



**Completing Application for
NCCAOM Recertification
Online**



Diplomates are responsible for renewing their certification every four years and are expected to maintain their status by participating in Professional Development Activities (PDA). Diplomates must earn a minimum of 60 PDA points during the four-year period immediately preceding the expiration of their certification. NCCAOM Diplomates are responsible for ensuring all PDA/CEU credits completed during the recertification cycle have been reported to their Recertification Transcript and Recertification application is submitted before the Certification expiration date. It is recommended that all requirements including the recertification application are submitted 4-6 weeks prior to the certification expiration date for proper processing time, however, Diplomate may submit the application up to one year in advance.

Submitting an Online Application

Step 1. Login to your NCCAOM online account. If you do not remember your login credentials, please contact info@thenccaom.org . Creation of a Duplicate account will cause delays in locating your certification record.

Welcome to our new certification portal

DON'T HAVE AN ACCOUNT?

If you don't have an account, it's easy to create one.
(PDA Provider Responsible Parties: You also will start here to obtain an NCCAOM® ID.)

Create New Account

ALREADY HAVE AN ACCOUNT?

If you have registered online with us before, please continue to use your existing login information.

Login

Login

[Forgot Password?](#)

Forgot your Username and Password

- If you have registered with us before but do not remember your login information, click [here](#) for password assistance.

Questions

If you have questions or need further assistance, please contact us at (888) 381-1140 or info@thenccaom.org.



Step 2. Once Logged into your Online Portal, click “Apply for Recertification” orange button at the top of your profile window or the “Recertify” link in Recertification section.

Welcome James

LD Dev Welcome Msg

This is your NCCAOM® online portal where you are able to apply for new certification, recertification, track your application status, report your continuing education (PDA) points, submit a state verification request and access your Diplomat Benefits.

Please keep your contact information current at all times so you receive all important announcements and policy changes from NCCAOM®. You may update your contact information by clicking one of the Update links in the Profile and Contact Info sections below.

[Apply for New Certification](#) [Apply for Recertification](#) [Int'l Verification](#) [Request State Verification](#) [Diplomat Benefits](#)

Account Overview

Profile [Update](#)

Name	James Testdmiller	NCCAOM ID	841883
Designation	Dipl. Ac. (NCCAOM)®	FAP Preference	

Contact Info [Update](#)

Email Address	jtestdmiller@gmail.com	Alternate Email	
Home Phone	202-367-2455	Cell Phone	
Work Phone	202-367-2455		

Additional Information

Web Address	http://www.acuworks.com	SSN	1234
Date of Birth	11/1/1982	Gender	Male
FAP Preference		Designation	Dipl. Ac. (NCCAOM)®
CNT Certificate Date	8/21/2016		

Address [Update](#)

Mailing Address	Nccaom 2025 M Street NW Ste 800 Washington, DC 20036	Work Address	Acupuncture Works 56 Crestwood Ln Ste 3 Stafford, DC 22554
Home Address	2025 M Street NW Ste 800 Washington, DC 20036		

Certification Information

Specialty	Cert Date	Expires On	Status	Action
AC	06/29/2020	05/31/2024	Certified	Certification Details

Recertification

Specialty	Accrual Period	CE Required	CE Remaining	Completion	Recert Available	Status	Action
AC	06/29/2020 - 05/31/2024	60	60	0%	06/01/2023	Recert Available	Report CE Recertify Inactive E-Retire Details



Step 3. Informational Screen, click "Next".

Recertification Application **New Record**

Recert Cycle: AC Recert Cycle 06/29/2020 - 05/31/2024
Eligibility Route: Recertification by CE

Select Recert Cycle

Available Recert Cycles					
Action	Cert	Period	CE Req	Remaining	Status
Select	AC	06/29/2020 - 05/31/2024	60	60	Recert Available

Selected Record

- AC Recert Cycle 06/29/2020 - 05/31/2024

Cancel Next ▶

Step 4. Informational Screen, click "Next".

Recertification Application **New Record**

Recert Cycle: AC Recert Cycle 06/29/2020 - 05/31/2024
Eligibility Route: Recertification by CE

Eligibility Route

Available Eligibility Routes (Select One)	
Action	Eligibility Route
Select	Recertification by CE

Listed: 1

Selected Record

- Recertification by CE

Cancel ◀ Prev Next ▶

Step 4. Informational screen, click "Next".

Recertification Application
New Record

Recert Cycle: AC Recert Cycle 06/29/2020 - 05/31/2024
 Eligibility Route: Recertification by CE

Fee Information

Any voucher issued to you will be applied at the check out page.

Fee Information	
Acupuncture Recertification Fee	325.00
Total (USD):	325.00

Cancel
◀ Prev
Next ▶

Step 5. If you are practicing Acupuncture and/or Herbs, click "Add License". If you are not currently practicing, click "Next".

Recertification Application
New Record

Recert Cycle: AC Recert Cycle 06/29/2020 - 05/31/2024
 Eligibility Route: Recertification by CE

License

Professional licenses are optional and not required.

Add License

Reported Licenses

Click the **Add** button to report your licenses.

Cancel
◀ Prev
Next ▶



Step 6. When adding state license, enter all fields below and click “Next”.

Please note, all fields are mandatory.

The screenshot shows the 'Add License' form with the 'General' section. The fields are: License Type* (dropdown), License Number* (text input), Issuing Country* (dropdown with 'USA' selected), Issuing State* (dropdown with 'DC-District Of Columbia' selected), Issue Date* (calendar icon), and Licensure Expiration Date* (calendar icon). A note below the date fields states: 'If your license was issued in a country where the license does not expire, enter 12/31/2099'. At the bottom right, there are 'Next >' and 'Cancel' buttons.

Step 7. On the next screen, click “Add Files” to upload a copy of your reported state license from your device and click “Next”.

The screenshot shows the 'Add License' form with the 'Attachments' section. It contains the text 'Attach supporting documentation for this license.' and 'File(s)* Preferred formats: pdf, png, jpg'. Below this are two buttons: '+ Add files...' and 'Cancel upload'. At the bottom right, there are '< Prev', 'Next >', and 'Cancel' buttons.



Step 8. On the next screen, review your submission and click “Submit”.

Add License

Confirmation Screen

Please review the information below.

To make corrections, click [Prev](#).

When all information is correct, click [Submit](#).

General	
License Type	Acupuncture
License Number	123456
Issuing Country	USA
Issuing State	DC-District Of Columbia
Issue Date	10/01/2010
Licensure Expiration Date	09/30/2024

File(s)	Uploaded	File Name	Size	Type
	11/30/2023 09:55 am	Transitional Document - Healthcare License.pdf	34 KB	pdf

[← Prev](#) [Next →](#) [Submit](#) [Cancel](#)

Step 9. License submission confirmation screen, review and click “Next”.

Recertification Application **New Record**

Recert Cycle: AC Recert Cycle 06/29/2020 - 05/31/2024

Eligibility Route: Recertification by CE

License

Professional licenses are optional and not required.

[Add License](#)

Reported Licenses					
Sel	License	Issued	Expires	Status	Action
<input checked="" type="checkbox"/>	Acupuncture - DC #123456 expiring 9/30/2024	10/01/2010	09/30/2024	Reported	Edit Del

Listed: 1

[Cancel](#) [← Prev](#) [Next →](#)



Professional Ethics questions.

Step 10. You will have to answer seven (7) Professional Ethics questions. If you select answer “Yes” to any of these questions, you will be required to provide a description of the issue as well as upload any supporting documentation. If none of this applies to you, simply select “No”.

Click “Next”.

Portal QC Version
Logged In: Test1120 Test1120

Conversion App New Record

Certification: Convert to Oriental Medicine
Eligibility Route: Route 1: US Degree - Graduate

Professional Ethics

Legal Status: If you answer YES to any of the questions below, you are required to upload documentation providing additional information. Documentation includes legal papers and an explanation related to the charges or claims, and an account of the resolution. Please indicate if the case is still pending. International applicants should seek advice on the equivalent terms and definitions for “felony or misdemeanor”. All information will be reviewed in accordance with the NCCAOM® policies.

Q1: Have you ever been convicted of a felony?
Select One** Yes No

Q2: Have you ever been convicted of a misdemeanor related to the practice of a health-related profession?
Select One** Yes No

Q3: Are you currently charged with or of a health-related profession?
Select One** Yes No

Q4: Have you ever had any disciplinary professional association or school?
Select One** Yes No

Q5: Are you currently the subject of a school?
Select One** Yes No

Professional Ethics

Legal Status: If you answer YES to any of the questions below, you are required to upload documentation providing additional information. Documentation includes legal papers and an explanation related to the charges or claims, and an account of the resolution. Please indicate if the case is still pending. International applicants should seek advice on the equivalent terms and definitions for “felony or misdemeanor”. All information will be reviewed in accordance with the NCCAOM® policies.

Q1: Have you ever been convicted of a felony?
Select One** Yes No

Explain if convicted of any felony**

Zoom

Preferred formats: pdf, png, jpg

Fitness to Practice questions.

Step 11. In this step you will answer Fitness to Practice questions. If you select answer "Yes" to any of these questions, you will be required to provide a description of the issue as well as upload any supporting documentation. If none of this applies to you, simply select "No".
Click "Next".

Portal **QC Version**

Logged In: Test1120 Test1120

Conversion App **New Record**

Certification: Convert to Oriental Medicine
Eligibility Route: Route 1: US Degree - Graduate

Fitness to Practice

Health Status: If you answer YES to any of the questions below, you are required to upload documentation providing additional information. Documentation includes information from the treating healthcare professional outlining the history and current status of the physical or psychological impairment. If impairment is due to substance abuse, an attestation is required from the healthcare professional that you are no longer impaired or the treatment does not interfere with your ability to practice.

Q1: Within the past five years, has your physical or psychological health status interfered with your ability to practice a health-related profession or otherwise interrupted your professional or academic activities for a period of more than three consecutive months?

Select One* Yes No

Q2: Within the past five years, has your physical or psychological health status interfered with your ability to practice a health-related profession or otherwise interrupted your professional or academic activities for a period of more than three consecutive months?

Select One* Yes No

Explain health status interfered*

Zoom

Preferred formats: pdf, png, jpg



Step 12. This is the Attestation page of your recertification application. Please read it through and provide electronic signature. First name and last name in your signature must match the ones on your Profile. Click "Next" once completed.

Recertification Application **New Record**

Recert Cycle: AC Recert Cycle 06/29/2020 - 05/31/2024
Eligibility Route: Recertification by CE

Affirmation

I hereby certify that the information I provided on this application and in any supporting document is accurate, true, and correct. I have read and understood the NCCAOM[®] Code of Ethics and NCCAOM[®] Grounds for Professional Discipline and agree to abide by them and any changes hereafter made to them. I will report any state disciplinary actions or criminal matters of any kind that I may be involved in to the NCCAOM[®] within thirty days. I will inform and release to NCCAOM[®] all pertinent information about my qualifications or about other matters that may arise in connection with my application and/or my subsequent certification or recertification by NCCAOM[®].

I acknowledge that I am prohibited from transmitting information about NCCAOM[®] examination questions or content in any form to any person or entity and that my failure to comply with this prohibition, or my failure to report any information about suspected violations of such prohibitions or otherwise about any possible examination irregularities by myself or others, may result in my scores being cancelled or my certification being revoked in accordance with NCCAOM[®] policies and procedures and/or legal action, up to and including criminal prosecution.

NCCAOM[®] occasionally disseminates PDA professional opportunities to active Diplomates. The PDA approved events provide Diplomates with resources to fulfil their recertification requirements. By signing below, I agree to receive the PDA notices that NCCAOM forwards via email.

I acknowledge that application fees are non-refundable.

E-Signature[™]

First Name Last Name



Step 13. Informational Screen. Please verify all information you have submitted and click “Submit Application”.

Recertification Application		New Record
Recert Cycle:	AC Recert Cycle 06/29/2020 - 05/31/2024	
Eligibility Route:	Recertification by CE	
Confirmation Screen		
Application Review and Next Steps:		
After application for recertification has been submitted, applicant must:		
<ul style="list-style-type: none">• Ensure that all PDA/CEU coursework has been reported to the NCCAOM recertification transcript. Diplomates can report their continuing education courses/activities to the Recertification Transcript as they complete them, at any point during the 4-year recertification cycle.• From Online Portal home page scroll down to Recertification section and click Report CE link to report your PDA/CEU courses. It is Diplomate’s responsibility to complete all PDA/CE reporting to later than six (6) weeks from application submission date.		
Select Recert Cycle		
Recert Cycle	AC Recert Cycle 06/29/2020 - 05/31/2024	
Eligibility Route	Recertification by CE	
Fee Information		
	Acupuncture Recertification Fee	325.00
	Total (USD):	325.00
Professional Ethics		
Q1: Convicted of any felony?	No	
Q2: Convicted of any misdemeanor?	No	
Q3: Investigation of any felony?	No	
Q4: Disciplinary or administrative actions?	No	
Q5: Investigation by any licensing board?	No	
Q6: Denied license to practice?	No	
Q7: Defendant in litigation?	No	
Fitness to Practice		
Q1: Health status interfered?	No	
Q2: Impaired at any time due to substance abuse?	No	
Affirmation		
E-Signature	James Testdmiller	
<p>Cancel ◀ Prev Next ▶ Submit Application</p>		



Step 14. Last Step – Application Fee and Payment. Please note that the only acceptable payment methods are American Express, Visa, and MasterCard.

Choose your payment method, enter card info and click “Submit”. Do not navigate from the payment page until your transaction has been completed.

USD 325.00 Receivable f... **Edit Payment** **CMS-PMT-50539**

Items to Pay

Item	Description	Level	Due
Previous Balance			
1	Acupuncture Recertification Fee CMS-RECAPP-24056: AC Recertification Application for recert cycle ending 2024	Pending	325.00
Total Due:			325.00

Select Payment Method

Please select the payment method from the drop down list below.

Once you have selected your payment method, click the Submit button to proceed to the payment screen, where you will enter your credit card information

Please note: For security reasons, this system will not store your method of payment information.
Transaction location: United States

Select Payment Method* **CC - Visa**

Card Number* 1111111111111111

Expiration Date* 12 / 2023

Verification Code* 123 3 or 4 digit code printed on your credit card

Name on the Card* James Testdmiller

Billing Address* 2025 M Street NW

Billing City* Washington

Billing State* DC

Billing Postal Code* 20036

Billing Country* USA

Cancel **Submit**



This is a confirmation screen indicating that your application has been submitted and payment processed successfully.

This Payment receipt will also be emailed to the email address on your account and recorded on your profile.

You can print your receipt or return to your Online Portal.

Portal

Payment Successful

Thank you. Your payment is complete and has been assigned the ID: **CMS-PMT-29054**. Please note this for future reference.

The following is a summary of payment:

Item	Trx Date	Description	Amount
1	03/22/2022	Oriental Medicine Application Fee CMS-CERTAPP-853541: OM Cert App created on 03/22/2022	325.00

You may [print](#) this page for your records and an email confirmation has been sent via email.

[Return to My Account](#)

When You return to your Online Portal, you will see:

- Now you have a recertification application
- You can click “Review” link to track the status of the application at any time during your recertification process.

Portal

Welcome James

LD Dev Welcome Msg

This is your NCCAOM[®] online portal where you are able to apply for new certification, recertification, track your application status, report your continuing education (PDA) points, submit a state verification request and access your Diplomate Benefits.

Please keep your contact information current at all times so you receive all important announcements and policy changes from NCCAOM[®]. You may update your contact information by clicking one of the Update links in the Profile and Contact Info sections below.

[Int'l Verification](#) [Request State Verification](#) [Diplomate Benefits](#) [Volunteer](#)

System Message

Certification App: • You have 1 certification app awaiting docs. [Review](#)

Account Overview

Profile Update			
Name	James Testdmiller	NCCAOM ID	841883
Designation			



It is a Diplomate's responsibility to report all PDA/CEU credits to their *NCCAOM Recertification Transcript* no later than six weeks from the date of the recertification application submission to allow for proper processing time.

Once all recertification requirements have been satisfied, the recertification application and PDA/CEU credits will be reviewed and, if approved, the NCCAOM certification extended for another four (4) years.

Diplomates should allow 4-6 weeks for new credentials (wallet-size ID card and wall certificate) to arrive by mail at the address reflected in the Diplomate's certification account.

Recertification Process Checklist

1. Report all PDA/CEU credits to the NCCAOM Recertification Transcript. Credits can be reported before application submission by PDA providers or manually by the Diplomate. Instructions on [manual PDA/CEU reporting are available here](#).
2. Submit Recertification Application
- 3.

Application Fees for Recertification			
Application fees are due when the Application for Recertification is submitted to NCCAOM. Fees indicated below are per certification. All fees are payable in United State (\$) dollars and are non-refundable .			
Month Lapsed	Recert Fee	Lapsed Fee	Total Fee Required to Recertify
0 (currently active)	\$325	N/A	\$325
1 – 12	\$325	\$50	\$375
13 – 24	\$325	\$100	\$425
25 – 36	\$325	\$150	\$475

[More details about recertification](#)