



**NCCAOM® Reinstatement
To
Active Diplomate Certification Status
Handbook**

July 2025

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Reinstatement Handbook



Table of Contents

NCCAOM Mission, Vision and Core Values	3
Non-Discrimination Policy	3
About NCCAOM®	4
NCCAOM Certification Programs	4
NCCAOM® Code of Ethics and Grounds for Professional Discipline.....	5
NCCAOM® Diversity, Equity and Inclusion (DEI) Statement	6
Benefits of NCCAOM® Certification.....	7
Reinstatement to Active Status.....	8
Nine (9) Reinstatement Requirements:.....	8
1. State Licensure:.....	8
2. CPR:	8
3. Safety and Ethics:	9
4. Clean Needle Technique:.....	9
5. Background Screening	9
6. Continuing Education Requirements:.....	10
REQUIREMENTS CALCULATOR	10
7. Application Submission.....	11
APPLICATION FEES:	11
8. Reinstatement Safety Evaluation:.....	12
9. Reinstatement Final Assessment:.....	12
NCCAOM Requests and Appeals	12
How to Submit a Request or Complaint	12
How to Appeal an NCCAOM Decision	13



NCCAOM Mission, Vision and Core Values

NCCAOM® Mission

To assure the safety and well-being of the public and to advance and advocate for the professional practice of NCCAOM Board-Certified Acupuncturists™ by promoting established national standards focused on competence and credentialing.

NCCAOM® Vision

NCCAOM Board-Certified Acupuncturists™ will be globally recognized and integral to person-centered healthcare and accessible to all members of the public. NCCAOM Board Certification will be nationally recognized by all employers and government entities as the standard for acupuncturists.

NCCAOM® Core Values

Through its commitment to lifelong learning and the highest quality of credentialing standards for public safety, the NCCAOM upholds the values of integrity, community, service, inclusiveness, advocacy, and accountability in all of its interactions and relationships.



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 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 herbal medicine. There are currently over 21,000 active NCCAOM Diplomates (NCCAOM certificate holders). 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 National Board-Certified Acupuncturists™ through rigorous eligibility standards and demonstration and assessment of the core knowledge, skills and abilities expected for an entry level practitioner of acupuncture and herbal medicine.

To learn more about the NCCAOM visit the [About](#) tab on the NCCAOM website.

NCCAOM Certification Programs

The NCCAOM certification programs include Oriental Medicine (OM), Acupuncture (Ac), and Chinese Herbology (CH). The NCCAOM no longer offers examinations for the Asian Bodywork Therapy (ABT) program, however, NCCAOM ABT Diplomates keep their NCCAOM board certification current by maintaining their continued competencies. The three certification programs are accredited by the National Commission for Certifying Agencies (NCCA), [whose standards are consistent with The Standards for Educational and Psychological Testing \(AERA, APA, & NCME, 1999\) and are applicable to all professions and industries.](#)



Oriental Medicine
Dipl. O.M. (NCCAOM)®



Acupuncture
Dipl. Ac. (NCCAOM)®



Chinese Herbology
Dipl. C.H. (NCCAOM)®



Asian Bodywork Therapy
Dipl. ABT (NCCAOM)®



NCCAOM® Code of Ethics and Grounds for Professional Discipline

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](#).



NCCAOM

CODE OF ETHICS

As an NCCAOM® Certified Diplomate, I hereby pledge my aspiration and on-going commitment to the following principles to maintain the highest level of competency and ethical standards of my profession:

- *Respect the rights and privacy of my patients by maintaining confidentiality and professional boundaries at all times.*
- *Respect my colleagues, employees, students and mentees by maintaining appropriate boundaries.*
- *Treat within my lawful scope of my practice and training and only if I am able to safely, competently and effectively do so.*
- *Assist those seeking my services in a fair, nondiscriminatory and unbiased manner.*
- *Allow my patients to fully participate in decisions related to their healthcare by documenting and keeping them informed of my treatments and outcomes.*
- *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.*
- *Participate in activities that contribute to the betterment and wellness of my community.*
- *Support in the care and access of my medicine to underserved populations.*
- *Promote my profession's access to all people and its growth in the broad spectrum of health care.*

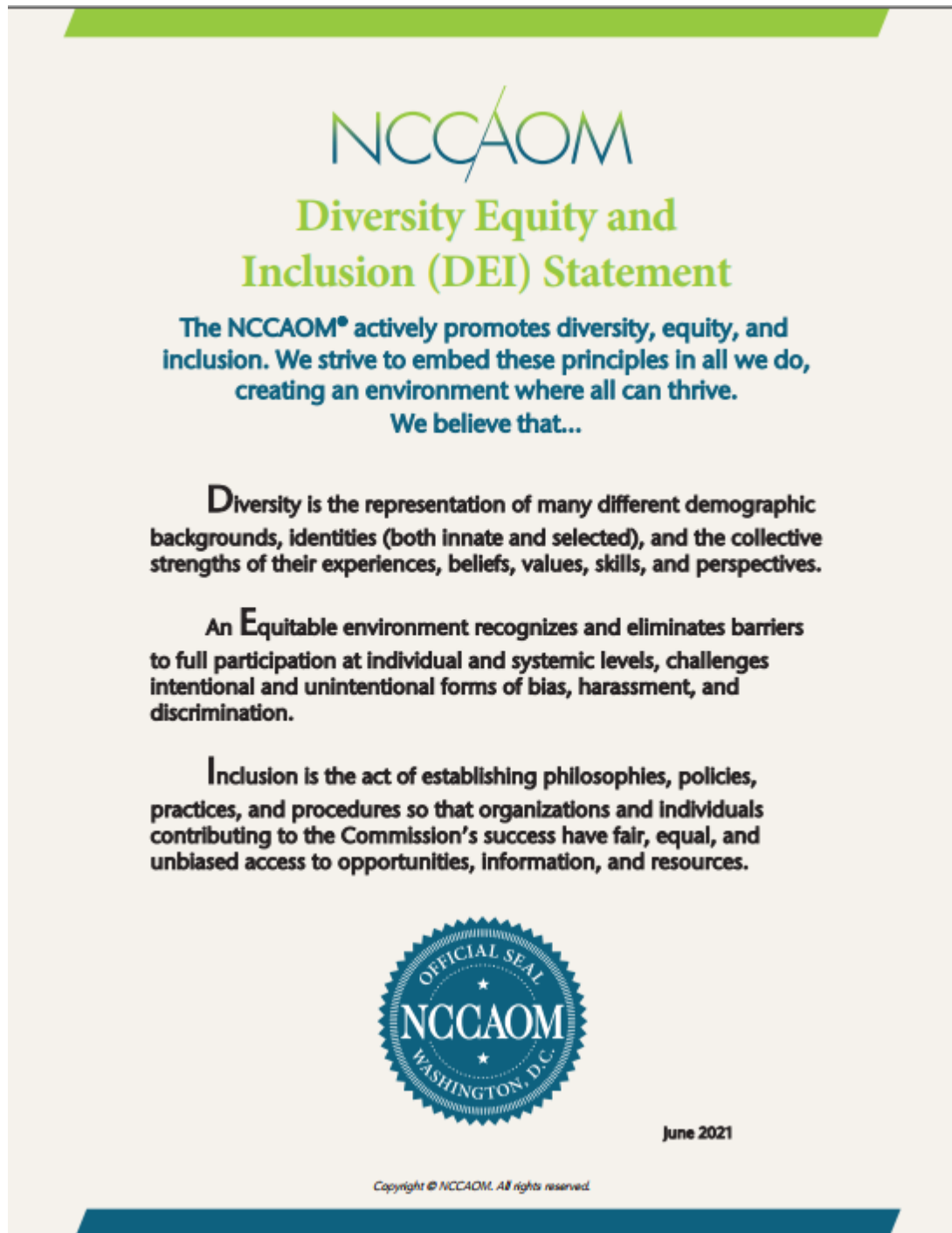
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NCCAOM
WASHINGTON, D.C.

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NCCAOM® Diversity, Equity and Inclusion (DEI) Statement

The NCCAOM is committed to ensuring Diversity, Equity, and Inclusion (DEI) within the acupuncture and herbal profession and formed the [NCCAOM® Diversity, Equity and Inclusion Statement \(PDF\)](#).




NCCAOM
Diversity Equity and Inclusion (DEI) Statement

The NCCAOM® actively promotes diversity, equity, and inclusion. We strive to embed these principles in all we do, creating an environment where all can thrive.
We believe that...

Diversity is the representation of many different demographic backgrounds, identities (both innate and selected), and the collective strengths of their experiences, beliefs, values, skills, and perspectives.

An **E**quitable environment recognizes and eliminates barriers to full participation at individual and systemic levels, challenges intentional and unintentional forms of bias, harassment, and discrimination.

Inclusion is the act of establishing philosophies, policies, practices, and procedures so that organizations and individuals contributing to the Commission's success have fair, equal, and unbiased access to opportunities, information, and resources.



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NCCAOM
WASHINGTON, D.C.

June 2021

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Benefits of NCCAOM® Certification

- Proudly designate yourself as an NCCAOM National Board-Certified Acupuncturists™ by using one or more of the new [Digital Badges \(electronic icon\)](#).
- Consumers and professionals can find your information on the [\(NCCAOM Website\)](#) and the [NCCAOM® Registry \(NCCAOM Website\)](#).
- Be promoted as a *NCCAOM National Board-Certified Acupuncturist™* to the media and public through the national public educational campaign.
- Be promoted by the *NCCAOM® Advocacy Team* advancing NCCAOM Certification at federal and state levels.
- Be eligible to apply for a job at the Veteran’s Health Administration, which requires NCCAOM Board Certification as an essential part of ensuring safe and high-quality acupuncture treatments.
- Create a free ADA compliant website from [Chi Online](#) and access discounted [wall-mounted frames](#) for displaying your *NCCAOM® Certificate*.
- Join NCCAOM as a Volunteer & serve on a committee, panel, or taskforce with your peers.
- Receive issues of the NCCAOM newsletter [The Diplomat: E-news You Can Use \(NCCAOM Website\)](#) and the [NCCAOM® Advocacy Update \(NCCAOM Website\)](#).
- Be eligible for reduced fees for services offered by NCCAOM and its strategic partners.

All the benefits of Certification can be found at [Diplomat Benefits \(NCCAOM Website\)](#).



Reinstatement to Active Status

A former Diplomate (anyone who was once certified by the NCCAOM) is able to apply for reinstatement under the [NCCAOM Reinstatement Route](#). The Reinstatement Route application expires twelve (12) months from the date of submission. All reinstatement requirements must be met within the twelve (12) month application period, or a new application must be submitted when the original application expires. The application fees are based on time and are non-refundable. Reinstatement [Step-by Step instructions](#) can be found on the NCCAOM website.

Nine (9) Reinstatement Requirements:

1. State Licensure:

All applicants for the Reinstatement Route must have held a continuous active state license to practice acupuncture since the applicant's certification expiration date. If a candidate has practiced in more than one state over the years, copies of all licenses must be reported during the reinstatement application submission. Please note: The following documents are required in electronic format during the reinstatement application submission:

- A copy of each state's Acupuncture license(s) since the applicant's certification expiration date;
- Proof of the most current free and clear Acupuncture state license.

Applicants with disciplinary actions may be considered and will follow the NCCAOM's current [NCCAOM® Code of Ethics, NCCAOM® Grounds for Professional Discipline, and NCCAOM® Procedures for Upholding Professional Conduct](#).

2. CPR:

Completion of a CPR program (4 PDA/CEU points awarded) within the four (4) years prior to the application submission date. A certificate of completion or a CPR card should be uploaded during the application submission process as well as reported to the applicant's reinstatement transcript for 4 PDA points. Only one CPR certificate of completion may be submitted for the reinstatement process.



3. Safety and Ethics:

A minimum of 2 hours safety AND 2 hours ethics coursework must be completed within four (4) years of the Reinstatement application submission date. Safety (SA) and ethics (ET) certificates of completion must be uploaded during the application submission process as well as reported to the applicant’s reinstatement transcript for 2 PDA points each.

Find PDA approved safety and ethics courses on the [NCCAOM® PDA Search Engine](#). For suggested safety (SA)/ethics (ET) subject areas [click here](#).

4. Clean Needle Technique:

Documentation for the original Clean Needle Technique course offered by the Council of Colleges of Acupuncture and Herbal Medicine (CCAHM) must be recorded to the file of the applicant’s online certification account. To confirm the CNT course is on file, the CNT course completion date is clearly visible within an individual’s online Certification account in the Additional Information section.

Additional Information 1			
Web Address		SSN	XXX
Date of Birth	MM/DD/YYYY	Gender	XXX
Designation		2 CNT Certificate Date	MM/DD/YYYY 

Applicants must also complete CCAHM’s online course *CNT Review Course: Acupuncture Safety* within four (4) years of the reinstatement application submission date. The CNT Review course is not required for reinstatement to Chinese Herbology Certification. Applicants may report the *CNT Review Course: Acupuncture Safety* for 4 PDA/CEU credits to their reinstatement transcript.

All certificates of completion for the face-to-face CNT course and the *Review Course: Acupuncture Safety* must be sent to the NCCAOM directly from the CCAHM.

CNT course verification must be requested only AFTER an application for Reinstatement is completed with NCCAOM.

5. Background Screening:



A background screening completed via the NCCAOM's third party vendor [Private Eyes](#) is a mandatory requirement for the Reinstatement process. It is recommended to complete this screening only after an application for Reinstatement has been submitted. The minimal fee is paid directly to the vendor.

6. Continuing Education Requirements:

The total PDA/CEU requirement is calculated based on each certification expiration date. Click the button below and enter your certification expiration date to calculate your reinstatement requirements.

REQUIREMENTS CALCULATOR

Please note: All PDA/CEUs must be completed in the CORE category (AOM, ABT, BIO). This document will help in understanding of the CORE Categories.

Certification Expiration Date. The NCCAOM Certification expiration date may be found:

- a) on the NCCAOM Wall Certificate.
- b) within the individual's NCCAOM Online Portal.
- c) on the NCCAOM Registry. If you cannot find yourself in the Registry, contact the NCCAOM at reinstatement@thenccaom.org. Each instance will be investigated on a case-by-case basis.

Online Profile. All former Diplomates already have an NCCAOM Online Portal. If you are unable to reset your password, please contact NCCAOM to retrieve your login credentials. Creation of a duplicate account may cause a delay in your application processing.

PDA/CE Reporting. Once logged into your NCCAOM Online Portal, scroll down and click "Report Reinstatement CEs" link for access to report and report/upload the PDA/CEU



certificates.

Recertification							
Specialty	Accrual Period	CE Required	CE Remaining	Completion	Recert Available	Status	Action
OM	01/01/2016 - 12/31/2022	105	105	0%	01/01/2022	Terminated	Report Reinst. CE Reinstate App Reinstatement Calculator Details

Please Note. Report each course by providing all course information and uploading the certificate of completion.

- Acceptable formats for electronic certificates of completion are:
pdf; jpeg; png; tiff
- Certificates of completion can be scanned documents or clear legible images taken with a cell phone.
- All applicants for NCCAOM certification reinstatement should complete the PDA/CE Reporting process prior to submitting the Reinstatement application.

7. Application Submission:

The application for Reinstatement is available within the individual’s Online Portal and accessed by clicking the “Reinstate app” link in the Recertification section. If requirements for reinstatement are not met within 12-months of application submission, the applicant must reapply.

Recertification							
Specialty	Accrual Period	CE Required	CE Remaining	Completion	Recert Available	Status	Action
OM	01/01/2016 - 12/31/2022	105	105	0%	01/01/2022	Terminated	Report Reinst. CE Reinstate App Reinstatement Calculator Details

APPLICATION FEES: Reinstatement to Active Status – Terminated former Diplomates

3 years + 1 day to 4 years	\$505
4 years + 1 day to 8 years	\$610
8 years and over	\$710



For your protection, only VISA, MC & AMEX payments are accepted online for application submission.

All payments are non-refundable.

8. Reinstatement Safety Evaluation:

All applicants must pass the NCCAOM® Reinstatement Safety Evaluation. The Safety Evaluation is a set of 50 questions completed in the allotted time of one hour. If the applicant scores less than 75%, 5 PDAs/CEUs in continuing education coursework must be completed in each weak domain area. There is no fee for taking the self-evaluation.

9. Reinstatement Final Assessment:

If the applicant is terminated 8 or more years, they must also successfully pass the NCCAOM® Reinstatement Final Assessment. Fifty (50) questions are on the Acupuncture and Chinese Herbology Assessment completed in 1 hour. Oriental Medicine has 75 questions and applicants are given 1 hour and 15 minutes to complete the Assessment. Scores less than 75% require the applicant to complete five (5) PDAs/CEUs coursework in each weak domain area and then retake the assessment. There is a \$40 fee for each attempt to pass the Final Assessment.

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® Request Form \(NCCAOM Website\)](#).



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 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.