

NCCAOM[®] Certification Handbook

NATIONAL CERTIFICATION COMMISSION FOR ACUPUNCTURE AND ORIENTAL MEDICINE



*National Standards of Competence
in Acupuncture and Oriental Medicine*

August 12, 2016

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www.nccaom.org

NCCAOM® Mission

To assure the safety and well-being of the public and to advance the professional practice of acupuncture and Oriental medicine by establishing and promoting national, evidence-based standards of competence and credentialing.

NCCAOM® Vision

Acupuncture and Oriental medicine provided by NCCAOM credentialed practitioners will be integral to healthcare and accessible to all members of the public.



The NCCAOM programs in Oriental Medicine, Acupuncture, and Chinese Herbology are accredited by the National Commission for Certifying Agencies (NCCA) and carry the NCCA seal.

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, national origin, or ancestry.



NCCAOM® Certification Handbook

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About the NCCAOM®

Founded in 1982 as a non-profit certification organization, the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM®) is widely accepted as the most influential leader in the field of certification for acupuncture and Oriental medicine. There are currently over 17,000 active NCCAOM Diplomates (NCCAOM certificate holders) practicing with a current NCCAOM certification. The NCCAOM is responsible for the development and administration of the Acupuncture, Chinese Herbology, and Oriental Medicine Certification Programs. The NCCAOM evaluates and attests to the competency of its nationally board certified Diplomates through rigorous eligibility standards and demonstration and assessment of the core knowledge, skills and abilities expected for an entry level practitioner of acupuncture and Oriental medicine.

The Acupuncture, Chinese Herbology and Oriental Medicine NCCAOM certification programs are accredited by the National Commission for Certifying Agencies (NCCA) and carry the NCCA seal.



In order for the NCCAOM certification programs in Acupuncture, Chinese Herbology, and Oriental Medicine to remain accredited by the NCCA, the NCCAOM must adhere to strict national accreditation standards for administration of the certification programs and examination development. All Diplomate level certification examinations must meet content validity standards set forth by NCCA. NCCA's standards exceed the requirements set forth by the American Psychological Association and the United States Employment Opportunity Commission. As a requirement of accreditation for the NCCAOM certification programs, the NCCAOM must submit annual reports to NCCA and the certification programs must undergo a full NCCA reaccreditation every five years; which was last completed in 2013. Additional information is available at the Institute for Credentialing Excellence's (formerly the National Organization for Competency Assurance (NOCA) website at www.credentialingexcellence.org.

All practitioners certified by the NCCAOM are committed to responsible and ethical practice, to the growth of the profession within the broad spectrum of American healthcare, and to their own professional growth. All Diplomates, applicants and candidates for certification are bound by the *NCCAOM® Code of Ethics* and the *NCCAOM® Grounds for Professional Discipline*.



Benefits of NCCAOM® Certification

Proudly display you are “**Nationally Board Certified**”; and use one or more of the service marks below:



Dipl. O.M. (NCCAOM)®



Dipl. Ac. (NCCAOM)®



Dipl. C.H. (NCCAOM)®



Dipl. ABT (NCCAOM)®

Be a member of the new **NCCAOM® Academy of Diplomates**.



Have consumers and professionals find you in the **NCCAOM's Find a Practitioner Directory**.

Verify your certification status through the **NCCAOM Registry**.

Communicate with your peers through **NCCAOM's Facebook, LinkedIn, and Twitter** pages.

Be listed in the **HealthProfs Acupuncture Directory** and save a value of \$180 for a 6-month listing!

Enroll in **Call a Doctor Plus Services**, a wellness program for you and your family, and receive a discount.

Create a **FREE** website from **ChiOnline**.

Access discounted frames for displaying your **NCCAOM Diploma**.

Join NCCAOM as a volunteer and serve on a committee, panel or taskforce with your peers.

Be eligible to serve on the **NCCAOM Board Commissioners** or the **NCCAOM Academy of Diplomates**.

Receive complimentary issues of the NCCAOM newsletter **The Diplomat: E-news You Can Use**.

Be eligible for **reduced fees for services** offered by NCCAOM and its strategic partners.



Code Of Ethics

*As a Diplomate of the NCCAOM, I hereby pledge my commitment
to the following principles:*

Respect the rights, privacy and dignity of my patients and maintain confidentiality
and professional boundaries at all times.

Treat within my lawful scope of my practice and training and only if I am able to safely,
competently and effectively do so.

Allow my patients to fully participate in decisions related to their healthcare by documenting and
keeping them informed of my treatments and outcomes.

Accept and treat those seeking my services in a fair and nondiscriminatory manner.

Render the highest quality of care and make timely referrals to other health care
professionals as may be appropriate.

Continue to advance my knowledge through education, training and collaboration with my
colleagues to maintain excellence and high ethical standards in our profession.

Support my medicine's access to all people and its growth in the broad
spectrum of U.S. health care.

Assist in the professional development and advancement of my colleagues.

Participate in activities that contribute to the betterment of my community.



Effective January 1, 2016



NCCAOM Grounds for Professional Discipline

Protection of the public is the highest priority of the NCCAOM. To fulfill this mission, the NCCAOM reserves the right to take and publish disciplinary actions taken against Respondents, (as defined by Section 1 of the *Procedures for Upholding Professional Conduct*), in accordance with its *Procedures for Upholding Professional Conduct* for violations of the following:

1. Failing to cooperate with a disciplinary investigation.
2. Providing false or deceptive information on an application for NCCAOM certification, recertification, PDA providership or disciplinary investigation.
3. Violating NCCAOM policies, regulations or procedures, including but not limited to complying with continuing education requirements.
4. Misrepresenting professional credentials or titles.
5. Advertising false or misleading information.
6. Exceeding the scope of practice as defined by state or federal statute or regulation.
7. Obtaining or attempting to obtain compensation or reimbursement through fraud.
8. Failing to notify the NCCAOM within thirty (30) calendar days of any of the following:
 - a. Notice of a disciplinary investigation in any jurisdiction pertaining to a healthcare practice.
 - b. Any order issued by any jurisdiction pertaining to a healthcare practice.
 - c. Violent felony charges.
 - d. Violent or non-violent felony convictions.
 - e. Misdemeanor criminal convictions related to a healthcare practice.
9. Being convicted of a felony. (Note: Pursuant to Section 3, #10 of the *Procedures for Upholding Professional Conduct*, serious violent felonies may deem a candidate permanently ineligible for NCCAOM certification, recertification or PDA providership).
10. Being convicted of a misdemeanor related to a healthcare practice.
11. Being the subject of disciplinary or administrative action taken by a licensing board or health-related regulatory agency or school.
12. Failing to maintain proper records as required by state or federal statute or regulation.
13. Performing services without informed consent as required by state or federal statute or regulation.



14. Failing to maintain patient/practitioner confidentiality.
15. Failing to maintain professional boundaries in relationships with patients, or in any way exploiting the practitioner/patient trust.
16. Engaging in sexual contact with a current patient if the contact commences after the practitioner/patient relationship is established.
17. Engaging in sexual contact with a former patient unless a period of six (6) months has elapsed since the date that the professional relationship ended.
18. Gross negligence or a pattern of negligence in your practice or under your supervision.
19. Being unable to safely and effectively engage in practice due to substance abuse, physical or psychological impairment. *

*Summary of PEDC Substance Abuse Policy Statement: A Respondent whose capacity to safely and effectively treat patients has been diminished as a result of drug or alcohol abuse which has not resulted in harm to a patient, may temporarily and voluntarily surrender NCCAOM certification by forwarding his/her certificate to NCCAOM and temporarily withdrawing from practicing in order to complete an agreed upon treatment plan as decided by the PEDC. Upon the PEDC's receipt of a certificate of disposition from the pre-approved treatment facility, Respondent shall be returned their NCCAOM certificate and resume practice. A surrender of certification under this provision shall be confidential and shall not be considered an admission of abuse, disability or a violation of the Ground for Professional Discipline # 21. However, this surrender shall not confer immunity upon Respondent with respect to any other Grounds for Professional Discipline and is unilaterally revocable by PEDC in the event the agreed treatment was not completed or harm to a patient has occurred.)
20. Violating federal or state statute or regulation relating to safe, ethical, and/or competent practice.



NCCAOM Certification Programs

Oriental Medicine

A Diplomate of Oriental Medicine is a professional educated in acupuncture and Chinese herbology who is certified by the NCCAOM. It is a considerable professional achievement to earn the designation Dipl. O.M. (NCCAOM)[®]. NCCAOM certification indicates to employers, patients, and peers that one has met national standards for the safe and competent practice of both acupuncture and Chinese herbology as defined by the acupuncture and Oriental medicine (AOM) profession. National board certification in Oriental medicine has been the mark of excellence in AOM since the inception of NCCAOM Oriental Medicine Certification in 2003.

Acupuncture

A Diplomate of Acupuncture is a professional educated in acupuncture who is certified by the NCCAOM. It is a considerable professional achievement to earn the designation Dipl. Ac. (NCCAOM)[®]. NCCAOM certification indicates to employers, patients, and peers that one has met national standards for the safe and competent practice of acupuncture as defined by the acupuncture and Oriental medicine profession. National board certification in acupuncture has been the mark of excellence in AOM since the inception of the NCCA Commission in 1982.

Chinese Herbology

A Diplomate of Chinese Herbology is a professional educated in Chinese herbology who is certified by the NCCAOM. It is a considerable professional achievement to earn the designation Dipl. C.H. (NCCAOM)[®]. NCCAOM certification indicates to employers, patients, and peers that one has met national standards for the safe and competent practice of Chinese herbology as defined by the acupuncture and Oriental medicine profession. National board certification in Chinese herbology has been the mark of excellence in AOM since the inception of the NCCAOM Chinese Herbology Certification in 1996.



Eligibility to Sit for Examinations vs. NCCAOM Certification Requirements

It is important to understand that the eligibility to sit for examinations comes first and is a different process than the requirements for NCCAOM Certification.

Eligibility to Sit for Examinations

Determined by the Eligibility Route

Route 1 – Formal Education: United States Applicant

Route 2 – Formal Education: International Applicant

Route 3 – Apprenticeship Applicant

Route 4 – Combination of Formal Education & Apprenticeship Applicant

Route 5 – Converting to an NCCAOM Oriental Medicine Certification Applicant

Route 6 – Reinstatement to Active NCCAOM Status Applicant

Once approved to sit for the examinations, an *NCCAOM® Authorization to Test (ATT) Letter* is issued. This is a very important piece of paper because it is required for entrance into the testing center. The application for certification is open for four (4) years from the date the payment is processed at NCCAOM. New eligibility requirements implemented after the application's payment date will not affect the applicant.

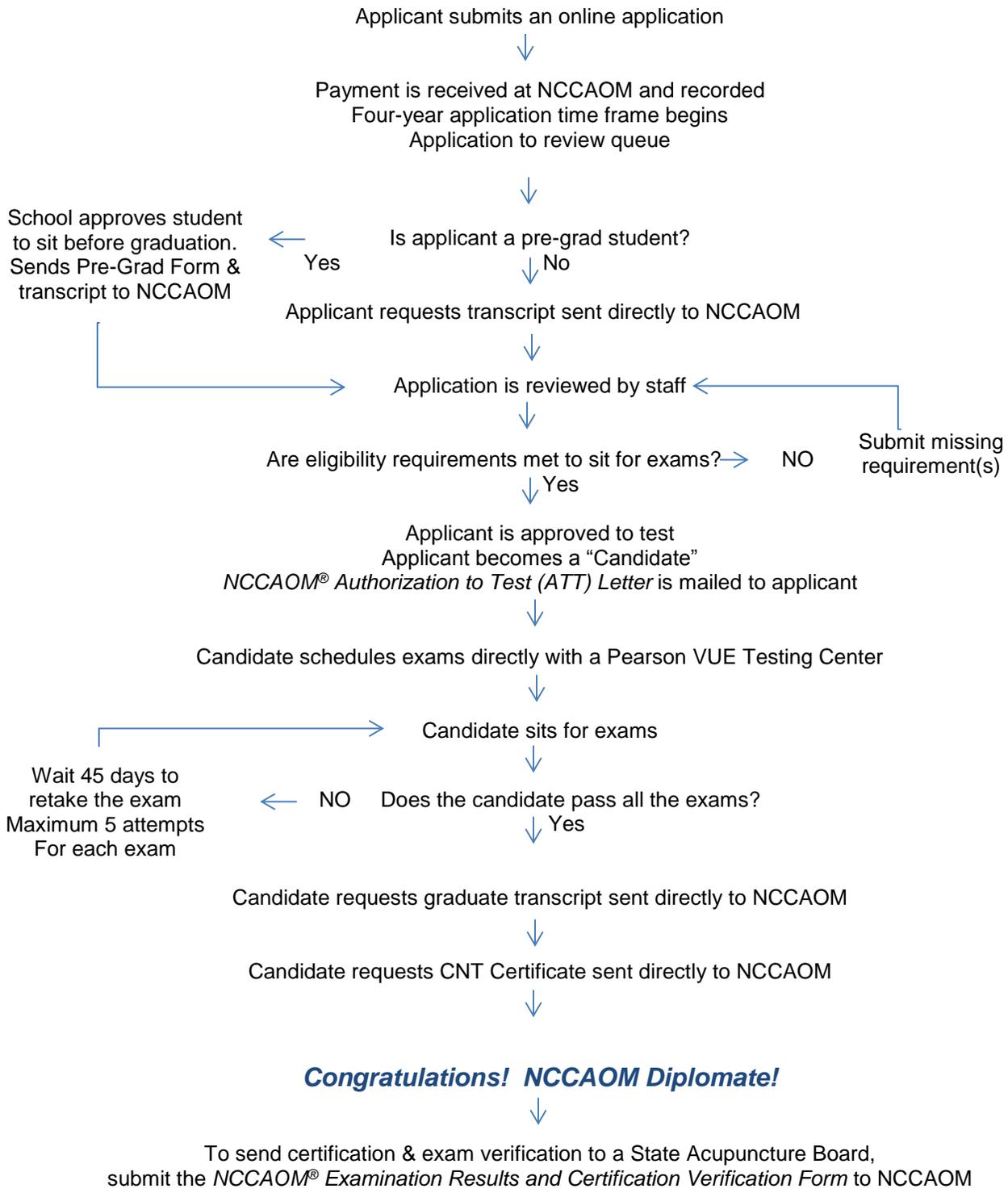
NCCAOM Certification Requirements

1. Successfully pass all NCCAOM examinations for the respective certification.
2. Graduate educational transcript – sent directly from the school to NCCAOM.
3. Clean Needle Technique (CNT) Certificate – sent directly from CCAOM to NCCAOM.

The candidate is responsible to meet any new certification requirement (e.g., new examination) that is implemented during the four-year application timeframe.



Steps to NCCAOM Certification





Guide to NCCAOM® Certification

		Oriental Medicine Dip. O.M. (NCCAOM)®	Acupuncture Dip. Ac. (NCCAOM)®	Chinese Herbology Dipl. C.H. (NCCAOM)®
NCCAOM Examinations				
Foundations of Oriental Medicine Acupuncture with Point Location Chinese Herbology Biomedicine	FOM ACPL CH BIO	FOM ACPL CH BIO	FOM ACPL BIO	FOM CH BIO
Eligibility Routes to Sit for NCCAOM Examinations				
Route 1 Formal education – United States Program		Yes	Yes	Yes
Route 2 Formal education - International Program		Yes	Yes	Yes
Route 3 Apprenticeship		No	Yes	Yes
Route 4 Combination of Apprenticeship & Education		No	Yes	Yes
Route 5 Conversion to Oriental Medicine		Yes	No	No
Route 6 Reinstatement to Active Status		Yes	Yes	Yes
NCCAOM Certification Requirements				
Education		4-year degree 2625 hrs 146 credits	3-year degree 1905 hrs 105 credits	3-year Ac degree plus CH Certificate 660 hrs & recognized by ACAOM
Clean Needle Technique Certificate		Yes	Yes	No
Graduate Transcript		Yes	Yes	Yes



Certification Routes

Formal Education

Applicants applying under Routes 1 (United States) and 2 (International) must meet the requirements below to sit for the NCCAOM examinations.

1. The educational program must have oversight by Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) or an international government, private agency, or association, society or organization.
2. The applicant must graduate from a program that meets the education standards set by ACAOM including the correct distribution of hours/credits per program. See the table below:

Accreditation Commission for Acupuncture & Oriental Medicine (ACAOM)

Hours/credits Program

Oriental Medicine Program

Minimum 4-Year Master degree, Diploma or certificate program

2625 Hours or 146 Credits consisting of the following breakdown:

Oriental Medicine/Acupuncture Theory = 705 Hrs. / 47 credits

Didactic Oriental Herbal Studies = 450 Hrs. / 30 credits

*Acupuncture /Chinese Herbology Clinic = 870 Hrs. / 29 credits

Biomedicine = 510 Hrs. / 34 credits

Counseling, Communications, Ethics Practice Management = 90 Hrs. / 6 credits

Acupuncture Program

Minimum 3-Year Master degree, Diploma or certificate program

1905 Hours or 105 Credits consisting of the following breakdown:

Oriental Medicine/Acupuncture Theory = 705 Hrs. / 47 credits

Acupuncture Clinic = 660 Hrs. / 22 credits

Biomedicine = 450 Hrs. / 30 credits

Counseling, Communications, Ethics, Practice Management = 90 Hrs. / 6 credits

Chinese Herbology Program

*ACAOM Guideline: Chinese herbal certificate training program for Master of Acupuncture students and practitioners will be a minimum of 450 hours of didactic instruction in herbs and 210 hours of herbal clinical training.



Route 1: Formal Education: United States Applicants

Applicants applying under Route 1 are graduates or enrolled students from a program accredited or in candidacy status by ACAOM. The initial NCCAOM Certification requires the applicant to meet the ACAOM educational requirements (pg. 10) and complete a degree, diploma or certificate program for the respective NCCAOM certification program.

- *NCCAOM Certification in Oriental Medicine*: Four-year Master’s program in Oriental Medicine.
- *NCCAOM Certification in Acupuncture*: Three-year Master’s program in Acupuncture.
- *NCCAOM Certification in Chinese Herbology*: Four-year Master’s program in Oriental Medicine
OR
a Master’s in Acupuncture and a post-graduate Chinese Herbal Certificate recognized by ACAOM.

Pre-Graduation Requirements

School officials have the final say in approving their students to sit for the NCCAOM examinations prior to graduation. Students are encouraged to consult with administrators and faculty regarding internal school policies. To apply, complete the steps below.

1. The student completes the required hours listed below.
2. The student submits the *NCCAOM® Application for Certification*.
3. The school submits the *NCCAOM® Pre-Graduation Verification Form* and the student’s academic transcript to NCCAOM.
4. Once the documents and school official verify that the student meets the pre-graduation requirements, the NCCAOM staff will approve the applicant to begin sitting for the examinations. The applicant becomes a “candidate”.

Pre-graduation Hour Requirements for Taking NCCAOM Examinations

NCCAOM Examination Modules	Clinical Hours Required	Total Hours Required
FOM – ACPL – BIO (exams may be taken in any order)	410 hours	1600 hours Includes clinical hours
CH	410 hours	2500 hours Includes clinical hours

Reminder: After graduation, be sure to request a transcript be sent directly to NCCAOM from your school.



Route 2: Formal Education: International Applicants

Applicants applying under the international route must have a degree/diploma in Oriental Medicine, Traditional Chinese Medicine or Acupuncture from an academic institution that meets the following requirements.

1. Government Oversight or Private Accreditation:
 - A. The program is approved by a foreign government's Ministry of Education, Ministry of Health, or equivalent agency.
 - B. The school is approved by an international private accreditation agency with standards that are comparable to those of ACAOM and are recognized for that purpose by the respective government entity.
 - C. The school is approved by an acupuncture and/or Oriental medicine (AOM) professional society, association or organization that sets AOM education standards that are comparable to those of ACAOM, are recognized for that purpose, and has an enforcement agency that ensures standards are met and maintained.
2. Graduate Transcript: Documentation from a third-party review agency authenticating the distribution of academic hours/credits per program that meet ACAOM standards or their substantial equivalency.

Third-Party Educational Review

NCCAOM requires international applicants to have their educational program and transcript reviewed by a third-party agency to confirm document authenticity. Please note that the agency does not 'approve' the educational program but verifies the authenticity of documents and provides a course-by-course evaluation of the graduate transcript. The foreign education review process typically takes 8 weeks to complete. International applicants are advised to complete the third-party agency review before applying to NCCAOM.

Third-Party Review Agency Accepted by NCCAOM

NCCAOM requires a course-by-course evaluation from the World Education Services (WES). Applicants should access the WES website at www.wes.org to apply for a credential evaluation online. Note: Applicants should request that the WES Evaluation and program transcripts be sent to NCCAOM.

NOTE: The applicant is advised to verify that the agency will supply transcripts to NCCAOM. The application process requires that NCCAOM receive an original foreign language and an English translation of the graduate transcript.



NCCAOM Examinations administered at international locations are only offered by “official” level 1 Pearson VUE Testing Centers. For detailed information, see the Pearson VUE website at www.pearsonvue.com.

Supplemental Education for International Students

International applicants who are denied eligibility to sit for NCCAOM examinations based on a shortage in academic hours may elect to complete supplemental education in the United States. The following guidelines should be considered and followed by the international applicant.

1. The supplemental education is subject to review and approval by the NCCAOM® Eligibility Committee.
2. The supplemental education cannot exceed 660 academic hours.
3. All coursework for supplemental education in acupuncture or Oriental/Traditional Chinese Medicine must be completed at a school accredited or in candidacy status with ACAOM. The supplemental education may be obtained at more than one ACAOM school.
4. Course work in biomedicine, communication, counseling, ethics, and/or safety may be completed at one of the following.
 - A. an ACAOM accredited program
 - B. a school accredited by an agency that is recognized by the U.S. Department of Education
 - C. a non-vocational regionally accredited institution of higher education



Route #3: Apprenticeship

Apprenticeship is defined as clinical and didactic training completed under **qualified** preceptors who assume responsibility for the theoretical and practical education of the apprentice. The curriculum is designed by the preceptor and should use *ACAOM Standard 8: Program of Study* as a guideline. Please wait to submit the NCCAOM application and training documentation packet until the apprenticeship is completed.



Important Information – Policy Change for Applications Submitted as of

January 1, 2017: All applicants for NCCAOM certification applying through Route 3: Apprenticeship U.S. and International are required to satisfactorily complete at least two academic years (60 semester credits) of formal education in addition to the required apprenticeship contact hours. The 60 semester credits must be completed in areas such as healthcare related coursework or life sciences from a non-vocational institution of higher education accredited by an agency recognized by the U.S. Secretary of Education or an equivalent accrediting agency in the country in which the education was received. The academic transcript must be submitted, in English, to the NCCAOM directly from the academic institution.

Pre-Registration

The NCCAOM verifies that educational program requirements are met; the NCCAOM does not approve or accredit educational programs. Applicants are asked to contact NCCAOM at info@thenccaom.org to state their intent to apply for NCCAOM certification via Route 3: Apprenticeship.

1. The *NCCAOM® Apprenticeship Workbook* is available to the applicant and preceptor to plan and document the apprenticeship program.
2. The NCCAOM encourages apprenticeship applicants to experience more than one preceptor so as to provide a deeper and broader learning experience. A maximum of two apprentices may study clinical training under a single qualified preceptor at any one time.
3. Pre-registration documentation includes notarized documents from each qualified preceptor requiring:
 - A. A description of preceptor's practice and work environment for the prior five (5) consecutive years, including the type of practice and the number of patient visits per year.
 - B. A statement of the number of apprentices being supervised by the preceptor during the applicant's apprenticeship training.
 - C. Notarized affidavits from two healthcare professionals. The affidavits must include written testimony based on personal knowledge of dates, volume, scope and type of practice of the preceptor.



Preceptor Qualifications

Disciplinary and Regulatory Oversight

A preceptor in the United States must be an active NCCAOM Diplomate or a licensed acupuncturist in good standing and free from disciplinary action by the NCCAOM and their state acupuncture regulatory board.

An international preceptor must be registered or licensed by a government, oversight agency or association to practice acupuncture, as applicable in the country of his or her practice.

Preceptor Practice

- A. During each of the five consecutive years immediately prior to becoming the applicant's preceptor, the preceptor must have practiced a minimum of 500 acupuncture treatments (for acupuncture apprenticeship route) or 500 Chinese herbology consultations/prescriptions (for Chinese Herbology apprenticeship route), on a minimum of 100 different patients.

OR

During his or her career to-date, the preceptor must have completed a minimum of 5,000 acupuncture treatments on a minimum of 250 different patients (acupuncture apprenticeship route only) or a minimum of 5,000 Chinese herbology consultations/prescriptions to a minimum of 250 different patients (for Chinese Herbology apprenticeship route).

- B. The preceptor may be in a solo practice, a group practice, a hospital or community clinic, or an integrative healthcare setting. During each year of the apprenticeship program, the preceptor must practice a minimum of 500 acupuncture treatments (for acupuncture apprenticeship route) or 500 Chinese herbology consultations/prescriptions (for Chinese Herbology apprenticeship route) to a minimum of 100 different patients.

NOTE: Specialized practice (e.g., treatment for addiction or smoking withdrawal) may be included in the preceptor's practice; however, such specialized limited treatments do not count toward the required 500 acupuncture or 500 Chinese herbology patient visits per year.



Apprenticeship Program Requirements

Contact Hours

Contact hours are defined as clock hours that the apprentice spends under the direct supervision of the preceptor. Off-site supervision is not included.

- A. Acupuncture **or** Chinese Herbology program: a minimum of 3,000 contact hours in no less than three years and no more than six years.
- B. Acupuncture **and** Chinese Herbology program: a minimum of 4,000 contact hours in no less than four years and no more than six years. Each contact hour may incorporate either acupuncture or Chinese herbology or a combination of both acupuncture and Chinese herbology.
- C. Chinese Herbology (for Diplomates of Acupuncture only): 1,000 contact hours which must take place over a minimum of one year and no more than two years. Each contact hour may incorporate didactic and clinical training related specifically to Chinese herbology knowledge and treatments.

Increasing Responsibilities

The apprentice's patient contact responsibilities must increase over the course of the program. By completion of the program, the apprentice shall have demonstrated the ability to perform comprehensive patient interviews, diagnoses and treatments under the preceptor's supervision.

Apprenticeship Training Documentation

The program documentation demonstrates evidence of consistent growth in TCM knowledge and clinical professionalism. All documentation submitted will be reviewed by subject matter experts (SMEs) who may request additional feedback and/or information.

- * The asterisk indicates guideline templates that the applicant can request from NCCAOM.

Preceptor Documentation

1. A descriptive record of the didactic and clinical portions of the apprenticeship including actual:
 - A. Apprenticeship's start and end dates.
 - B. Breaks from instruction. A break longer than one month requires further explanation.
 - C. Number of contact hours completed by the apprentice per year.
2. * Description of each subject taught:
 - A. Course objective(s) and core concept(s)
 - B. Knowledge/skills/abilities/competencies to be achieved



C. Dates of instruction and number of hours of instruction.

* D. Documentation of competencies and level of competencies achieved by the apprentice.

3. * Description of the preceptor's clinical supervision and explanation of the apprentice's increasing responsibilities for performing patient interviews, diagnoses and treatments.
4. A minimum of five (5) assessments passed by the apprentice for each 1,000 apprenticeship hours which demonstrate the apprentice's achievement of the course objectives (i.e., 15 exams, quizzes or written assignments over the course of the full 3,000-hour apprenticeship).

Apprentice Documentation

1. Representative sample of the apprentice's notes (typewritten) demonstrating core concepts learned over the term of the apprenticeship program demonstrating increased levels of knowledge and responsibilities.
2. * Five (5) new patient records for each 1,000 apprenticeship hours including a follow-up patient record for each of the 5 (i.e., 15 new patient records and 15 follow-up patient records over the course of the full 3,000-hour apprenticeship program).
3. * Three (3) unique case studies for each 1,000 apprenticeship hours (i.e., a total of 9 case studies over the course of the full 3,000-hour apprenticeship).
NOTE: The case studies must be of patients OTHER than the patients included in 2. above.
4. Proof of completion of the live, face-to-face Clean Needle Technique (CNT) course offered by the Council of Colleges for Acupuncture and Oriental Medicine (CCAOM).



Route #4: Combination of Formal Education and Apprenticeship

Applicants using Route 4 to reach eligibility to sit for NCCAOM examinations are awarded points for meeting the requirements in the Formal Education and Apprenticeship Routes. Applicants must earn a combination of points from each category.

1. Acupuncture **or** Chinese Herbology program: 30 points - cannot exceed 20 points from any one category.
2. Acupuncture **and** Chinese Herbology program: 40 points - cannot exceed 30 points from any one category.

Point Allocation

Formal Education

1. Applicants are awarded 10 points for each full year (635 hours) of formal education.
2. The formal education program must meet the criteria described in Route #1: Formal Education: Graduate or Pre-graduate from United States or Route #2: Formal Education: International Applicants.

Apprenticeship

1. Applicants are awarded 10 points per 1,000 contact hours with a qualified preceptor.
2. A maximum of 10 points may be earned per calendar year or a 12-consecutive-month period.
3. The apprenticeship hours, qualified preceptor requirements and documentation must meet the criteria described under Route #3: Apprenticeship for United States or International Applicants.

For additional information on this route of eligibility please contact NCCAOM by email at info@thencaom.org.



Route 5: Converting to an NCCAOM Oriental Medicine Certification

A Diplomate in Acupuncture and/or Chinese Herbology may apply for a new NCCAOM Certification in Oriental Medicine. Each conversion type is outlined below. Converting to Oriental Medicine requires a separate application that is available under “Forms” on the NCCAOM website at www.nccaom.org.

- Step 1 Be at Active Diplomate status with NCCAOM. Lapsed statuses are not eligible. If the Diplomate is due for NCCAOM renewal at the time of converting, they are required to first complete the recertification process, then submit the conversion to Oriental Medicine application.
- Step 2 Meet the eligibility requirements in education and biomedicine listed below. Diplomates certified prior to 2004 have additional requirements in bodywork, diet, exercise, and/or patient education that are outlined below.
- Step 3 Submit the *NCCAOM® Application for Converting to Oriental Medicine* and the required documentation.
- Step 4 Pay the conversion application fee of \$100.

Diplomate of Acupuncture

1. Complete one of the following educational requirements in Chinese Herbology.
 - Route 1: Formal education in Chinese Herbology that is part of a U.S. degree program recognized by ACAOM,
OR
 - Route 2: Formal education in an international Chinese Herbology degree program accepted by NCCAOM,
OR
 - Route 3: Apprenticeship program including 1,000 contact hours that meet NCCAOM requirements,
OR
 - Herbal certificate program recognized by ACAOM and earned at a U.S. academic institution.
2. Successfully pass the NCCAOM Chinese Herbology examination.
3. Successfully pass the NCCAOM Biomedicine examination.
4. Request a graduate transcript to be mailed directly to NCCAOM from your school.
5. Diplomates certified prior to 2004: Complete 21 hours in one, or a combination of the categories listed below. PDAs, CEUs, and college credit are acceptable.
 - A. Bodywork: Body mechanics, ergonomics, acupressure, shiatsu, tui na.



- B. Diet: Basic Oriental medicine dietary principles, basic nutritional principles.
- C. Exercise: Basic stretching, movement, and exercise principles and techniques; basic breathing and relaxation principles and techniques; QiGong, Tai Chi.
- D. Patient Education: Bodywork, diet, and exercise topics above. Include self-treatment techniques, lifestyle implications and consideration, meditation, integration of Oriental medical theory and modern lifestyles, and the healing process.

Diplomate of Chinese Herbology

1. Complete one of the following educational requirements in Acupuncture.

Route 1: Formal education in Acupuncture that is part of a U.S. degree program and accredited by ACAOM,

OR

Route 2: Formal education in an international Acupuncture degree program accepted by NCCAOM,

OR

Route 3: Apprenticeship program including 1,000 contact hours in acupuncture that meet NCCAOM requirements.

2. Successfully pass the NCCAOM Acupuncture examination.
3. Successfully pass the NCCAOM Biomedicine examination.
4. Request a graduate transcript to be mailed directly to NCCAOM from your school.
5. Diplomates certified prior to 2004: Complete 21 hours in one, or a combination of the categories listed below. PDAs, CEUs, and college credit are acceptable.
 - A. Bodywork: Body mechanics, ergonomics, acupressure, shiatsu, tui na.
 - B. Diet: Basic Oriental medicine dietary principles, basic nutritional principles.
 - C. Exercise: Basic stretching, movement, and exercise principles and techniques; basic breathing and relaxation principles and techniques; QiGong, Tai Chi.
 - D. Patient Education: Bodywork, diet, and exercise topics above. Include self-treatment techniques, lifestyle implications and consideration, meditation, integration of Oriental medical theory and modern lifestyles, and the healing process.



Diplomate of Acupuncture and Chinese Herbology

1. Complete one of the Biomedicine requirements listed below.
 - A. Successfully pass the NCCAOM Biomedicine examination,
OR
 - B. Complete 60 PDA/CEU hours in biomedicine coursework within four (4) years of the application date. Biomedicine course topics must qualify under the Core Competencies (*NCCAOM® Recertification Handbook*, pg. 13).

2. Diplomates certified prior to 2004: Complete 21 hours in one, or a combination of the categories listed below. PDAs, CEUs, and college credit are acceptable.
 - A. Bodywork: Body mechanics, ergonomics, acupressure, shiatsu, tui na.
 - B. Diet: Basic Oriental medicine dietary principles, basic nutritional principles.
 - C. Exercise: Basic stretching, movement, and exercise principles and techniques; basic breathing and relaxation principles and techniques; QiGong, Tai Chi.
 - D. Patient Education: Bodywork, diet, and exercise topics. Includes self-treatment techniques, lifestyle implications and consideration, meditation, integration of Oriental medical theory and modern lifestyles, and the healing process.

NOTE: To maintain the four-year recertification cycle, the new Oriental Medicine Certification will be set to match the prior expiration date that is furthest out from certification. The prior Acupuncture and Chinese Herbology Certifications will become dormant.



Route 6: Reinstatement to Active NCCAOM Status

The purpose of the NCCAOM's reinstatement program is to provide a pathway for terminated Diplomates to regain their NCCAOM Certification. NCCAOM subject matter experts (SME's) have created an assessment tool that documents the knowledge, skills, and abilities required in the core competencies of the AOM profession.

The following eligibility requirements are necessary to be reinstated to Active status with the NCCAOM.

1. Be free and clear of any and all disciplinary actions. This includes any and all state(s) where a license was, or is currently held. Applicants with disciplinary actions may be considered and will follow the NCCAOM's current Professional Ethics and Discipline policies and procedures for review.
2. Complete a CPR certificate within four (4) years of the application date.
3. Complete a 2 hour, PDA approved safety (SA) course within four (4) years of the application date.
4. Complete a 2 hour, PDA approved ethics (ET) course within four (4) years of the application date.
5. Be competent in clean needle technique (CNT) and/or have current knowledge in blood borne pathogens (not required for Chinese Herbology Certification).
6. Complete a background check at <https://www.nccaomscreener.com/>.
7. Successfully pass the NCCAOM Reinstatement Examination for the designated certification.

2016 Reinstatement Examination Dates: September 26 to October 8, 2016

NCCAOM Certification	NCCAOM Reinstatement Exam
Acupuncture	<i>Acupuncture Reinstatement Examination</i>
Chinese Herbology	<i>Chinese Herbology Reinstatement Examination</i>
Oriental Medicine	<i>Oriental Medicine Reinstatement Examination</i>
Acupuncture <u>and</u> Chinese Herbology	<i>Acupuncture and Chinese Herbology Reinstatement Examination</i>

2016 Reinstatement Examination Dates

NCCAOM reinstatement examinations are offered three (3) times per year through the Pearson Professional Test Centers. The examinations are administered for a two-week period. Once authorized to test, an *NCCAOM® Authorization To Test Letter* is mailed to the candidate.

The *NCCAOM® Reinstatement to Active NCCAOM Status Application* is available on the NCCAOM website at www.nccaom.org. Certification Services staff can assist by emailing info@thenccaom.org.

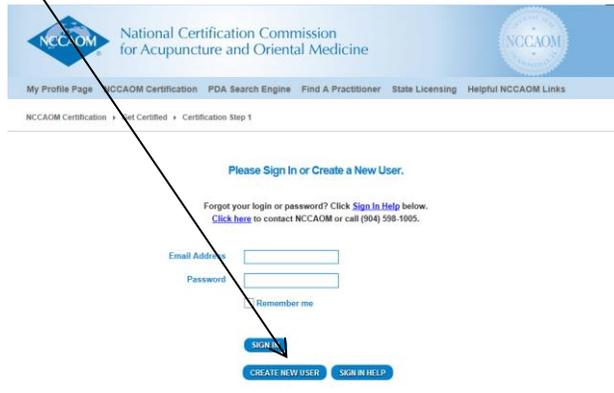


How to Create Your NCCAOM Account

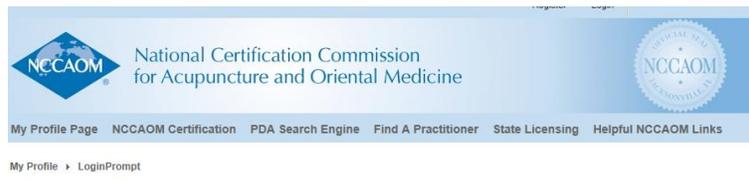
On the NCCAOM Home Page, click on the “Log in” button on the top right.



Select “Create New User”



To avoid a duplicate record, create a New Account only if this is your FIRST time applying for initial certification.



PLEASE READ BEFORE CREATING A NEW ACCOUNT

If you have ever applied for certification with the NCCAOM in the past, please log in with the email address you used when you applied. If you don't remember or no longer have access to the email you used previously, please contact the NCCAOM for assistance.

<p>I know the email address I used for NCCAOM in the past.</p> <p>GO TO LOGIN</p>	<p>I don't know the email address I used for NCCAOM in the past.</p> <p>GET ASSISTANCE</p>	<p>I have NEVER applied and need to create a new account.</p> <p>CREATE NEW</p>
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Complete all fields to create your account. Once your account is created, the system will issue you an ID #. This number is very important and gives you access to your account – be sure to make a note of it.

First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Email (Login)	<input type="text"/>
Please confirm email address	<input type="text"/>
Password	<input type="text"/>
Type password again	<input type="text"/>
Secret Question	<input type="text" value="What is the name of your f"/>
Secret Answer	<input type="text"/>
Your Company/Employer (Optional)	<input type="text"/>

[CREATE ACCOUNT AND SIGN IN](#)

[SIGN IN HELP](#)

Online Application

Once you have created your online account, you can begin to complete your *NCCAOM® Application for Certification* by following Steps 1 through Step 5. You can start and stop the process without losing the information.



NCCAOM Certification > Get Certified > Certification Step 1

You are on Step 1 of Getting Certified. Need to Get Recertified? [Click Here](#)

- 1** Select Certification
- 2** Purchase Application Fee
- 3** Fill Out Application
- 4** Review Application
- 5** Statement of Acknowledgement

Select Certification

Please note the selection of a certification below refers to the application process only. It does not pay for or schedule any specific exams as laid out in the [requirements page](#).

 Dipl. Ac. (NCCAOM) [®]	 Dipl. C.H. (NCCAOM) [®]	 Dipl. O.M. (NCCAOM) [®]
Acupuncture Application Fee Candidate: \$475.00 Quantity: <input type="text" value="1"/> SELECT THIS CERTIFICATION	Chinese Herbology Application Fee Candidate: \$425.00 Quantity: <input type="text" value="1"/> SELECT THIS CERTIFICATION	Oriental Medicine Application Fee Candidate: \$595.00 Quantity: <input type="text" value="1"/> SELECT THIS CERTIFICATION

For assistance, email info@thenccaom.org.

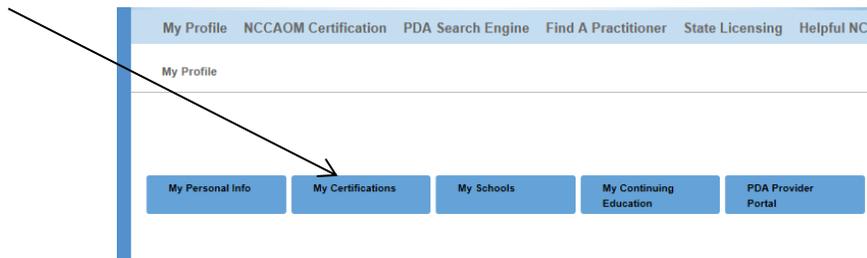


Paper Application

The NCCAOM® *Application for Certification* may be downloaded from the website free of charge. Acceptable forms of payment are check and money orders only. NCCAOM will be happy to mail the NCCAOM® *Certification Handbook* and application for a payment of \$35.00 to cover administrative fees. The order form is located under the “Forms” tab on the NCCAOM’s homepage. Please mail the application using a postal service that can confirm the delivery date of the package at NCCAOM. NCCAOM will not accept faxed or scanned copies of the application.

Tracking Your Certification Application

All applicants are automatically issued an NCCAOM identification number when an online profile is created. To track the certification progress, the applicant can access their online profile through the NCCAOM portal <http://mx.nccaom.org/MyProfile.aspx>.



Processing Times

Candidates should allow six (6) to eight (8) weeks for staff to review their eligibility requirements to sit for the NCCAOM examinations. Once approved, the candidate will be issued an NCCAOM® *Authorization to Test Letter* which will allow them to schedule their examinations at a Pearson VUE Testing Center. The candidate has four (4) years from the date their application payment is processed to complete the NCCAOM Certification. Candidate documentation that arrives before an application is submitted and the payment is processed will be held at NCCAOM for a period of three (3) months.

Submission of an application does not automatically guarantee an applicant is eligible to sit for an NCCAOM examination.



Document Guidelines

1. Applicants are solely responsible for ensuring that NCCAOM receives all the required documentation and fees.
2. It is imperative that the applicant's legal name be stated on the application that matches his/her's legal identification. This ensures that the *NCCAOM® Authorization To Test Letter* has the correct information to allow the applicant entry into the testing site. The applicant will not be admitted to the testing site if the legal identification name does not match the name submitted on the application, and hence the ATT letter.
3. The applicant's name must be included on all supporting documentation.
4. Supporting documents that are not in the English language should be accompanied by an official English translation.
5. Documents submitted as part of the application will be retained in NCCAOM's files and will not be returned. Do not send irreplaceable originals of certificates, diplomas, or other documents.
6. Accuracy and truthful submission and disclosure are essential. Falsification, misrepresentation or omission of any material fact required on the application or during the certification process is grounds for denial or revocation of certification.
7. The NCCAOM will verify the authenticity of all documents, including international and translated education documents before determining eligibility to test. This verification process adds time to the application review period. Applicants who are using documentation from outside the United States or documentation that is translated from another language are encouraged to apply well in advance of wishing to take examinations.

Submission of an application does not automatically guarantee eligibility
to take an examination on any particular date.



Signature

The signature on the paper application or the 'acceptance' of the online *NCCAOM® Statement of Acknowledgement* authorizes NCCAOM to obtain additional information from third parties if necessary.

The signature or acceptance also establishes eligibility for certification and authorizes NCCAOM to release examination scores to ACAOM and the school(s) attended.

Accommodations under the Americans with Disabilities Act (ADA)

Passed by Congress in 1990, the Americans with Disabilities Act (ADA) is the nation's first comprehensive civil rights law addressing the needs of people with disabilities, prohibiting discrimination in employment, public services, public accommodations, and telecommunications. NCCAOM has joined with Pearson VUE Testing Centers to assist with reasonable accommodations that do not fundamentally alter the nature of the examinations or jeopardize security. NCCAOM will review the applicant's request, documentation, and the professional recommendations to determine whether the accommodation is reasonable and appropriate to the testing environment. Requests should be submitted early in order to avoid undue delay in processing the application. A link containing complete information, forms and procedures for requesting ADA accommodations is available on the NCCAOM website.

Two (2) forms make up the ADA accommodations request and can be found on the NCCAOM website at <http://www.nccaom.org/forms-and-applications/>. The forms should be completed and submitted to stategov@thennccaom.org with the *NCCAOM® Application for Certification*. The evaluation process cannot begin until all the components to the request are received so plan accordingly

1. *NCCAOM® ADA Candidate Request Form* describes the disability and the need for specific accommodations. The disability or functional limitation should align with the accommodation so that the adjustment to the testing procedure is applicable to the identified impairment. A functional limitation is defined as the behavioral manifestation of the disability that impedes the individual's ability to function.
2. *NCCAOM® ADA School Confirmation Form* documents previous accommodations provided by an educational institutions or other testing agencies. If no prior accommodations were provided, the school official should include a detailed explanation as to why no accommodations were given in the past and why accommodations are needed now.

In addition to the required forms, a current evaluation report (within the past five years) from a licensed professional will be needed to make a determination in the accommodation that can be provided. The licensed professional should have a "professional/clinical relationship" with the candidate, having treated and/or consulted with the candidate within the last five (5) years. Based on the type of disability, some



documentation may be outdated or inadequate in scope or content. It may not address the student's current level of functioning or need for accommodations because changes may have occurred since the previous evaluation was conducted. In such cases, NCCAOM may request an updated report. Since the purpose of an updated report is to determine the student's current need for accommodations, the update should include documentation that is no more than five (5) years old, with a letter from your licensed professional stating that the documentation accurately reflects your current abilities and limitations. The letter must be on the professional's official letterhead and include their address, telephone number, signature, and credentials.

The report should include:

1. The specific diagnostic procedures or tests administered. Diagnostic methods used should be appropriate to the disability and in alignment with current professional protocol.
2. The results of the diagnostic procedures and/or tests and a comprehensive interpretation of the results.
3. The specific diagnosis of the disability, with an accompanying description of the examinee's limitations due to the disability.
4. A summary of the complete evaluation with recommendations for the specific accommodations and how they will reduce the impact of identified functional limitation.

Please do not submit the following documents; the NCCAOM will not accept them.

1. Handwritten letters from licensed professionals.
2. Handwritten patient records/notes from patient chart.
3. Diagnoses on prescription pad.
4. Self-evaluations found on the Internet or in any print publication.
5. Research articles.
6. Original evaluation/diagnostic documents; submit copies of the original documents.
7. Previous correspondence from the NCCAOM; the NCCAOM maintains copies of all correspondence.
8. Correspondence from educational institutions or testing agencies not directly addressed to the NCCAOM.

Scheduling an NCCAOM examination with a Pearson VUE Testing Center is done after the accommodation has been approved. If you schedule a testing appointment before the approval of testing accommodations, you will be required to reschedule the appointment.

NOTE: Testing accommodations cannot be added to a previously scheduled testing appointment.



Agent Designation Form

Applicants who wish to have another person make inquiries on their behalf should submit an *NCCAOM® Agent Designation Form*. The form is available on the NCCAOM website at www.nccaom.org. For security reasons, all inquirers will be asked for identifying data that helps NCCAOM protect the applicant's personal information.

U.S. Veterans Reimbursement

The NCCAOM examinations have been approved by the Department of Veterans Affairs for reimbursement to military personnel eligible for the G.I. Bill. Veterans should submit their official NCCAOM examination results and a copy of the paid receipt to the appropriate processing center of the Department of Veteran Affairs for reimbursement. Additional information can be found by visiting the license and certification program section of the Department of Veterans Affairs website at www.qibill.va.gov.

Name Change

Notification of a name change must be made in writing and mailed to NCCAOM. The following documents are required:

1. *NCCAOM® Name Change Request Form*
2. A copy of the court order authorizing the name change (i.e., marriage license, divorce decree, etc.)
3. A copy of a government issued photo ID (i.e., driver's license, passport) containing the new name.

Changing an NCCAOM Certification Program

During the NCCAOM application process, the candidate may wish to change to a different certification program. NCCAOM staff are happy to assist and can be reached for more information by emailing info@thenccaom.org.



NCCAOM Certification and Examination Fee Schedule

NCCAOM® Academy of Diplomates membership	N/C	
Application Fee (Paid to NCCAOM)		
Oriental Medicine Certification	\$595	
Acupuncture Certification	\$475	
Chinese Herbology Certification	\$425	
NCCAOM Examination Fee (Paid to Pearson Vue)	English Language	Foreign Language
FOM – Foundations of Oriental Medicine	\$300	\$500
ACPL – Acupuncture with Point Location	\$300	\$500
CH – Chinese Herbology	\$300	\$500
BIO - Biomedicine	\$300	\$500
Copy of Records (special request)	\$25	
Returned Check Fee	\$35	
Duplicate NCCAOM Certificate and/or ID Card <i>NCCAOM® Duplicate Certificate – ID Card Order Form</i>	\$50 each	
Certification/Examination Results to a State Board <i>NCCAOM® Examination Results & Certification Verification Form</i>	\$45	
Optional Diplomate Marketing Resources http://www.nccaom.org/diplomates/nccaom-certification-brochures/		
NCCAOM Certification Booklets	Varies depending on quantity ordered	
Consumer Guide Brochure		
Providing National Standards Brochure		

Effective July 1, 2016

For your protection, credit card payments will be accepted for online applications only.

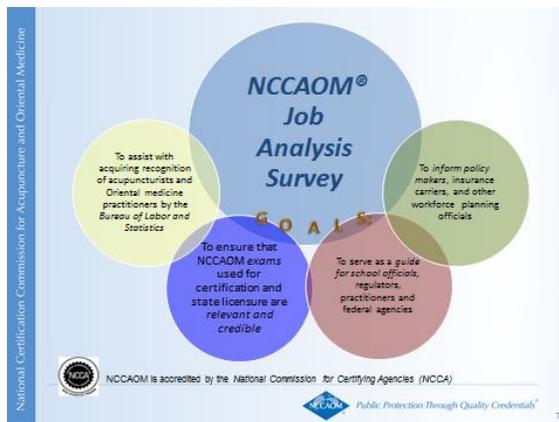
Payment is non-refundable,
due in U.S. dollars, and checks/money orders are to be made payable to NCCAOM



NCCAOM Examination Preparation & Resources

NCCAOM Examinations		Oriental Medicine Dip. O.M. (NCCAOM) [®]	Acupuncture Dip. Ac. (NCCAOM) [®]	Chinese Herbology Dipl. C.H.(NCCAOM) [®]
FOM	Foundations of Oriental Medicine	FOM	FOM	FOM
ACPL	Acupuncture with Point Location	ACPL	ACPL	CH
CH	Chinese Herbology	CH	BIO	BIO
BIO	Biomedicine	BIO		

Linking NCCAOM Job Analysis Survey and Examinations



The NCCAOM Job Analysis Survey is the national survey of the acupuncture and Oriental medicine (AOM) profession. The survey is completed by Diplomates and AOM practitioners every four years and tracks the established skills and emerging new tasks in the AOM profession. Specific data is collected to identify the knowledge, skills and abilities (KSAs) necessary to successfully perform each task. Tracking the tasks and KSAs monitors the changes in AOM skills overtime that have an impact on the entry examinations for the profession. Therefore, the NCCAOM Job Analysis is the link that connects the examination content to the core KSAs required for competent practice and national board certification in the AOM profession.

NCCAOM will begin the next AOM Job Analysis Survey in 2017. Diplomates are encouraged to participate and can earn PDA points for their input into this important survey.



NCCAOM Examination Study Guides and Content Outlines

The NCCAOM has developed the following resources to assist candidates in preparing for the examinations. The study guides contain the expanded content outlines for each of the NCCAOM examinations based on the 2013 Job Task Analysis. In addition, each study guide contains an *NCCAOM® Examination Administration Frequently Asked Questions* to assist candidates with completing the examination process.



[Acupuncture
Certification](#)



[Chinese
Herbology
Certification](#)



[Oriental Medicine
Certification](#)

Study Guides are available at
<http://www.nccaom.org/applicants/exam-content/>

Study guides are a complimentary PDF file that can be downloaded at no cost. If the applicant prefers, a printed edition of the study guide may be purchased by submitting the *NCCAOM® Examination Study Guide Order Form* which is available on the NCCAOM website.

Coming Soon – NCCAOM Examination Prep Center to include Practice Tests

NCCAOM Examination Format

The adaptive examinations are offered in English and delivered in a computerized format that consist of 100 multiple choice questions. One question appears at a time on the computer screen and may include visual materials such as graphs or photographs. Once the candidate selects their answer, they can move to the next question. It is important to note that the candidate is not able to go back to review or change answers once they have moved to the next question.

The NCCAOM examinations are also offered in the Chinese and Korean language. Due to the complexity of the foreign language examinations, they are scheduled only when an identified number of candidates are registered per examination. The exams are offered in a linear computerized format that consist of 100 multiple choice questions. Unlike the adaptive examinations, at the end of the test, the candidate has the opportunity to go back and review and/or change previously answered questions. Dates of examination administrations are available on the website at www.nccaom.org.



Computerized Adaptive vs. Linear Exam Formats

Administration Features	Adaptive Format	Linear Format
Adheres to Exam Content Outline	Yes	Yes
Availability	Year round	Specified dates
Exam Length and Allotted Time	100 items 2.5 hours allotted time	<u>Foreign Language Exam</u> 100 items 2.5 hours allotted time <u>English Exam</u> 130 items 3.25 hours allotted time
Non-Disclosure Agreement	Yes	Yes
Exam Administration	Unique format for each candidate	Fixed format for all candidates
Ability to Skip Items	No	No
Review Feature	No	Yes, once all items have been answered.
Preliminary Pass/Fail Status Before End of Exam	Yes	No
Official Results Report	Mailed within 20-30 business days	Mailed within 30-45 business days

NCCAOM Examination Policies

Confidentiality and Policy Violations

NCCAOM is committed to the integrity and security of its examination process. Candidates have a duty to maintain strict confidentiality with respect to the content of the examinations and comply with all examination security policies and procedures. Any breach of confidentiality that may compromise the security of the examination content (e.g., sharing or receiving information about the examination from another person including teachers/professors, before, during, or after the examination will be grounds for disciplinary action, including but not limited to denial or revocation of certification by NCCAOM. Likewise, any act, either intentional or unintentional, that violates examination rules will be grounds for disciplinary action by NCCAOM. Proctors are responsible for reporting to NCCAOM any candidates who:

1. may have caused a disruption or interruption during the examination period,
2. violated procedural rules before or during the examination, and/or
3. appeared to engage in a method of cheating or seeking unfair advantage either before or during the examination.

NCCAOM will review these reports and apply appropriate disciplinary sanctions. Strict adherence to NCCAOM examination policies and procedures is enforced without exception. Participation in any examination policy violation(s) occurring during or in connection with an examination, may be sufficient



cause for NCCAOM, at its sole discretion, to terminate your participation, invalidate the results of your examination, seek monetary compensation, deny your application for certification, or take other appropriate action at any time, including but not limited to disciplinary action such as suspension or revocation of certification.

Violation of examination policies includes but is not limited to the following actions:

1. Talking with anyone, except the proctors, inside or outside the examination room during the examination period.
2. Giving information about the examination to another person before, during, or after the examination. This includes memorizing sections of the examination for use by others.
3. Phone calls or communication by electronic or other means with anyone or anything inside or outside of the examination room during the examination period.
4. Passing or attempting to pass information of any type to another candidate during or after the examination administration.
5. Possessing any extraneous items during the examination period, including but not limited to: books, paper (including scrap paper), notes, note cards, post-it notes, measuring devices (including rulers and calculators), dictionaries (electronic or printed), beepers, cell phones, cameras, and other electronic devices.
6. Writing on any part of the body or clothing before or during the examination period.
7. Communicating with anyone other than a proctor in the case of a site irregularity in which you must exit the examination room (e.g., fire drill, power outage, medical emergency, etc.), except communications as required because of the emergency. This includes communicating with other candidates while waiting to re-enter the test site, looking at notes or books, and/or re-entering the test site without the expressed permission of the proctors.
8. Accessing notes, cell phones, calculators, beepers, other electronic devices or individuals from any location either inside or outside the examination room including bathrooms, cars, snack areas, etc.
9. Writing on the desk, other furniture, clothing, or body in the examination room before or during the examination.
10. Allowing visitors into unauthorized areas of the examination site.
11. Impersonating, or attempting to impersonate another candidate, or allowing another person to take the examination on behalf of the candidate.
12. Failure to report any examination irregularities, cheating, or other inappropriate behavior. Cheating of any kind that has taken place before, during or after the examination must be reported. It is a candidate's responsibility to report to NCCAOM any site irregularities or testing violations before, during, or after the examination takes place.



Examination Content Complaints

Candidates may submit concerns, believed errors in particular questions, or comments about specific aspects of the examination content, in writing to NCCAOM (examcontent@thenccaom.org) within 30 days of taking the examination. Please be specific when challenging a question. The written complaint must include the candidate's name, address, test date and location, examination taken (FOM, ACPL, BIO, CH) and a description of the specific question or concern. Failing an examination alone is not sufficient grounds to submit a complaint.

The question or concern will be presented to the respective NCCAOM Examination Development Committee for a final determination. Please note that submission of a complaint does not automatically lead to a hand score. If the question under review is found to be flawed, the candidate's examination will be rescored. The candidate will be notified in writing within 45 business days of any resulting action of the inquiry. No information regarding the specific question will be discussed with candidates. ***The NCCAOM never releases copies of examinations or individual examination questions.*** It is imperative the candidate refrain from discussing the content of the examination question with anyone other than the NCCAOM Testing Department. Doing so is a violation of the *NCCAOM® Non-Disclosure Agreement* which could result in disciplinary action.

Examination Content Appeal

If a candidate is not satisfied with the decision of the Examination Development Committee (EDC), they may appeal the decision by submitting a letter in writing and within 30 days to the NCCAOM's Executive Office (executiveoffice@thenccaom.org). The letter should describe the rationale for filing the appeal. The NCCAOM Board of Commissioners will review the appeal at its next regularly scheduled meeting. The candidate will be notified of the Board's decision, in writing and within 30 business days.

Hand Score

A candidate may request their NCCAOM examination be hand scored within 30 days of the test administration. A hand score is simply a manual check of the computer scoring process to ensure that the responses are accurately recorded. ***A hand score does not constitute a review of examination content.*** The hand score request should be in writing and mailed to the NCCAOM offices, Attention Hand Score with the \$50 payment per examination. Individual questions will not be discussed or considered during the hand score process.



Scheduling an NCCAOM Examination

NCCAOM adaptive examinations are scheduled by the candidate and offered year-round at any of the Pearson VUE Testing Centers. Linear examinations are offered at select times and have a window within which to register. The *NCCAOM® Authorization to Test (ATT) Letter* is mailed to the applicant via the U.S. Postal Service. Therefore, it is imperative that the candidate keep their physical address up-to-date with the NCCAOM. The ATT letter is very important because it contains the information needed to schedule examinations and gain access to the Pearson VUE testing center. The candidate has the flexibility to select their own schedule and can register by telephone or over the internet.

The NCCAOM assigns a 'school code' to institutions for the purpose of internal reporting. The school code is required by Pearson VUE during the registration process. The codes can be found at the candidate's school or on the NCCAOM website www.nccaom.org.

Note: The NCCAOM application is valid for four (4) years. The candidate has five (5) attempts to successfully pass each examination. Missed examinations are not counted as an attempt, however the payment is non-refundable.

Examination Day – *Be Prepared!*

Entry Requirements at the Pearson VUE Testing Center

Arrive at the testing center early! Candidates who enter after the appointed time will not be allowed to take the examination and payment will be forfeited. Candidates are advised to read Pearson VUE's policies and instructions carefully. Below are some helpful tips.

Personal Identification Required

1. *NCCAOM® Authorization to Test Letter*
2. Identification (ID) with photo and signature: Driver's license **OR** a government ID with photo and signature and a second ID with a signature.

The name on the *NCCAOM® Authorization to Test Letter* must match the name on the ID card. If not, Pearson VUE will not allow the candidate to enter and the examination payment is forfeited. Also note, all identification must be current (not expired).

Please make sure the name submitted on the *NCCAOM® Application for Certification* is the exact same as on the identification card to be used when entering the testing site.



Palm Vein Test

Palm Vein Test (PVT) is a standard procedure at Pearson VUE Testing Centers. Palm Vein Technology:

1. ensures each test taker has a single record,
2. represents a virtually error-free identification system that is non-intrusive to the user,
3. increases accuracy and security around the candidate check-in (and out) process, and
4. verifies repeat test takers and candidates as they enter (or exit) the test center.

Fingerprints

Additional fingerprints may be taken before sitting at the computer and also if the candidate leaves the room at any time during the examination.

Surveillance

For security purposes, candidates will be audio and videotaped during the examination.

Weather

In the event of inclement weather, unforeseen emergencies, or "Acts of God" additional examination fees will not be incurred if your test is cancelled by NCCAOM or Pearson VUE.

Cancellation or Rescheduling an NCCAOM Examination

The candidate must contact Pearson VUE at www.vue.com to cancel and/or reschedule an examination at least 24 hours in advance or the payment will be forfeited. Pearson VUE will email the candidate a cancellation confirmation number. It is imperative the candidate keep this number in case of a cancellation dispute.

NCCAOM® Non-Disclosure Agreement



PLEASE NOTE

As soon as the proctor logs the candidate onto the computer, the *NCCAOM® Non-Disclosure Agreement and General Terms of Use for NCCAOM Examinations* will appear on the computer screen. The testing period has begun! **The candidate must accept the non-disclosure agreement within the FIRST 5 MINUTES or the examination session will terminate.** Candidates will be required to reapply and pay the full registration fee when rescheduling the examination. To help prepare the candidate, the NCCAOM has provided the *NCCAOM® Non-Disclosure Agreement* for review prior to examination day.



NCCAOM® Non-Disclosure Agreement and General Terms of Use for NCCAOM Examinations

"I have read and understand the Examination Instructions. I have agreed to abide by the NCCAOM® Grounds for Professional Discipline acknowledge that if I am caught cheating on this examination, including the sharing of information after the examination is complete; I will be subject to review by the Professional Ethics and Disciplinary Committee of NCCAOM. If I am found to have violated the NCCAOM® Grounds for Professional Discipline, I understand that my scores will be cancelled and I may not have the opportunity to test again.

Additionally, I understand that this examination is confidential and is protected by trade secret law. It is made available solely for the purpose of becoming certified by NCCAOM. I am expressly prohibited from disclosing, publishing, reproducing, or transmitting this examination, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose.

I am the candidate whose name appears on the initial screen and as an affirmation to the Statement of Acknowledgement I signed when submitting my application, I acknowledge that I am prohibited from transmitting information about NCCAOM examination questions or content in any form to any person or entity. I also acknowledge that if I suspect a violation on the part of others, it is my responsibility to report these actions to the NCCAOM."

Examination Results Notification

A scaled score of 70 is required to pass each of the NCCAOM examinations. Upon completion of the adaptive examination, the computer will display a preliminary pass/fail notice. The candidate is asked to acknowledge that it is a preliminary notice. Upon completion of the linear examination, the computer does NOT display a preliminary pass/fail notice. The candidate must wait for the official report to be mailed to them.

The official pass result does not display a numerical score. The fail result however, provides a numerical scaled score and provides the candidate with a breakdown of sections showing areas of weaknesses. The official pass/fail result is mailed to the candidate by the U.S. Postal Service within 3 to 4 weeks of taking the examination. Candidates can track their examination results online by accessing their NCCAOM online profile account. Although every effort is made to ensure the accuracy of the information reported online, the mailed pass/fail result is the official notification.

Note: The candidate's examination results are released to ACAOM and their school. The information is used to evaluate the AOM educational program which is required as part of the school's accreditation with ACAOM.



Retaking an Examination

45 Day Wait Rule

A candidate who fails an NCCAOM examination is required to wait 45 days from the previous test date to re-sit for the examination. The NCCAOM encourages candidates to obtain remedial education through their school, reputable test preparation services, or publications. Reminder, the [NCCAOM® Study Guides](#) are available online free of charge.

Five Time Rule

Candidates are allowed a total of five (5) attempts to successfully pass an examination (all formats and/or languages inclusive).

Reminder: Three requirements for NCCAOM Certification

1. Pass all examinations for the certification program.
2. Graduate transcript sent directly to NCCAOM from the school.
3. CNT Certificate sent directly to NCCAOM from CCAOM.



CONGRATULATIONS! NCCAOM CERTIFIED! ACTIVE DIPLOMATE STATUS!

Within four (4) to six (6) weeks, the NCCAOM Certification will be processed. In the next four (4) to six (6) weeks, the new Diplomate will receive a wall-mountable NCCAOM Certificate and an official letter of Certification that contains a wallet-size identification card.

NCCAOM Diplomate Benefits

Proudly display you are “**Nationally Board Certified**”; and use one or more of the service marks below:



Dipl. O.M. (NCCAOM)[®]



Dipl. Ac. (NCCAOM)[®]



Dipl. C.H. (NCCAOM)[®]



Dipl. ABT (NCCAOM)[®]

Be a member of the new **NCCAOM[®] Academy of Diplomates**.



Have consumers and professionals find you in the **NCCAOM's Find a Practitioner Directory**.

Verify your certification status through the **NCCAOM Registry**.

Communicate with your peers through **NCCAOM's Facebook, LinkedIn, and Twitter** pages.

Be listed in the **HealthProfs Acupuncture Directory** and save a value of \$180 for a 6-month listing!

Enroll in **Call a Doctor Plus Services**, a wellness program for you and your family, and receive a discount.

Create a **FREE** website from **ChiOnline**.

Access discounted frames for displaying your **NCCAOM Diploma**.

Join NCCAOM as a volunteer and serve on a committee, panel or taskforce with your peers.

Be eligible to serve on the **NCCAOM Board Commissioners** or the **NCCAOM Academy of Diplomates**.

Receive complimentary issues of the NCCAOM newsletter **The Diplomate: E-news You Can Use**.

Be eligible for **reduced fees for services** offered by NCCAOM and its strategic partners.

Promotional Website and Marketing Brochures

Visit the Diplomate Benefits page at <http://www.nccaom.org/diplomates/diplomate-benefits/>





Maintaining NCCAOM Certification

Achieving NCCAOM certification demonstrates the mastery of specific core competencies including knowledge, skills, and abilities required within an AOM professional practice; therefore, the focus of NCCAOM recertification is to maintain the core competencies and advance the professional growth and development of the Diplomate. To that end, the Diplomate is required to earn 60 hours of continuing education in a four (4) year period. The Professional Development Activity or “PDA” program was created as NCCAOM’s department of continuing education. The PDA program was created to provide an avenue for NCCAOM Diplomates to earn “PDA Points” (CEUs) for participating in recognized programs that apply toward NCCAOM recertification requirements. In turn, the NCCAOM PDA Department partners with individuals and organizations to provide these quality education programs. It is the responsibility of the NCCAOM Diplomate to confirm, in advance, if the course content is within their state scope of practice and if the state regulatory board will accept the PDA points.

NCCAOM Certification vs. State Licensure

The NCCAOM is a voluntary, non-profit organization that provides ‘national board certification’ for its Diplomates. Licensure is the process whereby a government (state or local) grants an individual permission to pursue an occupation and/or operate a business. NCCAOM examinations and/or Certification does not guarantee the Diplomate a state acupuncture license; licensing is regulated by the state in which a Diplomate practices and varies greatly from state to state. For this reason, it is important that the Diplomate plan ahead and become familiar with their State’s Acupuncture Scope of Practice and requirements. State licensing information is available on the NCCAOM website at <http://www.nccaom.org/regulatory-affairs/state-licensure-map/> .

Examination Results and Certification Verification to a State Acupuncture Board

Diplomates can now log into their NCCAOM online profile and request to have their examination results and verification of NCCAOM certification sent to a state licensing board or outside agency. Allow 7 to 10 business days from receipt of the request by the NCCAOM for the report to be sent to the state. The requests should not be submitted until the NCCAOM Certification and licensing requirements are met for each state. NCCAOM will NOT hold the examination and certification request for candidates who have yet to complete their certification. It is the Diplomate’s responsibility to verify licensure deadlines with the state in which they plan to practice.

Non-candidates and Former Diplomates: NCCAOM will send examination information to state acupuncture boards for non-candidates and former Diplomates. The report will include a disclaimer indicating examinations over eight years old are not valid for initial NCCAOM certification.



NCCAOM Request for Information and Appeal Process

NCCAOM provides for a fair and equitable process to review and resolve a certification or recertification request or complaint. A candidate or a Diplomate may submit a request or file a complaint to NCCAOM if they believe there has been an error in a certification or recertification decision; or if they have comments about specific aspects of the process.

How to Submit a Request for Information

1. If an “applicant”, “candidate” or “Diplomate” believes there has been an error in a certification/recertification decision or has comments about specific aspects of a process, they may complete the *NCCAOM® Request Form* and email it to applications@nccaom.org.
2. An acceptable reason for a request includes a situation that affects life circumstances (e.g., personal, family, medical, financial, etc.). The candidate/Diplomate should be specific when outlining the request or complaint and submit documentation within 30 days of the event.
3. Grievous complaints that jeopardize the safety of a patient or the public are forwarded to the Professional Ethics & Discipline Department for their review and potential investigation.
4. NCCAOM staff will research the request or complaint and, if necessary, seek counsel from senior management for a resolution that meets compliance with the policies of NCCAOM.
5. NCCAOM staff will communicate the decision, in writing to the candidate/Diplomate within 30 days of the receipt of the request.

How to Appeal an NCCAOM Decision

1. If an applicant, candidate or Diplomate is not satisfied with a decision made by the NCCAOM staff, they may appeal it, in writing, by mailing a letter to the NCCAOM offices or emailing the letter to applications@thenccaom.org.
2. The NCCAOM must receive the appeal letter within 30 days of the candidate’s receipt of NCCAOM’s initial decision. A rational justification is required for filing an appeal.
3. The applicant/candidate/Diplomate’s appeal will be reviewed by their peers who sit on the NCCAOM Eligibility/Recertification Committee at the next scheduled meeting. The candidate/Diplomate will be



notified of the Committee's decision in writing, within 30 days of the meeting.

4. The candidate/Diplomate can appeal the NCCAOM Eligibility/Recertification Committee's decision and submit a final appeal to the NCCAOM Board of Commissioners. The appeal will be reviewed at the next regularly scheduled Board meeting. The candidate/Diplomate will be notified of the Board's review, in writing and within 30 days of the meeting date.

Notes:



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