



National Certification Commission
for Acupuncture and Oriental Medicine



2012 NCCAOM[®] RECERTIFICATION HANDBOOK

April 24, 2012



National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM®)

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Non-Discrimination Policy

The NCCAOM does not discriminate on the basis of race, color, age, gender, sexual orientation, political or religious beliefs, handicap, marital status, or national origin. The NCCAOM respects the privacy of all applicants, candidates, and Diplomates. All materials submitted with applications and all test scores are held in confidence except as required by law. Please note: documentation of PDA points will be shredded.



All of the NCCAOM certification programs are accredited by the National Commission for Certifying Agencies (NCCA). All NCCAOM Certification Programs carry the NCCA seal.

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What's New in 2012?

- **Reduced Lapsed Fee:** The lapsed fee has been renamed and is now referred to as a late fee. The late fee is reduced from \$55 to \$25 per year or partial year in lapsed status.
- **Retired Status:** A Diplomat who is retiring from practice or who is permanently disabled can now apply to become a Retired Diplomat for a nominal fee. Retired Diplomates can now show that they have achieved the designation of Retired Diplomat status and also enjoy the distinction of using the retired NCCAOM Diplomat designation. For more information, please visit the NCCAOM® 2012 Retired Designation Handbook, which is posted on the NCCAOM website. Look under “Applicant” on the “Handbooks and Applications” page.
- **Converting to Oriental Medicine Certification:** Diplomates of Acupuncture and or Chinese Herbology who apply for certification in Oriental Medicine will pay a reduced application fee of \$460 but must submit PDA points if they are more than 12 months into their recertification cycle. Also, Diplomates who plan to submit documentation of 45 hours of biomedicine to be exempt from the Biomedicine exam must attain the biomedicine credits in one of the four domain content areas on the biomedicine exam. Read all the details on pages 16-19 of this handbook.
- **Inactive Status:** When applying for inactive status Diplomates must submit:
 - ✓ The new *NCCAOM® Application for Inactive Status* form found on the NCCAOM website,
 - ✓ A statement of request for inactive status which includes the reason(s) for the request,
 - ✓ Medical, legal or personal documentation supporting the statement of request for inactive status,
 - ✓ The non-refundable application fee; and
 - ✓ A signed legal attestation found at the bottom of the *NCCAOM® Application for Inactive Status*.
- **NCCAOM® Registry:** NCCAOM is in the process of developing a registry which will list all certified active Diplomates, retired Diplomates and former Diplomates holding inactive or lapsed status. Content will include: name, city, state, status, expiration date and in the case of retired Diplomates the date retired designation was issued. Look for the new registry by mid-March 2012.
- **Tracking the Growth of the Acupuncture and Oriental Medicine (AOM) Profession Through Surveying NCCAOM Diplomates:** The NCCAOM, on behalf of its Diplomates, is committed to the recognition of the AOM profession as a unique and vital health profession; therefore, the NCCAOM is committed to collecting ongoing demographic and practice



setting information on our active Diplomates. The NCCAOM asks that each Diplomate complete the *NCCAOM® Diplomate Demographic Survey*, an anonymous survey, which will be distributed to each Diplomate upon completion of the recertification process. By completing the survey, Diplomates will be given the opportunity to register to win a coupon for a free recertification.

What's Coming for 2013?

- **Critical Information:** - Reduced lapsed status timeline: As of January 1, 2013 the timeline for lapsed status will be reduced from eight (8) years to three (3) years. Anyone who has not returned to active certified status with the NCCAOM as of December 31, 2012 and has a certification expiration date prior to January 1, 2010 will become terminated with the NCCAOM and must either reapply for certification meeting all current eligibility criteria and take the modular exams or apply for reinstatement and pass the new NCCAOM® Reinstatement Exam(s). Contact NCCAOM immediately at [info @ thenccaom.org](mailto:info@thenccaom.org) if you have any questions.
- **A New Route for Terminated Individuals:** NCCAOM is in the process of developing a new route to active certification for former Diplomates who have allowed their certification with the NCCAOM to terminate. Required documents will be identified towards eligibility for approval to sit for the newly developed NCCAOM® Reinstatement Exam(s). Watch for further details on the NCCAOM website or in the NCCAOM newsletters.
- **Biomedicine Requirement for Converting to Oriental Medicine:** As of January 1, 2013 all Diplomates certified in Acupuncture or Chinese Herbology, prior to 2004, who apply for certification in Oriental Medicine must sit for and pass the biomedicine examination. Double Diplomates, those certified in both Acupuncture and Chinese Herbology have the option of sitting for and passing the biomedicine exam or submitting 45 biomedicine hours/credits that are directly related to the four (4) Biomedicine exam domain content areas.
- **Job Task Analysis Survey:** NCCAOM will be developing the new Job Task Analysis (JTA) survey instrument in 2012; the survey will be conducted in early 2013. Your assistance is needed to complete the JTA survey to ensure future exam content outlines reflect accurately the knowledge, skills and abilities required for the practice of acupuncture and Oriental medicine. Ongoing announcements about the next JTA will be made through all NCCAOM communications (e.g. NCCAOM website, Diplomate News You Can Use, and the Diplomate newsletter).



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Where to Find the Application Forms:

The following applications can be found on the NCCAOM website. Go to Applicants, Handbooks and Applications, and click on the Fly-Out: NCCAOM[®] Recertification Handbook and Applications. Or, click on the Forms tab (coming soon) on the NCCAOM website home page.

- NCCAOM[®] Application for Recertification*
- NCCAOM[®] Application for Inactive Status*

The following application can be found on the NCCAOM website. Go to Applicants, Handbooks and Applications, and click on the Fly-Out: NCCAOM[®] Certification, ABT and Retired Designation Handbooks and Applications. Or, click on the Forms tab (coming soon) on the NCCAOM website home page.

- NCCAOM[®] Application for Conversion to Oriental Medicine*



Benefits and Entitlements of Certification

Earning a certification from the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM®) represents a significant professional achievement. NCCAOM certification makes an important statement about professional competency that is recognized by regulatory agencies, third-party payers, the acupuncture and Oriental medicine profession, and the public. Below are the trademarked service marks for each NCCAOM certification and the proper certification designations to be used by Diplomates.

Certification Service Marks and Designations



Diplomate of Acupuncture
Dipl. Ac. (NCCAOM)



Diplomate of Asian Bodywork Therapy
Dipl. ABT (NCCAOM)



Diplomate of Chinese Herbology
Dipl. C.H. (NCCAOM)



Diplomate of Oriental Medicine
Dipl. O.M. (NCCAOM)



Entitlements Awarded to Active Diplomates

All active NCCAOM Diplomates will:

- Receive a listing for consumer and professional referrals in the *NCCAOM® Find a Practitioner* directory tab on the NCCAOM web site. The directory is recognized as a valuable resource for those seeking a practitioner who is NCCAOM certified.
- Receive direct verification of certification status to insurance companies and third-party payers requiring NCCAOM certification as a criterion for reimbursement.
- Have your NCCAOM test results and certification status sent to state licensure boards at a reduced cost.
- The right to be considered by the Board Development Committee for an appointment to the NCCAOM Board of Commissioners as a professional member.
- A complimentary subscription to the NCCAOM® newsletter, the *Diplomate* and *E News You Can Use*.
- The right to be considered to serve on NCCAOM committees and taskforces.
- Be eligible to participate in national board examination development activities.
- The right to receive a complimentary subscription to an attractive and user friendly website to market your practice.
- Qualify for reduced fees for many of the services offered by NCCAOM.



Definition of Terms

Recertification Application Processing Terminology:

Applicant - A person who has submitted an application for recertification.

Candidate - An applicant whose application payment has been processed allowing their application to be submitted to certification services for review.

Pre-Cert - A candidate who has submitted all required documentation for recertification in the program for which they applied and who is awaiting the finalization of the NCCAOM quality control review.

Certification Statuses:

Diplomate - A candidate who has successfully passed the required examination(s) and has received approval of the final transcript submitted to NCCAOM directly from the school. If the candidate has applied for the Acupuncture or Oriental Medicine program, they have also completed and requested submission to NCCAOM of their validated Clean Needle Technique (CNT) Certificate from the Council of Colleges of Acupuncture and Oriental Medicine's (CCAOM).

- **Diplomate Certified Status (Active):** A first time certified Diplomate. Active Diplomate status assures patients, employers, certifying agencies, and others of a Diplomate's commitment to upholding certification standards. Active status entitles Diplomates to all of the benefits of certification.
- **Diplomate Recertified Status (Active):** Diplomates who recertify every four years are considered to be in Certified Status (Active) which demonstrates competency maintenance in the profession.
- **Diplomate Retired Designation (Non-Certified Status):** An active Diplomate, or a former Diplomate who holds inactive status at the time of retirement, who is no longer practicing in the AOM profession, a recognized subspecialty or any other health profession in any state in the U.S. or abroad, does not plan to perform, teach or supervise the practice of acupuncture or Oriental medicine at any time in the future and has applied for and been approved as a non-active retired Diplomate. (See the 2012 NCCAOM[®] Retired Designation Handbook for detailed information.)

Expired Statuses: Any Diplomate who does not recertify is in "expired status" and is not considered certified by the NCCAOM. An individual holding an expired status may not use the NCCAOM designation(s) or the NCCAOM service mark(s) for any NCCAOM certification. Below are the three types of expired statuses.

- **Inactive Status (Non-Certified Status):** A Diplomate who is not practicing as an AOM professional due to life circumstances may apply for inactive status. Inactive status is valid for two years. An individual may not apply for consecutive periods of inactive status. An individual



must recertify prior to expiration of their inactive status. Former Diplomates holding inactive status are not entitled to any of the benefits of certification except receipt of the Diplomate newsletters.

- **Lapsed Status (Non-Certified Status):** An NCCAOM certification is considered lapsed after the expiration date on the certificate. A recertification application for either active or inactive status must be received to avoid lapsed status. Former Diplomates in lapsed status are not entitled to any of the benefits offered under active status. See this handbook; page 15, for information on converting from lapsed status to active status.
- **Terminated Status (Non-Certified Status):** After eight years of continuous lapsed status, the certification is no longer valid and considered terminated. A former Diplomate whose certification is terminated must reapply for certification and meet the current eligibility requirements.

Reminder: The lapsed status timeline is reduced from 8 yrs. to 3 yrs. as of January 1, 2013.



Recertification Philosophy

The recertification program is designed to ensure that NCCAOM Diplomates are performing activities to stay current within their area of practice in a manner that continues to benefit the safety and trust of the public as well as meeting the needs of the Diplomate.

The mission of the NCCAOM is to establish, assess, and promote recognized standards of competence and safety in acupuncture and Oriental medicine for the protection and benefit of the public. The NCCAOM recertification program is one way the NCCAOM mission is accomplished. Diplomates must document PDA activities which demonstrate maintenance of core knowledge, skills, and abilities obtained as an entry-level practitioner. In addition to maintenance of core competency, Diplomates are also encouraged to obtain professional development activities that support ongoing professional development.

The NCCAOM recertification program is designed to:

- Demonstrate competency maintenance
- Provide avenues for continued professional development by promoting expansion of the Diplomate's knowledge, skills, and abilities for the benefit of their patients and their career
- Enhance portability when a Diplomate moves from one state to another

Tracking the Growth of the Acupuncture and Oriental Medicine (AOM) Profession Through Surveying NCCAOM Diplomates

The NCCAOM, on behalf of its Diplomates, is committed to the recognition of the AOM profession as a unique and vital health profession; therefore, the NCCAOM is committed to collecting ongoing demographic and practice setting information on our active Diplomates. Beginning January, 2012 the NCCAOM will collect statistical data on the AOM profession by surveying NCCAOM Diplomates. The NCCAOM asks that each Diplomate complete the **NCCAOM[®] Diplomate Demographic Survey**, an anonymous survey, which will be distributed to each Diplomate upon completion of the recertification process. The aggregate data collected from this important survey will be used for several important initiatives. First, the data will be used to provide the Bureau of Labor and Statistics, other federal agencies and insurance agencies information that can be used to have acupuncturists recognized as vital, independent, healthcare professionals. In addition, this data will be available for the public who seek information on the profession or have interest in the field of AOM as a career. Dissemination of this data on NCCAOM Diplomates will promote the AOM profession and provide needed data to governmental and professional organizations.



Recertification General Information

The Recertification Process

Diplomates are responsible for renewing their certification every four years and are expected to maintain their active Diplomate status by participating in Professional Development Activities (PDA). Active Diplomates must earn a minimum of 60 PDA points during the four-year period immediately preceding the certification expiration date.

As a courtesy, recertification reminders are sent to Diplomates at 180, 90, 60 and then 30 days prior to the expiration date of their certification. Diplomates are ultimately responsible for ensuring the timely submission of the recertification application.

Diplomates are advised to submit their completed recertification application at least 4-6 weeks, but no more than one year prior to the expiration of the certification. The expiration date can be found on the certificate and/or ID card. This will ensure the application is processed in a timely manner and avoid expiration lapsed status. Upon certification renewal, NCCAOM will send a congratulatory letter with a new wallet-sized ID card and a certificate ready for display. Custom frames may be purchased by visiting the NCCAOM website at <http://www.diplomaframe.com/associations/nccaom/>.

Track Your Recertification Progress

All that is needed to track your certification progress is to access your online account (instructions are located on the login home page); then, click on the “Services” tab and choose “Your Certification Status”. The “Definition of Terms” found on pages 9-10 of this handbook will describe the status stated and identify where you are in the certification process.

Name Change

After submitting an application to NCCAOM, if the Diplomate’s name changes, the NCCAOM must be informed in writing. Notification of a name change must be accompanied by the appropriate supporting documentation (e.g., marriage certificate, divorce decree, court documents showing a legal name change) must be mailed to the NCCAOM with a photo copy of new identification.

Steps to Recertification

Recertification, the renewal of an NCCAOM certification, is required every four years. The following procedures must be followed by Diplomates who wish to recertify:

1. Complete 60 PDA points within a four-year cycle (must include CPR and 4 hours of ethics or safety).
2. Complete the recertification application, found on the NCCAOM website, and be sure to sign it.
3. Attach the recertification payment (see pg. 34).
4. Attach the certificates of participation and other documentation.
5. Do not send originals! Documentation will be shredded and not returned to the Diplomate.



6. Mail the packet to NCCAOM in Jacksonville, Florida prior to the expiration date and allow 4-6 weeks for processing. Plan accordingly.
7. Use a postal tracking system to monitor the recertification packet.

Diplomate Contact Information

In order to receive important communications including newsletters, policy updates, and recertification reminders, it is imperative that the Diplomate contact information be up-to-date. Diplomates can update their own information by going directly onto the NCCAOM website at <http://www.nccaom.org> and logging into their account under “Account Login” (instructions are located on the login home page).

Overlapping Certificates Available for Oriental Medicine Diplomates

Diplomates of Oriental Medicine initially certified in Acupuncture and/or Chinese Herbology have the option to recertify, at a reduced rate (\$100/each), in the certification program(s) in which they were originally certified. Each program comes with its own wall certificate; ID card and listing in the *NCCAOM® Find a Practitioner* directory.

Note to Oriental Medicine Diplomates: The purchase of overlapping certifications is not a requirement. Only certification in Oriental Medicine must be maintained.



Recertification Requirements For Each Status

Active Status

Diplomates who recertify every four years are considered to be in active status. Active status demonstrates competency maintenance in the profession. Active Diplomat status assures patients, employers, certifying agencies, and others of a Diplomat's commitment to upholding certification standards. Active status entitles Diplomates to all of the benefits of certification.

Requirements to Maintain Active Status:

- 60 Professional Development Activity (PDA) points starting from the most recent certification date

Documentation of 60 PDA points:

- CPR Course (4 points)
- Ethics and/or Safety (4 points)
- A minimum of 30 approved points must be earned in areas of core competency. See pages 20-21 for more information.
- Provide documentation to verify the 60 PDA points. Documentation requirements include copies of certificates of participation or letters from sponsors (pgs. 20-27).
- Complete the recertification application, attach the payment and mail the package to NCCAOM.

Inactive Status

Inactive status is available to active Diplomates who are not practicing as an AOM professional due to life circumstances. Inactive status is valid for two years. Individuals may not apply for consecutive periods of inactive status. Former Diplomates must recertify prior to expiration of their inactive status. Inactive individuals are not entitled to any of the benefits of certification nor may they use the NCCAOM designations or service marks, but may receive the Diplomat newsletters.

Inactive Status Provides the Following:

- The ability to return to active status without providing additional PDA points; provided all current active recertification requirements are met.
- Elimination of all late fees when applying for active status from inactive status.

Requirements for Inactive Status:

- Complete the Inactive Status Application found on the NCCAOM website, complete the statement of request for inactive status, provide documentation supporting the request (legal, medical or



personal), pay the inactive status application fee and sign the attestation on the *NCCAOM® Application for Inactive Status* form.

Lapsed Status

An NCCAOM certification is considered lapsed after the expiration date on the certificate. A recertification application for either active or inactive status must be received to avoid lapsed status. An individual in lapsed status is not entitled to any of the benefits of certification nor may they use the NCCAOM designations or service marks.

Requirements to Moving From Lapsed to Active Status:

Route 1: For applicants whose state requires CEU's for maintenance of state licensing, only. Former Diplomates in lapsed status must:

- Complete and submit the 2012 *NCCAOM® Recertification Application* and application fee, and
- Complete and submit the 60 PDA points required under the standard four-year recertification cycle (CPR and Ethics and or safety is required), and
- Document a continuous acupuncture state license, clear of discipline, from the certification expiration date to present in a state that requires continuing education units for relicensing, and
- Include documentation that confirms successful passage, with a score of 70 or higher, the respective online NCCAOM practice test for the designated certification as stated below:
 - A. A former Diplomat lapsed in Acupuncture must pass the NCCAOM® Comprehensive Practice Test for Acupuncture.
 - B. A former Diplomat lapsed in Chinese Herbology must pass the NCCAOM® Chinese Herbology Practice Test and the NCCAOM® Foundations of Oriental Medicine Practice Test .
 - C. A former Diplomat lapsed in Oriental Medicine must pass the NCCAOM® Comprehensive Practice Test for Oriental Medicine.
 - D. A former Diplomat lapsed in Acupuncture (AC) and Chinese Herbology (CH) recertifying simultaneously in AC & CH must pass the NCCAOM® Comprehensive Practice Test for Oriental Medicine.

Route 2: A Former Diplomat in Lapsed Status Must:

- Complete and submit the 2012 *NCCAOM® Recertification Application* and application fee, and



- Complete and submit 60 PDA points required under the standard four-year recertification cycle (CPR and Ethics and or safety is required), and
- Submit 15 additional PDA points for every year or partial year in lapsed status, and
- Pay in addition to the application fee, a late fee of \$25 for every year or partial year in lapsed status.

Years Lapsed	Lapsed Fee	Recert Fee	PDA Pts	Lapsed PDA Pts	Total Fee & PDA Points Required to recertify
1	\$25	\$230	60	15	\$255 + 75 PDA points
2	\$50	\$230	60	30	\$280 + 90 PDA points
3	\$75	\$230	60	45	\$305 + 105 PDA points
4	\$100	\$230	60	60	\$330 + 120 PDA points
5	\$125	\$230	60	75	\$355 + 135 PDA points
6	\$150	\$230	60	90	\$380 + 150 PDA points
7	\$175	\$230	60	105	\$405 + 165 PDA points
8	\$200	\$230	60	120	\$430 + 180 PDA points

Critical Information: - Reduced lapsed status timeline: As of January 1, 2013 the timeline for lapsed status will be reduced from eight (8) years to three (3) years. Anyone who has not returned to active certified status with the NCCAOM as of December 31, 2012 and has a certification expiration date prior to January 1, 2010 will become terminated with the NCCAOM and must either reapply for certification meeting all current eligibility criteria and take the modular exams or apply for reinstatement and pass the new NCCAOM® Reinstatement Exam(s). Contact NCCAOM immediately at [info @ thenccaom.org](mailto:info@thenccaom.org) if you have any questions.

Conversion from Acupuncture and/or Chinese Herbology Certification

NCCAOM Diplomates may obtain a new certification in Oriental Medicine by converting from Acupuncture and/or Chinese Herbology certification(s) and achieving additional competency verifications. Diplomates who wish to convert must meet the following requirements:

1. Be an active NCCAOM Diplomate or hold inactive status with the NCCAOM (former Diplomates in lapsed status are not eligible).



2. Submit the newly created *NCCAOM® Application for Conversion to Oriental Medicine* found on the NCCAOM website.
3. **FEE CHANGE** – Pay the reduced *NCCAOM® Application for Conversion to Oriental Medicine* fee of \$460.00 decreased from \$595.00.
4. To guarantee active status is maintained as a Diplomate of Acupuncture (NCCAOM) and/or Diplomate of Chinese Herbology (NCCAOM) while attaining certification in Oriental Medicine, professional development activities (PDAs) must be submitted towards recertification of currently held certification(s). PDA points (see 4b or 4c below) must include four (4) PDA points in Safety and/or Ethics, and documentation of a CPR course and additional PDA activities as follows:
 - 4a. *NCCAOM® Application for Conversion to Oriental Medicine* form submitted within 1 – 12 months of the recertification cycle: PDAs are not required. During the first year of the recertification cycle, conversion to Oriental Medicine does not require recertification at the time of application to OM,

Or
 - 4b. *NCCAOM® Application for Conversion to Oriental Medicine* form submitted within 13 – 24 months of the recertification cycle: submit 30 PDA points in the area of Competency Maintenance. Recertification processing extends the current expiration date by two years in Acupuncture and/or Chinese Herbology (as applicable),

Or
 - 4c. *NCCAOM® Application for Conversion to Oriental Medicine* form submitted within 25 – 48 months of the recertification cycle: submit 60 PDA points as defined in the *NCCAOM® Recertification Handbook*. Recertification processing extends the current expiration date by four years in Acupuncture and/or Chinese Herbology (as applicable).
5. Depending on current certification(s) held, eligible Diplomates must have successfully passed the Acupuncture with Point Location and/or Chinese Herbology examination(s).
6. Demonstrate competency in biomedicine:
 - A. Successfully pass the Biomedicine examination

Or
 - B. Complete 45 hours in biomedicine continuing education units or coursework within six (6) years of the application date. If PDAs are required for conversion, the 45 hours in biomedicine can be applied towards the PDA requirement. The biomedicine hours must be documented as follows:



- a. Submit hours in each of the four Biomedicine Exam content outline domain areas:
 1. 25 points minimum Domain A: Western Medical Assessment
 2. 6 points minimum Domain B: Pharmaceuticals and Supplementations
 3. 6 points minimum Domain C: Safety
 4. 6 points minimum Domain D: Practice Management Issues
7. Diplomates who tested prior to 2004 must demonstrate completion of 21 educational units in bodywork, diet, exercise and/or patient education in bodywork, diet and/or exercise, attained at any point prior to applying for Oriental Medicine certification. If PDAs are required for conversion, the 21 hours can be applied towards the PDA requirement if earned within six (6) years of the application date.
8. Completion of the Council of Colleges for Acupuncture and Oriental Medicine (CCAOM) Clean Needle Technique (CNT) course within six years of the date of certification in Oriental Medicine.

Biomedicine Educational Units

Diplomates certified prior to 2004, who have not already passed the Biomedicine examination, may choose to demonstrate completion of 45 educational units in biomedicine in lieu of taking the Biomedicine examination.

Diplomates should use the following sources to determine what courses fall under the biomedicine category: ACAOM curricular standards in the biomedicine category and the *NCCAOM[®] Biomedicine Examination Content Outline*, as described under 6B above or which can be found on our website, www.nccaom.org. It is important to remember that all biomedicine courses must have been completed and verification sent to NCCAOM within six years of the date of application for Oriental Medicine certification and documentation of coursework is required. Valid documentation would include a transcript, course certificate, or letter from the organization or school offering the course.

Bodywork, Diet, Exercise and/or Patient Education in Bodywork, Diet, and/or Exercise Educational Units

Diplomates certified prior to 2004 are required to demonstrate a minimum of 21 educational units in at least **two** of the following four categories: bodywork, diet, exercise, patient education in bodywork, diet, and/or exercise.

The following categories are provided as a guide regarding acceptable education in each content area:

Bodywork: Body mechanics, ergonomics, acupressure, shiatsu, tuina.

Diet: Basic Oriental medicine dietary principles; basic nutritional principles.



Exercise: Basic stretching, movement, and exercise principles and techniques; basic breathing and relaxation principles and techniques; Qi Gong; Tai Chi.

Patient Education in Bodywork, Diet and/or Exercise: Self-treatment techniques; lifestyle implications and considerations; meditation; integration of Oriental medical theory and modern lifestyles; the healing process.

IMPORTANT NOTE: Effective January 1, 2013, the following policy change is adopted which requires all Diplomates certified in one certification with the NCCAOM (Acupuncture or Chinese Herbology) who apply for certification in Oriental Medicine to fulfill the biomedicine requirement by successfully passing the Biomedicine examination.

Application Forms

The following applications can be found on the NCCAOM website. Go to Applicants, Handbooks and Applications, and click on the Fly-Out: NCCAOM[®] Recertification Handbook and Applications. Or, click on the Forms tab (coming soon) on the NCCAOM website home page.

NCCAOM[®] Application for Recertification

NCCAOM[®] Application for Inactive Status

The following application can be found on the NCCAOM website. Go to Applicants, Handbooks and Applications, and click on the Fly-Out: NCCAOM[®] Certification, ABT and Retired Designation Handbooks and Applications. Or, click on the Forms tab (coming soon) on the NCCAOM website home page.

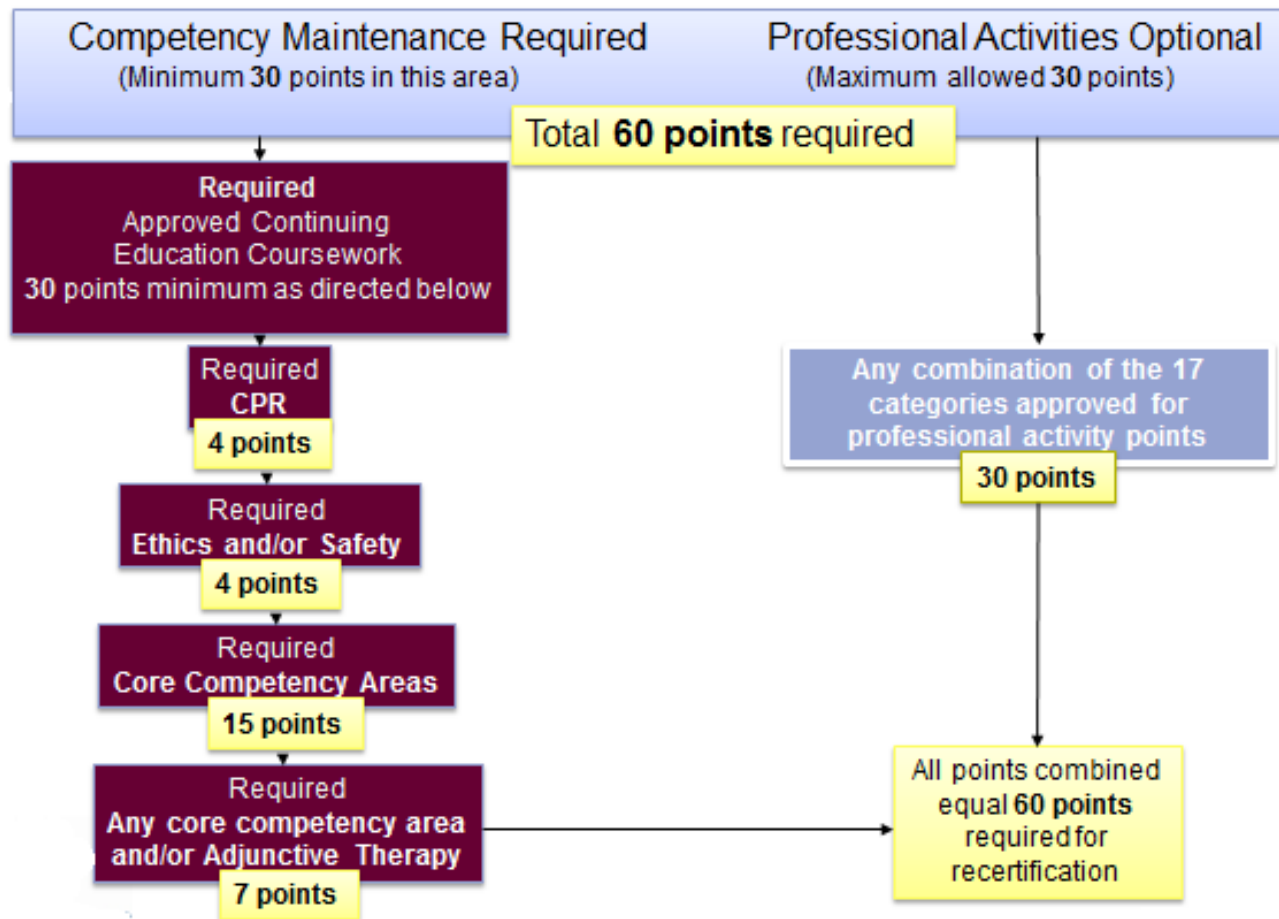
NCCAOM[®] Application for Conversion to Oriental Medicine



NCCAOM Recertification At a Glance

All Diplomates are required to document a total of 60 PDA points for the four-year recertification cycle. The 60 PDA points may be divided into two sections: 1) Competency Maintenance, and 2) Professional Development Activities.

The following figure shows the NCCAOM recertification program schematically.



Competency Maintenance Coursework: A minimum of 30 points must be completed, up to a maximum of 60 points may be completed and documented in approved NCCAOM PDA coursework (identified on page 21) within the four areas listed below.

- 1) **Core Skills:** at least 15 PDA points must be in the Core Competency Areas which include any of the five branches of Oriental medicine (e.g., acupuncture, Chinese herbs, Chinese dietary therapy, Qigong, Asian bodywork therapy) and biomedicine.



- 2) **CPR Course:** NCCAOM requires maintenance of Cardiopulmonary Resuscitation (CPR), a temporary life-maintenance technique. Diplomates must document verification of a CPR course taken during their recertification cycle. A maximum of 4 PDA points may be applied toward the 60 PDA points required for recertification; however, the points may not be used in the Safety/Ethics or core skills categories under Competency Maintenance.

Important Note: An online CPR course certificate/ID card is accepted by the NCCAOM for the CPR recertification requirement; however, each state has its own requirements related to the type and provider(s) of CPR which are accepted for licensure. It is the Diplomates responsibility to check their state's information to ensure licensure requirements for CPR are attained.

- 3) **Safety and/or Ethics:** A minimum of four (4) PDA points must be attained in one or more of the following areas - herbal safety, universal precautions, ethics and liability, public health reporting requirement, etc.)
- 4) **Other Competency Maintenance Categories:** A minimum of seven (7) PDA points can also be used to fulfill the Competency Maintenance category if that coursework is directly for the purpose of enhancing a Diplomate's knowledge or practice in Oriental medicine. Courses such as injection therapy (if part of the scope of practice in the state where the Diplomate practices), practice management, adjunctive therapies (e.g. cupping, moxabustion, etc.), patient education are examples of such coursework.

Approved NCCAOM PDA Coursework

NCCAOM accepts PDA points for coursework that is directly for the purpose of enhancing a Diplomate's knowledge or practice in Oriental medicine and meet one of the following criteria:

- The course is offered by a current NCCAOM approved PDA provider.
- The course has been accepted by a state regulatory board for license renewal.
- The course has been accepted by a professional healthcare organization.
- The course is part of the academic or professional track sponsored by a school accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)
- The course is part of the academic or professional track sponsored by an AOBTA Council of Schools and Program (COSP) approved institution.
- The course is a part of a degree program at a regionally accredited U.S. college or university.



Professional Activities Summary (Optional): A maximum of 30 PDA Points is allowed to be submitted by Diplomates in this area of recertification if additional points are needed to reach the 60 point requirement. As Diplomates continue in their career they desire to develop their professional knowledge and skills to enhance their practice and to provide service and leadership to the acupuncture and Oriental medicine profession. The NCCAOM, therefore, recognizes other professional development activities and awards points accordingly in addition to continuing education. NCCAOM also offers PDA points for participation in professional activities which help the Diplomate stay current in their area of specialty. In this section Diplomates may earn a maximum of 30 PDA points. See pages 23-27 for category descriptions and required documentation. The table below provides a comprehensive list of acceptable professional development activity areas and the maximum number of PDA points permitted for each activity.

Professional Activity continuing education hours may be used alone or in combination with other professional activity categories to complete the required 60 PDA points. Depending upon the specific activity, documentation includes a copy of the certificate of participation, school transcript, or letter of verification, on letterhead, from the sponsoring organization.

☉	Continuing Education	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
☉	Practice Enhancements	6 points maximum
☉	Donate Acupuncture and Oriental Medicine Services	10 points maximum
☉	NCCAOM Exam 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. 26 & 27



Professional Activities Categories (Optional) Description and Required Documentation

Continuing Education: Although PDA points are not required in this category of professional activities, a maximum of 30 PDA continuing education points may be submitted in this section. One PDA point is equal to one hour of active learning in continuing education or formal coursework from International and U.S. programs. The required documentation includes: a certificate of completion or a notarized letter that documents sponsoring organization, program title, date(s), number of points/hours, and instructor's name. It is recommended to save brochures and other related documents in case the program content requires review.

Additional NCCAOM Certification: A maximum of 20 PDA points may be submitted for successfully achieving an additional certification from NCCAOM in Acupuncture, Chinese Herbology, or Asian Bodywork Therapy. The required documentation includes: A copy of the NCCAOM certificate including certification date which must be within the four year recertification cycle. Note: coursework taken to prepare for the certification can also be applied toward recertification with a maximum of 20 PDA points per recertification cycle.

Passage of the NCCAOM Biomedicine Examination: A maximum of 20 PDA points may be submitted for successfully passing the NCCAOM Biomedicine Examination. Taking an NCCAOM examination for a certification requirement does not count toward recertification. The required documentation includes: a copy of the official letter notifying the Diplomate of their test score including the exam date which must be within the four year recertification cycle.

Service on a Professional Board: If a Diplomate serves on a state, regional or national board or national committee related to the acupuncture and Oriental medicine profession a maximum of five (5) PDA points in one year, and a total of 10 points per recertification cycle may be awarded for this professional development category. The required documentation includes: a letter, printed on letterhead, or a certificate awarded from the organization's chief elected officer or the chief staff officer verifying participation, dates of service, and in what capacity.

Avocation of Legislation: A maximum of 10 PDA points may be submitted for advocating legislation related to the Oriental medicine profession. The required documentation includes: a letter from the state association or the state regulatory board, on letterhead, documenting the legislative dates and experience.

Practice Enhancement: A maximum of six (6) PDA points may be submitted in a four-year recertification cycle for programs in continuing education that relate to areas outside the core competencies that enhance or benefit an acupuncture or Oriental medicine practitioner. This activity category allows for PDA points for subjects that do not directly relate to Oriental medicine but may still enhance the Diplomate's professional development (i.e., native American herbs, reiki, crystals, symbols,



psycho-spiritual healing, martial arts, touch therapy, etc.). The required documentation includes: a certificate of completion or a notarized letter that documents the sponsoring organization, program title, date(s), number of points/hours, and instructor's name. It is recommended to save brochures and other related documents in case the program content requires review.

Donate Acupuncture and Oriental Medicine (AOM) Services: This professional development activity category supports the humanitarian aims of the AOM profession. Diplomates may earn one PDA point for every two hours of donated time with a maximum of ten PDA points in a four-year recertification cycle. The service must be provided on a pro bono basis through an organization offering humanitarian missions to:

- 1) Domestic and/or international victims in an emergency situation or disaster area,
- 2) Low income and/or underserved areas and/or populations,
- 3) Special needs populations, or
- 4) United States military personnel.

The Diplomates must adapt the delivery of AOM treatments while obtaining new clinical, emotional and/or psychological skills in new locations, and with new patients in unfamiliar cultures and/or languages located in non-traditional settings.

The required documentation includes: a letter, printed on letterhead from the Chair or Director of the organization to which you donated the pro bono services. The letter must include 1) the location and description of the setting where the services were performed, 2) dates and hours of service, 3) population served, and 4) documentation of the new skill(s) acquired.

NCCAOM Exam Item Writing: Diplomates who participate as item writers (i.e. serve on the NCCAOM® Item Writer Academy) may earn a maximum of ten (10) PDA points in a four-year recertification cycle. Collectively for every four items (questions) submitted one PDA point is awarded. To qualify for PDA points, the Diplomate must:

- 1) Attend an NCCAOM Item Writing Workshop or webinar within the last four years;
- 2) Join the NCCAOM® Item Writer Academy
- 3) Submit a minimum of four taxonomy level two and/or three questions:
 - Questions (i.e. items) must be submitted on a NCCAOM® Item Construction Form.
 - Each submission must include content area, taxonomy level, item stem, key distracters, and reference(s).



- Item content for each of the four questions submitted must be useable as determined by the appropriate Exam Development Committee members. Submit examination questions to the NCCAOM Examination Development Committee (EDC) by email at [examcontent @thencaom.org](mailto:examcontent@thencaom.org).

The following documentation is required:

- 1) A copy of the NCCAOM Certificate of Participation documenting attendance at an NCCAOM Item Writing Workshop or webinar, and
- 2) A copy of an NCCAOM Certificate of Completion of item Submission Acceptance which verifies the number of item writing PDA points awarded, based on the formula – four items equals one PDA Point.

Note: Diplomates who are currently serving as subject matter experts may not concurrently receive a stipend and PDA points for the same professional activity.

Receive Clinical Experience: Completing a supervised clinical experience in acupuncture, Chinese herbology, Oriental medicine or Asian bodywork therapy which includes observation, case discussions, and/or supervised practice may count for professional development. The experience must be conducted in a licensed clinical setting and be part of a formal educational or preceptor program. One PDA point is equal to one hour of supervision with a maximum of 10 points per recertification cycle. The required documentation includes: a letter from the school or preceptor who must have educational training in a professional healthcare field for five years. Dates, hours, and the types of clinical experiences are required on the organization/preceptor's letterhead stationery.

Direct Clinical Supervision: Supervising a clinical experience in acupuncture, Chinese herbology, Oriental medicine or Asian bodywork therapy which includes directing students in observation, case discussions, and/or supervised practice may be applied towards professional development. The experience must be conducted in a licensed clinical setting and be part of a formal education or preceptor program. One PDA point is equal to one hour of supervision with a maximum of 10 points per recertification cycle. The required documentation includes: a letter from the school or preceptor, on letterhead, indicating the dates, hours, and type of supervision.

Peer Reviewed Posters and/or Exhibits: A maximum of 10 PDA points may be submitted for professional, peer-reviewed posters and/or exhibits in one of the five branches of Oriental medicine that demonstrates research and has been reviewed by a peer organization. The required documentation: An abstract and photograph identifying the poster session, the meeting program or brochure, and a letter from the event organizer documenting the date and location of the event.

Research in Oriental Medicine: A maximum of 20 PDA points may be submitted for documented research in acupuncture or Oriental medicine. The Diplomate must be the primary researcher, and the research must be funded (not self-funded). One PDA point is equal to one hour of research. The required



documentation includes: a letter from the school, hospital or official agency funding the research is required. The letter, on letterhead, must be accompanied by a copy of the published abstract showing the Diplomate's name as contributor.

Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) Site Visitor: A maximum of 10 PDA points may be submitted for participating in an ACAOM site visit as a team member. The required documentation includes: a certificate of participation or a letter, on letterhead, from ACAOM listing the name of the school and the dates of the survey.

Teach or Lecture: A maximum of 20 PDA points may be submitted for teaching and/or lecturing in an Oriental medicine subject. One PDA point is equal to one hour of teaching. The required documentation includes: Dates, number of classroom hours, course title, and instructor's name is required on letterhead stationery from the providing organization, or listed on a school transcript.

Tai Chi/Qigong: A maximum of 10 PDA points may be submitted for Tai Chi and exercise Qigong courses. One PDA point is equal to one hour of instruction. The required documentation includes: stipulation of date(s), number of hours, course title, and instructor's name is required on either an end-of-course certificate or letterhead stationery from the providing organization.

Acquiring Instruction in a New Language: A maximum of 10 PDA points may be submitted for the study of a second language, relevant to a practitioner's practice. One PDA point is equal to one hour of instruction. The required documentation includes: stipulation of dates, number of hours, course title, and instructor's name is required on either an end-of-course certificate or on letterhead from the providing organization.

Publications: Includes writing and editing books, professional journals, and articles in Oriental medicine. Please see the individual categories listed below for activity description and documentation.

- 1) **Author a Book:** A maximum of 30 PDA points may be submitted for authoring a book in the field of Oriental medicine that is at least 300 pages in length. The required documentation includes: a copy of the book cover and title pages showing the date, ISBN number, abstracts, and executive summaries.
- 2) **Author a Chapter in a Book:** A maximum of 20 PDA points may be submitted for authoring chapters in a book in the field of Oriental Medicine. Ten (10) PDA points may be claimed for each chapter with a maximum of two chapters per recertification cycle. The required documentation includes: a copy of the book cover and title pages showing the date, ISBN number, abstracts, and executive summaries.
- 3) **Edit a Book or Professional Journal:** A maximum of 20 PDA points may be submitted for editing a professional book or journal. Ten (10) PDA points may be gained for each book or professional journal with a maximum of two books/journals per recertification cycle. The required Documentation includes: a letter, on letterhead, from the author of the book or the editor in chief



of the journal is required. The letter should describe the Diplomate's participation in the editing process including the title of the book/journal, publishing date, ISBN number, abstracts, and executive summaries.

- 4) *Publication of a Peer-Reviewed Journal Article*: A maximum of 20 points may be submitted for authoring an article in a professional, peer-reviewed journal in the field of Oriental medicine. Ten (10) PDA points may be gained for each article with a maximum of two articles per recertification cycle. The required documentation includes: a copy of the article, the cover of the journal, and the table of contents that show the date, article title, and author.
- 5) *Author an Article*: A maximum of 10 PDA points may be submitted for writing an article that is published. Five (5) PDA points may be gained for each article with a maximum of two articles per recertification cycle. The required documentation includes: a copy of the article and the cover of the newspaper or magazine that shows the date and table of contents or article listing.

Please Note:

PDA Points earned for one certification program may also be used to satisfy the recertification requirements of another NCCAOM program.

Accuracy of information contained in the application is essential. NCCAOM reserves the right to independently verify information and/or request additional documentation that supports an application. Falsification, misrepresentation, or omission of any material fact required in the application is grounds for denial or revocation of the NCCAOM certification(s).



Professional Development Activity (PDA) Programs

Locating a PDA Program

The NCCAOM PDA Department works with PDA providers who present continuing education programs that provide courses that are guaranteed to qualify for recertification.

Visit the PDA Search Engine at www.nccaom.org for a listing of accepted PDA providers and their continuing education programs. Searches can be performed by keyword, provider, teacher, course title, location, or type of programs offered.

Approved NCCAOM PDA Coursework

NCCAOM accepts PDA points for Core Competency coursework that is directly for the purpose of enhancing a Diplomate's knowledge or practice in Oriental medicine and meet one of the following criteria:

- The course is offered by a current NCCAOM approved PDA provider.
- The course has been accepted by a state regulatory board for license renewal.
- The course has been accepted by a professional healthcare organization.
- The course is part of the academic or professional track sponsored by a school accredited by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)
- The course is part of the academic or professional track sponsored by an AOBTA Council of Schools and Program (COSP) approved institution.
- The course is a part of a degree program at a regionally accredited U.S. college or university.

Points may be earned for Core Competency continuing education courses in Oriental medicine theory and techniques such as bodywork, nutrition, herbology and acupuncture, adjunctive therapies (e.g. cupping, moxa, etc.), as well as courses in western sciences that relate to the practice of the programs in which the Diplomate is recertifying.

All documentation must be in English. Foreign language documents may be provided in the original language and accompanied by a notarized English translation. Do not send original certificates, diplomas, or other irreplaceable documents. All PDA documents will be shredded upon the completion of the recertification process.

NCCAOM PDA Providers

PDA providers are individuals or organizations that are accepted by NCCAOM to present continuing education programs that are available for recertification. The PDA providers may submit educational



programs for review and, if accepted they are able to award PDA points to the participants. The accepted courses are posted on the PDA Search Engine which allows providers to market their professional development programs. Diplomates seeking NCCAOM recertification by completing the courses offered by PDA providers have the assurance that the PDA recertification credit will be granted.

How to Become a PDA Provider

Becoming a PDA provider is a two-step process. First, submit an *NCCAOM® PDA Provider Application* to the PDA Department. Once accepted, the PDA provider may submit programs for review by completing an *NCCAOM® PDA Program Review Application* and mailing it to NCCAOM with the required documents and review fee. To speed up this process, both applications may be submitted at the same time.

To download both of the PDA applications, go to the NCCAOM website at www.nccaom.org and click on PDA and then click on the fly-out “Become a PDA Provider”. You can also e-mail the PDA Department at [pda @ thenccaom.org](mailto:pda@thenccaom.org).

NCCAOM does not accredit or certify educational programs, institutions or individuals who provide continuing educational experiences. The PDA Department does perform preliminary screening reviews as to whether a course would be acceptable when submitted by a Diplomat seeking NCCAOM recertification



NCCAOM® Code of Ethics

All practitioners certified by the NCCAOM must be committed to responsible and ethical practice, to the growth of the profession's role in the broad spectrum of United States healthcare, and to their own professional growth. All Diplomates, applicants and candidates for certification agree to be bound by the NCCAOM® Code of Ethics.

Commitment to the Patient

1. Respect the rights and dignity of each person I treat.
2. Accept and treat those seeking my services in a non-discriminatory manner.
3. Keep the patient informed by explaining treatments and outcomes.
4. Protect the confidentiality of information acquired in the course of patient care.
5. Maintain professional boundaries in relationships with patients and avoid any relationships that may exploit practitioner/patient trust.
6. Keep accurate records of each patient's history and treatment.
7. Treat only within my lawful scope of practice.
8. Render the highest quality of care and make timely referrals to other health care professionals as may be appropriate.
9. Avoid treating patients if I am unable to safely and effectively treat due to substance abuse,
10. Bill patients and third party payers accurately and fairly.
11. Not engage in sexual contact with a current patient if the contact commences after the practitioner/patient relationship is established.
12. Not engage in sexual contact with a former patient unless a period of six months has elapsed since the date the professional relationship ended. The sexual relationship must not exploit the trust established during the professional relationship.

Commitment to the Profession

1. Continue to work to promote the highest standards of the profession.
2. Provide accurate, truthful, and non-misleading information in connection with any application for licensure, certification, NCCAOM disciplinary investigation or proceeding or recertification.



3. Report any changes to the information on my application regarding professional ethics and my on-going fitness to practice, including but not limited to reporting to the NCCAOM any disciplinary action taken by a school or regulating agency against me, and any criminal charges or civil actions that may be relevant to my health care practice or fitness to practice.
4. Comply with NCCAOM examination policies.
5. Report to NCCAOM or appropriate licensing authorities information about any violations by me or by my peers of the NCCAOM® Code of Ethics NCCAOM® Grounds for Professional Discipline.

Commitment to the Public

1. Provide accurate information regarding my education, training and experience, professional affiliations, and certification status.
2. Refrain from any representation that NCCAOM certification implies licensure or a right to practice unless so designated by the laws in the jurisdiction in which I practice.
3. Use only the appropriate professional designations for my credentials.
4. Advertise only accurate, truthful, non-misleading information and refrain from making public statements on the efficacy of Oriental medicine that are not supported by the generally accepted experience of the profession.
5. Respect the integrity of other forms of health care and other medical traditions and seek to develop collaborative relationships to achieve the physical or psychological impairment.
6. Comply with all public health and public safety reporting duties imposed on licensed health care professionals.

The NCCAOM reserves the right to take disciplinary action against certified practitioners, which may include but is not limited to the assignment of remedial education, formal criticism or censure, probation, suspension, and/or revocation of certification. The NCCAOM certificate technically remains the property of NCCAOM, and must be returned if certification is suspended or revoked.



NCCAOM® Grounds for Professional Discipline

Unethical Behavior

1. Making false, misleading, or deceptive statements or providing false, misleading, or deceptive information in connection with an application for NCCAOM certification or recertification, NCCAOM disciplinary investigation or proceeding, licensure or other professional designation.
2. Violating NCCAOM® Code of Ethics, examination policies, or other regulations or procedures.
3. Misrepresenting professional credentials (i.e. education, training, experience, level of competence, skills, and/or certification status).
4. Advertising false, misleading or deceptive information.
5. Exceeding the scope of practice as defined by law or certification.
6. Obtaining or attempting to obtain compensation or reimbursement by fraud or deceit.
7. Engaging in negligent billing or recordkeeping.
8. Performing services without obtaining informed consent.
9. Failing to maintain patient/practitioner confidentiality.
10. Failing to maintain professional boundaries in relationships with patients, or in any way exploiting the practitioner/patient trust.
11. Engaging in sexual contact with a current patient if the contact commences after the practitioner/patient relationship is established.
12. Engaging in sexual contact with a former patient unless a period of six months has elapsed since the date the professional relationship ended. The sexual relationship must not exploit the trust established during the professional relationship.
13. Violating prevailing standards of the certified profession relating to safe, ethical, and/or competent practice.

Legal and Disciplinary Matters

1. Failing to notify the NCCAOM within 30 days of any changes to information submitted in an application pertaining to professional ethics or fitness to practice, including but not limited to any disciplinary actions taken by a school or regulating agency, or any criminal charges, or civil actions that may be relevant to a health care profession or fitness to practice.



2. Being convicted of a felony.
3. Being convicted of any violation of a federal, state or local statute, regulation, or ordinance that relates to the practice of any health care profession or fitness to practice.
4. Being the subject of final disciplinary action that relates to the practice of any health care profession or my fitness to practice.
5. Having a license to practice subject to reprimand, limitation, suspension or revocation in any state or jurisdiction.

Incompetence

Engaging in conduct that evinces a lack of knowledge of, or lack of ability in, or failure to apply the prevailing principles and/or skills of the profession for which the individual has been certified.

Impairment

Being unable to safely and effectively engage in the certified practice due to substance abuse, physical or psychological impairment.

International Applicants:

If the terms “felony” or “misdemeanor” are not used in a Diplomate’s country of origin and/or the country in which a Diplomate received education, please seek advice on the equivalent terms and definitions used in this country, and answer the questions appropriately. If a Diplomate has a serious crime in their background, they should answer “yes,” and submit additional information for NCCAOM review.

The *NCCAOM® Grounds for Professional Discipline* is subject to change. Please refer to our website for the most current version at www.nccaom.org under “Diplomates” and then “State Relations”.



Recertification Fees

Maintain active NCCAOM status—recertify every 4 years	\$230
Move from active to inactive NCCAOM status	\$ 75
Move from lapsed to active NCCAOM status	Varies - see page 16
Convert from AC and/or CH to Oriental Medicine	\$460

☆☆

Duplicate ID Card/Wall Certificate	\$ 50 (submit reason for duplicate request)
Returned Check Fee	\$ 35

☆☆

NCCAOM® Exam and Certification Verification

NCCAOM will send exam results and/or certification verification to state licensing agencies. To order the request, Diplomates should mail or fax an NCCAOM® Exam Results and Certification Verification Form and the discounted fee to NCCAOM. The form is located on the NCCAOM website under Diplomat, Recertification in the “Diplomat Forms” box at the bottom of the page. Please allow 7 to 10 business days to process this request.

Active Diplomates	\$ 35
Inactive Status	\$ 75
Lapsed Status	\$100
State/Non-Diplomates	\$150**

** A non-Diplomate is 1) an individual who has taken NCCAOM examinations administered through a state licensing board for the purpose of licensure but has never applied for NCCAOM certification, 2) an individual whose NCCAOM certification has been expired for 8 years or more, or 3) an individual whose application for certification has expired. Exam results will be sent as requested, qualified by a disclaimer, notifying the state licensing agency that any examination taken more than eight years earlier are no longer valid for NCCAOM certification.

☆☆

Diplomates who have converted to Oriental Medicine may recertify in their initial certification (Acupuncture and/or Chinese Herbology) for an additional fee of \$100/each.



Application Forms

The following applications can be found on the NCCAOM website. Go to Applicants, Handbooks and Applications, and click on the Fly-Out: NCCAOM® Recertification Handbook and Applications. Or, click on the “Forms” tab (coming soon) on the NCCAOM website home page.

NCCAOM® Application for Recertification

NCCAOM® Application for Inactive Status

The following application can be found on the NCCAOM website. Go to Applicants, Handbooks and Applications, and click on the Fly-Out: NCCAOM® Certification, ABT and Retired Designation Handbooks and Applications. Or, click on the “Forms” tab (coming soon) on the NCCAOM website home page.

NCCAOM® Application for Conversion to Oriental Medicine

Mail To

Please complete the appropriate NCCAOM application form and mail it with your payment and required documents to NCCAOM. Checks and money orders are to be made payable to NCCAOM in United States dollars. Mail the completed application packet to:

NCCAOM
76 South Laura Street, Suite 1290
Jacksonville, FL 32202
U.S.A.

Diplomate Contact Information

In order to receive important communications including recertification reminders, newsletters and policy changes, it is imperative that the contact information be up-to-date. NCCAOM has provided an online account for maintenance of demographic information. Go to the NCCAOM website at www.nccaom.org under Login>> where you can find a PDF of the login on instructions.



Did You Know?

- E-mail addresses are required for up-to-date communication from NCCAOM staff.
- Submitting all of the required documentation with the application minimizes the processing time.
- Being in lapsed status costs more. Lapsed status occurs when an application is postmarked after the expiration date of the NCCAOM certificate and identification card.
- After eight years in lapsed status, you must apply as a new candidate and retake all the examinations.
- Completing the NCCAOM® Diplomat Satisfaction Survey is a way of assisting NCCAOM in providing better customer service.
- Diplomates who have converted to Oriental Medicine may choose to recertify in their initial certification (Acupuncture and/or Chinese Herbology) for an additional fee of \$100/each (Optional).
- NCCAOM approved PDA courses found on the PDA Search Engine are guaranteed to qualify for recertification and can be found on the NCCAOM website under “Diplomates” and then “Professional Development Activity”.
- Active Diplomates may serve on NCCAOM committees and taskforces and are eligible to be considered for an appointment to the NCCAOM Board of Commissioners as a Professional member.
- Certain pages in this handbook explain changes in 2012 and upcoming changes for 2013.
- Completing the anonymous *NCCAOM® Diplomat Demographic Survey* provides you with the opportunity to enter your name in a drawing to win a coupon for a free recertification.

Final Checklist

- ✓ Application is filled out completely and signed
- ✓ Application fee is attached or credit card information is written on the application
- ✓ PDA and/or professional activity documentation attached to the application including a copy of the CPR card
- ✓ Use a mailing method that tracks delivery to NCCAOM
- ✓ Mail the application before the certification expiration date



NOTES:



Public Protection Through Quality Credentials

NCCAOM

76 S Laura St, Suite 1290

Jacksonville, FL 32202