

## How to Submit an Online Application for Inactive Status

For NCCAOM Active Diplomates



An NCCAOM Diplomate, who is experiencing a life changing circumstance and is not practicing as an AOM professional, may qualify for inactive status.

### **Inactive Status Qualifications:**

- Applicant for Inactive Status must be an Active NCCAOM Diplomate.
- Reasons accepted for Inactive status include situations affecting life circumstances (i.e., personal, family, medical, etc.).
- Diplomates may not be practicing as an AOM professional during the Inactive period.

### **Inactive Status Terms:**

- During Inactive status, the Diplomate loses all benefits and services of NCCAOM Certification 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 Inactive statuses.
- Inactive status is valid for a period of **two (2) years**. Any time during the Inactive period Diplomate may come back to Active status through recertification process.
- If the Inactive Diplomate does not return to Active status after the two (2) year Inactive period, they are moved to **Lapsed** status and will owe an additional 15 PDA points (75 total) and a \$25 late fee in addition to recertification fee. If the Diplomate does not return to Active status within one (1) year following Inactive status, their NCCAOM certification is **terminated**.
- Inactive statuses may not apply for a second, consecutive period of Inactive status.

## **Submitting an Online Application**

**Step 1.** Login into your Online Portal. If you do not remember your login

Crede

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.)

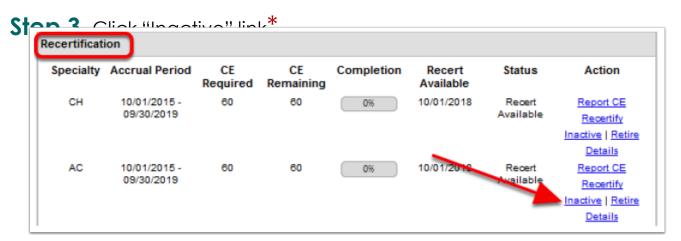
ALREADY HAVE AN ACCOUNT?

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

# Username Password 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.



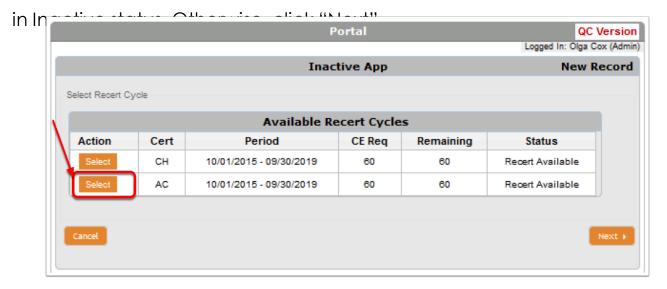
**Step 2.** Once Logged into your Online Portal, scroll down to <u>Recertification</u> Section.



<sup>\*</sup>If this link is not visible in your recertification section, your certification is in Lapsed status.

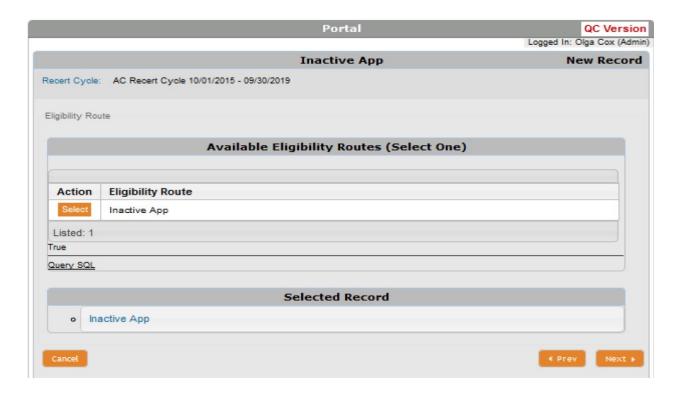
**Step 4.** Update your demographic information is necessary and click "Save"

Step 5. If you hold more tan one certification, select one you want to put





Step 6. Informational Screen. Click "Next".



**Step 7.** Informational Screen about Non-refundable application fee of \$100. Click "Next to Proceed"

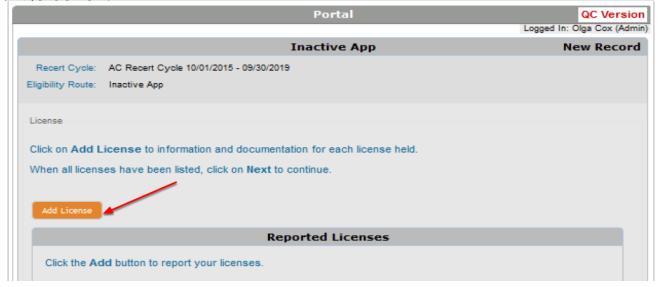




**Step 8.** Please chose your reason for Inactive status and Provide a detailed description of your life changing circumstances. Click "Next" when

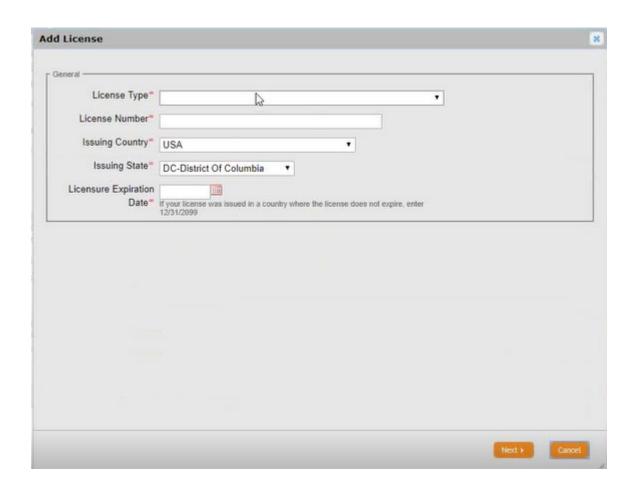
	Portal	QC Version
		Logged In: Olga Cox (Admin
	Inactive App	New Record
Recert Cycle: AC Recert Cycle 10/01/20	015 - 09/30/2019	
ligibility Route: Inactive App		
Inactive Status		
Reasons accepted for Inactive status i	include situations affecting life circumstances (i.e.,	personal, family, medical, etc.).
After selecting the <b>Reason</b> and provid	ling details, click on Next to continue.	
Reason*		
Details for Inactive		
Status* Provide detailed reasons for requestin	g inactive status	
	<u></u>	
		Zoom
Cancel		◆ Prev Next →
		THEY HEAT !

**Step 9.** Now you can report your professional licenses. Please note this step is optional. If you choose to report your healthcare license, click "Add license" orange button.





**Step 10.** Now you can report your professional license(s). Be prepared to enter license information an upload a copy of it.
Once done, click "Next".



**Step 11.** In this step you will answer 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".



		001000000000000000000000000000000000000	Logged In: Test1120 Test1120
		Conversion App	New Record
Certification:	Convert to Oriental Medicine		
ligibility Route:	Route 1: US Degree - Graduate		
Professional Ethi	7-6		
Legal Status additional info	: If you answer YES to any of primation. Documentation inclu- e resolution. Please indicate if ms and definitions for "felony	the questions below, you are required to uplo des legal papers and an explanation related to the case is still pending. International applican or misdemeanor". All information will be review	the charges or claims, and an ats should seek advice on the
Q1: Have you	u ever been convicted of a fel	ony?	
Se	elect One" O Yes		
	○ No		
Q2: Have you	ever been convicted of a mi	sdemeanor related to the practice of a health-	-related profession?
Se	elect One" O Yes		
	○ No		
Q4: Have your professional control of the control o	additional information. Do account of the resolution.	cumentation includes légal papers and an Please indicate if the case is still pending, itions for "felony or misdemeanor". All info convicted of a felony?	ou are required to upload documentation providing explanation related to the charges or claims, and an International applicants should seek advice on the ormation will be reviewed in accordance with the
	Explain if convicted of any felony	I	Zoom
		Preferred formats: pdf, png, jpg  + Add files.  © Cancel upload	

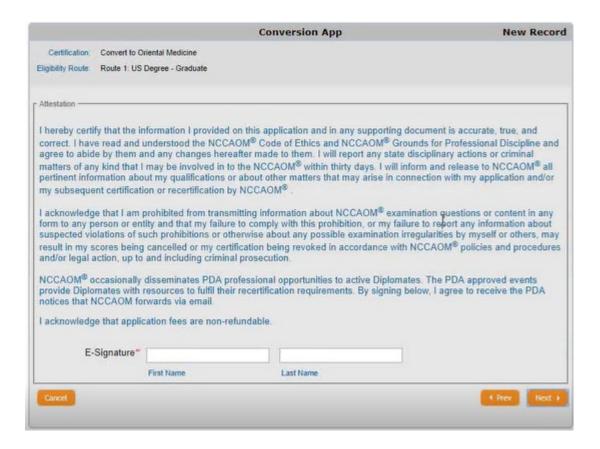
**Step 12.** In this step you will answer Fitness to Practice questions. If you select answer "Yes" to any of these questions, you will be required to provide a description of the issue as well as upload any supporting documentation. If none of this applies to you, simply select "No". Click "Next".



	Po	ortal	QC Ve	rsion		
			Logged In: Test1120 To	100000		
	Convers	sion App	New Rec	ord		
Certification: Convert to Oriental Medic	ine					
Eligibility Route: Route 1: US Degree - Gra	sduate					
Fitness to Practice						
Health Status: of you answer YES additional information. Documentati current status of the physical or psy from the healthcare professional the practice.	ion includes information fron chological impairment. If im at you are no longer impaire	m the treating healthcare pro npairment is due to substanc ed or the treatment does not	fessional outlining the history and e abuse, an attestation is require- interfere with your ability to			
Q1: Within the past five years, has health-related profession or otherw consecutive months?						
Select One" O yes						
⊖No	Fitness to Practice					
Q2: Within the past five years, has substance abuse, including alcohous Select One Yes	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 current status of the physical or psychological impairment. If impairment is due to substance abuse, an attestation is required to the healthcare professional that you are no longer impaired or the treatment does not interfere with your ability to practice.					
Cancel				fered with your ability to practice a ivities for a period of more than three		
	Select One*	⊕ Yes				
		□ No				
	Explain health status interfered*	<u> </u>				
				Zoom		
				- Commission		
		Conference formation and asset	48			
		Preferred formats: pdf, png,				
		+ Add files.	Cancel uplnad			

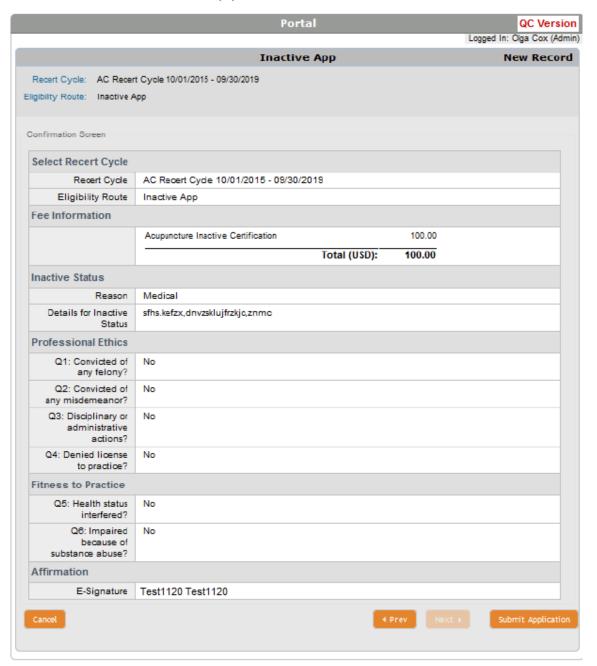


**Step 13.** This is the Attestation page of your application. Please read it through and provide electronic signature. First name and the last name in your signature must match to ones on your Profile. Click "Next" once completed.





**Step 14.** Informational Screen. Please verify all information you have submitted and click "Submit Application".



**Step 15.** Last Step – application fee payment. Please note: the total amount due and the payment method. Only American Express, Visa and Master Card are accepted.

Choose your payment method and click "Submit".

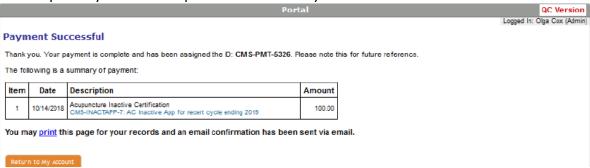
System will redirect you to a secure PayPal portal for CC information. Click "Pay Now" after you enter all required Credit Card information. Do not navigate from the PayPal page until your transaction has been completed.



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

This Payment receipt will also be emailed to you and recorded on your profile.

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



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

Now you have an Inactive Application

 You can click "Review" link to track the status of the application at any time

