At the end of the session the participant will be able to:

- Differentiate between membership and certification organizations
- Navigate through the NCCAOM recertification process
- Explain the value of maintaining NCCAOM certification and become aware of the new benefits for active NCCAOM Diplomates
- Prepare for the new policies and procedures that affect Diplomates
- Explain what NCCAOM does to promote AOM and assist Diplomates to promote their practice and the profession
NCCAOOM Mission and Core Values

“To establish, assess, and promote recognized standards of competence and safety in acupuncture and Oriental medicine for the protection and benefit of the public.”

- Testing Excellence
- Service
- Integrity
- Trust
- Leadership
- Community Support
How does NCCAOM meet its mission?

Document eligibility to sit for examinations and to become certified

Develop and administer exams that measure entry level competency

Provide public protection through:
- **Recertification** - competency maintenance and professional development
- **NCCAOM® Code of Ethics** – Adherence monitored through the Professional Ethics and Disciplinary Committee (PEDC)
- **Working closely with regulatory boards**
Public Protection and Advocating for the AOM Profession

NCCAOOM Partners with State Regulators and the AOM Profession

AAAOM
Promote and Lobby for AOM at National and State Level

State Legislature
AOM Practice Act
Testimony regarding professional practice

State Regulatory Boards
Licensing, Scope of Practice, Title

AOM State Associations
Promote and Advocate AOM at State Level
Advocacy and support

Exchange of information regarding disciplinary actions

NCCAOOM
Testing, Certification, and Recertification

Send exam results and certification verification
Testimony regarding national standards
American Association for Acupuncture and Oriental Medicine (AAAOM)  
www.aaaomonline.org

- Promote and advance high ethical, educational, and professional standards in the practice of acupuncture and Oriental medicine (AOM)
- Advocate AOM in the 50 states and federal level
- Provides member resources
- Annual educational conferences
- Develop standards of practice for AOM practitioners

National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM®)  
www.nccaom.org

- Assure competency of entry-level AOM practitioners
  - Verify education and training
  - Test competency
  - Assure maintenance of certification (recertification)
- Uphold the NCCAOM® Code of Ethics
- Promote NCCAOM certification and Diplomates to public, media and regulatory agencies
American Association of Acupuncture and Oriental Medicine (AAAOM)

• AAAOM advocates on your behalf for increased professional standing and expanded opportunities to provide high quality healthcare
• Provides discounts with allied vendors, continuing education, and annual conferences
• Monthly newsletters and PDA granting webinars on issues impacting the profession
• Develops and deploys educational and licensing standards nationwide
• Produces educational tools and practice development resources

View AAAOM’s Membership Options and Join Now!
Reaccreditation achieved for certification programs in Acupuncture, Chinese Herbology, and Oriental Medicine has been granted by the National Commission for Certifying Agencies (NCCA) in 2012

Expiration: August 20, 2017
NCCAOAM Staff Serving You
# NCCAOm Executive Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Kory Ward-Cook</td>
<td>Chief Executive Officer</td>
<td><a href="mailto:executiveservices@thenccaoom.org">executiveservices@thenccaoom.org</a></td>
</tr>
<tr>
<td>Mina Larson</td>
<td>Deputy Director</td>
<td><a href="mailto:publicrelations@thenccaoom.org">publicrelations@thenccaoom.org</a></td>
</tr>
<tr>
<td>Irene Basore</td>
<td>Director of Operations</td>
<td><a href="mailto:publications@thenccaoom.org">publications@thenccaoom.org</a></td>
</tr>
<tr>
<td>Pamela Frommelt</td>
<td>Director of Assessment and Test Development</td>
<td><a href="mailto:exams@thenccaoom.org">exams@thenccaoom.org</a></td>
</tr>
<tr>
<td>Melissa Dow</td>
<td>Volunteer &amp; Diplomate Services Coordinator</td>
<td><a href="mailto:executiveservices@thenccaoom.org">executiveservices@thenccaoom.org</a></td>
</tr>
<tr>
<td>Yvonne Sanders</td>
<td>Director of Test Development</td>
<td><a href="mailto:examcontent@thenccaoom.org">examcontent@thenccaoom.org</a></td>
</tr>
<tr>
<td>Paul May</td>
<td>Director of Information Technology Systems</td>
<td><a href="mailto:info@thenccaoom.org">info@thenccaoom.org</a></td>
</tr>
<tr>
<td>Neel Tenali</td>
<td>Director of Finance</td>
<td><a href="mailto:info@thenccaoom.org">info@thenccaoom.org</a></td>
</tr>
</tbody>
</table>
## NCCAOOM Staff Serving You

<table>
<thead>
<tr>
<th>NCCAOOM Staff and Contact</th>
<th>Can Help You With</th>
</tr>
</thead>
</table>
| **Jennifer Nemeth**, Manager, PDA and Quality Assurance - 904-674-2474  
  jnemeth@thenccaoom.org | PDA Program                                      |
| **Sheila Lusis**, Manager of Certification Services  
  info@thenccaoom.org | Candidate Review  
  Approval to Test  
  Certification  
  Recertification |
| **Stephanie Mills**, Regulatory Affairs & Research Specialist  
  Stategov@thenccaoom.org | State Issues  
  Code of Ethics/Disciplinary Conduct  
  ADA Accommodations  
  Applications - Legal or Health Status |
NCCAOOM and You

Maintaining Your NCCAOOM Certification
Maintain Your NCCAOOM Certification

**NCCAOOM Certification:**
Demonstrates entry-level core competencies

**NCCAOOM Recertification:**
- Document maintenance of core competencies and professional and development
- Gives portability for state licensing
Diplomates can share their demographic and practice setting information anonymously.

Survey is linked to the Diplomate congratulatory email sent upon completion of the recertification process.

Assists NCCAOM in tracking the data needed for dissemination to grow the acupuncture and Oriental medicine profession.
Applying for NCCAOM Recertification

Important Timelines

Application Review Process
- Allow 4-6 weeks from the receipt of the completed application.

Certificate and ID Card
- Allow 4-6 weeks from the date recertification is processed to receive the official NCCAOM certificate and ID card.

Track Application Online
- Requires you to log into your NCCAOM online account.
Completing the Application

Thoroughly read the NCCAOM® Recertification Handbook

Print and fill out Recertification Application

Submit payment with the application

Submit Proof of 60 PDA points

Submit additional paperwork in case of:
- Name Change
- “Yes” Response to Legal or Health Questions

NCCAOM® Application for Recertification

1. Type of Recertification
   (Check all that apply)
   - Acupuncture
   - Chinese Herbology
   - Asian Bodywork Therapy
   - Oriental Medicine

   NCCAOM ID#

Internal Use Only
Status
- Active
- Inactive

Batch #: __________________
Amount Processed: __________
Check #: __________________

2. Personal Information

Name
   Last (Family)
   First
   Middle

Check here if you have had a name change. Previous name used:
   Submit copies of legal document(s) indicating the name change.

Email (Required)
**NCCCAOM Recertification At a Glance**

60 PDA Points in a Four-Year Recertification Cycle

<table>
<thead>
<tr>
<th>Core Competencies</th>
<th>30 Points/CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Skills</td>
<td></td>
</tr>
<tr>
<td>Safety and/or Ethics</td>
<td></td>
</tr>
<tr>
<td>CPR</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Enhancements</th>
<th>30 Points/CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Work</td>
<td></td>
</tr>
<tr>
<td>Activities</td>
<td></td>
</tr>
</tbody>
</table>
Read the NCCAOM® Recertification Handbook

Complete the application - submit supporting documentation if your name has changed

Keep your contact information current – to include email addresses; especially if you move

Documentation for coursework - A certificate of completion or a notarized letter from the sponsoring organization, program title, date(s), number of points/hours, and instructor’s name (save brochures and other related documents in case the program content requires review).
NCCAOOM’s PDA Program

Professional Development Activity

NCCAOOM’s continuing education approval program - assures Diplomates that their continuing education programs taken and professional development activities meet NCCAOOM recertification requirements.

National Standards of Continued Competence in Acupuncture and Oriental Medicine
PDA Program Types

- Live Presentation
- e-Learning
  - Synchronous
  - Asynchronous
- Conference
- Overseas Tour
### Section 1: Core Competency

#### Acceptable Coursework

- **NCCAOM PDA approved course**
- **State regulatory board approved course for license renewal**
- **Professional healthcare organization approved course**
- **ACAOM accredited school**
  - course is part of an academic or professional track
  - meets international institution eligibility standards (*NCCAOM® Certification Handbook*, Route 2: Formal Education International Applicants)
- **AOBTA COSP school**
  - course is part of an academic or professional track
- **Regionally accredited U.S. college or university**
  - course is a part of a degree program
NCCAOOM® Certificates

Certificate of Participation
This verifies that
Mary Jane Doe
Acupuncture License #: 123456 CA
is awarded 2 PDA Points
For participating in the live presentation
How to Set Up and Run a Successful Multibed Practice
with Charlotte Whitestone
August 23, 2011
NCCAOOM® Program Approval Dates: 03-01-2011 through 03-01-2012

Katherine Berry, M.S.
CEU/CPD Coordinator

NCCAOOM® Provider #: ACHB 803-001
For NCCAOOM® recertification, this document should be retained for a minimum of four years.
Diplomates are advised to check with their state Acupuncture Board for re-licensing requirements.
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.

Approved programs are posted to the PDA Search Engine at no cost to the provider.

<table>
<thead>
<tr>
<th>Qualifications/Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDA application and program review required for each program before approval.</td>
</tr>
<tr>
<td>The NCCAOM certificate is created by the PDA Department and issued to the provider for each approved program.</td>
</tr>
<tr>
<td>Approved programs are accepted in Core Skills (Five Branches of OM) and/or Biomedicine, Western Medicine, Safety, Ethics and/or CPR.</td>
</tr>
<tr>
<td>Approved programs are posted to the PDA Search Engine at no cost to the provider.</td>
</tr>
</tbody>
</table>
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

- Initial provider application required.
  - Program types and requirements
  - Outline of program approval process
  - Policies and procedures
  - Up-front documentation audits

Automatic approval of all courses after the sponsor has been accepted as an approved 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.
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.

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.
Upcoming Announcements from the NCCAOM
The timeframe for lapsed status is 3 years.

- When a Diplomate does not recertify, they go into lapsed status.

- A former Diplomate may return to active status through the recertification process anytime during the 3 years in lapsed status.

- After 3 years in lapsed status, the former Diplomate moves to terminated status if they do not recertify.
The NCCAOM Reinstatement to Active Diplomate Status Handbook and application are available on the NCCAOM website.

The NCCAOM Reinstatement Exams will be available for two administration periods:

- **August 19-31, 2013**
- **December 2-14, 2013**
Reinstatement candidates must pass each of the following exams:

<table>
<thead>
<tr>
<th>Exam Domains (50 items each)</th>
<th>RAC</th>
<th>RCH</th>
<th>ROM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundations of OM</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Biomedicine</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Acupuncture with Point Location</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Chinese Herbology</td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

- Reinstatement in Acupuncture (RAC)
- Reinstatement in Chinese Herbology (RCH)
- Reinstatement in Oriental Medicine (ROM)
Effective January 1, 2013

- Biomedicine Requirement for Converting to Oriental Medicine (OM)
  - All Diplomates certified in either Acupuncture or Chinese Herbology who have not taken the NCCAOM Biomedicine Exam must pass the exam to convert to OM
  - No change for Diplomates certified in both Acupuncture and Chinese Herbology who wish to convert to OM
Effective January 1, 2013

Applicants applying, reapplying for or reinstating certification with the NCCAOM must:

- Document with the NCCAOM the CCAOM full-day, in-person CNT course; or

- May document the completion of a NCCAOM approved CNT review course, taken within six years of the application date.
2013 Job Task Analysis (JTA)

**JTA Process**
Performed at least every five years by NCCAOM

**Goals:**

- To assist with acquiring recognition of acupuncturists and Oriental medicine practitioners by the Bureau of Labor and Statistics
- To ensure that NCCAOM exams used for certification and state licensure are relevant and credible
- To serve as a guide for school officials, regulators, practitioners and federal agencies
- To inform policy makers, insurance carriers, and other workforce planning officials

National Certification Commission for Acupuncture and Oriental Medicine
Preliminary Outcomes

- Over 1,500 respondents
- Representative sample from each state
- Overall response rate of 20%

Coming in July 2013

- 2014 Exam Content Outlines and 2014 NCCAOM® Study Guides for Acupuncture Certification, Chinese Herbology Certification and Oriental Medicine Certification

Coming in Fall 2013

- The 2013 Job Analysis Executive Summary
The NCCAOM® Blue Ribbon Advisory Panel on International Eligibility recommended the following policies and standards that will impact future applicants for NCCAOM certification:

- Phase out of the NCCAOM Foreign Language Exams over a four year period
- Require documentation of English language proficiency as a requirement to achieve final certification effective January 1, 2015

Please visit the NCCAOM Website for additional stakeholder input information and instructions on submitting comments.
Promoting Standards of Safety in the AOM Profession with the States
NCCAO’s Role in Supporting Licensure

• Current Impact
  – NCCAO’s examinations are required in 43 states plus Washington, D.C.
  – 98% of states that regulate acupuncture require NCCAO examinations
  – 25 states require full NCCAO certification in Acupuncture, Chinese Herbo\nlogy and/or Oriental Medicine

• NCCAO National Standards Fact Sheets
  – NCCAO Certification and Testing Program
  – NCCAO Meeting National Standards Through its Examinations and Certification Process
Promoting National Standards: NCCAOM Working For and With You

- Testimony before state boards and legislative bodies regarding NCCAOM certification standards
- Letters of support for legislation
- Provide current information on national and international use of NCCAOM examinations and certifications
- Provide demographic and clinical practice information on AOM practitioners
State Licensing vs. Certification

State licensing gives you the legal right to practice your profession.

NCCAOOM exams and certification confirm for the state regulatory agencies that you are competent to practice.

State requirements vary (check with yours state on specific requirements)

Most state regulatory agencies require that NCCAOOM sends an individual’s exam results (i.e., score report).

For information regarding your state licensing requirements visit NCCAOOM’s website
Exam Results and Certification Verification Form

- **Required by states to become licensed to practice**

- **To request examination results be sent to a state acupuncture board contact** scorereport@thenccaom.org

- **Takes 7 to 10 business days to process**

### Exam Results and Certification Verification Form

<table>
<thead>
<tr>
<th>National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please submit this for to have NCCAOM forward your exam results and/or certification verification to your State Licensing Board.</td>
</tr>
<tr>
<td>- NCCAOM processes requests once all state required information is completed. Please check the state requirements on NCCAOM’s website under Site Map.</td>
</tr>
<tr>
<td>- It is your responsibility to contact your state for information on current licensure requirements, including the requirements for a CNT Certificate.</td>
</tr>
<tr>
<td>- The processing fee covers all required exams and/or certification verification sent to one state/agency.</td>
</tr>
<tr>
<td>- Standard processing time is 7-10 business days.</td>
</tr>
<tr>
<td>- NCCAOM will hold your request for 6 months. If you have not met the state requirements within this time frame your request will be shredded and you must resubmit this form.</td>
</tr>
</tbody>
</table>

### Personal Information

- **Name:** Candidate ID (optional)
- **Address:**
  - City: ___
  - State: ___
  - Zip: ___
- **Phone:** ___
- **Email (preferred):** ___

### Fee Schedule

<table>
<thead>
<tr>
<th>Fee Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Candidate for Certification</td>
</tr>
<tr>
<td>- Accepted for certification as an individual who has applied for certification in the last 3 years but has not been certified</td>
</tr>
<tr>
<td>$35</td>
</tr>
<tr>
<td>Diplomate</td>
</tr>
<tr>
<td>- Certified Demonstrates an individual who holds active status with NCCAOM</td>
</tr>
<tr>
<td>$35</td>
</tr>
<tr>
<td>Inactive Diplomate</td>
</tr>
<tr>
<td>- Does not demonstrate an individual who has applied for certification in the last 3 years but holds active status.</td>
</tr>
<tr>
<td>$75</td>
</tr>
<tr>
<td>Lapsed Diplomate</td>
</tr>
<tr>
<td>- Lapsed Diplomate is an individual whose NCCAOM certification has been expired for less than 8 years</td>
</tr>
<tr>
<td>$100</td>
</tr>
<tr>
<td>Non-Diplomate</td>
</tr>
<tr>
<td>- Non-Diplomate is (1) an individual who has taken NCCAOM examinations administered through a state licensing board for the purpose of licensure but has never applied for NCCAOM certification (2) an individual whose NCCAOM certification has been expired for more than 8 years</td>
</tr>
<tr>
<td>$160</td>
</tr>
</tbody>
</table>

### Payment Information

<table>
<thead>
<tr>
<th>Payment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check or Money Order</td>
</tr>
<tr>
<td>MasterCard</td>
</tr>
<tr>
<td>VISA</td>
</tr>
</tbody>
</table>

*Make check/therapy order payable to NCCAOM.*

<table>
<thead>
<tr>
<th>Card Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Holder Name</td>
</tr>
<tr>
<td>Card Number</td>
</tr>
<tr>
<td>Expiration Date</td>
</tr>
</tbody>
</table>

Submit this form with payment to:

NCCAOM
76 South Lasata Street, Suite 1290
Jacksonville, FL 32202

IF PAYING WITH CREDIT CARD, YOU MAY FAX THIS FORM TO 904-366-8501.
NCCAOOM Ethical Guidelines

All Diplomates must abide by the:

- NCCAOOM® Code of Ethics
- Grounds for Professional Discipline
- Procedures for Upholding Professional Conduct

Diplomates may request a copy of the NCCAOOM Code of Ethics by e-mailing stategov@thenccaom.org
NCCAOAOM and You

Promoting Your NCCAOAOM Certification
Utilizing NCCAOM Credentials
As a Means to Promote the AOM Profession

- Diplomate of Acupuncture (NCCAOM)®
  - Dipl. Ac. (NCCAOM)®

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

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

- Diplomate of Asian Bodywork Therapy (NCCAOM)®
  - Dipl. ABT (NCCAOM)®

NCCAOM Service Marks
Available to all Diplomates: email info@thenccaom.org
Benefits of NCCAOM Certification That Help Promote Your Practice

NCCAOM Diplomate Website Design

ABOUT ME

Welcome to my website.
My name is Jennifer Johnson, and I am a NCCAOM-certified acupuncturist and Oriental Medicine practitioner.

By combining a modern perspective with the ancient techniques of Oriental medicine, I can help you achieve your goals of living a more healthy and vibrant life.

To get in touch with me, just click on “Contact Me” and send me a message.
Or you can give me a call at (555) 555-5555.

Thanks for visiting, and have a great day.
NCCAOOM Communicates With You

2013 NCCAOOM® RECERTIFICATION HANDBOOK
NCCAOAM Benefits of Diplomate Status

- Listing in the NCCAOAM Find a Practitioner directory
- Create a free business listing on Jill’s List which is searchable by patients, doctors, and other members of the healthcare community.
- Access to a free personal website
- Ability to use the NCCAOAM exams to apply for a license to practice in 43 states including D.C.
- Direct verification of certification status to insurance companies and third-party payers
- Consideration to serve on NCCAOAM committees, panels and task forces
Social Media and Customer Service

National Certification Commission for Acupuncture and Oriental Medicine

Be the first person to like this.

Non-Profit Organization
Our mission is to establish, assess and promote recognized standards of competence and safety in acupuncture and Oriental medicine for the protection and benefit of the public. Please visit http://www.nccaom.org/ for our Facebook Policy.

About – Suggest an Edit
Your feedback is very important to us, and your participation will be greatly appreciated!

Results of 2011 Diplomate Satisfaction Survey are available here:
Thank You!

Questions & Answers

Post Webinar Survey

© Copyright 2013 NCCAOM® Any use of these materials, including reproduction, modification, distribution or republication, without the prior written consent of NCCAOM, is strictly prohibited.