



National Certification Commission
for Acupuncture and Oriental Medicine



NCCAOM® PDA Application:

LIVE PRESENTATION



***National Standards of Continued Competence
In Acupuncture and Oriental Medicine***

NCCAOM®


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

February 2017



Dear PDA Provider:

Thank you for submitting your continuing education activity for review with the NCCAOM. For detailed information regarding the NCCAOM PDA program, please see the *NCCAOM® PDA Handbook*. If you have questions, the PDA Department will be happy to assist you. Please contact us by email at pda@thencanaom.org or by phone at 904-674-2472.

The PDA application process is a paperless system and requires the PDA Provider to complete the application form and submit it electronically with the required documents (pg. 3) and the review payment to pda@thencanaom.org. Paper or faxed applications are not accepted and will be returned to the Provider. Be sure all sections of the application are filled in. The symbol  indicates fields that are automatically loaded to the PDA database which, in turn, feeds the information to the *NCCAOM® PDA Search Engine* and the *NCCAOM® PDA Certificate*.

A “complete” application consists of all the required documents and payments. Complete applications are added to the review queue and reviewed in that order. Applications continue to take approximately 4 to 6 weeks to process. Expedited reviews are available for an additional fee (pg. 9). Incomplete applications slow the process and are the responsibility of the Provider to complete.

Once the course is approved, the Provider is notified via email and the U.S. Postal Service. The PDA Provider is required to use the *NCCAOM PDA Certificate* to issue the approved PDA points to the attendees. The certificate can be customized with the Provider’s logo, responsible party signature, and additional professional continuing education approvals.

The PDA Department would like to thank you for your support and affiliation with the NCCAOM and its Diplomates. The Providers’ continued interest in offering quality educational programs for the acupuncture and Oriental medicine community is much appreciated.

Sincerely,

The PDA Department Staff

pda@thencanaom.org

904-674-2472



LIVE PRESENTATION

Definition: A course, workshop or seminar that is a face-to-face meeting between the participants and the instructor(s). Two-way communication between all participants in theory subjects as well as acquiring psycho-motor skills through demonstration and supervised practice. The qualifier to determine the number of PDA points to issue is the amount of time the participant is in attendance and is actively learning new information. The attendance record (sign-in or sign-out sheet) is the document that records and verifies compliance.

Characteristics

- Face-to-face interaction between instructor and participants
- Two-way communication
- A psycho-motor skill (e.g., needling, cupping) may be taught because the instructor can assess if the participant is correctly learning the skill.
- Teaching methods include, but are not limited to lecture, group discussion, demonstration, supervised practice
- Attendance is the qualifier for issuing NCCAOM PDA points

Required Documentation – Submit One Course Per Email to pda@thnccaom.org

- NCCAOM® PDA Program Review and Web Posting Application
- Instructor's professional resume or curriculum vitae
- Sample attendance record (template available)
- Sample program evaluation (template available)
- Sample advertisement

Helpful Hints

- One hour of active learning is equal to one PDA point. PDA points are not issued for breaks or lunch/dinner hours.
- One PDA point is divided into quarter hours or 15 minute increments (0.25; 0.50; 0.75; 1.0).
- The Topic column within the Program Outline (pg. 6-7) may include several 15 minute sections. For example, a lecture on a topic may go from 10:00 a.m. to 11:30 a.m. and be counted as 1.50 PDA points.
- Safety or ethics topics within a program must be a minimum of one hour to receive a PDA point. Safety and/or ethics must be clearly stated in the Topic column of the Program Outline (pg. 6-7).
- The lowest PDA point issued is 0.50 or 30 minutes. When adding up the total PDA points on the Program Outline, a quarter hour (0.25 or 0.75) will be rounded down to the nearest half-hour. (15.25 = 15 PDA points)



This symbol indicates information that will be published on the *NCCAOM® PDA Search Engine* and the *NCCAOM® PDA Certificate*.

IMPORTANT: This form must be completed in **Adobe Reader**. Use the Tab key to move from space to space. Shift-Tab will move the cursor back one space.

Section 1. NCCAOM PDA Provider Information

NCCAOM PDA Provider Number:		
NCCAOM PDA Provider Name:		
Address:		
Suite/Building #:		
City:	St:	Zip Code:
Phone:	Country other than U.S.:	
Website:		
Responsible Party:	Title:	
Credentials:		
Address (if different than above address):		
Suite/Building #:		
City:	St:	Zip Code:
Phone:	Country if other than U.S.:	
E-Mail:		
Contact Person:		
Title:		
Address (if different than above address):		
Suite/Building #:		
City:	St:	Zip Code:
Phone:	Country if other than U.S.:	
E-Mail:		



Section 2. Program Information

Course Title:

Presentation Date(s) and Location(s): Fill in the information below to publish dates and locations in the *NCCAOM PDA Search Engine*. Dates and locations may be left blank if scheduled later. The PDA staff will be happy to work with Providers to publish the information at a later date within the one-year approval period.

Begin Date	End Date	City	State	Country

Instructors: PDA Providers must maintain documentation via a professional resume, showing instructors are qualified to teach the program. The resume is a required document and must be submitted with the PDA application. To publish the instructor information on the PDA Search Engine, list names and credentials below. A maximum of three instructors can be posted per program.

Instructor Name(s)	Credentials (Education/Degree – Certification - Licensure)

Course Description: Provide a brief overview of the program and how it relates to Oriental medicine. This section will be published on the PDA Search Engine and is **limited to 750 characters**. Please provide concise information that is reflected in the program title and content. Be sure to check spelling and grammar.

Goals and Objectives: Bullet point three to five goals & objectives that the participant can apply to their practice and professional development.



Course Outline: Also called the agenda, the course outline validates the content in relation to the NCCAOM recertification categories, teaching methods, and time frames that support the approved number of PDA points. If you run out of rows, e-mail the PDA Department at pda@thenccaom.org and we will send you a continuation form.

Begin Time	End Time	PDA Points	Topic – Content Outline	Recertification Category	Teaching Method



Begin Time	End Time	PDA Points	Topic – Content Outline	Recertification Category	Teaching Method

Total PDA Points Requested: _____



Section 3. Attestation and Signature

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 PDA Provider duties and responsibilities and all applicable NCCAOM policies and procedures as outlined in 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.

Type the name of the responsible party below. A digital signature is not required.

Responsible Party: _____ Date: _____

Section 4. Submitting the PDA Application

Email the *NCCAOM® PDA Program Review and Web-Posting Application*, the required documents (pg. 3), and the program review payment to pda@thenccaom.org. Please submit one application per email with the course title in the file name.

Section 5. Using the PDA Logo

The NCCAOM® is pleased to offer our PDA Providers the use of the official PDA logo. The logo may be used in advertising and promoting NCCAOM approved PDA programs. The appearance of the PDA logo will immediately attract the viewer to the course by visually showing the seal of approval by the NCCAOM. The PDA logo signifies a quality education program that has been approved by a leading national organization in the acupuncture and Oriental medicine profession.



Note: The PDA Provider may advertise a program as approved by the NCCAOM® and use the PDA logo only after receipt of the PDA program approval letter. PDA Providers may not use the PDA logo for programs under review but may state “Pending PDA Points” if the application has been received by the PDA Department.

PDA Providers may email pda@thenccaom.org to request a jpeg file of the logo for their approved programs.



Section 6. Program Review Fees

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

Bulk-Rate: This application is part of a bulk submission. Skip Section 6 and Section 7, and complete the NCCAOM PDA Bulk-Rate Payment Form.

Individual Rate: Complete the following:

Table with 2 columns: Description and Amount. Rows include One-Day Live Presentation (\$100), Multiple-Day Live Presentation (\$200), Subtotal, and Expedite Review (optional) (\$150).

Total Payment:

Section 7. Payment Method

Card number:

Card holder name:

Expiration date:

Zip code of billing address:

***** For NCCAOM Use Only *****

Application Received: _____ Expedite Review By: _____

Provider #: _____ Provider Name: _____

Responsible Party: _____ Email: _____

Contact Person: _____ Email: _____

Course Title: _____

Payment to Accounting: _____ Accounting Received Payment: _____ Batch #: _____

Categories: _____ AOM-BIO _____ SA _____ ET _____ PE- CW

Date Approved: _____ Total PDA's: _____

Notes: