



National Certification Commission  
for Acupuncture and Oriental Medicine



## ***NCCAOM<sup>®</sup> PDA Program Review and Web-Posting Application***



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

**NCCAOM<sup>®</sup>**

PDA Department  
76 S. Laura Street, Suite 1290  
Jacksonville, FL 32202  
904-598-1005  
[www.nccaom.org](http://www.nccaom.org)

January 2012



Dear PDA Provider:

Thank you for submitting your continuing education program for review with NCCAOM®. An *NCCAOM® PDA Handbook* is available on the PDA webpage at [www.nccaom.org](http://www.nccaom.org). If you have questions, the PDA Department will be happy to assist you. Please contact us by email at [pda@thenccaom.org](mailto:pda@thenccaom.org) or by phone at 904-674-2474.

The *NCCAOM® PDA Program Review and Web-Posting Application* has been developed to make the PDA application process as easy as possible. The application is to be completed electronically and submitted by email with the required documents, and review fee to [pda@thenccaom.org](mailto:pda@thenccaom.org). Be sure all the sections are complete. The ☯ symbol indicates information that will be posted automatically to the PDA Search Engine.

Program reviews continue to take approximately 4 to 6 weeks to process. The PDA Department emails the PDA Provider when the application is received and the payment is sent to the Accounting Department for processing. At this time, the application goes into the PDA Department review queue and is reviewed in the order in which it was received.

A program review can be expedited for an additional fee. The expedited PDA review is completed within 10 to 15 business days from receipt of the expedite payment.

The PDA Provider is notified if additional information is required to complete the program review. When the program is approved, the PDA Provider is emailed an electronic approval letter, an *NCCAOM® PDA Course List*, the *NCCAOM® Certificate of Participation/Completion*, and a PDA logo to use in advertising. Hard copies are mailed to the Provider via the United States Postal Service. The PDA Department e-mails *NCCAOM® Certificate of Participation/Completion* templates to Providers. Providers complete the required information, and distribute certificates to participants.

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.

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

Sincerely,

*The PDA Department Staff*

[pda@thenccaom.org](mailto:pda@thenccaom.org)

904-674-2474



## Required Documentation for a PDA Program Review

Each program review application requires different documentation depending on the type of program. Below is a list of required documents for each program type as defined by NCCAOM®.

**NOTE:** A live presentation or webinar that is also a distance learning or online course is considered to be two different programs due to the program requirements and documentation. Therefore, a live presentation that is also a distance learning program requires submission of two separate *NCCAOM® PDA Program Review & Web Posting Applications*. For each program type, submit one application, required documents and review fee.

### Live Presentations, Webinars and China Tours

*NCCAOM® PDA Program Review and Web Posting Application*

Instructor's professional resume or curriculum vitae

Sample sign-in sheet (template available)

Program evaluation (template available)

Sample advertisement

### Conferences or Symposiums

*NCCAOM® PDA Program Review and Web Posting Application*

Conference brochure

Participant's Attendance Verification Form (template available)

Sample sign-in sheet (template available)

Program evaluation (template available)

Sample advertisement

### 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 assessment and/or website (email a sample)

Program evaluation (template available)

Sample advertisement



This symbol indicates information that will be posted on the PDA Search Engine and/or NCCAOM PDA Certificate. Enter information into the space provided in each section. Use the Tab key to move from space to space. Shift-Tab will move the cursor back one space.


**Section 1. PDA Provider Information**

<b>NCCAOM® Provider #:</b>		
<b>PDA Provider/Organization Name:</b>		
<b>Address:</b>		
<b>Suite/Building #:</b>		
<b>City:</b>	<b>St:</b>	<b>Zip Code:</b>
<b>Phone:</b>	<b>Country other than U.S.:</b>	
<b>Website:</b>		
<hr/>		
<b>Responsible Party:</b>		
<b>Professional Credentials:</b>		
<b>Title:</b>		
<b>Address:</b>		
<b>Suite/Building #:</b>		
<b>City:</b>	<b>St:</b>	<b>Zip Code:</b>
<b>Phone:</b>	<b>Country other than U.S.:</b>	
<b>E-Mail:</b>		
<hr/>		
<b>Contact Person:</b>		
<b>Address:</b>		
<b>Suite/Building #:</b>		
<b>City:</b>	<b>St:</b>	<b>Zip Code:</b>
<b>Phone:</b>	<b>Country other than U.S.:</b>	
<b>E-Mail::</b>		





 This symbol indicates information that will be posted on the PDA Search Engine and/or NCCAOM PDA Certificate.

 **Program Description:** Provide a brief overview of the program and how it relates to Oriental medicine. This section will be posted on the PDA Search Engine and is limited to 750 characters. Please check for concise 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 Outline:** Formally called the agenda, the program outline validates the curriculum content, teaching methods or learning activities and the PDA points being requested. If you run out of rows, e-mail the PDA Department at [pda@thenccaom.org](mailto:pda@thenccaom.org) and we will assist you.

Helpful Hints

- All columns must be filled in
- One PDA Point = 1 hour of active instruction/learning
- 15 mins = .25 point; 30 mins = .5 point; 45 mins = .75 point; 60 mins = 1 point
- Lowest PDA point issued is .5 (30 minutes). Safety or ethics topics within a program must be a minimum of 1 hour to receive a PDA point.
- PDA points are not issued for breaks, lunch, dinner, or end-of-course assessment, but list them in the outline.
- Clearly mark different days of multiple-day presentation.
- For a live presentation, webinar, or overseas tour the PDA points are determined by listing the topic first. Then determine the teaching method (i.e., lecture, demonstration, group discussion, supervised practice, etc.), recertification category, and last of all the PDA points.
- For a distance learning or online program, the PDA points are determined by listing the topic first. Next list the student's learning activity (i.e., watching a DVD, reading, writing, etc.). Then calculate the time it takes the student to complete the activity. Last of all identify the recertification category for each topic.
- Recertification Categories are: **CO**-Core Knowledge, Skill, Ability, **SA**-Safety, **ET**-Ethics, **CPR**-Cardio-pulmonary Resuscitation, **AT**-Adjunctive Therapies (electives), **BIO**-Biomedicine, **IT**-Injection Therapy (requires disclaimer), and **PE**-Practice Enhancement. Categories are search fields on the PDA Search Engine and are shown on the PDA Certificate. Select one category per topic. Detailed recertification category descriptions are available in the *NCCAOM® PDA Handbook*.

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





**Section 3. Program Review Fees and Payment Method:** The PDA program review payment is the fee charged to the Provider to review the program materials, post the information on the NCCAOM® PDA Search Engine for a period of one year, and for use of the PDA logo. Review fee payment does not guarantee the program will be approved by NCCAOM and is non-refundable.

NCCAOM® Provider # : \_\_\_\_\_

Contact Person: \_\_\_\_\_

**Individual Programs**

- \$ 50 each One-Day Live Presentation
- \$ 50 each One-Day Live Webinar
- \$ 100 each Distance Learning/Online
- \$ 150 each Multiple-Day Live Presentation
- \$ 150 each Multiple-Day Live Webinar
- \$ 250 each Overseas Tour
- \$ 250 each Conference or Symposium

**Bulk Rates (Submitted at One time)**

- \$ 350 Bulk rate 5 to 15 programs
- \$ 400 Bulk rate 16 to 45 programs
- \$ 450 Bulk rate 46 to 99 programs
- \$ 500 Bulk rate 100 and over programs

**Expedited Reviews (Optional)**

- \$ 50 Expedited Review for one program
- \$ 100 Expedited Review for 2 to 15 programs
- \$ 150 Expedited Review for 16 to 30 programs
- \$ 200 Expedited Review for over 31 programs

Total Payment: \$ \_\_\_\_\_

**Select Payment Method:** Checks and money orders are payable to NCCAOM in U.S. dollars. MasterCard and Visa are the credit cards accepted by NCCAOM.

MasterCard     Visa     Check     Money Order

Card number: \_\_\_\_\_

Card holder name: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Zip code of billing address: \_\_\_\_\_

<p>**** For NCCAOM Use Only ****</p> <p>Date Received: _____</p> <p>Batch #: _____</p>
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#### Section 4. 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<sup>®</sup> Professional Development Activity (PDA) Department and Provider Agreement*, the *NCCAOM<sup>®</sup> PDA Product and Service Disclaimer*, and the *NCCAOM<sup>®</sup> Code of Ethics*. 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 here. A Digital Signature is not required.

Responsible Party: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

#### Section 5. Submitting the PDA Application

Email the *NCCAOM<sup>®</sup> PDA Program Review and Web-Posting Application*, required documents, and the program review fee to [pda@thenccaom.org](mailto:pda@thenccaom.org). Please provide one program per email with the course title in the file name.

#### Section 6. Using the PDA Logo



The NCCAOM<sup>®</sup> is pleased to offer our PDA Providers use of the official PDA logo! The logo can be used in advertising and promoting NCCAOM approved PDA programs. The appearance of the PDA logo will immediately attract the viewer to the program 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 NCCAOM<sup>®</sup> 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<sup>®</sup> PDA Program Review and Web Posting Application* has been received by the PDA Department.

PDA Providers may email [pda@thenccaom.org](mailto:pda@thenccaom.org) to receive a jpeg file of the logo for their approved programs.