



National Certification Commission  
for Acupuncture and Oriental Medicine



# *NCCAOM<sup>®</sup> PDA Webinar*

Eugene London, Chair, NCCAOM<sup>®</sup> PDA Advisory Panel  
Jennifer Nemeth, PDA Manager

November 27, 2012

2:00 p.m. ET

# NCCAOM PDA Webinar Agenda

- ☯ NCCAOM® PDA Advisory Panel Introduction
- ☯ 2011 PDA Webinar – Requested Topics
- ☯ What's New in 2013
- ☯ What's Coming in 2014
- ☯ Q & A Session

# NCCAOM® PDA Advisory Panel

Eugene London, Chair, NCCAOM Commissioner

Maryanne Travaglione, Recertification Committee Liaison

Daniel Jiao, Practitioner and Diplomate Member

Tiffany Hansen-McCort, School Representative and PDA Provider

Pete Gonzalez, State Regulatory Agency Representative

Zee Lo, Practitioner and PDA Provider

Lorne Brown, Practitioner and International PDA Provider

Ed Neal, Physician, Diplomate and PDA Provider

David Canzone, Ex-officio

Kory Ward-Cook, Ex-officio

Jennifer Nemeth, Staff Liaison

Mina Larson, Workgroup Support



# NCCAOM<sup>®</sup> PDA Advisory Panel Goals

- ☯ Define PDA provider types
- ☯ *NCCAOM<sup>®</sup> Code of Ethics and NCCAOM<sup>®</sup> Grounds for Professional Discipline* process for providers
- ☯ Conflict of interest for providers
- ☯ Review definitions, guidelines, and PDA assessments for all program types

# PDA Provider Types

## Standard PDA Provider

An individual, company, or institution that has no continuing education program approval process, and which is vetted and approved by the NCCAOM PDA Department, then issued an NCCAOM PDA Provider number. Each core competency continuing education program offered by a Standard PDA Provider must be approved by the NCCAOM PDA Department.

### Qualifications/Requirements

- PDA application and program review required for each program before approval.
- The NCCAOM certificate is created by the PDA Department and issued to the provider for each approved program.
- Approved programs are accepted in Core Skills (Five Branches of Oriental Medicine) and/or Biomedicine, Western Medicine, Safety, Ethics and/or CPR.
- Approved programs are posted to the PDA Search Engine at no cost to the provider.



# PDA Provider Types

## Institutional PDA Provider

A sponsor of continuing education that utilizes a program approval process that is vetted by the NCCAOM to ensure that it meets the standards of the NCCAOM PDA program approval process, and which is then issued an NCCAOM PDA Provider number.

### Qualifications/Requirements

- Automatic approval of all courses after the sponsor has been accepted as an approved Institutional PDA Provider.
- Initial provider application required.
  - Program types and requirements
  - Outline of program approval process
  - Policies and procedures
  - Up-front documentation audits



# PDA Provider Types

## Institutional PDA Provider

### Qualifications/Requirements Con't.

- Institutional providers are responsible to meet NCCAOM PDA standards for the program approval process and distribution of PDA points.
- A formal annual report and documentation audit will be required.
- Sponsor has control of the NCCAOM certificate template – PDA retains final approval of computer prototype. A formal agreement is signed by both parties.
- Approved programs are accepted in Core Skills (Five Branches of Oriental Medicine) and/or Biomedicine, Western Medicine, Safety, Ethics and/or CPR.
- The posting of programs on the NCCAOM PDA Search Engine is an optional service for an additional fee.
- Annual institutional provider fee to be determined. Exceptions will to be given to state acupuncture regulatory boards via a Memorandum of Understanding.



# PDA Provider Types

## Affiliated Certification PDA Provider

A national agency that approves coursework in the biomedicine recertification domain, utilizing a program approval process that meets or exceeds the standard of the NCCAOM PDA program approval process.

### Qualifications/Requirements

- Programs automatically accepted for NCCAOM recertification in Biomedicine/Western Medicine and/or Safety and/or Ethics and/or CPR only.
- Programs are not accepted for Core Skills (Five Branches of Oriental Medicine).
- No PDA provider application required.
- The posting of programs on the NCCAOM PDA Search Engine is an optional service for an additional fee.





# 2011 PDA Webinar

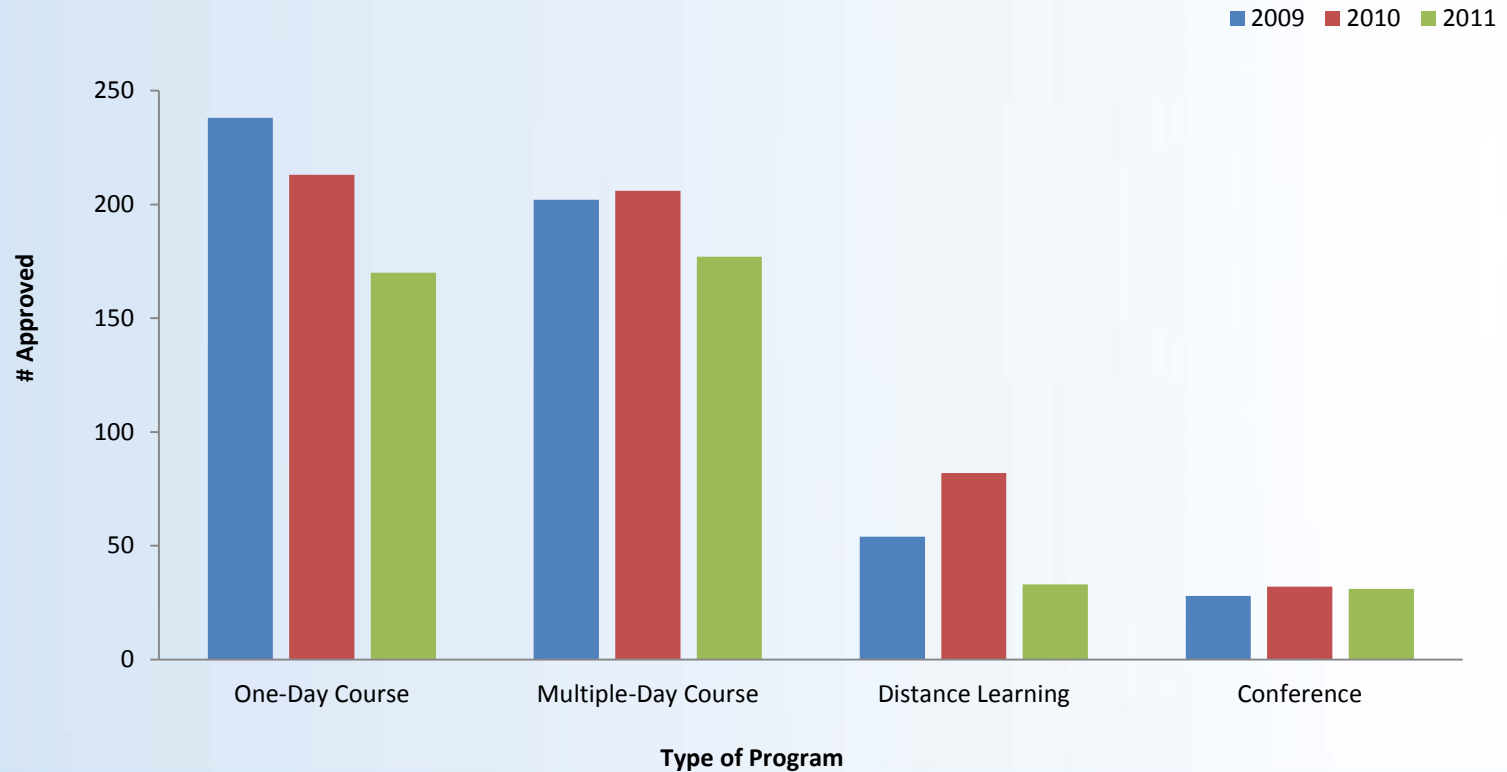
## Requested Topics

- Types of programs being approved
- Program definitions and required documentation
- Navigating the PDA Search Engine
- Advertising Methods



# Types of Approved Programs

**NCCAOM PDA Department  
Types of Approved Programs  
2009 to 2011**



# Program Definition & Documentation

## Live Presentation

A course, workshop or seminar that is a **face-to-face** meeting between the participants and the instructor(s). **Two-way communication** between all participants in **theory subjects** as well as **acquiring psycho-motor skills** through demonstration and supervised practice. The qualifier to determine the number of PDA points to issue is the amount of time the participant is in **attendance** and is actively learning new information. The attendance record (sign-in or sign-out sheet) is the document that records and verifies compliance.

### Documentation:

*NCCAOM® PDA Application*

Instructor's professional resume

Sample attendance record (sign-in and/or sign-out)

Sample program evaluation

Sample advertisement



# Program Definition & Documentation

## eLearning

eLearning is the computer-based and network-enabled transfer of knowledge and includes all forms of **electronically supported learning** and teaching. **Theory-based** or didactic information is standard; **psycho-motor skills and techniques are not taught** because the instructor cannot assess if the student is acquiring the skill correctly, which directly addresses the NCCAOM's mission of public safety. The qualifier to determine the number of PDA points to issue is the amount of time it takes the student to **complete the learning activities**. Passing an **end-of-course assessment** is the document that records and verifies compliance.



# Program Definition & Documentation

## Types of eLearning

### Asynchronous

- Self-paced by the student & completed according to his or her own schedule
- Programs are delivered via the Internet, CD-ROM/DVD or Intranet
- Learning activities: reading, visual and/or auditory media (video, PPT presentations), writing, and research skills.

#### Documentation:

*NCCAOM® PDA Application*

Instructor's professional resume

Sample program worksheet

Sample end-of-course assessment

### Synchronous

- Learning is paced at specific intervals & completed according to a specific schedule
- Instructor-led with multiple students online together
- Shared environment or a "Virtual Classroom"
- Instructor & students can collaborate in a discussion with text and drawings over an Internet connection

Sample program evaluation

Sample advertisement



# Program Definition & Documentation

## Conference

A live, **face-to-face** event spanning several days. Characteristics include **professional networking**, **break-out sessions** or “tracks” where several presentations occur at the same time, **multiple speakers** and **varying topics**. Tracking attendance is a challenge with a second variable (recertification category) requiring monitoring. To address the two variables and, in addition to the regular attendance record, a **Participant Attendance Verification Form** is now required. The attendance record (sign-in or sign-out sheet) continues to be the document that verifies compliance.

### Documentation:

*NCCAOM® PDA Application*

Conference brochure

*Sample Participant's Attendance Verification Form*

Sample Program Evaluation

Sample advertisement

Sample Attendance Record



# Program Definition & Documentation

## Overseas Tour

A group, sponsored by the PDA provider, **traveling to another country** for an educational experience. **Classroom sessions** are documented in the *PDA Program Review & Web-Posting Application* and PDA points are awarded via the *NCCAOM Certificate of Participation*. PDA points are also available for the **clinical/hospital experience** portion of the tour under the Professional Development Activity section of the recertification requirements. Documentation includes a **letter** from the PDA provider, on letterhead, outlining the dates, hours, and clinical areas.

### Documentation:

*NCCAOM® PDA Application*

Trip Itinerary

Sample Attendance Record

Sample Program Evaluation

Sample advertisement




# NCCAOM® PDA Search Engine

529 average monthly hits

203 return hits per month

**The NCCAOM® PDA Search Engine**

[Home](#) >> [PDA Providers](#)



**Enter Your Criteria To Search For NCCAOM® Approved Programs.**

Multiple fields may be selected at one time. Please see disclaimer at the bottom of the screen regarding available program information.

[Begin Search](#)

**Provider Information**

Provider Name:

Provider #:

Provider Phone:

Provider Website:

**Program Information**

Title/Keyword Search:

Instructor Name:

# PDA Points:

City:

State:

Country:

Course Begin Date:

Course End Date:

**NCCAOM® Recertification Categories**

- CO Core Knowledge, Skill & Ability (KSA)
- SA Safety
- ET Ethics
- CPR Cardiopulmonary Resuscitation
- AT Adjunctive Therapies (electives)
- BIO Biomedicine
- IT Injection Therapy
- PE Practice Enhancement

[View NCCAOM® Recertification Handbook](#)

**Type of Program**

- One-Day Live Presentation
- One-Day Live Webinar
- Multiple-Day Live Presentation
- Multiple-Day Live Webinar
- Distance Learning or Online
- Conference or Symposium
- Overseas Tour

*Plan ahead and utilize the advertising opportunity!*





# What's New in 2013?

- PDA provider types
- Provider advertising service
- *NCCAOM<sup>®</sup> Code of Ethics*
- Provider statuses
- New PDA applications
- PDA fee schedule



# PDA Provider Advertising Service



- Distribution of advertisement to Diplomates via e-blast services
- *NCCAOM® PDA Provider Advertising Service Agreement* – identifies:
  - NCCAOM Diplomate certification areas (Ac-CH-OM)
  - State(s) to distribute the e-blast
- Fee
  - 25¢ per email up to 999 e-blasts
  - 20¢ per email for 1,000 or more e-blasts



# NCCAOM<sup>®</sup> Code of Ethics



- Providers held accountable to meet *NCCAOM<sup>®</sup> Code of Ethics* and *NCCAOM<sup>®</sup> Grounds for Professional Discipline*
- *NCCAOM<sup>®</sup> PDA Provider Application* incorporates health & legal questions
- Complaints that violate the *NCCAOM<sup>®</sup> Code of Ethics* are reviewed by the Professional Ethics & Disciplinary Committee and sanctions issued



# PDA Provider Status



- **Active**                      Approved course within the last year
- **Inactive**                      No approved course within the last year
- **Expired**                      No approved course for 4 years or more
- **Archived**                      Duplicate records, etc.
- **Disciplinary Review**      Violation under review
- **Revoked**                      Providership terminated

# New PDA Applications



PDA application for each program type:

- Live Presentation
- Distance Learning/Online
- Conference
- Overseas Tour

# 2013 PDA Fee Schedule



- Initial Provider Review \$200
- Provider Reactivated \$100
- Individual Program Reviews
  - One day \$ 75
  - Multiple days \$200
  - DL/Online \$150
  - Conference \$300
  - Overseas Tour \$300



# 2013 PDA Fee Schedule con't.

- Bulk-rate Program Reviews
  - 6 to 15 applications \$400
  - 16 to 29 applications \$550
  - 30 to 40 applications \$700
- Expedited Review \$100



# 2013 New Service



- Advertising Service
  - 1 to 999 25¢ per email
  - 1,000 & over 20¢ per email
- Staff complete PDA application for the provider \$25 per app
- Provider/Program Information Change \$15



# What's Coming in 2014

- PDA provider types implemented
- Program definitions & documentation implemented
- Provider documentation audit system
- New automated computer system
  - Provider account webpage
    - Program applications
    - NCCAOM certificates
    - Attendance & evaluation entry
  - Diplomate account webpage
    - NCCAOM certificates
    - Diplomate transcripts



# Q & A Session

