

Reinstatement to NCCAOM[®] Certification Handbook

**NATIONAL CERTIFICATION COMMISSION FOR
ACUPUNCTURE AND ORIENTAL MEDICINE**



*National Standards of Competence
in Acupuncture and Oriental Medicine*

76 S. Laura Street, Suite 1290
Jacksonville, FL 32202
904-598-1005
www.nccaom.org



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.



Reinstatement to NCCAOM® Certification Handbook
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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)®

Be a member of the new **NCCAOM® Academy of Diplomates**.

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!

Enroll in **Call a Doctor Plus Services**, a wellness program for you and your family, and receive a discount.

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 Diplomat: 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).
10. Being convicted of a misdemeanor related to a healthcare practice.
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.



Guide to NCCAOM Reinstatement

The purpose of the NCCAOM's reinstatement program is to provide a pathway for terminated Diplomates to regain their NCCAOM Certification.

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).
 - a. Complete a Council of Colleges Acupuncture and Oriental Medicine (CCAOM) *CNT Live Presentation Course* within the last 6 years, **OR**
 - b. Complete a CCAOM PDA approved *CNT Review Course* if your state acupuncture license has been at Active status for the last three consecutive years.
6. Complete a background check at <https://www.nccaomscreener.com/>.
7. Successfully pass the NCCAOM Reinstatement Examination for the designated certification.

NCCAOM Certification	NCCAOM Reinstatement Exam
Acupuncture	<i>Acupuncture Reinstatement Examination</i>
Chinese Herbology	<i>Chinese Herbology Reinstatement Examination</i>
Oriental Medicine	<i>Oriental Medicine Reinstatement Examination</i>
Acupuncture <u>and</u> Chinese Herbology	<i>Acupuncture and Chinese Herbology Reinstatement Examination</i>

Registration Dates	Reinstatement Examination Dates
November 1, 2016 to March 24, 2016	March 13 to March 25, 2017
November 1, 2016 to June 23	June 12 to June 24, 2017
November 21, 2016 to October 6, 2017	September 25 to October 7, 2017

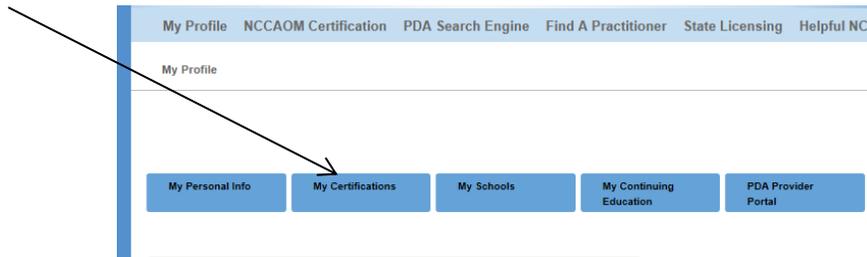


Application Process

The NCCAOM® *Application for Reinstatement* is valid for two years and may be downloaded from the NCCAOM website at [here](#). Acceptable forms of payment are credit card, check or money order. NCCAOM will be happy to mail the NCCAOM® *Reinstatement to Certification Handbook* and the application for a payment of \$35.00 to cover administrative fees. The order form is located under the “Forms” tab on the NCCAOM’s homepage. Please mail the application using a postal service that can confirm the delivery date of the package at NCCAOM. Faxed or scanned copies of the application are not accepted.

Tracking Your Reinstatement Application

Reinstatement applicants have been issued an NCCAOM identification number in the past. To track the certification progress, the applicant can access their online profile through the NCCAOM portal <http://mx.nccaom.org/MyProfile.aspx>.



Processing Times

Candidates should allow six (6) to eight (8) weeks for staff to review their application to sit for the NCCAOM reinstatement examinations. Once approved, the candidate will be issued an NCCAOM® *Authorization to Test Letter* which will allow them to schedule their examinations at a Pearson VUE Testing Center. The candidate has two (2) years from the date their application payment is processed to complete the NCCAOM Certification. Candidate documentation that arrives before an application is submitted and the payment is processed will be held at NCCAOM for a period of three (3) months.

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.

Signature

The signature on the paper application or the 'acceptance' of the online *NCCAOM® Statement of Acknowledgement* authorizes NCCAOM to obtain additional information from third parties if necessary. The signature or 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 new name.

NCCAOM Reinstatement to Certification and Examination Fee Schedule

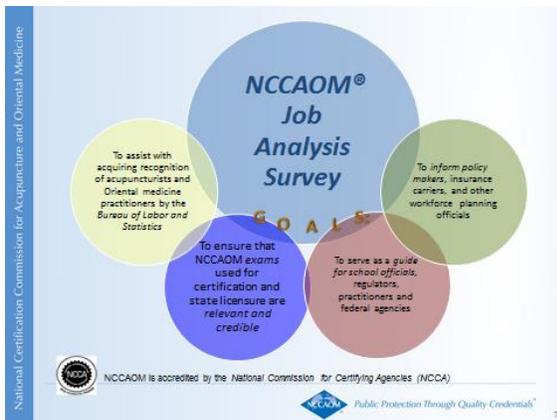
NCCAOM® Academy of Diplomates membership	N/C
Reinstatement Application Fee (Paid to NCCAOM)	\$100
Reinstatement to NCCAOM Examinations (Paid to Pearson Vue Testing Center)	
Oriental Medicine Reinstatement Exam (paid to Pearson Vue)	\$550
Acupuncture Reinstatement Exam	\$450
Chinese Herbology Reinstatement Exam (paid to Pearson Vue)	\$450
Acupuncture & Chinese Herbology Reinstatement Examination	\$550
Copy of Records (special request)	\$25
Returned Check Fee	\$35
Duplicate NCCAOM Certificate and/or ID Card <i>NCCAOM® Duplicate Certificate – ID Card Order Form</i>	\$50 each
Certification/Examination Results to a State Board	\$45
Optional Diplomat 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	



NCCAOM Examination Preparation & Resources

NCCAOM Certification	NCCAOM Reinstatement Exam
Acupuncture	<i>Acupuncture Reinstatement Examination</i>
Chinese Herbology	<i>Chinese Herbology Reinstatement Examination</i>
Oriental Medicine	<i>Oriental Medicine Reinstatement Examination</i>
Acupuncture <u>and</u> Chinese Herbology	<i>Acupuncture and Chinese Herbology Reinstatement Examination</i>

Linking NCCAOM Job Analysis Survey and Examinations



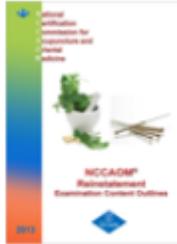
The NCCAOM Job Analysis Survey is the national survey of the acupuncture and Oriental medicine (AOM) profession. The survey is completed by Diplomates and AOM practitioners every four years and tracks the established skills and emerging new tasks in the AOM profession. Specific data is collected to identify 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 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. In addition, each study guide contains an *NCCAOM® Examination Administration Frequently Asked Questions* to assist candidates with completing the examination process.



Study Guides are available at
<http://www.nccaom.org/examination-process-details/>

[Reinstatement
Exam Content
Outlines](#)

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 Reinstatement Examination Format

The NCCAOM reinstatement examinations are offered in a linear computerized format with 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.



Oriental Medicine Certification

Domains	Number of Questions	Time Allowed
Foundations of Oriental Medicine	50	5 Hours
Acupuncture with Point Location	50	
Chinese Herbology	50	
Biomedicine	50	

Acupuncture Certification

Domains	Number of Questions	Time Allowed
Foundations of Oriental Medicine	50	3.5 Hours
Acupuncture with Point Location	50	
Biomedicine	50	

Chinese Herbology Certification

Domains	Number of Questions	Time Allowed
Foundations of Oriental Medicine	50	3.5 Hours
Chinese Herbology	50	
Biomedicine	50	

Acupuncture and Chinese Herbology Certification

Domains	Number of Questions	Time Allowed
Foundations of Oriental Medicine	50	5 Hours
Acupuncture with Point Location	50	
Chinese Herbology	50	
Biomedicine	50	



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 rescored. 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 reinstatement examinations are offered for a two-week period, three times per year at any of the Pearson VUE Testing Centers. The *NCCAOM® Authorization to Test (ATT) Letter* is mailed to the applicant via the U.S. Postal Service. Therefore, it is imperative that the candidate keep their 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 NCCAOM reinstatement application is valid for two (2) 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).

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 linear examination, the computer will 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.

Retaking an Examination - 45 Day Wait Rule

A candidate who fails an NCCAOM examination is required to wait a minimum of 45 days or to the next testing administration period to re-sit for the examination. The NCCAOM encourages candidates to obtain remedial education through reputable test preparation services or publications. Reminder, the [NCCAOM® Study Guides](#) are available online free of charge.

Five Time Rule

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



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 “**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)[®]

Be a member of the new **NCCAOM[®] Academy of Diplomates**.

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!

Enroll in **Call a Doctor Plus Services**, a wellness program for you and your family, and receive a discount.

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/>.

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 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:



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