

# NCCAOM<sup>®</sup> Retired Designation 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](http://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.



## ***NCCAOM® Retired Designation 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](http://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*.



## Purpose and Benefits of NCCAOM® Retired Designation

The NCCAOM is indebted to its long standing Diplomates who have devoted many years to the practice of acupuncture and Oriental medicine and also contributed immensely to the NCCAOM and the profession. The retired Diplomat designation allows veteran Diplomates to stay involved with the Acupuncture and Oriental Medicine (AOM) profession and continue their affiliation with NCCAOM.

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



Dipl. O.M., Retired (NCCAOM®)



Dipl. Ac, Retired (NCCAOM®)



Dipl. C.H., Retired (NCCAOM®)



Dipl. ABT, Retired (NCCAOM®)

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

Verify your retirement status through the **NCCAOM Registry**.

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

**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**.



## Guide to NCCAOM Retired Status

### Requirements for Retired Designation

1. Currently at Active or Inactive NCCAOM status. **OR** permanently disabled making it impossible to continue as an AOM practitioner. Former Diplomates at terminated status are eligible if permanently disabled while at active or inactive status.
2. Sixty-two (62) years of age.
3. Must be permanently retired as an AOM practitioner (not treating patients), a recognized subspecialty, or other health profession in the United States or abroad.
4. The Diplomate may not practice acupuncture or Oriental medicine in an office or clinical setting.
5. Have a free discipline record with NCCAOM and the state acupuncture license record at the time of application.

### Reactivation to NCCAOM Certification

At times, an individual's life circumstance changes. The Retired Diplomate should notify the NCCAOM of a change that would render them ineligible for continued Retired status. A retired Diplomate who wishes to return to active status must meet the requirements for recertification or reinstatement, whichever are applicable.

### Application Process

The *NCCAOM® Application for Retired Designation* is a paper application and may be printed from the NCCAOM website at <http://www.nccaom.org/diplomates/diplomate-resources/diplomate-forms/>. Please mail the application and supporting documents to NCCAOM using a postal service that confirms the delivery date of the package at NCCAOM. Faxed or scanned copies of the application are not accepted.

### Retired Designation Documentation

1. *NCCAOM® Retired Designation Application*
2. Copy of a government issued picture ID (e.g., driver's license) documenting age.
3. State license verification demonstrating a clear disciplinary record from each state.
4. Former NCCAOM Diplomates currently in lapsed or terminated status – submit date of retirement from the AOM profession.
5. Disabled applicants – Proof of Supplemental Security Income (SSI) or proof of disability. Include the date permanent disability commenced.
6. Application fee of \$50.00.



### Processing Times

Applicants should allow six (6) to eight (8) weeks for staff to review their application for retirement. Applicant documentation that arrives before an application will be held for a period of three (3) months.

### Document Guidelines

1. Applicants are solely responsible for ensuring that NCCAOM receives all the required documentation and fees.
2. The applicant's name must be included on all supporting documentation.
3. Supporting documents that are not in the English language should be accompanied by an official English translation.
4. 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.
5. 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.

### 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](http://www.nccaom.org). For security reasons, all inquirers will be asked for identifying data that helps NCCAOM protect the applicant's personal information.

### 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. Documentation 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 Retired Status Fee Schedule

Diplomates may pay by a credit card, check, or money order. Payment is due in U.S. dollars and payable to NCCAOM. The application fee is non-refundable.

NCCAOM® Academy of Diplomates membership	N/C
Retired Designation Application Fee	\$50
Copy of Records (special request)	\$25
Returned Check Fee	\$35

### 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 Diplomat 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 “Diplomat” 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](mailto: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/Diplomat 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/Diplomat 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](mailto: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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