



Instructions for Completing the On-Line NCCAOM® Application Form for Certification

- A. Thoroughly read the *NCCAOM® Certification Handbook*.
- B. Payment for application fees must be submitted along with the online application.
- C. Go to the NCCAOM website at www.nccaom.org to create an account or login (see Appendix G for instructions).
- D. Click on the “Services” menu button and choose “Certification”.
- E. Click on “Your Certification Status”.
- F. At the bottom of the screen click on “Apply for Certification”.
- G. At this point you may update your profile by choosing “go to my profile” or click NEXT to proceed directly to the application process.
- H. Applying for Certification:
 1. Certification Program - enter a check mark in the box next to the program. Only certification programs for which you have not previously applied will appear on this screen. Oriental Medicine certification encompasses training in both acupuncture and Chinese Herbology. NEXT
 2. Professional, Ethics and Fitness to Practice Questions – An answer to each question is required to complete the certification application process. You must furnish additional information with this application if you answer 'yes' to any of the questions on these tabs. A text box is provided between each question for your use. The information provided 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. Please send supporting legal documents to NCCAOM PEDC department at 76 So. Laura St. #1290, Jacksonville, FL 32202. Click NEXT on each window to move through this section.
 3. Code of Ethics and Grounds for Professional Discipline – The documentation for questions 17 and 18 are located under Appendix A in the *NCCAOM® Certification Handbook* or on the NCCAOM website under Regulatory Affairs.
 4. Route of Eligibility – Indicate the route to eligibility under which you are applying. “Save and Continue”



5. Occupational/Professional Licenses – Let us know more about you. Click on “Add New License”. Choose a “Designation” from the drop down menu. Complete all the required fields indicated in red. Click on “Save New License”. If you do not hold a current professional license, click NEXT on the license tab.
6. Education – Enter the school from which you will graduate. Note: if the school attended has multiple campuses choose the applicable location. Click on the “Save New Education” notepad.
7. Read the Statement of Acknowledge. Among other things agreement to the Statement of Acknowledge authorizes the release of your examination scores to your school. If you do not wish to have your examination scores released to your school, send the revocation in writing to the NCCAOM Assistant Controller. Check the box if you agree to this legally binding statement. The application may now be reviewed or submitted.
8. Continue with checkout for payment processing. Again, click on Continue with Checkout. Click on the link to “Proceed to Secure Payment Processing”. Enter the payment information. Credit card type (MasterCard or Visa) must be chosen and accurate for the credit card to process to completion. Note: All Visa card numbers begin with 4 and all MasterCard numbers begin with the number 5. Click “Continue with Checkout”. Right click on the receipt page and choose print. An email receipt will also be sent to the email address entered during the profile set-up. “Close Window”.
9. If an error is received during payment processing close the error message screen and click the back arrow on the computer browser to return to the payment screen.

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