



Stepping Through the Certification Process

Option 1: Applicant from a US School

- ▶ Access the NCCAOM website at www.nccaom.org to print the NCCAOM® Certification Handbook. Read and familiarize yourself with the program eligibility requirements.
- ▶ Complete and submit the Application Form for NCCAOM® Certification and the appropriate fee(s).
- ▶ Contact your ACAOM school and have transcripts forwarded directly to NCCAOM.
- ▶ After the NCCAOM receives your application you will receive an acknowledgement email. Your file will be processed in accounting and forwarded to certification services for review and approval.
- ▶ The application will be reviewed for completeness as well as for legal and health question answers to determine if the applicant must be contacted by a member of the Certification Services or Professional Ethics and Discipline team. Confirmation will be made that the Code of Ethics and Grounds for Professional Discipline have been read by the applicant. Verification that a school transcript is on file for the applicant will be confirmed.
- ▶ If all the above processes are successfully completed, exam approval will occur. Once approved an Authorization to Test Letter (ATTL) will be mailed to your address on record.
- ▶ Contact Pearson Vue to schedule and pay for exams.
- ▶ Study for your exams using the NCCAOM Study Guides which contain exam content outlines for each exam offered by the NCCAOM along with KSA's and a bibliography per exam. The NCCAOM® Study Guides and individual exam content outlines can be found under Applicant, Exam Content on the NCCAOM website.
- ▶ Upon completion of each exam you will be given information regarding your preliminary score (pass or fail). An official score report will be mailed to the address on record for each module completed.
- ▶ Applicants for Acupuncture or Oriental Medicine certification must complete the CCAOM Clean Needle Technique course (www.ccaom.org) and have verification sent directly to NCCAOM



- ▶ Contact the NCCAOM to find out if you have any outstanding required documents by emailing docs@thenccaom.org.
- ▶ When all documents are received (Graduation Transcript and CNT Verification, AC & OM only) and all exam modules are passed, NCCAOM will issue your certification.
- ▶ After completion of your state requirements, submit the “Exam Results and Certification Verification” form to have your exam results sent to the State Regulatory Agency.

Option 2: Applicant from an International School

- ▶ Read Route 2: Formal Education: International Students under the certification program in the NCCAOM® Certification Handbook to confirm your school meets the NCCAOM equivalency standards.
- ▶ Access the NCCAOM website for information regarding the need for a Foreign Education Review (FERA) of your international education and NCCAOM Eligibility requirements.
- ▶ Apply for a FERA Report with either the American Association of Collegiate Registrars and Admissions Officers (AACRAO) or World Education Services (WES), prior to application with NCCAOM. Have original transcripts sent to the evaluation company and to NCCAOM.
- ▶ Once you have received notice that the FERA Review is finalized, complete and submit the Application Form for NCCAOM® Certification and application fee.
- ▶ After the NCCAOM receives your application you will receive an acknowledgement email. Your file will be processed in accounting and forwarded to certification services for review and approval.
- ▶ The application will be reviewed for completeness as well as for legal and health question answers to determine if the applicant must be contacted by a member of the Certification Services or Professional Ethics and Discipline team. Confirmation will be made that the Code of Ethics and Grounds for Professional Discipline have been read by the applicant. Confirmation will be made that a graduation transcript and a copy of the diploma is on file for the applicant.
- ▶ NCCAOM Certification Services will review your application and either approve you for exams or notify you of any deficiencies to be addressed, if approved, an Authorization to Test Letter will be mailed to your address on record.



- ▶ If all the above processes are successfully completed, exam approval will occur. Once approved an Authorization to Test Letter (ATTL) will be mailed to your address on record.
- ▶ Contact Pearson Vue to schedule and pay for your exams.
- ▶ Study for your exams using the NCCAOM Study Guides which contain exam content outlines for each exam offered by the NCCAOM along with KSA's and a bibliography per exam. The NCCAOM® Study Guides and individual exam content outlines can be found under Applicant, Exam Content on the NCCAOM website.
- ▶ Upon completion of each exam you will be given information regarding your preliminary score (pass or fail). An official score report will be mailed to the address on record for each module completed.
- ▶ Applicants for Acupuncture or Oriental Medicine certification must complete the CCAOM Clean Needle Technique course (www.ccaom.org) and have verification sent directly to NCCAOM
- ▶ Once all documents are received (CNT Verification) and all exam modules are passed, NCCAOM will issue your certification.
- ▶ After completion of your state requirements, submit the "Exam Results and Certification Verification" form to have your exam results sent to the State Regulatory Agency.