



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

create
account

Duplicate

Step 2. Once Logged into your Online Portal, scroll down to [Recertification](#) Section.

Step 3. Click "Inactive" link*

Specialty	Accrual Period	CE Required	CE Remaining	Completion	Recert Available	Status	Action
CH	10/01/2015 - 09/30/2019	60	60	0%	10/01/2018	Recert Available	Report CE Recertify Inactive Retire Details
AC	10/01/2015 - 09/30/2019	60	60	0%	10/01/2018	Recert Available	Report CE Recertify Inactive Retire Details

* 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 than one certification, select one you want to put in Inactive status. Otherwise, click "Next"

Action	Cert	Period	CE Req	Remaining	Status
Select	CH	10/01/2015 - 09/30/2019	60	60	Recert Available
Select	AC	10/01/2015 - 09/30/2019	60	60	Recert Available

Step 6. Informational Screen. Click “Next”.

Portal QC Version
 Logged In: Olga Cox (Admin)

Inactive App New Record

Recert Cycle: AC Recert Cycle 10/01/2015 - 09/30/2019

Eligibility Route

Available Eligibility Routes (Select One)

Action	Eligibility Route
Select	Inactive App

Listed: 1
 True
 Query SQL

Selected Record

Inactive App

Cancel ◀ Prev Next ▶

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

Portal QC Version
 Logged In: Olga Cox (Admin)

Inactive App New Record

Recert Cycle: AC Recert Cycle 10/01/2015 - 09/30/2019
 Eligibility Route: Inactive App

Fee Information

Fee Information

Acupuncture Inactive Certification	100.00
Total (USD):	100.00

Cancel ◀ Prev Next ▶

Step 8. Please choose your reason for Inactive status and provide a detailed description of your life-changing circumstances. Click “Next” when done.

The screenshot shows the 'Inactive App' form in the NCCAOM portal. At the top, it says 'Portal' and 'QC Version' with a 'Logged In: Olga Cox (Admin)' indicator. The main heading is 'Inactive App' with a 'New Record' link. Below this, it shows 'Recert Cycle: AC Recert Cycle 10/01/2015 - 09/30/2019' and 'Eligibility Route: Inactive App'. The section is titled 'Inactive Status' and contains the text: 'Reasons accepted for Inactive status include situations affecting life circumstances (i.e., personal, family, medical, etc.). After selecting the Reason and providing details, click on Next to continue.' There is a 'Reason*' dropdown menu. Below it is the 'Details for Inactive Status*' section with the instruction 'Provide detailed reasons for requesting inactive status' and a large text input field. A 'Zoom' button is next to the input field. At the bottom, there are 'Cancel', 'Prev', and 'Next' buttons.

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.

The screenshot shows the 'License' form in the NCCAOM portal. At the top, it says 'Portal' and 'QC Version' with a 'Logged In: Olga Cox (Admin)' indicator. The main heading is 'Inactive App' with a 'New Record' link. Below this, it shows 'Recert Cycle: AC Recert Cycle 10/01/2015 - 09/30/2019' and 'Eligibility Route: Inactive App'. The section is titled 'License' and contains the text: 'Click on Add License to information and documentation for each license held. When all licenses have been listed, click on Next to continue.' There is an 'Add License' button highlighted with a red arrow. Below this is a section titled 'Reported Licenses' with the instruction 'Click the Add button to report your licenses.'



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

A screenshot of a web application window titled "Add License". The window has a light gray background and a title bar with a close button. The main content area is labeled "General" and contains several input fields: "License Type" (a dropdown menu), "License Number" (a text input field), "Issuing Country" (a dropdown menu with "USA" selected), "Issuing State" (a dropdown menu with "DC-District Of Columbia" selected), and "Licensure Expiration Date" (a date picker). Below the date picker, there is a small red icon and a note: "If your license was issued in a country where the license does not expire, enter 12/31/2099". At the bottom right of the window, there are two orange buttons: "Next >" and "Cancel".

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”.

The screenshot shows a web application interface for the NCCAOM Conversion App. At the top, it says 'Portal' and 'QC Version' with a 'Logged In: Test1120 Test1120' indicator. The main header is 'Conversion App' and 'New Record'. Below this, it shows 'Certification: Convert to Oriental Medicine' and 'Eligibility Route: Route 1: US Degree - Graduate'. The main content area is titled 'Professional Ethics' and contains a 'Legal Status' warning: '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.' There are three questions: Q1: 'Have you ever been convicted of a felony?' with radio buttons for 'Yes' and 'No'; Q2: 'Have you ever been convicted of a misdemeanor related to the practice of a health-related profession?' with radio buttons for 'Yes' and 'No'; Q3: 'Are you currently charged with or the subject of an investigation for any felony or misdemeanor related to the practice of a health-related profession?'. A fourth question, Q4, is partially visible. Below the questions is a text input field for 'Explain if convicted of any felony' with a 'Zoom' button. At the bottom, it lists 'Preferred formats: pdf, png, jpg' and has two buttons: '+ Add files...' and '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”.

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 substance abuse, including alcohol, 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

[Cancel](#)

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

Explain health status interfered*

[Zoom](#)

Preferred formats: pdf, png, jpg

[+ Add files](#) [Cancel upload](#)



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.

Conversion App **New Record**

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

Attestation

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

Portal
QC Version

Logged In: Olga Cox (Admin)

Inactive App **New Record**

Recert Cycle: AC Recert Cycle 10/01/2015 - 09/30/2019

Eligibility Route: Inactive App

Confirmation Screen

Select Recert Cycle	
Recert Cycle	AC Recert Cycle 10/01/2015 - 09/30/2019
Eligibility Route	Inactive App

Fee Information	
Acupuncture Inactive Certification	100.00
Total (USD):	100.00

Inactive Status	
Reason	Medical
Details for Inactive Status	sfhs.kefzx,dnvzsklujfrzkjc,znmc

Professional Ethics	
Q1: Convicted of any felony?	No
Q2: Convicted of any misdemeanor?	No
Q3: Disciplinary or administrative actions?	No
Q4: Denied license to practice?	No

Fitness to Practice	
Q5: Health status interfered?	No
Q6: Impaired because of substance abuse?	No

Affirmation	
E-Signature	Test1120 Test1120

Cancel
← Prev
Next →
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.

The screenshot shows a 'Payment Successful' message in the NCCAOM portal. It includes a table with one payment item: 'Acupuncture Inactive Certification' for \$100.00, dated 10/14/2018. A 'Return to My Account' button is visible at the bottom.

Item	Date	Description	Amount
1	10/14/2018	Acupuncture Inactive Certification CMS-INACTAPP-7: AC Inactive App for recert cycle ending 2019	100.00

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

The screenshot shows the NCCAOM portal dashboard. At the top are navigation buttons: 'Apply for New Certification', 'Apply for Recertification', 'CA Route Application', 'Int'l Verification', and 'Request State Verification'. A 'System Message' box contains a red-bordered notification: 'Inactive App: You have 1 inactive app ready for staff review. Review'. A red arrow points from the 'Review' link to a circled '2'. Below is the 'Account Overview' section with fields for Profile, Contact Info, and Additional Information.

Account Overview			
Profile Update			
Name	Zoya Doe	NCCAOM ID	30358
Designation	Dipl. Ac. (NCCAOM)®	FAP Opt Out Preference	Yes
Contact Info Update			
Email Address	zdoe@yahoo.com	Alternate Email	
Home Phone	123 356-4444	Cell Phone	123 356-4444
Work Phone	123 356-4444		
Additional Information			
Web Address		SSN	
Date of Birth	11/11/1957	Gender	
FAP Opt Out Preference	Yes	Designation	Dipl. Ac. (NCCAOM)®
CNT Certificate Date	1/11/2004		