



National Certification Commission  
for Acupuncture and Oriental Medicine



# 2012 NCCAOM<sup>®</sup> RETIRED DESIGNATION HANDBOOK FOR:

*Diplomate of Acupuncture, Retired (NCCAOM)*

*Diplomate of Chinese Herbology, Retired (NCCAOM)*

*Diplomate of Oriental Medicine, Retired (NCCAOM)*

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



## NOTES



**The NCCAOM<sup>®</sup>  
Mission is**

*to establish, assess, and promote  
recognized standards of  
competence and safety in  
acupuncture and Oriental medicine  
for the protection and benefit of the  
public.*

**Non-Discrimination Policy**

The NCCAOM does not discriminate on the basis of race, color, age, gender, sexual orientation, political or religious beliefs, handicap, marital status, or national origin.



## Table of Contents

<b>Introduction.....</b>	<b>5</b>
<b>About the NCCAOM .....</b>	<b>6</b>
<b>Benefits of Retired Designation ... ..</b>	<b>7</b>
<b>Definition of Terms .....</b>	<b>8</b>
<b>Eligibility Requirements .....</b>	<b>9</b>
General Requirements	
Diplomate Status Requirements	
Application and Documentation Requirements	
<b>Continuing Requirements.....</b>	<b>10</b>
Requirements for Maintaining Designation of Retired Diplomate	
Reactivation to Diplomate Active Status	
<b>General Information.....</b>	<b>11</b>
Professional Conduct	
Change of Professional Status Notification	
NCCAOM Identification Number	
Notarization of Application	
Application Delivery and Receipt by the NCCAOM	
Agent Designation Form	
Processing Times for Application Review	
Name Change	
Disciplinary Action	
Authenticity and Adequacy of Documentation	
Document Guidelines	
Insufficient Documentation Notification	
Certificate Delivery	
Change of Personal Information	
Confidentiality	
NCCAOM Information Disclosure Policy	
Disciplinary Actions and Reporting	
<b>Appendices.....</b>	<b>15</b>
<b>Appendix A: Instructions for Completing the NCCAOM® Retired Designation Application form.....</b>	<b>16</b>
<b>Appendix B: NCCAOM® Retired Designation Application form</b>	<b>17</b>
<b>Appendix C: NCCAOM® Ethical Guidelines .....</b>	<b>22</b>
NCCAOM® Code of Ethics	
NCCAOM Grounds for Professional Discipline	
<b>Appendix D: NCCAOM® 2012 Fee Schedule .....</b>	<b>26</b>
<b>Appendix E: On-Line Account Maintenance Instructions.....</b>	<b>27</b>



## Introduction

This *NCCAOM® Retired Designation Handbook* serves as the principal source of overall information for Diplomates seeking designation as Diplomate of Acupuncture, Retired (NCCAOM), Diplomate of Chinese Herbology, Retired (NCCAOM), Diplomate of Oriental Medicine, Retired (NCCAOM) and/or Diplomate of Asian Bodywork Therapy, Retired (NCCAOM).

This handbook provides detailed information about NCCAOM's retired designation requirements. Specifications for eligibility, application procedures, fees, professional ethics and grounds for discipline are included. NCCAOM Diplomates and other interested individuals should refer to the NCCAOM website at [www.nccaom.org](http://www.nccaom.org) for any changes to NCCAOM policies, requirements or forms which may be made after this handbook is published.

Although NCCAOM strives to give Diplomates as much advance notice as possible when policies and procedures change, it is the responsibility of the applicant to be fully informed about the current rules for retired Diplomate designations. For clarification about a policy or procedure, contact NCCAOM by e-mail at [info@ thnccaom.org](mailto:info@thnccaom.org).

**Please note:** The current *NCCAOM® Retired Designation Application* form is included in Appendix B in this handbook or on the NCCAOM website at [www.nccaom.org](http://www.nccaom.org).



## About the NCCAOM®

Founded in 1982 as a non-profit certification organization, the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM®) is widely accepted as the most influential leader in certification for acupuncture and Oriental medicine practitioners. There are currently over 17,000 active NCCAOM Diplomates (NCCAOM certificate holders) practicing with a current NCCAOM certification.

The NCCAOM is responsible for the development and administration of the Acupuncture, Chinese Herbology, Oriental Medicine, and Asian Bodywork Therapy certification programs. NCCAOM's purpose is to assure the public that Diplomates meet entry level and continued competencies for their certification. The NCCAOM evaluates and attests to the competency of its nationally board certified Diplomates through rigorous eligibility standards and demonstration and assessment of the core knowledge, skills and abilities expected for an entry level practitioner of acupuncture and Oriental medicine.

All of the NCCAOM certification programs are accredited by the National Commission for Certifying Agencies (NCCA). All NCCAOM certification programs carry the NCCA seal.



In order for the NCCAOM certification programs in Acupuncture, Chinese Herbology, Oriental Medicine, and Asian Bodywork Therapy to remain accredited by the NCCA, the NCCAOM must adhere to strict national standards for administration of the certification programs and examination development. All Diplomate level certification exams must meet examination content validity standards set forth by NCCA. NCCA's standards exceed the requirements set forth by the American Psychological Association and the United States Employment Opportunity Commission. As a requirement of accreditation the NCCAOM must submit annual reports to NCCA and must undergo a full reaccreditation every five years for each of its NCCA accredited programs. Additional information is available at the Institute for Credentialing Excellence's (formerly the National Organization for Competency Assurance (NOCA) website at [www.credentialingexcellence.org](http://www.credentialingexcellence.org).

All practitioners certified by the NCCAOM must be committed to responsible and ethical practice, to the growth of the profession within the broad spectrum of American health care, and to their own professional growth. All Diplomates, applicants and candidates for certification agree to be bound by the [NCCAOM® Code of Ethics](#). Refer to Appendix C of this handbook for the *NCCAOM® Ethical Guidelines*.



## Benefits for Retired Diplomate 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 Diplomate designation allows veteran Diplomates to stay involved with the AOM profession and continue their affiliation with NCCAOM.

The Retired Diplomate Designation provides the following important benefits and privileges:

- Describe themselves as having been “nationally board certified” according to the credential(s) previously earned, and to use one or more of the following designation(s):
  - Diplomate of Oriental Medicine, Retired (NCCAOM) or Dipl. O.M., Retired (NCCAOM)*
  - Diplomate of Acupuncture, Retired (NCCAOM) or Dipl. Ac., Retired (NCCAOM)*
  - Diplomate of Chinese Herbology, Retired (NCCAOM) or Dipl. C.H., Retired (NCCAOM)*
  - Diplomate of Asian Bodywork Therapy, Retired (NCCAOM) or Dipl. ABT, Retired (NCCAOM)*
- Be listed in the *NCCAOM<sup>®</sup> Registry* as “Retired”, which is accessible on the NCCAOM website;
- Receive a complimentary subscription to all NCCAOM newsletters - *The Diplomate and E-News You Can Use*;
- The right to be considered to participate in national board examination development activities;
- The right to be considered to serve on NCCAOM committees and taskforces;
- The right to be considered for appointment to the NCCAOM Board Development Committee for appointment to the NCCAOM Board of Commissioners as a Professional Member;
- Hold an NCCAOM certificate and ID card reflecting designation achieved; Diplomate (program name), Retired (NCCAOM).



## Definition of Terms:

### Retired Designation Application Processing Terminology:

- **Applicant** - A person who has submitted an application for retired designation and is requesting acceptance of eligibility. When tracking your status on your NCCAOM online account which is accessible through the NCCAOM website, it will appear as “Applicant”.
- **Candidate** - An applicant whose fee has been processed allowing their application to be submitted to certification services for review.
- **Pre-Cert** – A candidate who has submitted all the required documents and who is awaiting the finalization of the NCCAOM quality control review.

### Certification Statuses:

- **Diplomate** - A candidate who has successfully passed the required examination(s) and has received approval of the final transcript submitted to NCCAOM directly from the school. If the candidate has applied for the Acupuncture or Oriental Medicine Program, they have also completed and requested submission to NCCAOM of their validated Clean Needle Technique (CNT) Certificate from the Council of Colleges of Acupuncture and Oriental Medicine’s (CCAOM).
- **Diplomate Certified Status (Active)** - A first time certified Diplomate. Active Diplomate status assures patients, employers, certifying agencies, and others of a Diplomate’s commitment to upholding certification standards. Active status entitles Diplomates to all of the benefits of certification.
- **Diplomate Recertified Status (Active)** - Diplomates who recertify every four years are considered to be in Certified Status (Active) which demonstrates competency maintenance in the profession.
- **Diplomate Retired Designation (Non-Certified Status)** – An active Diplomate or a former Diplomate who holds inactive status at the time of retirement, who is no longer practicing in the AOM profession, a recognized subspecialty or any other health profession in any state in the U.S. or abroad, does not plan to perform, teach or supervise the practice of acupuncture or Oriental medicine at any time in the future and has applied for and been approved as a non-active retired Diplomate.



## Expired Statuses:

**Note: An individual holding an expired status may not use the NCCAOM credential(s) or NCCAOM service mark(s).**

- **Inactive Status (Non-Certified Status)** - A Diplomate who is unable to practice as an AOM professional due to life circumstances may apply for inactive status. Inactive status is valid for two years. An individual may not apply for consecutive periods of inactive status. An individual must recertify prior to expiration of their inactive status. Former Diplomates holding inactive status are not entitled to any of the benefits of certification except receipt of the Diplomate newsletters. See the *NCCAOM<sup>®</sup> Recertification Handbook 2012* for more information.
- **Lapsed Status (Non-Certified Status)** - An NCCAOM certification is considered lapsed after the expiration date on the certificate. A recertification application for either active or inactive status must be received to avoid lapsed status. Former Diplomates in lapsed status are not entitled to any of the benefits offered under active status and may not use the NCCAOM designation after their name or have use of the NCCAOM service marks for that certification which has expired.
- **Terminated Status (Non-Certified Status)** - After eight years of continuous lapsed status, the certification is no longer valid and considered terminated. A former Diplomate whose certification is terminated must reapply for certification and meet the current eligibility requirements.

**Note:** Beginning January 1, 2013, the amount of time a former Diplomate can be in lapsed status is three years. Please see “What’s Coming in 2013” in the *NCCAOM<sup>®</sup> Recertification Handbook, 2012* for more information.



## Eligibility Requirements

**General Requirements:** The following criteria must be met by the Diplomate to be awarded the retired status designation. The Diplomate must be:

- Permanently retired from the AOM Profession, a recognized subspecialty or any other health profession in any state in the U.S. or abroad and may not perform, teach or supervise the practice of acupuncture or Oriental medicine now or in the future;
- Sixty-two (62) years+ or fully and permanently disabled;
- Have a discipline free record.

### Retired Diplomate Designation Requirements:

The Diplomate must be:

- Currently in active or inactive status.
- A former NCCAOM Diplomate who was certified active or holding inactive status with the NCCAOM at the time of permanent retirement as a practitioner of AOM and any other health profession.
- A NCCAOM Diplomate, who is fully and permanently disabled and was certified active or holding inactive status with the NCCAOM at the time their disability precluded them from continuing as a practitioner of AOM and any health profession.

### Application and Documentation Requirements:

The Diplomate must:

- Complete the *NCCAOM<sup>®</sup> Retired Designation Application* form;
- Sign the Attestation on the application form;
- Notarize the application form;
- Submit the application form with the lifetime retired designation application fee of \$50.00;
- Submit a notarized copy of a government issued picture ID such as a driver's license, to show proof of age;
- Submit a copy of all expired state license(s) to show freedom from disciplinary action.
- Former NCCAOM Diplomates currently in lapsed or terminated status – submit documentation confirming date of retirement from the AOM profession.
- Disabled applicants – submit a notarized copy showing proof of Supplemental Security Income (SSI) or proof of disability to include the date permanent disability commenced.



## Continuing Requirements

### **Requirements for Maintaining Retired Diplomate Designation:**

In order to for a Diplomate to remain in retired status the Diplomate must remain fully retired or no longer employed in the AOM Profession, a recognized subspecialty or any other health profession in any state in the U.S. or abroad and does not perform, teach or supervise the practice of acupuncture or Oriental medicine now or at any time in the future.

Sometimes individual's life circumstances change. If there is any change in employment status, the Diplomate must notify the NCCAOM of any change in employment circumstances that would render the individual ineligible for retired Diplomate designation so that reactivation to active status can proceed.

### **Reactivation to Diplomate Active Status:**

Any retired Diplomate who wishes to return to active Diplomate status must submit a recertification form. If the recertification application form for Diplomate active status is made within two years of the last date of being a Diplomate in active status, the individual may submit the required number of PDA points earned in the preceding six years to recertify to active status under the inactive status rules.

If more than two years has passed since the last date of being a Diplomate in active status the individual must meet eligibility requirements for former Diplomates in lapsed or terminated status as determined by the number of years expired from active status based on recertification policy.



## General Information

**Professional Conduct:** Diplomates who have achieved the retired designation agree to abide by all relevant provisions in the NCCAOM® *Code of Ethics* and NCCAOM Grounds for Professional Discipline and also understand that retired designation is a non-active credential and is not a “certified” status with the NCCAOM. Complaints about Diplomates who have achieved retired designation will be handled using the same policies outlined for complaints against active, certified Diplomates of the NCCAOM.

**Change of Professional Status Notification:** Diplomates who have achieved retired designation must immediately notify the NCCAOM of any change in employment circumstances that would render the individual ineligible for the retired Diplomat designation.

**NCCAOM Identification Number:** The Diplomat’s NCCAOM identification number will remain unchanged, no matter what Diplomat status is held.

**Notarization of Application:** Paper applications must be signed in the presence of a notary public. In addition, NCCAOM requires certain supporting documents to be notarized as certified and true copies.

**Application Delivery and Receipt by the NCCAOM:** Please send the application using a mail service that can track delivery of the application package. To confirm delivery to the NCCAOM of the application package; use the online tracking offered by the appropriate company (UPS, FedEx, USPS, etc.) or contact the mailing service by phone. NCCAOM will not accept faxed or scanned copies of the application.

**Agent Designation Form:** Diplomates who wish to have another person make inquiries on their behalf must submit an [Agent Designation Form](#) available online at [www.nccaom.org](http://www.nccaom.org). The *Agent Designation Form* must be signed and notarized. For security reasons, all callers (Diplomat or designated agent) will be asked for identifying information. This security feature helps NCCAOM protect personal information from being inappropriately released.

**Processing Times for Application Review:** Applicants should allow six to eight weeks for NCCAOM staff to review applications and supporting documents. Actual processing time may vary significantly in individual cases. The processing time frame allowance begins with the date the application is received at NCCAOM.



**Name Change:** Diplomates must inform the NCCAOM in writing if a name change occurs after submission of the application. Notification of a name change must be accompanied by the appropriate supporting documentation (e.g., marriage certificate, divorce decree, court documents showing a legal name change) mailed to the NCCAOM with a photo copy of a picture ID showing proof of the new identification.

**Disciplinary Action:** The NCCAOM seeks to protect the public interest by maintaining the highest ethical and competency standards. Applicants for retired designation must fully disclose all information for the legal questions included on the *NCCAOM<sup>®</sup> Retired Designation Application* form and be free from disciplinary action at the time of application submission. Disciplinary action includes, but is not limited to:

1. Is currently on probation or parole for a criminal conviction,
2. Has been judged liable in a judicial or administrative proceeding based on allegations relating to professional competence or conduct,
3. Possess a limitation, suspension, revocation and/or sanction of any kind against any health care license to practice in any state or federal jurisdiction,
4. Is presently under investigation from any agency based upon allegations relating to professional competence and/or conduct.

**Authenticity and Adequacy of Documentation:** The NCCAOM will verify the authenticity of all documents, including non-United States or translated documents, before determining eligibility. 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 should allow for an additional two weeks processing time. Submission of an application does not automatically guarantee eligibility.

**Document Guidelines:** The following rules apply to all documents submitted as part of the retired designation application:

1. All documentation must contain the Diplomat's name exactly as it appears on the application. A numeric identifier must also be included on all supporting documentation. Numeric identifiers include date of birth, last four digits of the social security number, alien registration number or passport number.
2. Supporting documents that do not contain the Diplomat's name exactly as it appears on the application may not be matched with the correct person or application. The NCCAOM will not



recognize **any** variation from the name on the application without evidence of a legal name change.

3. All supporting documents must have been created in English or be accompanied by an official, literal 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. Certified or notarized photocopies of these documents will be accepted.
5. **Accuracy is essential.** Falsification, misrepresentation or omission of any material fact required on the application is grounds for denial or revocation of designation.

**Insufficient Documentation Notification:** Diplomates are solely responsible for ensuring that NCCAOM receives all required supporting documentation. If the application is incomplete, NCCAOM will contact the individual as a courtesy regarding any documentation that is needed to complete the application. Missing documentation must be submitted within 30 days or the application is considered voided.

**Certificate Delivery:** Six to seven weeks after the date the application is processed, the NCCAOM retired Diplomate, will receive a certificate suitable for framing. Custom frames may be purchased by visiting the NCCAOM website at <http://www.diplomaframe.com/associations/nccaom/>.

**Change of Personal Information:** Diplomates are obligated to notify NCCAOM of any changes to their personal information as listed in the *NCCAOM<sup>®</sup> Registry* found on the NCCAOM website as soon as they have knowledge of such changes. In order to be certain to receive NCCAOM communications, Diplomates, are encouraged to login to their online account, found on [NCCAOM's website](#) to verify and update their contact information.

**Confidentiality:** The NCCAOM respects the privacy of all retired Diplomates. All materials submitted or received in connection with applications are held in confidence except upon permission for disclosure from the Diplomate, or as required by law, including disclosure to governmental licensing bodies upon appropriate written request. Information about a retired Diplomate's designation is also provided in accordance with the *NCCAOM<sup>®</sup> Information Disclosure Policy* (see *NCCAOM<sup>®</sup> Information Disclosure Policy Addendum for Non Certified Individuals*, on page 15 of this handbook).



**NCCAOM Information Disclosure Policy Addendum for Non Certified Individuals:** NCCAOM publicly releases information in printed materials, on its website or in response to specific requests from a third party concerning name, city, State, current status with the NCCAOM and certification expiration date if applicable.

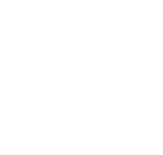
The following information will be listed on the NCCAOM website as part of the *NCCAOM<sup>®</sup> Registry* for Diplomates who have attained NCCAOM retired designation:

1. Name
2. City, State
3. Current designation and date issued

**Disciplinary Actions and Reporting:** In cases where final disciplinary action has been imposed by the Professional Ethics and Disciplinary Committee (PEDC) the Diplomate's name and sanction will be published in the NCCAOM newsletter and on its website. Information regarding final actions taken by the PEDC or the Board of Commissioners will be reported to appropriate state licensing or regulatory agencies for each type of sanction. In the case of a voluntary surrender of a certificate or designation by a Diplomate, NCCAOM may communicate the fact and date of the resignation to the appropriate state licensing board(s) or regulatory agency. In addition to disclosures required by law, NCCAOM reserves the right to disclose final disciplinary actions to agencies, including but not limited to, any state licensing or regulatory agency, employers, insurers and the general public.



## Appendices





## **Appendix A: Instructions for Completing NCCAOM® Retired Designation Application Form**

### **A. Personal Information and Email**

Type or print your last name (family/surname), first name, and middle name.  
Email address is required for timely and important information communication.  
Indicate your gender.  
Type or print the last four digits of your social security number.  
Type or print your date of birth (MM/DD/YY).

### **B. Preferred Contact Information**

Type or print your mailing address which is used by the NCCAOM for all mail correspondence.

### **C. Professional Ethics**

Review the information and answer each of the questions in this section.

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

Application Fee(s) are due when you submit this application.  
Send payment to: NCCAOM, 76 South Laura Street, Suite 1290, Jacksonville, FL 32202 USA.

### **E. Payment (All Funds are due in U.S. Dollars)**

Indicate total payment. NCCAOM accepts Visa or Master Card for credit card payment. Please be sure to include the billing address and expiration date. Checks should be made payable to NCCAOM.

### **F. Attestation**

Review the Attestation. Sign and date the application in the presence of a notary.



## Appendix B: NCCAOM<sup>®</sup> Retired Designation Application Form



### NCCAOM® Retired Designation Application Form

**Application Form for retired Diplomate Designation. (Check all that apply)**

- Acupuncture
- Chinese Herbology
- Oriental Medicine
- Asian Bodywork Therapy

**Instructions - see Appendix A in the Retired Designation Handbook**

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

**NCCAOM ID #:**

-----

Office Use Only:

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

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

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

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

#### A. Personal Information

Name Last (Family)	First	Middle
<input type="checkbox"/> Check here if there has been a name change. You must provide copies of legal document indicating of this change.		
Primary Email (Required)		
_____ @ _____		
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Last four digits of Social Security Number XXX-XX-_____	Date of Birth (MM/DD/YY) ____/____/____

#### B. Primary Contact Information (All NCCAOM mail correspondences will be sent to this address.)

Street Address 1		
Street Address 2		Unit/Suite
City	State	Zip
Country	Phone	Alternate Phone

#### C. Professional Ethics

**Legal Status:** You must furnish additional information with this application if you answer “yes” to any of the following questions. This documentation must include your explanation of the charges or claims made against you, all legal documents related to the charges or claims and an account of how the charges or claims were resolved. If a case is still pending, please indicate that fact in your response. All information provided will be reviewed in accordance with NCCAOM policies. If the terms “felony” or “misdemeanor” are not used in your country, please seek advice on the equivalent terms and definitions used in your country and answer the questions appropriately.

Have you been a defendant in litigation related to the practice of a health-related profession?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has a judgment ever been entered against you or have you been a party to a settlement in any legal proceeding related to the practice of a healthcare profession?	<input type="checkbox"/> Yes <input type="checkbox"/> No



Have you ever been convicted of any type of felony?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of any type of misdemeanor related to the practice of a health-related profession?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of any other crime or are you on probation or parole?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever had any disciplinary or administrative actions taken against you by any licensing board or health-related professional association or school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been denied or voluntarily surrendered a license to practice in any health-related profession?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>NCCAOM Ethics Policy</b> (The current <i>NCCAOM<sup>®</sup> Code of Ethics</i> and <i>NCCAOM Grounds for Discipline</i> can be found under our website - <a href="http://www.nccaom.org">www.nccaom.org</a> on the Regulatory Affairs page or in Appendix C of this handbook)	
Have you read and understood the <i>NCCAOM<sup>®</sup> Code of Ethics</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you read and understood the <i>NCCAOM Grounds for Professional Discipline</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

\$50 per program - Lifetime Retired Designation Application Fee

**E. Payment (All Funds are due in U.S. Dollars)**

Total Enclosed: \$			
Payment Type (Check One)	<input type="checkbox"/> VISA	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Check/Money Order
Expiration Date:	Credit Card Number:		
Name of Cardholder:			
Signature of the Cardholder:			
Credit Card Billing Address:			



**F. Application Attestation** (*Your signature must be notarized*)

In submitting this application, I fully understand that it is an application only and does not guarantee retired designation. I further understand by signing this application I attest that I will, now and in the future adhere to all relevant provisions of the *NCCAOM<sup>®</sup> Code of Ethics*. I further understand that any false statement or misrepresentation that I may make in the course of these proceedings or on this application may result in the revocation of this application and the issuance of a complaint of violation on said Code. I acknowledge that application fees are non-refundable.

I understand that the NCCAOM reserves the right to revise or update this application and its *NCCAOM<sup>®</sup> Code of Ethics* and NCCAOM Grounds for Professional Discipline, and that it is my responsibility to be aware of these current requirements. I further understand that I am obligated to inform the NCCAOM of changed employment circumstances that may materially affect my application or designation. I further understand that it is my responsibility to provide any requested documentation in connection with this application.

I understand the NCCAOM will include my name in a registry of individuals and I agree to use the retired Diplomate designation credential only as permitted by NCCAOM policies. I understand I am not eligible to use the NCCAOM service mark(s). I understand and agree that NCCAOM may also use anonymous and aggregate application data for statistical and research purposes. I attest that I have no current felony convictions related to the practice of the AOM profession or any other health profession and that I am fully retired from all practice from the AOM profession or a recognized subspecialty of the AOM profession for the purpose of retirement on: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ and do not plan to perform, teach or supervise the practice of acupuncture or Oriental medicine at  
Month      Day      Year      any time in the future.

Applicant Signature:

Date:

This instrument was acknowledged before me by the applicant.

Notary Public Signature:



**Checklist (retain for your records)**

**Detach and Mail the Following:**

Application Form (all pages) - Please Note the Application Requires Notarization



**\*Application**

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



<b>Send the above documents to:</b>	<b>NCCAOM</b> <b>76 South Laura Street</b> <b>Suite 1290</b> <b>Jacksonville, FL 32202, USA</b>
-------------------------------------	--

**Additional Documents**

- Notarized copy of a government issued picture ID
- A copy of all state licenses (active or expired)
- Submit documentation confirming date of retirement from the AOM profession.  
(Former Diplomates in Lapsed or Terminated Status Only)
- A notarized copy showing proof of Supplemental Security Income (SSI) or proof of disability to include the date permanent disability commenced.  
(Disabled Applicants Only)

**Important Contact Information**

Contacts	Phone / Email
NCCAOM Headquarters	904-598-1005
NCCAOM Fax	904-598-5001
NCCAOM Certification Services	Applications@thenccaom.org
Compliments or Complaints	Publications@thenccaom.org
Report Verification for State Licensure	ScoreReport@thenccaom.org
General Information	Info@thenccaom.org



## Appendix C: NCCAOM® Ethical Guidelines

### NCCAOM® Code of Ethics:

#### A. Commitment to the Patient

1. Respect the rights and dignity of each person I treat.
2. Accept and treat those seeking my services in a nondiscriminatory manner.
3. Keep the patient informed by explaining treatments and outcomes.
4. Protect the confidentiality of information acquired in the course of patient care.
5. Maintain professional boundaries in relationships with patients and avoid any relationships that may exploit practitioner/patient trust.
6. Keep accurate records of each patient's history and treatment.
7. Treat only within my lawful scope of practice.
8. Render the highest quality of care and make timely referrals to other health care professionals as may be appropriate.
9. Avoid treating patients if I am unable to safely and effectively treat due to substance abuse, physical or psychological impairment.
10. Bill patients and third party payers accurately and fairly.
11. Not engage in sexual contact with a current patient if the contact commences after the practitioner/patient relationship is established.
12. Not engage in sexual contact with a former patient unless a period of six (6) months has elapsed since the date that the professional relationship ended. A sexual relationship must not exploit the trust established during the professional relationship.

#### B. Commitment to the Profession

1. Continue to work to promote the highest standards of the profession.
2. Provide accurate, truthful, and non-misleading information in connection with any application for licensure, certification, NCCAOM disciplinary investigation or proceeding or recertification.
3. Report any changes to the information on my application regarding professional ethics and my on-going fitness to practice, including but not limited to reporting to the NCCAOM any disciplinary action taken by a school or regulating agency against me, and any criminal charges or civil actions that may be relevant to my health care practice or fitness to practice.



4. Comply with NCCAOM Examination Policies.
5. Report to NCCAOM or appropriate licensing authorities information about any violations by me or by my peers of the Code of Ethics or Grounds for Professional Discipline.

### **C. Commitment to the Public**

1. Provide accurate information regarding my education, training and experience, professional affiliations, and certification status.
2. Refrain from any representation that NCCAOM certification implies licensure or a right to practice unless so designated by the laws in the jurisdiction in which I practice.
3. Use only the appropriate professional designations for my credentials.
4. Advertise only accurate, truthful, non-misleading information and refrain from making public statements on the efficacy of Oriental medicine that are not supported by the generally accepted experience of the profession.
5. Respect the integrity of other forms of health care and other medical traditions and seek to develop collaborative relationships to achieve the highest quality of care for individual patients.
6. Comply with all public health and public safety reporting duties imposed on licensed health care professionals.

### **NCCAOM Grounds for Professional Discipline**

The NCCAOM reserves the right to take disciplinary action against certified practitioners, which may include but is not limited to the assignment of remedial education, formal criticism or censure, probation, suspension, and/or revocation of certification. The NCCAOM certificate technically remains the property of NCCAOM, and must be returned if certification is suspended or revoked.

#### **A. Unethical Behavior**

1. Making false, misleading, or deceptive statements or providing false, misleading, or deceptive information in connection with an application for NCCAOM certification or recertification, NCCAOM disciplinary investigation or proceeding, licensure or other professional designation.
2. Violating *NCCAOM<sup>®</sup> Code of Ethics*, Examination Policies, or other regulations or procedures.



3. Misrepresenting professional credentials (i.e. education, training, experience, level of competence, skills, and/or certification status).
  4. Advertising false, misleading or deceptive information.
  5. Exceeding the scope of practice as defined by law or certification.
  6. Obtaining or attempting to obtain compensation or reimbursement by fraud or deceit.
  7. Engaging in negligent billing or recordkeeping.
  8. Performing services without obtaining informed consent.
  9. Failing to maintain patient/practitioner confidentiality.
  10. Failing to maintain professional boundaries in relationships with patients, or in any way exploiting the practitioner/patient trust.
  11. Engaging in sexual contact with a current patient if the contact commences after the practitioner/patient relationship is established.
  12. Engaging in sexual contact with a former patient unless a period of six (6) months has elapsed since the professional relationship ended and unless the sexual contact does not exploit the trust established during the professional relationship.
  13. Violating prevailing standards of the certified profession relating to safe, ethical, and/or competent practice.
- B. Legal and Disciplinary Matters
1. Failing to notify the NCCAOM within thirty days of any changes to information submitted in an application pertaining to professional ethics or fitness to practice, including but not limited to any disciplinary actions taken by a school or regulating agency, or any criminal charges, or civil actions that may be relevant to a health care profession or fitness to practice.
  2. Being convicted of a felony.
  3. Being convicted of any violation of a federal, state or local statute, regulation, or ordinance that relates to the practice of any health care profession or my fitness to practice.
  4. Being the subject of final disciplinary action that relates to the practice of any health care profession or my fitness to practice.
  5. Having a license to practice subject to reprimand, limitation, suspension or revocation in any state or jurisdiction.
- C. Incompetence
- Engaging in conduct that evinces a lack of knowledge of, or lack of ability in, or failure to apply the prevailing principles and/or skills of the profession for which the individual has been certified.



D. Impairment

Not being able to safely and effectively engage in the certified practice due to substance abuse, and/or physical or psychological impairment.



## Appendix D: NCCAOM® 2012 Fee Schedule

### Application Fees

There is a once in a lifetime fee charged to review a Diplomates' application for retired status. All fees are payable in United States dollars (\$) and are non-refundable.

Diplomate of Oriental Medicine, Retired (NCCAOM) Application Fee	\$50
Diplomate of Acupuncture, Retired (NCCAOM) Application Fee	\$50
Diplomate of Chinese Herbology, Retired (NCCAOM) Application Fee	\$50
Diplomate of Asian Bodywork Therapy, Retired (NCCAOM) Application Fee	\$50

### Miscellaneous Fees

Duplicate Certificate or ID card (Must be accompanied by reason for request)	\$50 each
Returned Check Fee	\$35

Note: The above information reflects fees in effect at the time this handbook was printed. Please check NCCAOM's website ([www.nccaom.org](http://www.nccaom.org)) for up-to-date fee information.

### Refunds

Refunds will not be issued for any application fees.

### Forfeiture of Retired Designation Application Fees

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



## Appendix E: On-Line Account Maintenance for Diplomates

### Login Instructions for Diplomates who already have an NCCAOM ID number:

- Go to the NCCAOM website [www.nccaom.org](http://www.nccaom.org) and click on the “Login>>” button on the top right of the page.
- User Name = NCCAOM ID number. Diplomates can locate this number on their ID card.

- Password = Enter the first three letters of your last name plus your NCCAOM ID number. The first letter of the last name must be CAPITALIZED. (For example if your ID number is 123456 and your last name is Smith, then your Password = Smi123456). For security reasons the NCCAOM does not display the length of the password field. Continue to type the information in the format indicated and click on Enter. The password can be changed at the first login by clicking on the “My Account” menu button and choosing “Change Password.”
- Click on “My Account” and then “Update My Profile” to add or edit an email address or phone number.
- Individual Tab – Fields in “Red” are required. The Find A Practitioner radio button is not applicable for retired designation as only active certified Diplomates are included on the directory listing. NEXT
- Address – See below for instructions on how to change an address. NEXT
- Phone – Enter the phone as (xxx) xxx-xxxx or xxxxxxxxxx
  - Primary Phone is the first choice of contact for correspondence with the NCCAOM.



- Directory Phone – Not Applicable

**Adding, editing or changing an address type on the user profile:**

1. Click on the “My Account” menu button and click “Addresses.”
2. To add a new address click on the “New Address” starburst and select the address type. “Primary Address” will be used by NCCAOM to contact you by USPS mail. Enter the address information and “save new address.”

OR

3. To edit a current address click on the pencil to the right of the address you want to change. The address fields, city, state and zip code will appear. Make necessary edits and “save changes.”

OR

4. To replace an address type (primary or alternative, directory-not applicable) click on the “Edit Address Preferences” pencil and click on the drop down arrow of the address you want to edit. Highlight the address in the list and “save changes.”

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



National Certification Commission  
for Acupuncture and Oriental Medicine



## NOTES



*Public Protection Through Quality Credentials*

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