



March 23, 2017

Dear School Official:

The National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM®) is pleased to provide information about the process for placing orders for the *NCCAOM® Program Performance Report(s)* (PPR). The NCCAOM has received multiple requests to deliver the Program Performance Reports in a Microsoft Excel format. The attached newly designed order form includes an attestation section for your President or Academic Dean to sign as the responsible party, if you choose to receive your School PPR in the Microsoft Excel format. If you would prefer to continue receiving the report in PDF format cross out the sentence, “*In response to my School’s request, the NCCAOM has agreed to provide the Program Performance Report to my School in an Excel format.*” and sign the attestation to confirm acknowledgement of confidentiality. The pricing is the same for the report, whether received in excel or PDF format.

**Order Information:**

1. Submit the attached *NCCAOM® Program Performance Report Order Form*:
  - A. The annual (January 1 – December 31 data) *NCCAOM® Program Performance Report*
    - Order Form Due Date: 12/31 of the report year;
    - Delivered to: The individual(s) indicated as the “Contact” on the PPR order form;
    - Delivered when: No later than March 31 of the following year;
    - Cost: \$125.00
  - B. The semi-annual (January 1 – June 30 data) *NCCAOM® Program Performance Report*
    - Order Form Due Date: 5/31 of the report year;
    - Delivered to: The individual(s) indicated as the “Contact” on the PPR order form;
    - Delivered when: No later than August 31 of the current year;
    - Cost: \$125.00
  - C. Prior year annual *NCCAOM® Program Performance Report*
    - Order Form Submission Date: Any time after the current year (only 2008 – forward);
    - Delivered to: The individual(s) indicated as the “Contact” on the PPR order form. Prior to 2015 the old format will be used - no student names included;
    - Delivered when: Within one month of receipt of the order form;



- Cost: \$200.00 per year requested

**School Liaison Contact Information**

If you have any questions during the year, please contact your school liaison representative Jennifer Nemeth at [jnemeth@thenccaom.org](mailto:jnemeth@thenccaom.org) or by phone at (904) 598-1005.

Sincerely,

Kory Ward-Cook, Ph.D., MT(ASCP), CAE  
Chief Executive Officer



NCCAOM® Program Performance Report (PPR) Order Form

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact e-mail: \_\_\_\_\_

School ID: \_\_\_\_\_

	Product	Cost
<input type="checkbox"/>	2017 Year-End PPR (Order Due by 12/31/2017)	\$125
<input type="checkbox"/>	2017 Mid-Year PPR (Order Due by 05/31/2017)	\$125
<input type="checkbox"/>	PPR Prior Years (2016, 2015, 2014...)	\$200/yr.

**ATTESTATION:** I understand and confirm that the NCCAOM's Program Performance Report is confidential. In response to my School's request, the NCCAOM has agreed to provide the Program Performance Report to my School in an Excel format. Accordingly, I certify that my School (1) shall maintain the Program Performance Report's confidentiality, and (2) not alter the information contained in the Program Performance Report.

Signature and Date: \_\_\_\_\_

Responsible Party Printed Name: \_\_\_\_\_

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

Make all checks payable to: NCCAOM  
Mail Order Form and Check to: 76 S. Laura St., Suite 1290  
Jacksonville, FL, 32202

or

Fax credit card payment to: (904) 674-2471 Attention: Irene Basore

Master Card  Visa  Amex

Credit Card Number: \_\_\_\_\_

Expiration Number: \_\_\_\_\_

Cardholder Name Printed: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_