



National Certification Commission
for Acupuncture and Oriental Medicine



PDA

Professional Development Activity

Handbook



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

January 2012



NCCAOM[®] Mission



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



Professional Development Activities (PDA)

*National standards of continued competence
in acupuncture and Oriental medicine.*

76 South Laura Street, Suite 1290
Jacksonville, FL 32202
Ph: 904-598-1005 / Fax: 904-598-5001
www.nccaom.org

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Applications and forms are available on the PDA Home page at www.nccaom.org.

Applications

- NCCAOM® PDA Provider Application*
- NCCAOM® PDA Program Review and Web-Posting Application*
- NCCAOM® PDA Program Renewal Application*
- NCCAOM® PDA Program Update Form*

Templates

- Attendance Record
- Conference — Participant's Attendance Verification Form
- Distance Learning/Online Program Worksheet
- Program Evaluation Form—Live Presentation
- Program Evaluation Form—Distance Learning/Online



NCCAOM[®] PDA Program Overview

The mission of the NCCAOM[®] *to establish, assess, and promote recognized standards of competence and safety in acupuncture and Oriental medicine (AOM) for the protection and benefit of the public.*

Achieving NCCAOM certification demonstrates the mastery of specific core knowledge, skills, and abilities required within an AOM professional practice; therefore, the focus of NCCAOM recertification is to maintain the core competencies and advance the professional growth and development of the Diplomate. To that end, the Professional Development Activity or "PDA" program was created as NCCAOM's department of continuing education. All NCCAOM approved programs satisfy recertification requirements for NCCAOM Diplomates. The PDA program was created to provide an avenue for NCCAOM Diplomates to earn "PDA Points" (NCCAOM's term for continuing education units or CEU's) for participating in recognized programs that apply toward NCCAOM recertification requirements. In turn, the NCCAOM PDA Department partners with individuals and organizations to provide these quality education programs.

NCCAOM's PDA program began in 1999 and has grown to over 1,000 PDA Providers and 4,000 approved programs that award PDA Points to Diplomates. In 2007 and 2011, significant advances were made in the PDA Department and with this dedication came further program enhancements in 2012.

Organizations and individuals interested in offering PDA "points" must first apply to become a PDA Provider. Once accepted, the Provider is eligible to submit an *NCCAOM[®] PDA Program Review and Web-Posting Application*, required documents, and program review payment to the PDA Department. The program review includes evaluation of the course content, instructor qualifications, and supporting documents. When the program is approved, a PDA course number is assigned and the Provider is allowed to issue PDA points to the attendees via an *NCCAOM[®] Certificate of Participation/Completion*. The Diplomate may submit the official PDA certificate for NCCAOM recertification and to their state acupuncture board for re-licensing requirements. One PDA point is equal to one hour of active learning and/or instruction.

We trust the *NCCAOM[®] PDA Handbook* presents educators and PDA Providers with helpful information regarding NCCAOM's PDA program and the continuing education requirements for NCCAOM recertification. The NCCAOM is proud of its PDA program and the rewarding relationships that have developed among all of the PDA Providers.



NCCAOM[®] Recertification Requirements

This section is provided to assist the PDA Provider in understanding NCCAOM's recertification requirements. The PDA Program is designed to ensure that NCCAOM Diplomates are participating in quality educational programs that maintain their core competencies and provide ongoing professional development. By learning the NCCAOM recertification requirements, PDA Providers will have a better understanding of the types of courses the Diplomates are searching for.

To assist the Diplomates in their search for programs that apply to their recertification, the PDA Department has developed codes for the NCCAOM recertification requirement categories. Providers are now required to identify the NCCAOM recertification category their program addresses. These recertification categories have also been added to the NCCAOM PDA Search Engine making it easier for Diplomates to find the type of course they need to complete their recertification application.

NCCAOM[®] Recertification Requirement Categories

- CO Core Knowledge, Skill, Ability (KSA):** Programs that address one of the five branches of Oriental medicine (e.g., acupuncture, Chinese herbs, Chinese dietary therapy, Tai Chi/Qigong, and Asian bodywork therapy).

- SA Safety:** Programs that address safety issues in the AOM and healthcare professions such as universal precautions, herbal safety, personal protective equipment (PPE's), Health Insurance Portability and Accountability Act (HIPAA), needle safety, etc.

- ET Ethics:** Programs that address ethical issues in the acupuncture and Oriental medicine and healthcare professions such as ethical decisions, liability, public health reporting, medical coding, medical billing, reporting requirements, etc.

- CPR Cardiopulmonary Resuscitation** education.

- AT Adjunctive Therapies (Electives):** Programs that relate to therapies and modalities that directly enhance the Diplomate's knowledge or practice in acupuncture and Oriental medicine. Examples include courses that assist the practitioner in treating the patient (e.g., cupping, moxibustion, electro-acupuncture, color/sound therapy, auricular acupuncture, etc.).

- BIO Biomedicine:** Western medicine and practice management.



- IT Injection Therapy:** Injection of herbs, homeopathies, and other nutritional “sterile” supplements into acupuncture points. An Injection Therapy Disclaimer is included in the *NCCAOM® Certificate of Participation/Completion*.
- PE Practice Enhancement:** Programs that cover subjects outside the area of acupuncture and Oriental medicine. Examples include yoga, Reiki, Native American herbs, crystals, etc.

NCCAOM® Recertification At a Glance for PDA Providers

60 PDA Points are required in a four-year recertification cycle.

Competency Maintenance—30 PDA Points: Diplomates are required to complete the number of PDA points identified in the designated areas listed below. PDA Provider courses may be live presentations or distance learning/online programs. Webinars are considered live presentations. PDA Providers distribute the *NCCAOM® Certificate of Participation/Completion* to award PDA points to the attendees.

Core Knowledge, Skills and Abilities— 15 PDA points required in one of the five branches of Oriental medicine (e.g., acupuncture, Chinese herbs, Chinese dietary therapy, Qigong, Asian bodywork therapy) or biomedicine (Western medicine).

Safety and/or Ethics — 4 PDA points required (e.g., herbal safety, universal precautions, ethics and liability, public health reporting requirement, etc.)


















CPR Education— 4 PDA points required (PDA points may not be used in the Core or Safety/Ethics category).

Adjunctive Therapies— 7 PDA points that directly enhance a Diplomate’s knowledge or practice in Oriental medicine (e.g., practice management, adjunctive therapies, patient education, and disaster relief training, etc.).

Professional Development “Activities” - 30 PDA Points: NCCAOM® offer PDA points to Diplomates who participate in professional activities. PDA Providers issue points in the continuing education category for any subject taught in the Oriental or Western medicine fields. The practice enhancement category is used for those topics not rooted in Oriental medicine (i.e., crystals, reiki, American native herbs, etc.). PDA Providers distribute the *NCCAOM® Certificate of Participation/Completion* to award PDA points to the attendees. Overseas tours utilize the clinical experience category for hospital rounds that include observation, demonstration, and/or supervised



practice. The PDA Provider distributes a letter, on their letterhead to award PDA points for the clinical experience. Extra continuing education points may be carried over to the Competency Maintenance categories. For detailed descriptions and required documentation, please see the *NCCAOM[®] Recertification Handbook* at www.nccaom.org

	Continuing education courses	30 points maximum
	Additional NCCAOM [®] certification	20 points maximum
	Passage of NCCAOM [®] biomedicine exam	20 points maximum
	Serve on a professional board	5 points per year—10 maximum
	Advocate legislation	10 points maximum
	Donate acupuncture and Oriental medicine services	10 points maximum
	Item writing	10 points maximum
	Clinical supervision	10 points maximum
	Clinical experience	10 points maximum
	Peer-reviewed posters or exhibits	10 points maximum
	Research in Oriental medicine	20 points maximum
	ACAOM site visitor	10 points maximum
	Teach or Lecture	20 points maximum
	Tai Chi/Qigong	10 points maximum
	Language	10 points maximum
	Publications—books, professional journals, articles	Varies—see pgs. 7 & 8
	Practice Enhancement—not related to Oriental medicine (Reiki, crystals, native American herbs, symbols, etc.)	6 points maximum



Benefits of an NCCAOM® PDA Provider

NCCAOM PDA Providers represent a significant achievement and commitment to the professional development of Diplomates and the acupuncture and Oriental medicine profession.

- ☯ PDA Providers make an important statement regarding continued professional competency that is recognized by the profession, regulatory agencies, third-party payers, and the public.
- ☯ PDA Providers receive the benefit of a professional program review service that documents the quality and integrity of an AOM continuing education program.
- ☯ PDA Providers may utilize the NCCAOM PDA logo that offers immediate recognition by AOM professionals of the program's approval by NCCAOM.
- ☯ PDA Providers take advantage of a nation-wide advertising opportunity by posting their continuing education programs on the NCCAOM's PDA Search Engine for continuous access by Diplomates.
- ☯ PDA Providers have access to the PDA Home page for announcements and information exchanges.
- ☯ PDA Providers are provided with a streamlined review process and professional guidance in program development and documentation.
- ☯ PDA Providers receive additional recognition in states that require NCCAOM PDA courses for re-licensure.
- ☯ PDA Providers receive excellent customer service provided by the PDA Department.





How to Become an NCCAOM® PDA Provider

Sponsors of continuing education programs who become an NCCAOM PDA Provider enjoy a life-time membership with the PDA Department. PDA Providers may be an individual or an organization. A one-time Provider fee covers a review conducted by the PDA Department of the sponsoring individual or organization. The sponsor must attest to and abide by the duties and responsibilities outlined in the *NCCAOM® Code of Ethics*, the *NCCAOM® Professional Development Activity (PDA) Department and Provider Agreement*, and the *NCCAOM® PDA Product and Service Disclaimer*.

Once accepted as a PDA Provider, the sponsor will receive a Provider number which is permanent to the Provider. All programs are housed electronically by Provider number; therefore, it is very important that the sponsor have their Provider number ready when communicating with the PDA Department. The PDA Provider is eligible to submit programs for review by completing the *NCCAOM® PDA Program Review and Web-Posting Application*.

Once a program is approved, a second three-digit “course number” and an *NCCAOM® Certificate of Participation/Completion* is issued to the Provider that is specific to that course only.

To become a PDA Provider, a continuing education sponsor should email the following documents to the PDA Department at pda@thenccaom.org.

- *NCCAOM® PDA Provider Application*,
- One-time application fee as determined by the PDA Department,
- Professional resume or curriculum vitae of the Responsible Party,
-

The PDA Department will conduct a review of the applicant or organization including:

- NCCAOM Diplomate verification and active status report (if applicable).
- state acupuncture license verification and status report. Applicants who have had or are currently under disciplinary actions may still qualify, however their *NCCAOM® PDA Provider Application* will be forwarded to the Professional Ethics and Disciplinary Review Department for review.
- Applicant website evaluation.
- Verification of the Provider’s resume and the appropriate program curriculum for education and professional experience in the acupuncture and Oriental medicine profession (if applicable).



Continuing education sponsors are notified, in writing, as to the outcome of the PDA Provider review. Sponsors are approved as a PDA Provider and issued a Provider number, or denied with a reason stated for the denial. Sponsors have the right to appeal, in writing and within 30 days of the date of the denial letter (see *Appealing A Denied Provider or Program Decision* (pg. 18)).

Once approved, the PDA Provider will be mailed, by FedEx, a packet containing the *NCCAOM[®] PDA Department and Provider Agreement* and the *NCCAOM[®] PDA Program and Service Disclaimer* for their review and signature.



NCCAOM PDA Search Engine

In 2011, a new database was built and the new PDA Search Engine was launched expanding the availability of PDA approved program information. The advanced, one-of-a kind PDA Search Engine provides the NCCAOM Diplomates and the public with increased search functions and detailed program information approved for NCCAOM recertification. In addition, the new search engine requires PDA Providers to have a knowledge of the NCCAOM recertification categories and, most importantly, offers one of the only methods available to advertise approved PDA programs. The PDA logo was also implemented to brand the PDA program and assist the Providers in advertising. This new logo is now registered with the U.S. Patent and Trade Office to prevent providers that are not approved by the PDA Department from using the logo.

HOME

FIND A PRACTITIONER

APPLICANTS

DIPLOMATES

CONSUMERS

PDA PROGRAM

REGULATORY AFFAIRS

ABOUT US


CONTACT US

The NCCAOM® PDA Search Engine

[Home](#) >> [PDA Providers](#)

Enter Your Criteria To Search For NCCAOM® Approved Programs.

Multiple fields may be selected at one time. Please see disclaimer at the bottom of the screen regarding available program information.



Provider Information

Provider Name:

Provider #:

Provider Phone:

Provider Website:

NCCAOM® Recertification Categories

CO Core Knowledge, Skill & Ability (KSA)

SA Safety

ET Ethics

AT Adjunctive Therapies (electives)

BIO Biomedicine

IT Injection Therapy

PE Practice Enhancement (effective 2011)

[View NCCAOM® Recertification Handbook](#)

Program Information

Title/Keyword Search:

Instructor's Last Name:

PDA Points:

City:

State:

Zip Code:

Country:

Course Begin Date: Course End Date:

Type of Program

Conference or Symposium

Distance Learning or Online


Multiple-Day Live Presentation

Multiple-Day Live Teleseminar or Webinar


One-Day Live Presentation

One-Day Live Teleseminar or Webinar

Overseas Tour



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NCCAOM[®] PDA Department Duties and Responsibilities

Duties

1. The PDA Department shall provide professional development opportunities to Diplomates applying for NCCAOM recertification in Oriental Medicine, Acupuncture, Chinese Herbology, and Asian Bodywork Therapy.
2. The PDA Department shall approve continuing education sponsors as “PDA Providers” who, in turn, may issue PDA points and an *NCCAOM[®] Certificate of Participation/Completion* to the participants of PDA approved courses.
3. The PDA Department shall approve continuing education programs for the purpose of issuing PDA points to the participants. NCCAOM does not accredit educational programs or curriculum.
4. The PDA Department shall have sole discretion to either approve or deny any continuing education program and the Provider’s ability to award PDA points.
5. The PDA Department shall provide the PDA Provider with a method to advertise their education programs for a period of one year. Advertising methods include the PDA Provider’s use of the NCCAOM PDA Logo for approved programs and posting the program information on the NCCAOM PDA Search Engine.
6. The PDA Department shall monitor all uses of the NCCAOM’s trademarks, copyrights, confidential information and trade secrets (“intellectual property”) and confirm such uses are authorized and within the scope of the *NCCAOM[®] PDA Department and Provider Agreement*.

Responsibilities

1. The PDA Department shall review continuing education programs to determine if PDA points will be assigned by NCCAOM for purposes of recertification, thereby allowing PDA Providers the ability to issue PDA Points via an *NCCAOM[®] Certificate of Participation/Completion* to the attendees.
2. The PDA Department shall conduct program reviews within approximately 4 to 6 weeks of receipt of the *NCCAOM[®] PDA Program Review and Web-Posting Application*.



3. The PDA Department shall complete program reviews in the date-order they are received by the PDA Department. The program review fee is processed and the Provider application and file are placed in the department review queue.
4. The PDA Department shall expedite program reviews when requested and for an additional fee. Expedited reviews will be completed within 10 to 15 business days from receipt of the expedited payment and submitted application.
5. The PDA Department defines instructor qualification as having formal education, profession clinical / practical experience, and certification and/or licensure in the subject being taught. Required documentation includes a professional resume or curriculum vitae for instructors practicing in the United States and biographical sketches (bios) for practitioners from Asia.
6. The PDA Department shall notify PDA Providers, in writing, as to the outcome of the program review. PDA programs are either approved which allows the Provider to issue PDA points, or denied with a reason stated for the denial.
7. The PDA Department shall provide PDA Providers with an appeal process for denied programs (See *Appealing a Denied PDA Providership or PDA Program Review*, pg. 18).
8. The PDA Department shall keep incomplete *NCCAOM[®] PDA Program Review and Web-Posting Applications* for a period of six months. It is the Providers responsibility to follow-up with the PDA Department to provide the missing or revised documentation. Incomplete applications will be returned to the Provider if special arrangements have not been made.
9. The PDA Department shall provide the PDA Provider with the following documents for all approved programs.
 - A. NCCAOM program approval letter,
 - B. NCCAOM PDA course list,
 - C. *NCCAOM[®] PDA Certificate of Participation/Completion*, and
 - D. NCCAOM PDA logo.
10. The PDA Department will maintain the NCCAOM PDA Search Engine on the NCCAOM website at www.nccaom.org.



NCCAOM[®] PDA Provider Duties and Responsibilities

Duties

1. The PDA Provider shall comply with the highest ethical standards and all applicable laws to ensure accurate and truthful continuing education programs and documentation.
2. The PDA Provider who is an NCCAOM Diplomate is required to maintain active status with NCCAOM including no disciplinary actions throughout their providership.
3. The PDA Provider shall abide by the *NCCAOM[®] Code of Ethics*, the *NCCAOM[®] PDA Department and Provider Agreement*, and the *NCCAOM[®] PDA Product and Service Disclaimer*.
4. The PDA Provider shall agree to abide by the PDA Provider responsibilities and all applicable NCCAOM policies and procedures.
5. The PDA Provider shall take special care to advertise their programs truthfully and avoid misleading the public. PDA Providers are responsible for the content of the advertisements and must adhere to ethical standards and compliance with the *NCCAOM[®] PDA Department and Provider Agreement*. The following constitutes misleading, deceptive, false or unethical advertising.
 - A. Misuse of the NCCAOM logo and/or the NCCAOM PDA logo.
 - B. Misleading statement regarding the programs approved by the NCCAOM PDA Department including programs under PDA review.
 - C. Misleading claim regarding NCCAOM PDA Provider education or credentials.
 - D. Advertising that has the effect of intimidating or exerting undue pressure.
 - E. Advertising that uses unsubstantiated testimonials.
 - F. Advertising that creates an unjustified expectation or guarantees a cure.
 - G. Advertising that offers gratuitous services, products, or discounts, the purpose of which is to deceive the public.

Responsibilities

1. The PDA Provider recognizes and acknowledges that the NCCAOM is the owner of the NCCAOM's intellectual property. As the owner, the NCCAOM has the absolute right to control the branding, marketing, and licensing of its intellectual property. Any misuse by the Provider of the NCCAOM's intellectual property subjects the Provider to termination of their PDA Providership and this Agreement



as well as potential disciplinary and/or legal action.

2. The PDA Provider may not alter, combine, or change in any way the approved program title, content, length, or the *NCCAOM[®] PDA Certificate of Participation/Completion* without notifying the NCCAOM PDA Department in writing.
3. For instructors from the United States, the required documentation for the PDA Department and the PDA Provider is a professional resume or curriculum vitae. For instructors from the Orient, a biographical sketch is required. The resume/curriculum vitae and the biographical sketch must outline the instructor's education, professional experience, and certification/licensure. The PDA Provider must retain the instructor resume and notify the PDA Department when a different instructor is contracted to teach the program.
4. The PDA Provider may advertise a program is "approved by NCCAOM" and use the NCCAOM PDA logo only after they receive the PDA program approval letter. PDA Providers may not use the NCCAOM PDA logo for programs under PDA review but may state "Pending PDA Points" if the *NCCAOM[®] PDA Program Review and Web-Posting Application* has been received by the PDA Department.
5. The NCCAOM recommends that the PDA Provider check with the acupuncture board or regulatory agency in the state they plan to offer instructional programs to assure they are aware of the continuing education requirements and/or limitations for instructors.
6. The PDA Provider may present the approved program as many times as they wish, anywhere in the world for the period of one year.
7. The PDA Provider agrees to document a participant's attendance by maintaining an attendance record (sign-in sheet) for each live presentation taught. Participant's must, at a minimum, sign-in via their signature for each daily session. It is recommended that a participant "sign-in" and "sign-out" for each session of a program.
8. The PDA Provider is required to award PDA points via the *NCCAOM[®] Certificate of Participation* for a live presentation, webinar, overseas tour, conference or symposium. An *NCCAOM[®] Certificate of Completion* is awarded to students of a distance learning or online program.



9. The PDA Provider is not required to send program schedules or completed attendance rosters to the PDA Department.
10. The PDA Provider shall issue PDA points at the conclusion of the program.
11. PDA points may not be carried over from one session to another meeting at a later date. For programs that meet over a period of time, each session is considered to be a stand-alone course. Each session requires a PDA course number and distribution of the *NCCAOM[®] Certificate of Participation* at the conclusion of the session. The Provider may distribute an overall “program certificate”, however the certificate must not display reference to NCCAOM.
12. The PDA Provider may not charge a monetary fee for issuing PDA Points.
13. The PDA Provider may not award PDA Points for expired programs or programs that are not approved pursuant to the application process.
14. Products or services that are specific tools used during the presentation and sold by the PDA Provider must be made available to the participants free of charge. Participants are not required to purchase a product or service in order to attend an approved NCCAOM program; purchases are on a voluntary basis only. PDA Providers are required to sign the *NCCAOM[®] PDA Product and Service Disclaimer*.
15. To continue awarding PDA points and advertising on the NCCAOM Search Engine, Providers may apply to have a course renewed by emailing the *NCCAOM[®] Program Renewal Application* to pda@thenccaom.org 4 to 6 weeks before the program’s web-posting end date. It is the responsibility of the PDA Provider to track the program renewal dates.
16. The PDA Provider agrees to notify NCCAOM, in writing, of any changes in their contact information including the Provider’s name, responsible party, contact person, address, telephone number, and email or website address.



NCCAOM® Four-Step PDA Review Process

The PDA staff welcomes questions and will be happy to provide assistance. Please contact us at 904-674-2474 or pda@thenccaom.org. Detailed information regarding the PDA review process continues after this page.

Step 1. Become an NCCAOM PDA Provider – email the documents to the PDA Dept.

NCCAOM® PDA Provider Application

Responsible Party's professional resume or curriculum vitae

Step 2. Submit an NCCAOM Program Application

NCCAOM® PDA Program Review and Web-Posting Application

Required Documents – pg. 3 of the application

Program Review Fee – pg. 10 of the application

Step 3. The NCCAOM PDA Program Review

The PDA Department works closely with the PDA Provider to complete the program review.

The program review takes approximately 4 to 6 weeks.

Expedited reviews are available at an additional fee.

Step 4. NCCAOM Approved PDA Programs

Approved programs are posted on the NCCAOM PDA Search Engine for one year.

The NCCAOM PDA logo is issued to the PDA Provider to promote the approved program.

An *NCCAOM® Certificate of Participation/Completion* is issued to the PDA Provider for distribution to the participants.

NCCAOM PDA applications and templates
are available at PDA's Home page on the NCCAOM website at www.nccoam.org



NCCAOM® PDA Provider Review

The PDA Provider is the sponsor of a continuing education event and responsible for and all logistical aspects of the program. The Provider is not required to be educated in Oriental medicine or hold an NCCAOM certification. A PDA Provider may be an individual, organization, or company. The PDA providership is a life-time membership.

1. To become a PDA Provider, a continuing education sponsor emails the documents listed below to the PDA Department at pda@thenciaom.org.
 - A. NCCAOM® PDA Provider Application
 - B. Responsible Party's professional resume or curriculum vitae
 - C. one-time application fee as determined by the PDA Department

2. The PDA Department will conduct a review of the applicant including:
 - A. NCCAOM Diplomat verification and active status report.
 - B. State acupuncture license verification and status report.
 - C. Verification of the Responsible Party's resume/curriculum vitae for education, professional experience, and certification/licensure in the acupuncture.
 - D. Website evaluation.

Note: Applicants who have had, or are currently under disciplinary actions are eligible for consideration. The NCCAOM® PDA Provider Application is forwarded to the Professional Ethics and Disciplinary Review Department for review and recommendations.

3. Applicants are either approved as PDA Provider and issued a Provider number, or denied with a reason stated for the denial. The PDA Department will notify the applicant, in writing, as to the outcome of the Provider review.

4. Once the Provider is approved, the PDA Department will FedEx the NCCAOM® PDA Department and Provider Agreement and the NCCAOM® PDA Product and Service Disclaimer Form for review and signature.

5. If denied as a PDA Provider, the applicant has the right to appeal the PDA Department's decision. See Appeal pg. for detailed information.



NCCAOM® PDA Program Review Process

Once approved as a PDA Provider, the sponsor may submit continuing education programs for review. The programs must meet the NCCAOM recertification categories as stated in the *NCCAOM® Recertification Handbook* and the *NCCAOM® PDA Handbook*.

1. PDA Providers begin the program review process by emailing an *NCCAOM® PDA Program Review and Web-Posting Application* packet to the PDA Department at pda@thenccaom.org. The packet includes the application, required documents, and program review fee. One program should be sent per email with the course title in the file name.
2. The PDA program review fee is charged to the PDA Provider for the act of reviewing the program materials, use of the PDA logo for advertising, and posting the program information on the NCCAOM PDA Search Engine for a period of one year. The review fee is non-refundable and does not guarantee the program will be approved by NCCAOM.
3. The PDA Department's approximate program review time frame is four (4) to six (6) weeks.
4. Expedited program reviews are available at an additional monetary charge. The expedited review will be completed within 10 to 15 business days from the receipt of the expedited review payment and submitted application.
5. Upon receipt of the PDA Provider's *NCCAOM® PDA Program Review and Web-Posting Application*, the PDA Department processes the review fee and the application goes into the Department's review queue. During the program review, the PDA Department works closely with the PDA Provider to assure all documentation is accurate and meets policy and procedure standards to approve the program.
6. The PDA Department defines instructor qualification as having formal education, profession clinical / practical experience, and certification and/or licensure in the subject being taught. Required documentation includes a professional resume or curriculum vitae for instructors practicing in the United States and biographical sketches (bios) for practitioners from Asia.
7. PDA Providers are notified in writing, as to the outcome of the program review. A Program under review is approved or denied, with a reason stated for the denial.



8. When the program is approved, the PDA Department emails the Provider and prepares the approval paperwork. Electronic and paper copies of the approval documents are provided to the Provider: 1) PDA course approval letter, 2) NCCAOM PDA course list, 3) *NCCAOM[®] Certificate of Participation/Completion*, and 4) NCCAOM PDA logo.
9. If a program is denied, the PDA Provider has the right to appeal the PDA Department's decision. The Provider must submit an appeal request in writing and within 30 days of the date of the denial letter. The appeal will be reviewed by the NCCAOM[®] Recertification Committee at its next scheduled meeting. The applicant is notified, in writing, of the Committee's decision.

A second level of appeal is available, provided the applicant notifies the PDA Department in writing within 30 days of the NCCAOM[®] Recertification Committee's denial letter. The second appeal is reviewed by the NCCAOM[®] Board of Commissioners. The decision of the NCCAOM[®] Board of Commissioners is final and the PDA Provider is notified in writing within 30 days of the Board's decision.

10. Awarding PDA Points

PDA points are awarded to participants by issuing an *NCCAOM[®] Certificate of Participation* for live presentations and the *NCCAOM[®] Certificate of Completion* for distance learning or online courses.

The PDA Department works with the Provider to customize the NCCAOM certificate by importing the Provider's logo, responsible party's signature, and additional approvals by other healthcare organizations.

The Provider includes the participant's name, state acupuncture license number (optional), completion date, and Provider's responsible party's signature before distributing the certificate to the student.

Each approved program is posted on the NCCAOM PDA Search Engine for a period of one year. It is the responsibility of the PDA Provider to email an *NCCAOM[®] PDA Program Renewal Application* for continued posting services.



Appealing A Denied NCCAOM® PDA Providership or Program Review Decision

The applicant has the right to appeal the PDA Department's decision for a denied PDA Provider application or a program review decision. The applicant must submit a request for an appeal in writing and within 30 days of the date of the denial letter. The appeal will be reviewed by the NCCAOM Recertification Committee at its next scheduled meeting. The applicant is notified, in writing and within 30 days of the Committee's decision.

A second level of appeal is available and requests must be submitted to the PDA Department, in writing and within 30 days of the date of the NCCAOM Recertification Committee denial letter. The denial will be reviewed by the NCCAOM Board of Commissioners at their next scheduled meeting. The decision of the NCCAOM Board of Commissioners is final and the PDA Provider is notified, in writing and within 30 days of the Board's decision.



Required Documentation for an PDA Program Review

The NCCAOM PDA Department and the PDA Provider shall maintain documentation as listed below for all continuing education programs, depending on the type of program. Each program review application requires additional documentation depending on the type of program. The electronic application and required documents should be emailed to pda@thenccaom.org. PDA applications and templates are available on the PDA Home page at www.nccaom.org.

The PDA Department has moved to a paperless system. All applications and required documents must be submitted electronically to pda@thenccaom.org. The PDA application uploads to the PDA Search Engine, therefore all data fields must be filled in to have the application complete.

NOTE: A live presentation or webinar that is also a distance learning/online course is considered two different programs due to the content, requirements, and documentation. Therefore, a live presentation that is also a distance learning program requires submission of two *NCCAOM[®] PDA Program Review & Web-Posting Applications*; one for each program type.

Required Documentation

Live presentation or webinar

- *NCCAOM[®] PDA Program Review and Web-Posting Application*
- Instructor's professional resume or curriculum vitae
- Sample attendance record (sign-in sheet) - template available
- Sample program evaluation - template available
- Sample advertisement - brochure or website

Distance Learning or Online Programs

- *NCCAOM[®] PDA Program Review and Web-Posting Application*
- Program worksheet - template available
- End-of-course assessment (minimum of 10 questions)
- Passing score stated on the assessment and/or website
- Sample program evaluation - template available
- Sample advertisement - brochure or website



Conference or Symposium

- *NCCAOM[®] PDA Program Review and Web-Posting Application* (do not complete the Program Outline (pg. 7-8) or the Instructor Information.
- Conference/symposium brochure outlining the courses, speakers, and agenda
- Sample participant's course attendance verification - template available
- Sample attendance record (sign-in sheet) - template available
- Sample program evaluation - template available
- Sample advertisement - brochure or website



What's New in PDA in 2012?

NCCAOM[®] PDA Advisory Panel

The PDA Advisory Panel has been established to assist the PDA Department in strengthening the PDA program standards, Provider offerings, and increase national and international recognition. The PDA Advisory Panel members include representatives from the NCCAOM Board of Commissioners, the NCCAOM Recertification Committee, long-standing PDA Providers, AOM schools, and state acupuncture boards. The first meeting is scheduled for February 2012.



NCCAOM[®] PDA Logo is now a Registered Trademark!

Being a registered trademark means that NCCAOM has sole rights to the use of the PDA logo. With permission, we grant our PDA Providers use of the logo in advertising and promoting their PDA approved continuing education programs. The appearance of the PDA logo will immediately attract the viewer to the program by visually showing the NCCAOM seal of approval. The PDA logo signifies a quality education program that has been approved by a leading national organization in the acupuncture and Oriental medicine profession. PDA Providers can e-mail pda@thenccaom.org to receive a jpeg file of the registered PDA logo.

NCCAOM[®] PDA Program Renewal Application

Due to the high demand for program renewals, the PDA Department announces the ***New NCCAOM[®] PDA Program Renewal Application***. To meet customer service demands, the PDA Provider can now renew their approved courses by a simple application process. The Provider will be required to list the course number, course title, and future presentation dates, if applicable, for the courses they want renewed. Additionally, the Provider must attest that the program title, content, length, and required documents have not changed from the original *NCCAOM[®] PDA Program Review and Web-Posting Application*. The renewal application is electronic and can be emailed to pda@thenccaom.org along with the review and web-posting payment. An *NCCAOM[®] Certificate of Participation/Completion* with updated



program approval dates will be emailed to the Provider for each renewed course. As always, Providers are welcome to contact the PDA Department with questions at pda@thenccaom.org or 904-674-2474.

NCCAOM and PDA Going Paperless!

The NCCAOM and the PDA Department are going paperless over the next several years. Beginning January 1, 2012 the PDA Department will only accept electronic PDA applications and required documents. We would like to take this opportunity to thank all of the PDA Providers who have worked with us in 2011 to forge the way to a paperless system. Assistance is available with the electronic applications by emailing pda@thenccaom.org.

NCCAOM PDA Search Engine

The PDA Search Engine continues to be popular with the Diplomates, regulatory agencies, third party payers, and the public. Servicing over 1,000 NCCAOM PDA Providers, the PDA search engine currently houses over 4,000 PDA approved courses and provides for the only international course listing in the AOM profession. If you have not yet done so, visit the PDA Search Engine today at www.nccaom.org!

The PDA staff welcomes questions and will be happy to provide assistance.

Please contact us at 904-674-2474 or email pda@thenccaom.org.



NCCAOM PDA Program Review and Web-Posting Fee Schedule

Program Review	Fee
One-day Course	\$ 50
One-day Teleseminar/Webinar	\$ 50
Multiple-day Seminar	\$ 150
Multiple-day Teleseminar/Webinar	\$ 150
Distance Learning/Online	\$ 100
Overseas Tour	\$ 250
Conference-Symposium	\$ 250
Bulk rate 5 to 15 programs	\$ 350
Bulk rate 16 to 45 programs	\$ 400
Bulk rate 46 to 99 programs	\$ 450
Bulk rate 100 and over programs	\$ 500

Optional Services	Fee
Expedited Review – 1 application	\$ 50
Expedited Review – 2 to 15 applications	\$ 100
Expedited Review – 16 to 30 applications	\$ 150
Expedited Review – 31 + applications	\$ 200

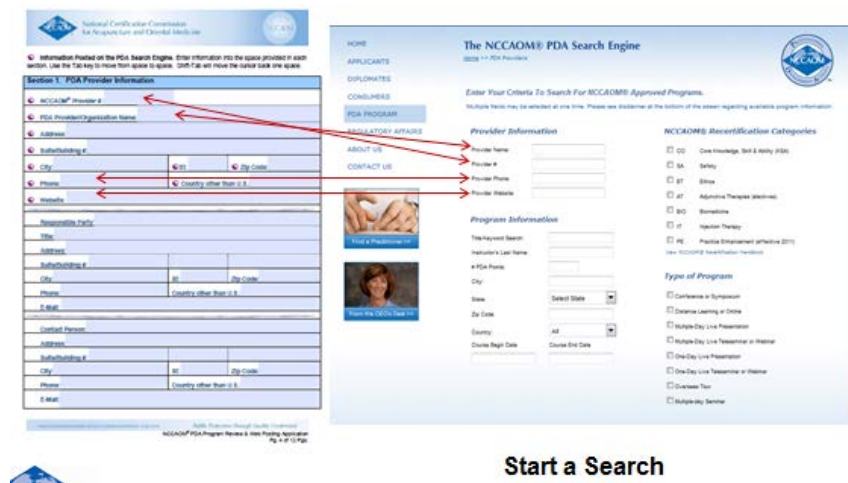


NCCAOM PDA Database, Search Engine, and Application

In 2011, a new database was built and the new PDA Search Engine was launched expanding the availability of PDA approved program information. The advanced, one-of-a kind PDA Search Engine provides the NCCAOM Diplomates and the public with increased search functions and detailed program information approved for NCCAOM recertification. In addition, the new search engine requires PDA Providers to have a knowledge of the NCCAOM recertification categories and, most importantly, offers one of the only methods available to advertise approved PDA programs. The PDA logo was also implemented to brand the PDA program and assist the Providers in advertising. This new logo is now registered with the U.S. Patent and Trade Office to prevent providers that are not approved by the PDA Department from using the logo.

The PDA Search Engine and the *NCCAOM® PDA Program Review and Web-Posting Application* are directly linked to the PDA database. PDA Providers are required submit a computerized application that automatically uploads course information to the PDA Search Engine. The *NCCAOM® Certificate of Participation/Completion* is also linked to the database; therefore PDA Providers should take special care when completing the program application.

Below are PDA Search Engine screen shots in relation to the *NCCAOM® PDA Program Review and Web-Posting Application* and the *NCCAOM® Certificate of Participation/Completion*. The purple yin-yang symbol ☯ indicates the fields that are automatically uploaded from the application to the PDA database.





Information Posted on the PDA Search Engine.

NCCAOM® Recertification Requirement Categories: Check the category below that the continuing education program addresses. NCCAOM recertification categories will be posted on the NCCAOM® PDA Search Engine and help the Diplomate find courses they need to meet their recertification requirements. Descriptions are available in the NCCAOM® PDA Handbook.

- CO Core Knowledge, Skill, Ability
- SA Safety
- ET Ethics
- AT Adjunctive Therapies (elective)
- BIQ Biomedicine
- IT Injection Therapy – requires disclaimer
- PE Practice Enhancement

Program Description: Provide a brief overview of the program and how it relates to Oriental medicine. The section will be posted on the PDA Search Engine and is limited to 200 characters. Please check for correct information, grammar, and spelling.

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

Recertification Categories

The NCCAOM® PDA Search Engine

Enter Your Criteria To Search For NCCAOM® Approved Programs.

Provider Information

Provider Name:

Provider # :

Provider Address:

Program Information

Program Name:

Program Description:

Program Start Date:

Program End Date:

Program Fee:

Program Location:

Program Type:

NCCAOM® Recertification Categories

- CO Core Knowledge, Skill & Ability
- SA Safety
- ET Ethics
- AT Adjunctive Therapies (elective)
- BIQ Biomedicine
- IT Injection Therapy
- PE Practice Enhancement (elective)

Type of Program

- Conference & Symposium
- Distance Learning - Online
- Hands-On Live Presentation
- Live Day Live Presentation or Seminar
- Live Day Live Presentation
- Live Day Live Presentation or Seminar
- Live Seminar
- Live Seminar

Information Posted on the PDA Search Engine.

NCCAOM® Recertification Requirement Categories: Check the category below that the continuing education program addresses. NCCAOM recertification categories will be posted on the NCCAOM® PDA Search Engine and help the Diplomate find courses they need to meet their recertification requirements. Descriptions are available in the NCCAOM® PDA Handbook.

- CO Core Knowledge, Skill, Ability
- SA Safety
- ET Ethics
- AT Adjunctive Therapies (elective)
- BIQ Biomedicine
- IT Injection Therapy – requires disclaimer
- PE Practice Enhancement

Program Description: Provide a brief overview of the program and how it relates to Oriental medicine. The section will be posted on the PDA Search Engine and is limited to 200 characters. Please check for correct information, grammar, and spelling.

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

Program Description

The NCCAOM® PDA Search Engine

Program Information

Provider Name:

Provider # :

Provider Address:

Program Name:

Program Description:

Program Start Date:

Program End Date:

Program Fee:

Program Location:

Program Type:

Recertification Categories

- CO Core Knowledge, Skill & Ability
- SA Safety
- ET Ethics
- AT Adjunctive Therapies (elective)
- BIQ Biomedicine
- IT Injection Therapy
- PE Practice Enhancement

Type of Program

- Conference & Symposium
- Distance Learning - Online
- Hands-On Live Presentation
- Live Day Live Presentation or Seminar
- Live Day Live Presentation
- Live Day Live Presentation or Seminar
- Live Seminar
- Live Seminar

Johns Hopkins Integrative Medicine and Digestive Center

22nd West Joppa Road, Suite 200
Lutherville, MD 21088
410-855-5555
www.jhpiim.org

Customized Provider logo

Program approval dates

Responsible party's electronic signature

Responsible party's name & credentials

Recertification categories

Certificate of Participation

This verifies that

is awarded 14 PDA Points

For participating in the live presentation

Acupuncture Clinical Skills: A Two Day Hands-On Seminar

NCCAOM® Program Approval Dates: 03-29-2011 through 03-29-2012

PDA Points / NCCAOM® Recertification Categories:

- 7 Core Knowledge, Skill, Ability
- 7 Safety
- 7 Ethics
- 7 Adjunctive Therapy/Continuing Education
- 7 Biomedicine
- 7 Injection Therapy
- 7 Practice Enhancement

Jeffrey Gault, M.A.C.M., D.M.S., C.P. (NCCAOM), L.Ac.
Licensed Acupuncture Instructur

NCCAOM® Provider # ACH987-001

For NCCAOM® recertification, this document should be retained for a minimum of five years. Diplomates are advised to check with their state Acupuncture Board for re-learning requirements.



NCCAOM® PDA Program Review and Web-Posting Application Instructions

NCCAOM is going green! To meet the PDA strategic plan of a paperless system, the PDA Department will accept electronic files only. We recommend the Provider check spelling, grammar, and provide concise information. Instructions for working and saving the PDA electronic application are listed at the end of this section. As always, please feel free to contact the PDA Department with questions at 904-674-2474 or by emailing pda@thenccaom.org.

Tips to filling out the PDA application

PLAN AHEAD!

- maximizes length of advertising time
- maximizes use of PDA logo

Submitting the Documents

- Complete all fields – Do not use “see attached” in any field. ** Incomplete applications delay the approval process and posting services.
- Submit the PDA application and required documents (pg. 21) at one time
- Email to pda@nccaom.org - One application & supporting documents per email

Each section of the *NCCAOM® PDA Program Review & Web-Posting Application* is described below. The “Tab” key can be used to move from space to space. “Shift-Tab” will move the cursor back one space.

Section 1. PDA Provider Information

🔗 **PDA Provider Information** is posted on the NCCAOM PDA Search Engine and gives the public, NCCAOM Diplomates and regulatory agencies information about the individual or organization. Please be sure this section is filled out accurately and completely.

🔗 **Responsible Party** is the person who is ultimately responsible for the PDA Providership and must sign the *NCCAOM® Certificate of Participation/Completion*. This person is accountable for the educational content, documenting the instructor(s) qualifications, attendance, program evaluations, overseeing proper advertising and distribution of the course certificate. Be sure to fill in credentials after the name and the



title within the company as this information will be posted on the *NCCAOM[®] Certificate of Participation/Completion*.

Contact Person is the individual who organizes the program documents and works with the PDA Department to assure the application packet is complete. Please complete both sections even if the responsible party and the contact person are the same.

Section 2. Program Information

This is the largest section and provides the necessary information about the program under review.

Note: The Provider may not alter the program title, content, course number, PDA points, or the *NCCAOM[®] Certificate of Participation/Completion* from the listing on the approval letter without notifying the PDA Department.

🕒 **Program Title:** The title should be written on the application exactly as the Provider wants it to appear on the NCCAOM PDA Search Engine and the *NCCAOM[®] Certificate of Participation/Completion*. Multiple word searches are available within the program title field; therefore we recommend the Provider be specific regarding the content and NCCAOM recertification categories. Space is limited to one-hundred and twenty (120) characters. Once you hit the limit, you will be unable to continue typing.

🕒 **Number of PDA Points Requested:** The number of PDA points should coincide with the Program Outline section (pg. 7 & 8).

🕒 **Presentation Date(s) and Location:** For each course application, the PDA Search Engine has the capability of posting future presentation dates and locations for Providers who desire to advertise. Obviously, this section is not applicable for distance learning or online programs and should be left blank.

🕒 **Instructor:** To have the instructor appear on the PDA Search Engine, list the instructor's name and credential(s) in the space provided. Both the PDA Provider and the PDA Department must have on-file the course instructor's resume or biographical sketch ("Bio"): Instructors from the United States must submit a professional resume or curriculum vitae. Asian practitioners or instructors for a conference or symposium may submit a biographical sketch. Instructor qualification includes:

- educational training
- practical experience
- professional certification and licensure



🕒 **NCCAOM Recertification Requirement Categories:** The program must meet at least one category of NCCAOM recertification requirements. The recertification category will be included on the *NCCAOM[®] Certificate of Participation/Completion* and is a searchable field on the NCCAOM PDA Search Engine. See pages 2-3 for category definitions.

CO Core Knowledge, Skill, Ability

BIO Biomedicine

SA Safety

IT Injection Therapy

ET Ethics

PE Practice Enhancement

AT Adjunctive Therapies

CPR

🕒 **Program Description:** In this section, the PDA Provider supplies an overview of the program. It is important to keep the description short and use concise, program-specific information. In the PDA Search Engine, the Provider website address is placed right above the description so the Diplomate can easily access more information about the course. Remember to check grammar and spelling. Space is limited to **seven-hundred and fifty (750) characters**.

Goals and Objectives: Providers list 3 to 5 goals and objectives that the participant can apply to their practice and/or professional development. An easy way to write goal and objective is to complete this sentence: *“At the conclusion of the presentation, the participant will be able to...”*.

Program Outline: The program outline is the most important portion in the PDA application. Also called an agenda, the program outline validates the curriculum content, teaching methods/learning activities, PDA points, and recertification categories.

Helpful Hints for Completing the Program Outline

- All columns on the outline must be filled in. If you use “see attached”, the application will be returned to the Provider and the review delayed.
- One PDA Point = one hour of active instruction/learning.
- PDA points are determined by the quarter hour:
 - 0.25 point = 15 minutes or one quarter of an hour
 - 0.5 point = 30 minutes or half an hour
 - 0.75 point = 45 minutes or three-quarters of an hour
 - 1.0 point = 1 hour



- The lowest PDA point issued is 30 minutes (0.5 PDA point). Safety or ethic topics within a program must be a minimum of 1 hour in length to earn a PDA point.
- Include lunch hours and breaks on the program outline. Remember, PDA points are not awarded for these times or for taking the end-of-course assessment.
- Clearly mark different days of a multiple-day presentation.
- Live presentations and webinars – Two-way communication with attendance as the qualifier for awarding PDA points. List the topic/content column first. Next work on teaching methods (i.e., lecture, demonstration, group discussion, supervised practice, etc.), then calculate the time and PDA point(s) each topic will need. Lastly, identify the recertification category for each topic area.
- Distance learning or online programs – No communication, the student is alone in their studies and an end-of-course assessment is the qualifier for awarding PDA points. Skills may not be demonstrated or taught. Teaching methods change to a learning activity (i.e., reading, writing, auditory, visual materials, etc.). Again, first list the topic/content. Then identify the learning activity and calculate how long it should take an average student to complete each activity. Lastly, identify the learning activity and recertification category for each topic area.
- If you have questions or need more space, contact the PDA Department at 904-674-2474 or email pda@thenccaom.org.

Section 3. PDA Program Review Fee and Payment

The PDA program review fee is charged to the PDA Provider for the professional review by a leader in AOM continuing education, use of the NCCAOM PDA logo for advertising, and posting the course on the NCCAOM PDA Search Engine for a period of one year.

The program review and PDA web-posting fee is payable to NCCAOM in United States dollars and is non-refundable. The payment may be submitted by check, money order, or credit card (Visa or MasterCard only). Specific payment information is outlined on pg. ____ and in the *NCCAOM® PDA Program Review and Web-Posting Application*.

Note: The review payment covers the act of evaluating the program materials and does not guarantee the course will be approved by NCCAOM or provide curriculum accreditation.

Section 4. PDA Provider Attestation and Signature

In this section, the PDA Provider attests that the educational material and documentation are accurate,



true, and correct in all respects. The PDA Provider also agrees to comply with the highest ethical standards and all applicable laws to ensure accurate and truthful continuing education advertising, presentation, and documentation. In addition, the Provider agrees to abide by duties and responsibilities outlined in the *NCCAOM® Professional Development Activity (PDA) Department and Provider Agreement*, the *NCCAOM® PDA Product Disclaimer*, and the *NCCAOM® Code of Ethics*.

NOTE: State regulatory boards are carefully examining continuing education certificates and matching program titles and PDA points to the NCCAOM PDA Search Engine. PDA Providers may not alter the information on the *NCCAOM® Certificate of Participation/Completion* without notifying the PDA Department. NCCAOM recommends that PDA Providers check with the acupuncture board or regulatory agency in the state they plan to offer instructional programs to assure they are aware of the continuing education requirements and/or limitations for instructors.

Section 5. Submitting the *NCCAOM® PDA Program Review & Web-Posting Application*

Email the PDA application packet to pda@thenccaom.org

- *NCCAOM® PDA Program Review and Web-Posting Application*
- required documents (pg. 21)
- PDA program review and web-posting payment.

Send one course per email with the required documentation attached and the course title in the file name.

Section 7. Using the *NCCAOM PDA Logo*



The PDA Department is pleased to offer Providers an NCCAOM PDA logo to utilize when advertising their approved continuing education programs. The logo will immediately attract the viewer to the course and its approval by NCCAOM's PDA Department. Most importantly, the NCCAOM PDA logo signifies a quality continuing education program that has been approved by a leader in the acupuncture and Oriental medicine profession.

Note: The PDA Provider may advertise a program as approved by 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 PDA review but may state "Pending PDA Points" if the *NCCAOM® PDA Program Review and Web-Posting Application* has been received by the PDA Department.

PDA Providers may receive a jpeg file of the PDA logo for approved programs by emailing the PDA Department at pda@thenccaom.org.



Electronic PDA Application Instructions

Mac Users - Electronic Application Instructions

Important Note for Mac Users: In OS X, Apple's Preview is the default application for opening a number of file types, including PDF's. While versatile, Preview will not allow you to make changes to PDF's with editable content such as forms posted on the intranet. Apple Macintosh users must also be using an operating system that is 10.5.8 or newer.

STEP 1: Download Adobe Reader to the Computer

The latest version of **Adobe Acrobat Reader** must be installed on your computer before completing NCCAOM PDA forms. A free copy of Adobe Reader is available at <http://get.adobe.com/reader/>.

STEP 2: Set Adobe Acrobat as the Default PDF Reader

Go to <http://www.nccaom.org/wp-content/uploads/pdf/PDA/Mac%20Users%20-%20How%20To%20Set%20Adobe%20Acrobat%20As%20Default%20PDF%20Reader.pdf> and follow the instructions to set Adobe Acrobat as the default application for opening PDF files.

STEP 3: Save a Copy of the PDA Application as a PDF File

To create a template to use in the future, save the PDF file to your computer.

1. Go to <http://www.nccaom.org/pda-program>
2. Click on **PDA Applications and Forms**
3. Select a form from the list of **Applications and Forms** and click it
4. Save the form to a location on your computer that you will remember. Be sure to save the form as an **Adobe Acrobat** PDF file.

STEP 4: Open the PDF File and Complete the PDA Application

The PDA Provider can now create a PDA application by opening the PDF template, typing in the information, and saving the document by a new file name. The steps below will maintain the template on the computer and also create a new PDA application document.

1. Double click the PDF template saved in Step 3.
2. Complete the form
3. Rename the form and save it as an **Adobe Acrobat** PDF file. A new PDF file of the template has been created.



Adobe Acrobat Tips: On the tool bar, the minus and plus buttons may be used to reduce or enlarge page views. The up/down arrows move the user from page to page. To go to a specific page, highlight the page number, type in the desired page number and press the Enter key.

For assistance with the PDF file, contact the NCCAOM[®] PDA Department by calling 904-674-2494 or emailing pda@thenccaom.org.

PC Users - Electronic Application Instructions

STEP 1: Download Adobe Reader to the Computer

Adobe Reader 9.0 or higher must be installed on the computer before completing NCCAOM[®] PDA forms. A free copy of Adobe Reader is available at <http://get.adobe.com/reader/>.

STEP 2: Save a Copy of the PDA Application as a PDF File

To create a template to use in the future, save the PDF file to your computer.

1. Go to <http://www.nccaom.org/pda-program>
2. Click on **PDA Applications and Forms**
3. Select a form from the list of **Applications and Forms** and click it
4. Save the form to a location on your computer that you will remember

STEP 3: Open the PDF File and Complete the PDA Application

The PDA Provider can now create a PDA application by opening the PDF template, typing in the information, and saving the document by a new file name. The steps below will maintain the template on the computer and also create a new PDA application document.

1. Double click the PDF template file saved in Step 2.
2. Complete the form
3. Click File > Save As > PDF from the Menu Bar. Select a location on the computer to save the PDF file and type in a new file name. Click the "Save" button. A new PDF file of the PDA template form has been created.

Adobe Acrobat Tips: On the tool bar, the minus and plus buttons may be used to reduce or enlarge page views. The up/down arrows move the user from page to page. To go to a specific page, highlight the page number, type in the desired page number and press the Enter key.



The PDA staff welcomes questions
and will be happy to provide assistance.
Please contact us at

904-674-2474

or

pda@thenccaom.org



NCCAOM[®] PDA Glossary

Adjunct Therapy	A specific treatment modality that the practitioner prescribes in coordination with their core skills during assessment of the patient.
Agenda (Program Outline)	Renamed the “Program Outline”, this portion of the <i>NCCAOM[®] PDA Program Review and Web-Posting Application</i> provides an overview of the program content, instructional time frames, NCCAOM recertification categories, and teaching methods/learning activities. The content outline verifies the number PDA points and recertification categories approved for the program.
Attendance Record	A sign-in sheet that records the participant’s full signature for attendance documentation. The participant must sign-in at a minimum of once per daily session.
Biomedicine	The practice of western medicine. Refer to the <i>NCCAOM[®] Study Guides</i> for more information on the knowledge, skills, and abilities covered by the <i>NCCAOM[®] Biomedicine Examination Content Outline</i> .
Bulk Rate	Discounted program review and web-posting rates available to PDA Providers with five or more programs submitted at one time.
Clinical Experience	Rotation through a clinical setting that is part of a specific educational experience. This includes observation, case discussion, and supervised practice. A Professional Development Activity category for NCCAOM [®] recertification.
Competency	The standardized knowledge, skill, and ability (KSA) requirements for an individual to properly perform a professional job that meets standard guidelines and protects the public.
Conference	Multiple-day live presentation with several courses offered at one time (tracks). A conference or symposium covers several subjects, presented by numerous professionals for a period of three (3) to five (5) days. A maximum of 60 PDA Points may be awarded and attendance is mandatory.




Contact Person	The individual organizing the continuing education paperwork for the PDA Provider. The contact person is the middle person between the Responsible Party and the PDA Department. Assures appropriate documentation is completed for the PDA application packet.
Continuing Education (CE)	A division of education that provides programs in continued competency training and professional development. The programs are non-credit courses that issue continuing education units (CEU's) to professionals typically for recertification and/or re-licensure.
Continuing Education Unit (CEU)	A continuing education unit (CEU) is an hourly measure that provides evidence of completion of continuing education requirements mandated by certification bodies, professional societies, or governmental licensing boards. A CEU is defined by NCCAOM as an hour of participation in a recognized continuing education program, with qualified instruction and sponsorship. CEU records also provide employers with information on training pertinent to particular occupations.
Core Knowledge, Skills, and Abilities (KSAs)	The core KSAs include competency programs in one of the five branches of acupuncture and Oriental medicine (e.g., acupuncture, Chinese herbs, Chinese dietary therapy, Tai Chi/Qigong, Asian bodywork therapy, and exercise intervention therapy [Qigong]).
Course	One-day live, teleseminar or webinar presentation. A course covers one subject and is presented by an instructor or multiple instructors for a period of one (1) day or less. A maximum of 10 PDA Points may be awarded and attendance is mandatory.
CPR	Cardiopulmonary Resuscitation (CPR) is an emergency life-maintenance procedure to provide basic care to a client, student, or co-worker until emergency medical professionals can arrive. Documentation of CPR education is required by all Diplomates within their four-year recertification cycle.
Distance Learning (DL)	A theory-based program that encompasses one subject and is completed independently by the student. A program worksheet and end-of-course assessment with a passing score identified is required. This type of learning is also referred to as a "Home Study" program.



End-of-Course Assessment	A test that is given to the student of a distance learning or online program. A minimum of 10 questions and identification of a passing grade is required.
Expedited Program Review	A program review completed within 10 to 15 business days of receipt of the expedited payment. The expedited review is an optional service provided for an additional fee.
KSA's	The Knowledge, Skills, and Abilities (KSA) required to complete a task. For more information, see the <i>NCCAOM® Study Guides</i> at the NCCAOM website at www.nccaom.org .
Learning Activity	An activity that the student performs to learn the content of a distance learning or online program. Examples include reading, writing, auditory and visual materials.
Live Presentation	A face-to-face presentation accommodating two-way communication between participants and an instructor and opportunities for supervised practice. Live presentations include a teleseminar, webinar, and overseas tour, conference, or symposium.
NCCAOM®	National Certification Commission for Acupuncture and Oriental Medicine
<i>NCCAOM® Certificate of Completion</i>	The official NCCAOM certificate distributed by the PDA Provider to students completing a distance learning or online program..
<i>NCCAOM® Certificate of Participation</i>	The official NCCAOM certificate distributed by the PDA Provider to participants of a live teleseminar, or webinar presentation.
<i>NCCAOM® PDA Course List</i>	A list of approved PDA Provider programs. The PDA Department provides an updated course list every time a new program is approved or upon request from the Provider.



<i>NCCAOM[®] PDA Department and Provider Agreement</i>	An agreement between NCCAOM's PDA Department and a PDA Provider regarding duties and responsibilities of both parties.
<i>NCCAOM[®] PDA Logo</i> 	A registered logo of the NCCAOM's PDA Department. The logo is available to PDA Providers to use in advertising their approved programs.
<i>NCCAOM[®] PDA Product and Service Disclaimer</i>	A document signed by the PDA Provider that they have not created or presented the continuing education program for the purposes of promoting a service or selling a product.
<i>NCCAOM[®] PDA Program Renewal Application</i>	The application used to renew courses that have been approved by the PDA Department after January 1, 2011.
<i>NCCAOM[®] Program Review and Web-Posting Application</i>	The application, required documents, and review fee submitted to the PDA Department requesting an educational program be reviewed for approval by the NCCAOM. The application is available on the PDA Home page at www.nccaom.org .
<i>NCCAOM[®] PDA Provider Application</i>	The application, supporting documents, and review fee submitted to the PDA Department requesting an individual or organization be reviewed for approval by the NCCAOM. The application is available on the PDA Home page at www.nccaom.org .
<i>NCCAOM[®] PDA Search Engine Update Form</i>	The form used to update course information for programs that have been approved by the PDA Department after January 1, 2011.
<i>NCCAOM Recertification</i>	Maintaining core competencies and professional development in acupuncture and Oriental medicine. Diplomates are responsible for maintaining their professional competencies by renewing their NCCAOM certification every four years. A minimum of 60 PDA points and CPR education are required in a four-year recertification cycle.
<i>NCCAOM PDA Search Engine</i>	A database, located on the NCCAOM's website (www.nccaom.org) that houses the PDA approved continuing education programs. The NCCAOM PDA Search Engine is accessed by NCCAOM Diplomates, state regulatory agencies, and the public to obtain information about approved programs.



NCCAOM Website	www.nccaom.org
Online Program	A theory-based course that encompasses one subject and is completed independently by the participant. The program is accessed online and completed over the internet. Because attendance is not applicable, a program worksheet and an end-of-course assessment with a passing score identified are required.
Overseas Tour	The PDA Provider sponsors a group who travel to another country for an educational experience. The <i>NCCAOM[®] PDA Program Review and Web-Posting Application</i> may be submitted for the classroom portion of the tour. PDA points are also available for the clinical experience portion of the tour under the Professional Development Activity section of the NCCAOM recertification requirements.
PDA	Professional Development Activity
PDA Appeal Process	A formal procedure by which the PDA Provider may challenge the decision of their Providership or approval of a program under review.
PDA Approval Letter	A letter sent by the U.S. Postal Service from the PDA Department to the PDA Provider notifying of the providership and/or program approvals.
PDA Department	The department responsible for overseeing NCCAOM's professional development activities.
PDA Denial Letter	A formal, written notification from the PDA Department to the applicant that a PDA Provider or program review and web-posting application has been denied. The notification includes a reason for the denial and the availability of an appeal process.
PDA Point	A continuing education unit defined by NCCAOM as a Professional Development Activity (PDA) point. One PDA point equals one hour of active learning/instruction.
PDA Home Page	The PDA portion of the NCCAOM website at www.nccaom.org .



Program Evaluation— Live Presentation	A survey completed by participants of a live presentation or webinar that provides feedback to the PDA Provider regarding their educational experience. A template is available on the PDA Home page at www.nccaom.org .
Program Evaluation— Distance Learning/Online Program	A survey completed by students of a distance learning or online program that gives feedback to the PDA Provider regarding the educational experience. A template is available on the PDA Home page at www.nccaom.org .
Program Outline	Originally called the “Agenda”, this section of the PDA application outlines the program curriculum, time frames, recertification categories, and teaching methods/learning activities.
Responsible Party	The person accountable for the educational content, information distributed, and advertisement of an approved PDA program. This person is ultimately responsible for the NCCAOM PDA Providership and must sign the <i>NCCAOM[®] Certificate of Participation/Completion</i> .
Seminar	A multiple-day live presentation that covers one subject. A seminar may be presented by one or two instructors for multiple days.
Sponsoring Individual or Organization	An individual or organization that is responsible for the continuing education program. Responsibilities are outlined in the <i>NCCAOM[®] PDA Department and Provider Agreement</i> .
State Re-licensure	In all states except AL, KS, OK, ND, SD, WY, acupuncturists are required to renew their state acupuncture license in order to continue practicing in the AOM profession. Acupuncture re-license requirements differ from state to state.
Symposium	Multiple-day live presentation with several courses offered at one time (tracks). A conference or symposium covers several subjects, presented by numerous professionals for a period of three (3) to five (5) days. A maximum of 60 PDA Points may be awarded and attendance is mandatory.



Teaching Methodology	The instructor's method used to transfer knowledge to the participant during an educational program. Examples include lecture, demonstration, group discussion, and supervised practice.
Webinar	Educational programs that are presented over internet services and provide two-way communication and access to lecture, PowerPoint presentation, and group discussions. Recording attendance is mandatory to be considered a live presentation. An end-of-course assessment is not required.



NCCAOM®

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