



National Certification Commission
for Acupuncture and Oriental Medicine



NCCAOM PDA Provider



**Step-by-Step Instructions to Submit a
PDA Course Renewal Application**

Accessing the NCCAOM PDA Provider Home Page

- Click here <http://www.nccaom.org/online-portal-landing>. Scroll to the bottom of the page and look for the “PDA Provider Portal” box.
- Click on *Login* which will take you to the NCCAOM PDA Provider Log-in page.
- Enter your username as NCCProvider# (NCC1909) and password. This takes you to your PDA Provider Home Page.



Provider name & number

Communicating with PDA staff

Provider profile

Pending courses

Active courses

Menu

- Home
- Account Details
- Communication
 - General Inquiry
 - New
 - Show All
- Account
 - Update Profile
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 - Log Out
- Tools
 - NCCAOM Website Resources

Portal QC Version
(Not Logged In (Admin))

Welcome rubyinc

[New Course Application](#) [Renew Course\(s\)](#) [Annual Discounted Review App](#)

Below is a summary of your account.

New Providers: If you just set up your account or have not completed a PDA Provider application or course application, you will only see your profile. Please continue by clicking on the [PDA Provider Application](#) or [New Course Application](#) button.

Approved Providers: You will see your Profile information, as well as, if applicable, Active Courses, Courses Eligible for Renewal, and the status of an annual discounted review package (if you have purchased a package).

Items in the lists below that are underlined can be used for quick access to more information on that item.

Use the buttons shown to submit applications or take other actions. You have additional options and links to tools, activities, information, and resources in the navigation panel to the left.

System Message

Course Application:

- You have 7 incomplete course applications. [Review](#)
- You have 4 course applications pending review. [List](#)
- You have 1 course application with followup received. [Review](#)

Account Overview [Update](#)

Profile					
Provider Name	rubyinc				
Website					
Status	Active				
Provider #	9010				
Responsible Party					
Name	Phyllis Bloom				
Email	rubyinc@ycap.com				
NCCAOM ID	381				
Job Title	CEO				
Credential					
Provider Contact Info					
Main Phone	212-987-1393				
Cell Phone	212-987-1393				
Fax	12345-646-6546				
Additional Contact Info					
Name	Sue Smith				
Email	ssmith@instructors.us				
Main Phone	212-987-1393				
Cell Phone					
Address	119 W 23rd St Ste 1000 10th Floor New York, NY 10011-8341				
Fax	12345-646-6546				
Pending Course Applications					
Title	Type	Points	Submitted	Status	Action
Test1	Live	1	10/10/2018	Pending Review	Review
qwe	Live	2		Incomplete	Resume / Review
test 379	Live	1.5	10/13/2018	Set to Denied	Review
webinar test 2000000000	Live	0		Incomplete	Resume / Review
webinar test 2000000000	Live	5		Incomplete	Resume / Review
webinar test 2000000000	Live	1	10/12/2018	Pending Review	Review
2nd best conference	Conference	0	10/13/2018	Followup Received	Review
over	Overseas	4.5	10/19/2018	Pending Review	Review
Dis	Online	0.5	10/19/2018	Pending Review	Review
3rd best conference in the world	Conference	4		Incomplete	Resume / Review
Over here over there	Overseas	4		Incomplete	Resume / Review
another one	Live	0		Incomplete	Resume / Review
Course Title Goes Here	Live	0		Incomplete	Resume / Review
Courses Ready for Renewal					
Number	Title	Type	Expires	Action	
9010-2	Conference For Renewal Guru test record	Conference	12/7/2018	Manage Events / Details	
Active Courses					
Number	Title	Type	Expires	Action	
Points17021	Distance Learning	Online	10/11/2019	Details	
Points17072	Dist Learn	Online	10/11/2019	Details	
Points17073	Dist Learn	Online	10/11/2019	Details	
Points17074	Live Pre	Live	10/11/2019	Manage Events / Details	
Points17075	Live Pre	Live	10/11/2019	Manage Events / Details	
	SQL Queries	Live	12/7/2019	Manage Events / Details	
	Distance	Online	12/7/2019	Details	
	distance learning	Online	12/7/2019	Details	
	One-Day Live Presentation For Renewal	Live	12/7/2019	Manage Events / Details	
	Overseas Tour For Renewal Guru test record	Overseas	12/7/2018	Manage Events / Details	
PDA-9010-3	Distance Learning or Online For Renewal	Online	12/7/2019	Details	
	One day	Live	9/17/2020	Manage Events / Details	

PDA Provider Home Page

Three buttons

- New course application
- Renew course(s)
- ADR package application

System Message

- Incomplete Course(s)
- Communication with PDA Staff

Courses ready for renewal



Step 1: Course Renewal(s)

Renew Courses tab

Courses for Renewal

The screenshot shows the NCCAOM portal interface. The 'Renew Courses' button is circled in red. Below it, the 'Courses Ready for Renewal' table is also circled in red. The table contains the following data:

Number	Title	Type	Expires	Action
6010-2	Conference For Renewal Guru test record	Conference	12/7/2018	Manage Events / Details

Below this table is the 'Active Courses' section, which lists various courses with their respective details and expiration dates.

Step 2: Fee Information & ADR Packages

The screenshot displays the NCCAOM portal interface. The header includes the NCCAOM logo and the text 'CERTIFICATION COMMISSION FOR ACUPUNCTURISTS'. The user is logged in as 'rubyinc 9010' with the role 'Not Logged In (Admin)'. The page title is 'Course Title Goes Here -... Incomplete' with the course ID 'NCC-CRSAPP-166'. The 'Menu' sidebar contains sections for 'Home', 'Account Details', 'Communication' (General Inquiry, New, Open (1), Show All), 'Account' (Update Profile, Change Username, Change Password, Log Out), and 'Tools' (NCCAOM Website, Resources). The main content area is titled 'Fee Information' and explains that course applications can be purchased individually or in an annual discounted review (ADR) package. It states that the current course application is not included in an ADR package. A red circle highlights the 'Buy Annual Discounted Review Package' button. Below this, a table lists package rates: 1-50 = \$750, 1-100 = \$1,000, 1-200 = \$1,500, and 1-500 = \$2,000. A 'Fee Information' table shows a 'Live Presentation Fee' of 250.00 and a 'Total (USD):' of 250.00. At the bottom, there are buttons for 'Cancel', 'Save and Resume Later', 'Prev', and 'Next'. A red circle highlights the 'Next' button.

Menu

- rubyinc 9010
- Home
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- Communication**
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 - Open (1)
 - Show All
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- Tools**
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 - Resources

Portal QC Version Not Logged In (Admin)

Course Title Goes Here -... **Incomplete** **NCC-CRSAPP-166**

Fee Information

Course applications can be purchased individually or in an annual discounted review (ADR) package.

This new course application is not included in an annual discounted review (ADR) package.

To purchase an ADR package, click on the button below. If you do not want to purchase an ADR package, click **Next**.

Buy Annual Discounted Review Package

An annual discounted review package begins on the date of purchase and is open to submit courses for a period of one year. The package includes new course applications as well as course renewals. Be careful to estimate the total number of new courses plus course renewals you will need within the next 12 months. For example, ten new courses at an individual rate of \$250 would equal \$2,500 less any discounts that apply to you. Compare that to the package rates:

1-50 = \$750
1-100 = \$1,000
1-200 = \$1,500
1-500 = \$2,000

Fee Information	
Live Presentation Fee	250.00
Total (USD):	250.00

Cancel **Save and Resume Later** **Prev** **Next**

Read carefully for options in submitting individual versus multiple courses. New and renewal courses are included in an ADR Package. Select "Next" to continue.

Step 3: Course(s) Renewal List

NCCAOM
CERTIFICATION COMMISSION FOR ACUPUNCTURISTS

Menu

rubyinc
9010

- Home
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Communication

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- Log Out

Tools

- [NCCAOM® Website Resources](#)

Portal
QC Version

Not Logged In (Admin)

Course Renewal Application
New Record

Course Information

Courses are eligible for renewal if the title, content, and points (time) have not changed. If information has changed, a new course application is required, which will assign a different course number. To review the previously submitted course information, click on the course number below.

- Select the course(s) you wish to renew.
- You can renew a maximum of **10** course(s) with this application.

By submitting this application, I attest that the NCCAOM® PDA course(s) listed below have not changed and remain the same in title, content, and duration of time / points.


Allowed: Selected:

Renew	Number	Title	Type	Points	Expires
<input checked="" type="checkbox"/>	Points17079	One-Day Live Presentation For Renewal	Live	1	12/7/2018

Cancel
◀ Prev
Next ▶
Submit and Pay


Click on the box to the left to select courses to renew. A total of 10 courses can be done at one time. Select “Submit and Pay” to continue.


Step 4: PDA Attestation Statement

CERTIFICATION COMMISSION FOR ACUPUNCTURISTS


Menu


 **rubyinc**
9010


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[NCCAOM® Website Resources](#)

Portal QC Version
Not Logged In (Admin)

Course Title Goes Here -... **Incomplete** **NCC-CRSAPP-166**

Attestation Statement

By signing below, I affirm that the materials supplied herein are accurate, true, and correct in all respects. As a PDA Provider, I agree to comply with the highest ethical standards and all applicable laws to ensure accurate and truthful continuing education presentations and documentation. I agree to abide by the [NCCAOM® Code of Ethics](#), the [NCCAOM® Grounds for Professional Discipline](#), the [NCCAOM® Professional Development Activity \(PDA\) Department and Provider Agreement](#), and the [NCCAOM® PDA Product and Service Disclaimer](#). I understand that I am responsible for the content of the program advertisement and I assure adherence to ethical standards in advertising the continuing education program truthfully and to avoid misleading the public.

ESignature*
First Name Last Name

Carefully read the PDA Attestation Statement. The Responsible Party's first and last name will automatically appear in the spaces provided. By selecting "Next" to continue, you are acknowledging the PDA Attestation Statement.

Step 5: Payment Instructions

NCCAOM CERTIFICATION COMMISSION FOR ACUPUNCTURISTS

Portal QC Version
Not Logged In (Admin)

PAYMENT INSTRUCTIONS

Please review your total amount due below, then select the appropriate payment method.

Refund Policies

The PDA program fee is charged to the Provider for the review of the course materials and, if approved, use of the PDA logo, and posting the course information on the PDA Search Engine for a period of one year. The payment is non-refundable and does not guarantee that the course(s) will be approved by NCCAOM®.

Add Payment New Record

Items to Pay

Item	Description	Level	Due
Previous Balance			
1	Live Presentation Fee NCC-CRSAPP-166: Course Title Goes Here - App	Pending	250.00
Total Due:			250.00

Select Payment Method

Please select the payment method from the drop down list below.

Once you have selected your payment method, click the **Submit** button to proceed to the payment screen, where you will enter your credit card information

Please note: For security reasons, this system will not store your method of payment nor your payment information (credit card information).
Transaction location: United States

Select Payment Method*

First, review your payment information then select the credit card in the pull-down menu. NCCAOM does not accept checks. Select "Submit" to go to PayPal.




Step 6: PayPal

National Certification Commission of Acupuncture and Oriental Me

Choose a way to pay

- Pay with PayPal - The faster, safer way to pay
- Pay with credit or debit card

Card Number


  

Expiration Date /

Order summary

Total (USD): 250.00

Enter in the credit card information and select the "Pay Now" button.

Secure payments by  PayPal

Step 7: Payment Successful

NCCAOM CERTIFICATION COMMISSION FOR ACUPUNCTURISTS

Menu

Portal QC Version
Not Logged In (Admin)

Payment Successful

Thank you. Your payment is complete and has been assigned the ID: NCC-PMT-89. Please note this for future reference.

The following is a summary of payment:

Item	Date	Description	Amount
1	11/05/2018	Live Presentation Fee NCC-CRSAPP-168: Course Title Goes Here - App	250.00

You may [print](#) this page for your records and an email confirmation has been sent via email.

Account

[Return to My Account](#)

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[NCCAOM® Website](#)
[Resources](#)

Account Details

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QC Version

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Return to My Account

This is the payment confirmation page. A copy of this is emailed to the Responsible Party. To return to the Provider Home Page, click on the "Return to My Account" button on the left.

zapCertify¹

Step 8: PDA Course Renewal Application Submitted

Your NCCAOM PDA Course Renewal Application is now submitted.

The application has been placed in the course review queue. The PDA staff will begin the review and email you in 6 to 8 weeks. Please be patient as we anticipate this turn-around time to be decreased in the future.

If you have questions or would like a status update of the application, please contact the PDA staff at PDA@TheNCCAOM.org.

Thank you!

