



Retaking an Examination

Authorization to Test Letter (ATTL) - When the applicant is cleared to sit for the examinations, NCCAOM mails an *Authorization to Test* letter via the United States Postal Service. This letter contains all the information needed to schedule, reschedule, and/or cancel the examination(s) appointment. This initial authorization letter covers the first three attempts or a time frame of three years to pass each examination. After three attempts or three years the Candidate must request a new *Authorization to Test* letter.

45 Day Wait Rule – Approved Candidates who need to retake any NCCAOM examination must wait 45 days from the previous recorded test. Candidates will not be allowed to reschedule their examination prior to the 45 day waiting period for any reason.

NCCAOM recommends that candidates allow sufficient time to prepare for the retake of the failed examination. Remember that after three attempts, candidates must submit 15 Professional Development Activity points in the content area of weakness in order to sit a fourth time. Also, candidates are only allowed a total of five (5) opportunities to take an examination.

Failing an Examination Three Times - If a candidate fails any examination three times (all formats and/or languages inclusive), he/she is required to earn 15 Professional Development Activity (PDA) points per module before being eligible to test again. Candidates must submit documentation of completion of the 15 PDA points to NCCAOM ([applications @ thenccaom.org](mailto:applications@thenccaom.org)) before the fourth examination attempt in order to obtain a reauthorization for the failed examination(s).

PDA points are earned for education or supervised clinical experience directly related to the content area of the module/examination that was failed. The PDA points must be obtained **after** the third failure of the module/examination (e.g. upon failing the Biomedicine examination three times, the PDA points must relate directly to biomedicine and the PDA points must be earned after receipt of the third fail notice). One available option is to collaborate with an ACAOM instructor or a state-licensed practitioner as a mentor in the area(s) of weakness. Work with the mentor to complete the *NCCAOM Application for Remedial Education*. More information can be found on the NCCAOM website listed *under Professional Development Activity (PDA) - Continuing Education* or by contacting the NCCAOM Professional Development Activity (PDA) department from the 'Contact Us' page on the NCCAOM website.

Remedial Education - One point is earned for each hour of educational coursework that directly enhances knowledge and/or practice of the specific examination content area for which remedial



education is indicated (refer to the score report for the examination). One point is earned for each clock hour of supervised clinical experience in the specific content area for which remedial education is indicated. Please note that clinical experience must be supervised by a practitioner who is an NCCAOM Diplomate and who has a minimum of five years of professional experience. The clinical experience may include observation, case discussion, and/or supervised practice. A letter from the supervision, on letterhead stationary, must be submitted stating the dates and nature of the supervised clinical experience.

Five Time Rule - After the fifth unsuccessful attempt to pass an NCCAOM examination (all formats and/or languages inclusive), the candidate has no subsequent opportunities to test in the particular exam.

Application Expiration - Applicants have a four-year window within which to pass all of the required examinations, supply all required supporting documentation and become certified. The four year time limit begins when the application is received at NCCAOM.