



**NCCAOM Chinese Herbal Compounding and Safety (CHCS)  
Certificate of Qualification (COQ)**

**Volunteer Subject Matter Expert (SME) Application**

Step 1:

- ✓ First, make sure you have the most recent Adobe Reader software downloaded to your computer (<https://get.adobe.com/reader/>). This will allow you to type in this application.
- ✓ Fill in the information below and save the application to your computer.

Name:	
Email:	
Address:	
NCCAOM ID #:	
AOM State License & #:	
AOM Degree:	
Credentials:	

Step 2:

- ✓ Open the [NCCAOM® Certificate of Qualification Volunteer Subject Matter Expert Position Description](#) by clicking on this link.
- ✓ Review carefully then type your name and date on the last page.
- ✓ Save it to your computer.

Step 3:

- ✓ Email the application, SME position description and your professional resume to Jennifer Nemeth at [jnemeth@thenccaom.org](mailto:jnemeth@thenccaom.org).

Your resume should outline the following:

- Experience in the development, monitoring, and standard setting of curriculum and assessment instruments.
- Clinical experience in the subject matter: Chinese Herbal Compounding, Dispensing and Safety.
- Experience with FDA good manufacturing processing.
- Teaching experience: online and/or face-to-face.
- Internet and computer skills.
- Languages spoken and written.

Jennifer will email you when your application is received. Thank you for applying to become an NCCAOM SME volunteer!