Recertification Handbook

Maintaining National Standards of Continued Competence

January 2020

2025 M Street NW, Suite 800
Washington, DC 20036
(888) 381-1140
www.nccaom.org
# NCCAOM® Recertification Handbook

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Please note: If you do not remember your login credentials or have problems logging into your online account, please contact NCCAOM at (888) 381-1140 or email info@thenccaom.org. Creation of a new duplicate account will cause delays in locating your certification record and application processing.
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.
About NCCAO**M**

Founded in 1982 as a non-profit certification organization, the National Certification Commission for Acupuncture and Oriental Medicine (NCCAO**M**) is widely accepted as the most influential leader in the field of certification for acupuncture and Oriental medicine. To learn more about the NCCAO**M** visit the About tab on the NCCAO**M** website www.nccacom.org.

**NCCAO**M** Code of Ethics and Grounds for Professional Discipline**

All practitioners certified by the NCCAO**M** 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 NCCAO**M** Code of Ethics and the NCCAO**M** Grounds for Professional Discipline, which can be found in detail on the website Ethics and Disciplinary Review page.

**Benefits of NCCAO**M** Certification**

Proudly designate yourself as an NCCAO**M** National Board Certified Acupuncturist™.

- Dipl. O.M. (NCCAO**M**)  
- Dipl. Ac. (NCCAO**M**)  
- Dipl. C.H. (NCCAO**M**)  
- Dipl. ABT (NCCAO**M**)

- Have consumers and professionals find you in the NCCAO**M** Find a Practitioner Directory.
- Be promoted as a NCCAO**M** National Board Certified Acupuncturist™ to the media and public through the national public educational campaign.
- Have Insurance companies and employers verify your certification status through the NCCAO**M** Registry.
- Be eligible to apply for a job at the Veteran’s Health Administration that requires NCCAO**M** Board Certification for having met the only national standard for acupuncture.

All the benefits of certification can be found on the NCCAO**M** website at Diplomate Benefits.
NCCAOM Recertification Philosophy

The Mission of the NCCAOM is 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. Achieving NCCAOM certification demonstrates the mastery of specific core competencies and confirms the knowledge, skills, and abilities (KSAs) that provide for safety and trust of the public within a 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 assure the credentialed practitioner is integral to healthcare and accessible to all members of the public.

The goal of NCCAOM’s recertification program is to foster lifelong learning while emphasizing safe and ethical performances in critical job functions. Recertification is also designed to encourage ongoing professional development which assists Diplomates to stay current with evolving technology, healthcare trends, and advances in the acupuncture and Oriental medicine (AOM) profession. Diplomates are expected to engage in activities that foster a holistic approach to patient care that is grounded in the foundation of acupuncture and Oriental medicine practice.

To that end, the Professional Development Activity or “PDA” program was created as NCCAOM’s department of continuing education and provides an avenue for NCCAOM Diplomates to earn “PDA Points” (continuing education units [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.

General Recertification Information

Recertification Policies

- Maintaining core competencies is to continue to develop the knowledge, skills, and abilities (KSAs) of the AOM profession and the NCCAOM Certification. This process is called ‘Recertification’ which requires sixty (60) hours of professional development in a four-year recertification cycle.
- Professional development occurs through involvement in continuing education coursework and approved professional activities.
• An Active Diplomate’s NCCAOM ‘expiration date’ is exactly four years from their prior certification date. Sixty (60) PDA points must be earned during the four-year period immediately preceding the certification expiration date.

• Diplomates are provided with an online portal to their own platform on the NCCAOM website at https://www.nccaom.org/. The platform provides the Diplomate with access to their certification information and the ability to update their demographic and contact information which is important for the NCCAOM® Job Analysis Survey and the NCCAOM® Find A Practitioner Directory. The online platform also provides the Diplomate with a system to track PDA points earned in their four-year recertification cycle.

Please note: If you do not remember your login credentials or have problems logging into your Online Portal, please contact NCCAOM at (888) 381-1140 or email info@thenccaom.org. Creation of a new duplicate account will cause delays in locating your certification record and application processing.

• The NCCAOM strongly recommends that Diplomates submit their recertification application at least 4 to 6 weeks prior to the expiration of their NCCAOM certification. Applications may be submitted up to one (1) year early, however
  - 1] the expiration date of the certification is not altered, and
  - 2] the PDA pts/CEUs earned during the early application time frame may not be applied to the next, four-year recertification application.

• A PDA certificate of completion must include the Diplomate’s name, course completion date, course title, number of hours/points completed and the provider’s signature, to be accepted for NCCAOM recertification.

• As a courtesy, the NCCAOM distributes recertification reminders to Diplomates by USPS mail 3 months prior to the certification expiration date and by email at 6 months, 2 months, and 1 month prior to their certification expiration date. Diplomates are ultimately responsible for maintaining their core competencies and the timely submission of the NCCAOM® Application for Recertification.

• Diplomates who do not renew their NCCAOM Certification by the expiration date are automatically moved to ‘Lapsed’ status and forfeit all NCCAOM benefits.

• The Diplomate is notified by email when their application is received at NCCAOM and again when their recertification is approved.
• The wallmount NCCAOM certificate and wallet ID card are sent by USPS mail to the Diplomate and should be delivered within 4 to 6 weeks after the receipt of the recertification confirmation e-mail notice. This time may vary greatly for international deliveries.

• Frames for the wallmount NCCAOM Certificate are available at a discount through Framing Success at https://www.framingsuccess.com/go/category/GPFLA9ASC/19384

• Name Change: NCCAOM requires written notification of a name change. Please complete the NCCAOM® Name Change Request Form which can be found at https://www.nccaom.org/resources/applicant-resources/applicantforms-documents/. Legal documentation (e.g., marriage license, divorce decree, etc.) and a copy of a government issued photo identification (driver’s license) verifying the new name is required in addition to the form.

• A duplicate NCCAOM wallmount certificate and/or NCCAOM wallet ID card is available for purchase. Please complete the NCCAOM® Duplicate Certificate and/or ID Card Order Form which can be found https://www.nccaom.org/resources/diplomate-resources/diplomateforms/.

Recertification Requirements – CEU/PDA Points

• Recertification is achieved by participating in continuing education coursework attained in a live classroom or e-learning environment where a certificate or transcript is provided to the Diplomate. International events must meet specific requirements and all documentation must be in English. The Professional Development Activities (PDA) is a program developed to provide Diplomates with quality continuing education courses by approved PDA providers and instructors. Check out the approved courses on the PDA Search Engine.

• Continuing education units (CEUs) are called PDA points. One (1) PDA point is equal to one (1) hour of active, instructor-led learning or participation in a professional activity.

• Mandatory recertification requirements include a CPR certificate (only one accepted per recertification cycle - 4 PDA points awarded), Safety (minimum 2 PDA points/hours), Ethics (minimum 2 PDA points/hours) and an additional 22 PDA points/hours of coursework in core competency subject areas (SA-EAT-AOM, pg. 9). The remaining 30 hours can continue to be earned in the Core Competencies section; OR the Diplomate has the option to submit PDA points in the Professional Enhancement Section (page 10) under coursework in adjunctive therapies (PE-CW) or participation in professional activities (PE-AT).

• Submitting the ‘same course’ twice in one four-year recertification cycle is not allowed. ‘Same course’ is defined as having an identical course title, number of PDA points/hours of participation, and the same instructor.
• Courses that are audited cannot be submitted for recertification credit.

• PDA or continuing education courses must be completed exactly within the four-year recertification cycle; from the prior certification date to the future expiration date. Coursework or professional activities may not be rolled over to the next recertification cycle.

• All PDA/CEU credits must be reported and the application submitted no later than 4-6 weeks prior to the recertification expiration date to ensure recertification is processed on or before the NCCAOM certification expiration date. Pre-approval of coursework is not available at this time.

• Recertification staff will contact the Diplomate if the recertification documentation has errors in the recertification category or PDA point designation. A maximum of six (6) weeks will be allowed for the Diplomate to resolve the error.

• A recertification application that is still lacking the required 60 CEU/PDA points/hours of documentation, or portions thereof, 6 weeks from the recertification application submission date will be canceled.

• Recertification fees are nonrefundable. Diplomates are encouraged to submit all of the required 60 CEU/PDA points/hours with their application.

Reminder! Each Diplomate has an NCCAOM online platform that allows them to manage their information on the NCCAOM website. Diplomates now have online access to apply for recertification, track PDA points, retrieve their NCCAOM service mark and professional designation, update their demographic and contact information, and much more! Check out the NCCAOM website and access your online account at www.nccaom.org, click on ‘Log In’ in the upper right corner of the screen, and scroll down then click on the Certification Login.

Please note: If you do not remember your login credentials or have problems logging into your Online Portal, please contact NCCAOM at (888) 381-1140 or email info@nccaom.org. Creation of a new duplicate account will cause delays in locating your certification record and application processing.
**2020 NCCAOM® Recertification At A Glance**

**Sixty (60) PDAs points or CEUs are required in a four year NCCAOM recertification cycle.**

**Mandatory:** Core Competency PDA points are awarded for active learning that is earned in a classroom or e-learning environment in specific areas (see table below for breakdown of required Core areas). One PDA point is equal to one hour of instructor-led learning. Visit the [NCCAOM® PDA Search Engine](#) to find courses approved by the NCCAOM.

Diplomates are required to complete coursework in the following areas. All 60 points may be earned in the Core Competency section. Click [here](#) for a list of sample Core Competency Categories [See Quick Links](#).

<table>
<thead>
<tr>
<th>Points/Hours</th>
<th>Description</th>
<th>Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>22</strong> Points/Hours</td>
<td>Must be in one or a combination of these Core* categories</td>
<td>*AOMOM: Oriental Medicine Foundation &amp; Theory</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*AOMCH: Chinese Herbology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*AOMBIO: Biomedicine/Western Medicine</td>
</tr>
<tr>
<td><strong>2</strong> Points/Hours minimum</td>
<td>Must be in Core Safety</td>
<td>*SA: Safety</td>
</tr>
<tr>
<td><strong>2</strong> Points/Hours minimum</td>
<td>Must be in Core Ethics</td>
<td>*ET: Ethics</td>
</tr>
<tr>
<td><strong>4</strong> Points Awarded</td>
<td>Must be in CPR</td>
<td>CPR (Core)</td>
</tr>
<tr>
<td><strong>30</strong> Points/Hours</td>
<td>Core* coursework, Professional Enhancement (PECW) coursework, Professional Activities (PE-AT), may each be submitted as standalone categories or in any point combination of the three to equal 30 Points</td>
<td>Cardiopulmonary Resuscitation Certificate (only one CPR course allowed per recertification cycle)</td>
</tr>
</tbody>
</table>

**Professional Enhancement** consists of coursework (PECW) and activities (PE-AT). Further detail begins on page 10.

**PECW** Coursework: Live or online courses in complementary and integrative therapies.

**PE-AT** Approved Professional Activities are listed below

**AOM Volunteer Service Opportunities**
- Serve on a Professional Board: 10 PDA points maximum (5 per year)
- Advocate Legislation: 10 PDA points maximum
- Donate Acupuncture and OM Services: 10 PDA points maximum
- NCCAOM Exam Item Writing: 10 PDA points maximum
- ACAOM Site Visitor: 10 PDA points maximum

**AOM Teaching, Research and Publication Opportunities**
- Teaching or Lecturing: 20 PDA points maximum
- Clinical Supervision: 10 PDA points maximum
- Research in Acupuncture & Oriental Medicine: 20 PDA points maximum
- Publications: Varies

**AOM Knowledge and Skills Opportunities**
- Peer Reviewed Posters or Exhibits: 10 PDA points maximum
- Passage of NCCAOM Certification Exam: 20 PDA points maximum
- Clinical Experience: 10 PDA points maximum
- Tai Chi/GiGong Exercise: 4 PDA points maximum
- Self-Directed Learning: 4 PDA points maximum
NCCAOM Recertification Professional Enhancement Detail Information

Optional Professional Enhancements (PE)

PE-CW: Coursework accepted in this category relate to adjunctive therapies, treatments, modalities and other areas that enhance the Diplomate’s practice but do not originate in Oriental or Western medicine (e.g., yoga, chakras, energy medicine, injection therapy, etc.). One PDA point is equal to one hour of active learning. The required documentation includes a certificate of completion from the sponsor of the educational event and must contain the Diplomate’s name, course completion date, course title, number of hours/points completed and the provider’s signature, to be accepted for NCCAOM recertification or the course listed on a school transcript.

PE-AT: Activities have been approved for recertification by the NCCAOM because they demonstrate the professional growth and development of the Diplomate. Each activity is described below and lists the required documentation. A maximum number of points/hours of participation is provided for each activity.

PE Activities – Description and Required Documentation

AOM Volunteer Services

- **Service on a Professional Board:** A maximum of ten (10) PDA points may be submitted for serving on a state, regional or national board or committee related to the AOM profession, other than a NCCAOM Exam Development Committee. One (1) PDA point is equal to one (1) hour of professional board service. A maximum of five (5) points may be earned per service year. The required documentation includes a letter, printed on letterhead from the organization’s chief elected officer verifying the Diplomate’s name, dates of service, membership role, and hours of participation.

- **Advocate Legislation:** A maximum of ten (10) PDA points may be submitted for advocating legislation related to the AOM profession. One (1) PDA point is equal to one (1) hour of advocating legislation. The required documentation includes a letter, printed on letterhead from the state association or the state regulatory board chair verifying the Diplomate’s name, legislative dates, activities experienced, and hours of participation.

- **Donate Acupuncture and Oriental Medicine (AOM) Services:** This professional enhancement category supports the humanitarian aims of the AOM profession. Diplomates may earn one (1) PDA point for every two (2) hours of donated time with a maximum of ten (10) PDA points in a fouryear recertification cycle. The
service must be provided on a pro bono basis through an organization offering humanitarian missions to:

1. domestic and/or international victims in an emergency situation or disaster area,
2. low income and/or underserved areas and/or populations,
3. special needs populations, or
4. United States military personnel.

Diplomates will adapt the delivery of AOM treatments while obtaining new clinical, emotional and/or psychological skills. Included are services with new patients in unfamiliar cultures and/or languages located in new, non-traditional settings. The **required documentation includes** a letter, printed on letterhead, signed by the organization’s chair or director. The letter must include 1) the Diplomate’s name, 2) the location and description of the setting where the services were performed, 3) dates and hours of services, 4) the population and culture served, and 5) a written statement of the new knowledge or skill[s] acquired.

- **NCCAOM Exam Item Writing:** Diplomates who participated in an NCCAOM Item Writing Event may earn a maximum of ten (10) PDA points in a fouryear recertification cycle. For every four (4) items approved, one (1) PDA point is awarded. Qualifications for receiving PDA points include the following.

  1. Attendance at an NCCAOM Item Writing event within the last four years. Documentation includes an **NCCAOM Certificate of Participation**.
  2. Submission of a minimum of four (4) questions/items at taxonomy level two (2) and/or level three (3).
     - Each item submitted must include content area, taxonomy level, item stem, key and distracters, and current reference(s) including related edition and page number(s).
     - Items are to be submitted to the NCCAOM Exam Development Committee (EDC) via email at examcontent@thenccaom.org.
     - Items will be reviewed by the appropriate EDC, during its annual meeting, to determine usability.

  **Documentation includes** an **NCCAOM Certificate of Participation** for the workshop and a letter, which includes the Diplomate’s name, on NCCAOM letterhead, the number of items approved by the EDC. Four (4) approved items equal one (1) PDA Point.
• **Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM) Site Visitor:**

A maximum of ten (10) PDA points may be submitted for participating in an ACAOM site visit as a team member. The *required documentation includes* a letter, on letterhead, from ACAOM listing the name of the Diplomate, name of the school and the dates of the survey.

**AOM Teaching, Research and Publication Opportunities:**

• **Teach/Lecture:** A maximum of twenty (20) PDA points may be submitted for teaching and/or lecturing in an Oriental medicine subject. One (1) PDA point is equal to one (1) hour of teaching/lecturing. The *required documentation includes* a letter, on letterhead, from the providing organization outlining the course/presentation title, the instructor/speaker name, and the number of hours taught/lectured. NCCAOM PDA providers acting as teachers for their course must provide a copy of the emailed course confirmation received from the NCCAOM PDA department. A school transcript is accepted if the required information is listed (must be submitted in English).

• **Clinical Supervision:** A maximum of ten (10) PDA points may be submitted for supervising a clinical experience in an Oriental medicine educational program. Diplomate activities include directing students in observations, case discussions, and/or supervised practices. The experience must be conducted in a licensed clinical setting and be part of a formal education or preceptor program. The preceptor must have five (5) years of practical/clinical experience in a healthcare field. One (1) PDA point is equal to one (1) hour of supervision. The *required documentation includes* a letter, on letterhead, from the school or preceptor indicating the Diplomate’s name, dates, supervision activities, and hours of participation.

• **Research in Acupuncture and Oriental Medicine:** A maximum of twenty (20) PDA points may be submitted for documented research in acupuncture or Oriental medicine. The researcher should be listed as the principal investigator or co-investigator. The researcher duties include, but are not limited to, design, execution, analysis and evaluation of research outcomes. Research should be associated with an educational or health-related institution and must not be self-funded. The *required documentation includes* a letter, on letterhead, from the institution and an abstract listing the name of the Diplomate as a contributor.

• **Publications:** Includes writing and editing books, professional journals, and articles in Oriental medicine. Please see the individual categories listed below for enhancement descriptions and documentation.
1. **Author a Book**: A maximum of thirty (30) PDA points may be submitted for authoring a book in the field of Oriental medicine that is at least 300 pages in length. The *required documentation includes* a copy of the book cover and introduction pages showing the name of the author, the publication date and ISBN number (must be submitted in English).

2. **Author a Chapter in a Book**: A maximum of twenty (20) PDA points may be submitted for authoring a chapter(s) in the field of Oriental Medicine. Ten (10) PDA points may be submitted for one (1) chapter with a maximum of two (2) chapters per recertification cycle. The *required documentation includes* a copy of the book cover and introduction pages showing the names of the authors, publication date and ISBN number (must be submitted in English).

3. **Edit a Book or Professional Journal**: A maximum of twenty (20) PDA points may be submitted for editing a professional book or journal. Ten (10) PDA points may be submitted for each book or professional journal with a maximum of two (2) books/journals per recertification cycle. The *required documentation includes* a letter, on letterhead, from the author of the book or the editor-in-chief of the journal. The letter should include the Diplomate’s name, describe the Diplomate’s participation in the editing process including the title of the book/journal, publication date and ISBN number (must be submitted in English).

4. **Publication of a Peer-Reviewed Journal Article**: A maximum of twenty (20) PDA points may be submitted for authoring an article in a professional, peer-reviewed journal in the field of Oriental medicine. Ten (10) PDA points may be submitted for each article with a maximum of two (2) articles per recertification cycle. The *required documentation includes* a copy of the article, the cover of the journal, and the table of contents that show the article title, review date, and author’s name (must be submitted in English).

5. **Author an Article**: A maximum of ten (10) PDA points may be submitted for writing an AOM article that is published. Five (5) PDA points may be submitted for each article with a maximum of two articles per recertification cycle. The *required documentation includes* a copy of the article, to include the author’s name, and the cover of the newspaper or magazine that shows the publication date and the article listing in the table of contents (must be submitted in English).

**Additional AOM Knowledge and Skills Opportunities:**

- **Peer Reviewed Posters and/or Exhibits**: A maximum of ten (10) PDA points may be submitted for professional, peer-reviewed posters and/or exhibits in one of the five branches of Oriental medicine that
demonstrates research and has been reviewed by a peer organization. The **required documentation includes** an abstract and photograph identifying the poster session, the program brochure, and a letter from the event organizer documenting the Diplomate’s name, date and location of the event (must be submitted in English).

- **NCCAOM Certification Examination to Meet State Requirements:** A maximum of twenty (20) PDA points may be submitted for successfully passing an NCCAOM certification examination required by a state regulatory board to obtain a license to practice. Taking an NCCAOM examination for a certification requirement is not eligible for recertification. The **required documentation includes** a copy of the official letter notifying the Diplomate of their test score including the exam date (must be within the four-year recertification cycle).

- **Clinical Experience:** A maximum of ten (10) PDA points may be submitted for completing a supervised clinical experience that is part of a formal educational program and conducted in a licensed clinical setting. The experience must be in acupuncture, Chinese Herbology, Oriental Medicine or Asian bodywork therapy. The experience should include observation, case discussions, and/or supervised practice. The preceptor must have five (5) years of practical/clinical experience in a healthcare field. One (1) PDA point is equal to one (1) hour of clinical experience. The **required documentation includes** a letter, on letterhead from the institution or preceptor with Diplomate’s name, dates, clinical activities, and hours of participation.

- **Second Language Instruction:** A maximum of ten (10) PDA points may be submitted for the study of a second language, relevant to a practitioner’s practice. One (1) PDA point is equal to one (1) hour of formal instruction. The **required documentation includes** a letter, on letterhead, or a school transcript from the providing organization, which includes the Diplomate’s name, outlining the course title, instructor’s name, class dates, and number of hours.

- **Self-Directed Learning:** A maximum of four (4) PDA points may be earned for completing a written report on an article from a research journal or book review reflecting how the material influences the Diplomate’s knowledge and practice. One point is awarded per clinical research article or book review. The **required documentation includes** a written narrative of the book/article submitted on the NCCAOM® Self-Directed Learning Template ([http://www.nccaom.org/diplomates/diplomate-resources/diplomateforms/](http://www.nccaom.org/diplomates/diplomate-resources/diplomateforms/)).
• **Tai Chi / Qigong Exercise:** A maximum of four (4) PDA points may be submitted for participation in an Oriental medicine exercise class. One (1) PDA point is equal to one (1) hour of class time. The **required documentation includes** a letter, on letterhead or a course certificate to include the name of the Diplomate, from the providing organization covering the course/event title, instructor’s name, date(s), and hours of participation.

**Non-PDA Approved Coursework Accepted by NCCAOM**

Coursework that is not approved through the PDA program will be accepted in the following areas:

1. Coursework in a core competency subject that is approved by a State acupuncture regulatory board.
2. Coursework in a biomedicine (BIO), safety (SA) or ethics (ET) subject that is approved by a healthcare professional organization.
3. Coursework completed by a Diplomate enrolled in an Acupuncture or Oriental Medicine postgraduate program (e.g., DAOM) accredited or in candidacy status by ACAOM.
4. Coursework completed by a Diplomate enrolled in a Chinese Herbology Certificate program recognized by ACAOM.
5. International coursework must be approved by a third-party organization or meet NCCAOM’s Route 2 eligibility requirements ([NCCAOM® Certification Handbook](#)). Certificates of completion will be accepted in the English language only.

**NCCAOM Diplomate Resources Fee Schedule**

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Diplomate Recertification</td>
<td>$290</td>
</tr>
<tr>
<td>Recertification Assistance</td>
<td>$200</td>
</tr>
<tr>
<td>Expedited Recertification Review</td>
<td>$100</td>
</tr>
<tr>
<td>✪ Reinstatement to Active Diplomate Certification</td>
<td></td>
</tr>
<tr>
<td>3 years + 1 day to 4 years</td>
<td>$490</td>
</tr>
<tr>
<td>4 years + 1 day to 8 years</td>
<td>$590</td>
</tr>
<tr>
<td>8 years + 1 day to 12 years</td>
<td>$690</td>
</tr>
<tr>
<td>12 years + 1 day and over</td>
<td>$790</td>
</tr>
<tr>
<td>Other Fees</td>
<td>Click Here</td>
</tr>
</tbody>
</table>

* ✪ Requires a separate online NCCAOM application*
How to Recertify - Active Diplomates

A Diplomate who is at Active or Lapsed status may recertify online up to one year in advance of their certification expiration date. Diplomates wishing to go to inactive status, convert to OM, retire, or reinstate to Active status are required to submit a separate online application. Video instructions can be found on the NCCAOM website Certification Renewal page and then click on Recertification Instructions in the Quick Links box.

Online Recertification Process

Step 1. Login (www.nccaom.org; Upper right corner)

Scroll Down to Select the “Certifications“ Portal and Click on Login

Enter your username and password or if you Forgot your Username and/or Password click where indicated to retrieve your username or reset your password.
Step 2. Continuing Education (CE) Reporting – Active and Lapsed Status

Go to PDA/CE Reporting Instructions to access How To instruction links for different PDA/CE reporting processes.

To access the CE Reporting screen login to your online portal:

Documentation for the 60 CEU/PDA points/hours of core competency coursework, and professional education and/or activities may be uploaded to the Diplomate’s educational record at any time during the four-year recertification cycle. All PDA/CEU credits must be reported/uploaded and the application submitted no later than 4-6 weeks prior to the recertification expiration date to ensure recertification is processed on or before the NCCAOM certification expiration date. NCCAOM staff will contact the Diplomate if there are errors in the recertification category or PDA point designation. A maximum of six (6) weeks will be allowed for the Diplomate to resolve the error from the application submission date; unresolved applications will be canceled.
Step 3. Recertification Application – Click either link

Step 4: Complete Application
Answer Legal and Health questions – be prepared to enter more details and upload supporting documentation for all questions answered “Yes”.
Review demographic and contact information.
Click “Next” when completed.

Step 5. Acknowledgement
Carefully read the Acknowledgement and be prepared to select ‘Agree’ on the electronic application. Enter your First and Last Name as appears on your profile for the electronic signature.

Step 6. Recertification Fee & Payment
Follow the steps to pay online. Recertification fees are non-refundable and must be paid in U.S. currency via a Visa, MasterCard, or American Express credit card. Checks are not accepted.

Conversion to an NCCAOOM Oriental Medicine Certification
★ Requires a separate online NCCAOOM application

A Diplomate in Acupuncture and/or Chinese Herboloy may apply for a new NCCAOOM Certification in Oriental Medicine – Fee $100. The Eligibility Requirements for Conversion from Acupuncture and/or Chinese Herboloy Certification to Oriental Medicine Certification Handbook are available on the NCCAOOM website at https://www.nccaom.org/resources/diplomateresources/diplomatiforms/ click on Forms, then click on Handbooks. Click here to access the step by step conversion process on the NCCAOOM website.
Oriental Medicine Diplomates who originally Certified in Acupuncture and/or Chinese Herbology have the option to recertify in the initial program (AC and/or CH) for $100 each. Each program has its own wall-mount certificate, wallet ID card, and posting on NCCAOm Find A Practitioner and in the NCCAOm Registry. **Note:** This option is for Diplomates who initially certified in Acupuncture and/or Chinese Herbology and converted to Oriental Medicine. It is not an option for Diplomates who originally certified in Oriental Medicine.

**Retired Diplomate Status**

*Requires a separate online NCCAOm application*

The NCCAOm is indebted to its longstanding Diplomates who have devoted many years to the practice of acupuncture and Oriental medicine and contributed immensely to the NCCAOm and to the profession. To access the eligibility requirements for application go to the NCCAOm® Retired Designation Handbook on the NCCAOm website under Resources/Diplomates forms and click on Forms, then click on Handbooks. The onetime application fee is $50.

**Recertification for Non-Active Statuses**

**Lapsed Status**

A Diplomate who does not renew their certification by their expiration date forfeits all benefits and services provided by NCCAOm certification. The certification is moved to ‘Lapsed’ status and the former Diplomate is required to submit additional PDA points and increased fees.

1. **Lapsed Status Terms:**

   A. Lapsed statuses must return to Active status within three (3) years of their last active certification expiration date or their NCCAOm Certification is terminated.

   B. The PDA points and late fees are determined on a yearly basis; they are not prorated by month.

      1. Fifteen (15) PDA points/hours are required per lapsed year. Lapsed PDA points have to be in the mandatory Core Competencies section – click this link to go to the NCCAOm website to view a sample list of Core Competency Categories (see the Quick Links box).

      2. Lapsed fees are calculated into the amount due to recertify as shown below:
<table>
<thead>
<tr>
<th>Year Lapsed</th>
<th>Recertification PDA Pts</th>
<th>Lapsed PDA Pts</th>
<th>Recertification Fee</th>
<th>Lapsed Fee</th>
<th>Total PDA Points &amp; Fee Required to Recertify</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>60</td>
<td>15</td>
<td>$290</td>
<td>$50</td>
<td>75 pts + $340</td>
</tr>
<tr>
<td>2</td>
<td>60</td>
<td>30</td>
<td>$290</td>
<td>$100</td>
<td>90 pts + $390</td>
</tr>
<tr>
<td>3</td>
<td>60</td>
<td>45</td>
<td>$290</td>
<td>$150</td>
<td>105 pts + $440</td>
</tr>
</tbody>
</table>

2. How to Return to Active Status
   A. Submit the online Application for NCCAOM Recertification from your online portal and pay the fee.
   B. Upload the PDA coursework and activity documentation into the Diplomate’s educational record.

Inactive Status

An NCCAOM Diplomate, who is experiencing a life changing circumstance and is not practicing as an AOM professional, may qualify for inactive status by meeting the qualifications below. Inactive individuals may return to active status at any time during the 2-year inactive period, provided all current recertification requirements are documented.

1. Inactive Status Qualifications:
   A. Reasons accepted for Inactive status include situations affecting life circumstances (i.e., personal, family, medical, etc.). Living and/or working in a state that does not require NCCAOM certification is NOT an acceptable reason for qualification of inactive status.
   B. Diplomates may not be practicing as an AOM professional during the Inactive period.
   C. Complete the online NCCAOM® Application for Inactive Status – Fee $100

2. Inactive Status Terms:
   A. During Inactive status, all benefits and services of NCCAOM Certification are lost including: the use of the term Diplomate, the NCCAOM designations, posting of the NCCAOM service marks, etc. The Diplomate Newsletter continues to be delivered to individuals in Inactive status.
   B. Inactive status is valid for a period of two (2) years.
   C. If the Inactive status individual does not return to Active status after the two (2) year Inactive period, they are moved to Lapsed status and will owe an additional 45 PDA points (105 total) and a $150 fee.
($440 total). If the Diplomate does not return to Active status within one (1) year following Inactive status (3-years from the original expiration date), their NCCAOM certification is terminated.

D. Inactive statuses may not apply for a second, consecutive period of Inactive status.

3. How to Return to Active Status
   A. Complete an online NCCAOM® Application for Recertification available in the Diplomate’s online account.
   B. Upload the documentation for the four-year recertification cycle (60 PDA points to include the CPR certification) and required PDA points for each year lapsed.
   C. Pay the Recertification fee.

**Former Diplomates in Terminated Status Wishing to Reinstatement to Active Status**

*Requires a separate online NCCAOM application*

A former Diplomate (anyone who was once certified by the NCCAOM) will be able to apply under the new Time-limited Reinstatement Route. The requirements must be submitted within the 6-month open application period. The NCCAOM® Reinstatement to Active Diplomate Certification Handbook and the Reinstatement page on the NCCAOM website contains the information for applicants seeking certification reinstatement in Acupuncture, Chinese Herbs, Oriental Medicine, and Asian Bodywork Therapy. To access the eligibility requirements in the NCCAOM® Reinstatement to Active Certification Status Handbook please go to the NCCAOM website under Resources/Diplomates forms and click on Forms, then click on Handbooks. Click here to access the Reinstatement Route page on the NCCAOM website.

**Professional Development Activity**

**PDA Program Overview**

The Professional Development Activity or “PDA” program was created as NCCAOM’s department of continuing education. All NCCAOM approved programs satisfy recertification requirements for NCCAOM Diplomates. The NCCAOM PDA Department partners with individuals and organizations (PDA Providers) to offer these quality education programs found on PDA Search Engine.

**To access NCCAOM approved courses visit the PDA Search Engine.**
Tracking the Growth of the AOM Profession through Surveying NCCAOm Diplomates

The NCCAOm recognizes that the AOM profession is a unique and vital health profession and is committed, on behalf of its Diplomates, to collect demographic and practice-setting information. To achieve this goal, Diplomates are asked to complete the NCCAOm® Diplomate Demographic Survey that is distributed at the completion of the recertification process. The aggregate data collected from this survey is used for several important initiatives. This data is needed to communicate demographic and clinical practice characteristics to government agencies and other professional organizations for purposes of advancing the AOM profession.

NCCAOm Requests and Appeals

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 or Complaint

1. If a 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® Appeal Form and email it to info@thenccaom.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 receiving the eligibility or recertification decision.

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 a 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 info@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 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.