOM staff, they may appeal it, in writing, by mailing a letter to the NCCAOM offices or emailing the letter to applications@thenccaom.org.

2. The NCCAOM must receive the appeal letter within 30 days of the candidate’s receipt of NCCAOM’s initial decision. A rational justification is required for filing an appeal.

3. The applicant/candidate/Diplomate’s appeal will be reviewed by their peers who sit on the NCCAOM Eligibility/Recertification Committee at the next scheduled meeting. The candidate/Diplomate will be notified of the Committee’s decision in writing, within 30 days of the meeting.
4. The candidate/Diplomate can appeal the NCCAOM Eligibility/Recertification Committee's decision and submit a final appeal to the NCCAOM Board of Commissioners. The appeal will be reviewed at the next regularly scheduled Board meeting. The candidate/Diplomate will be notified of the Board’s review, in writing and within 30 days of the meeting date.

Notes: