Converting to Oriental Medicine Certification

For NCCAOM Active Diplomates

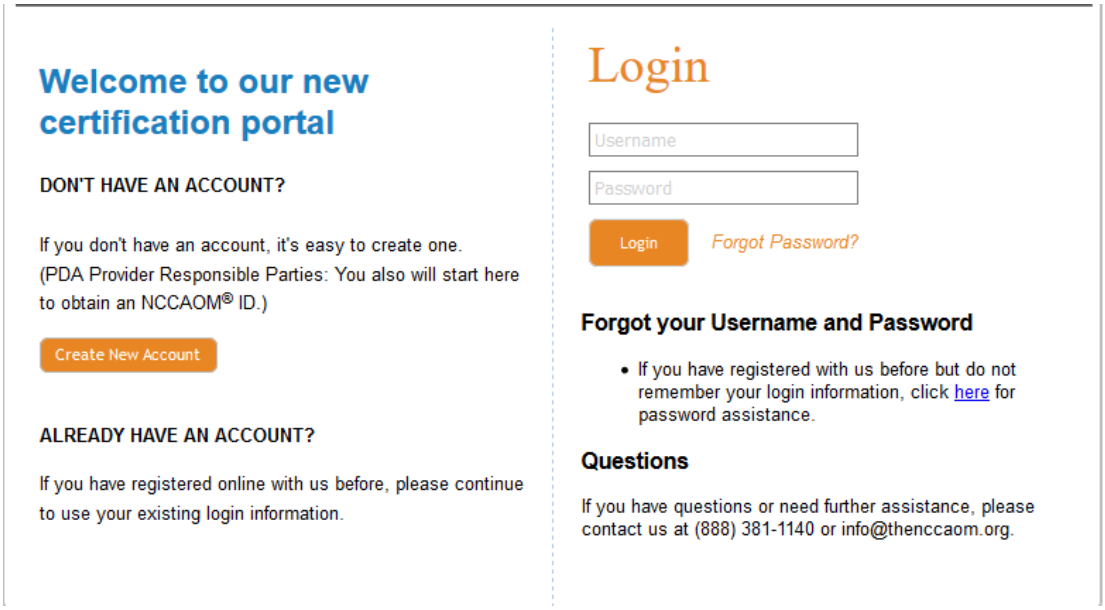
A Diplomate in Acupuncture and/or Chinese Herbology may apply for a new NCCAOM Certification in Oriental Medicine. A conversion to Oriental Medicine requires a separate online application.

Steps to Convert to Oriental Medicine:

1. Be in Active or Inactive status with NCCAOM and have at least one full year before certification expiration date.
2. Meet the eligibility requirements in education and biomedicine. Diplomates certified prior to 2004 had additional requirements in bodywork, diet, exercise, and/or patient education.
3. Submit an online application for Conversion to OM and the required documentation.
4. Pay the conversion fee of $100

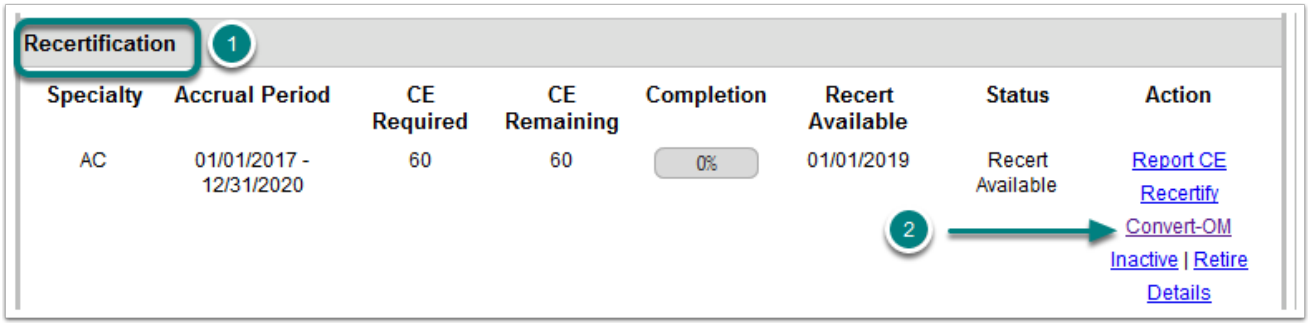
Submitting an Online Application

Step 1. Login into your Online Portal. If you do not remember your login credentials, please contact info@thenccaom.org . Creation of a Duplicate account will cause delays in location of your certification record.



Step 2. Once Logged into your Online Portal, scroll down to Recertification Section.

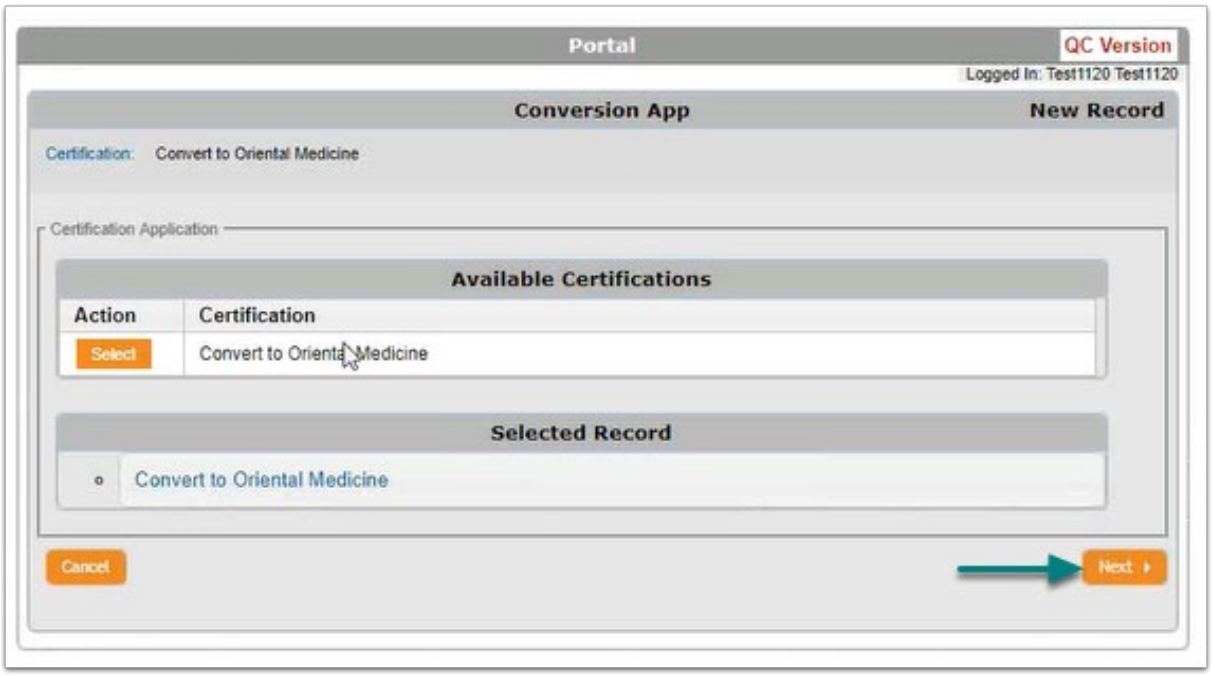
Step 3. Click "Convert-OM" link*.



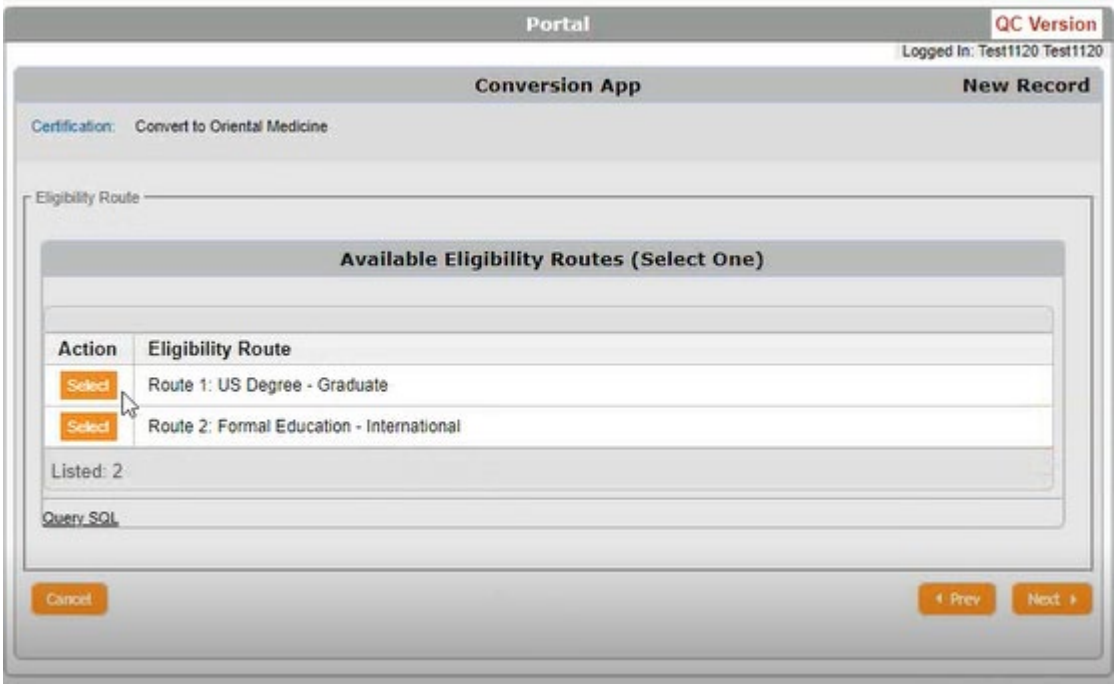
*If this link is not visible in your recertification section, you are less than a year before your certification expiration date.

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

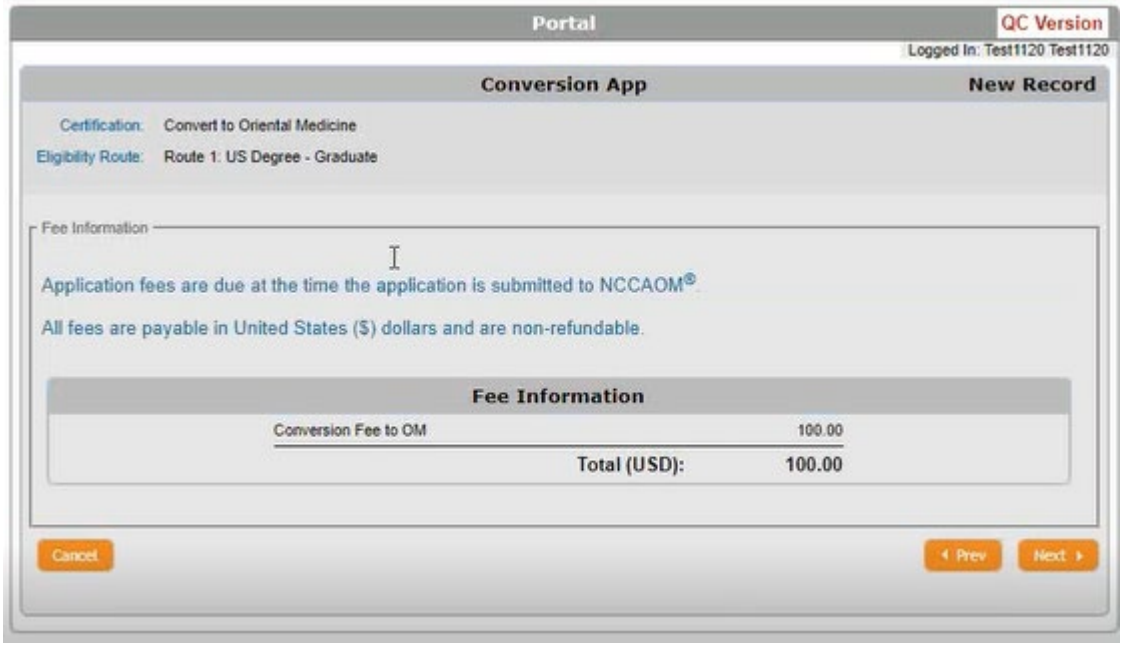
Step 5. Informational Screen, click "Next"



Step 6. Choosing the Eligibility Route. Select Route that makes you eligible for conversion to Oriental Medicine certification. United States Education or International Education.



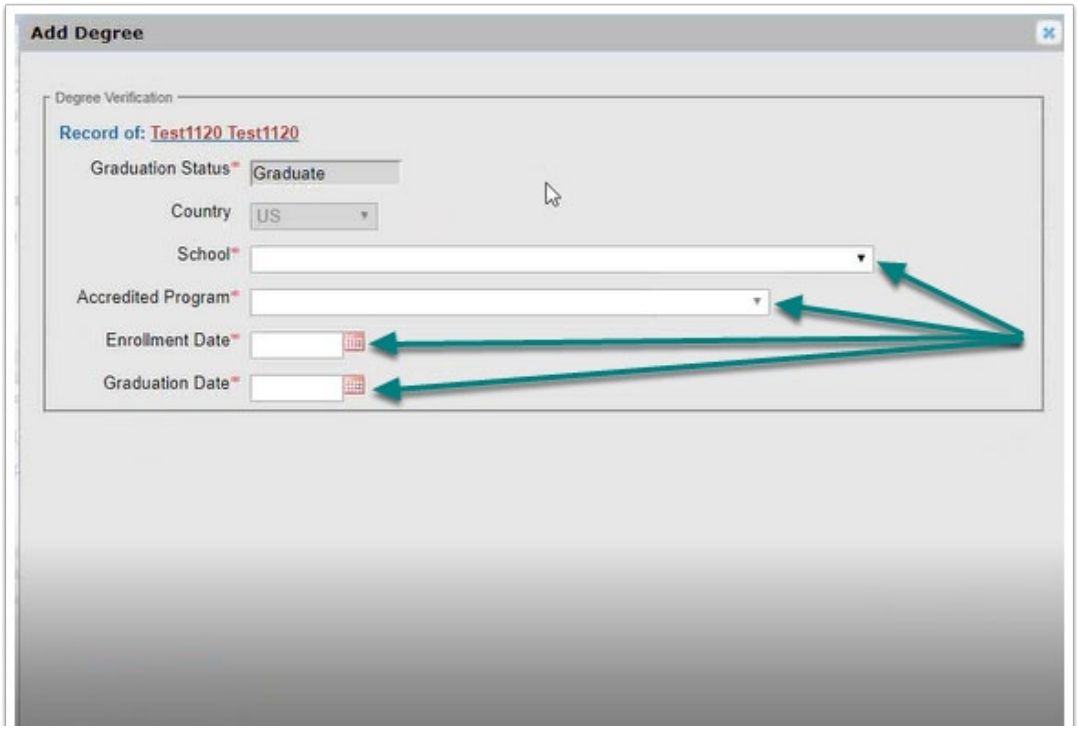
Step 7. Informational Screen about Non-refundable application fee of $100. Click "Next to Proceed"



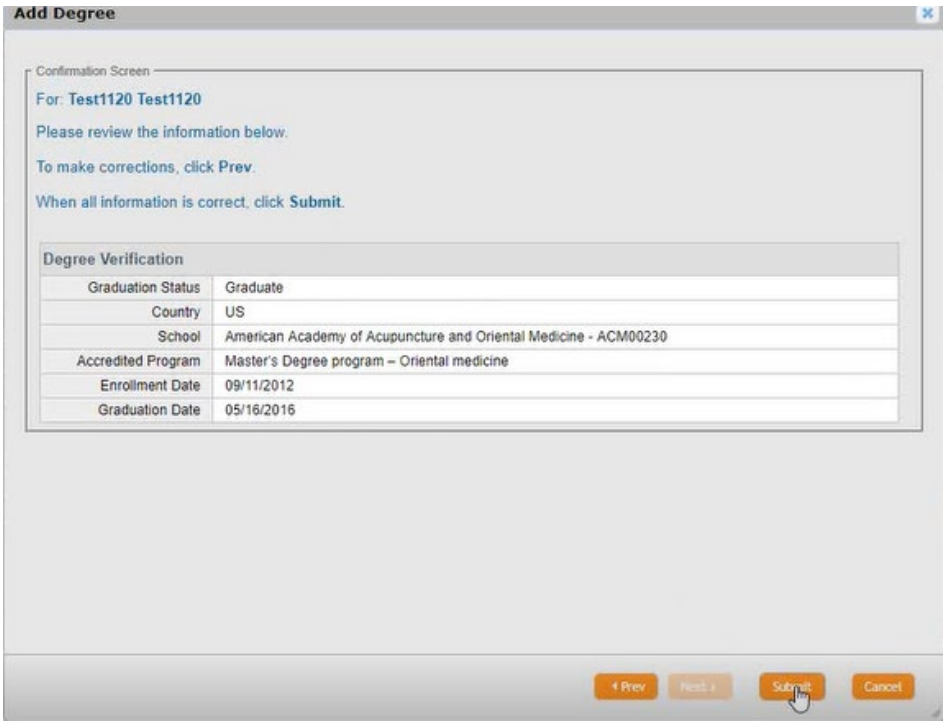
Step 8. Report Your Education. Click "Add Degree" orange button.

Please note: in order to convert, you must meet *eligibility requirements for Oriental Medicine*.

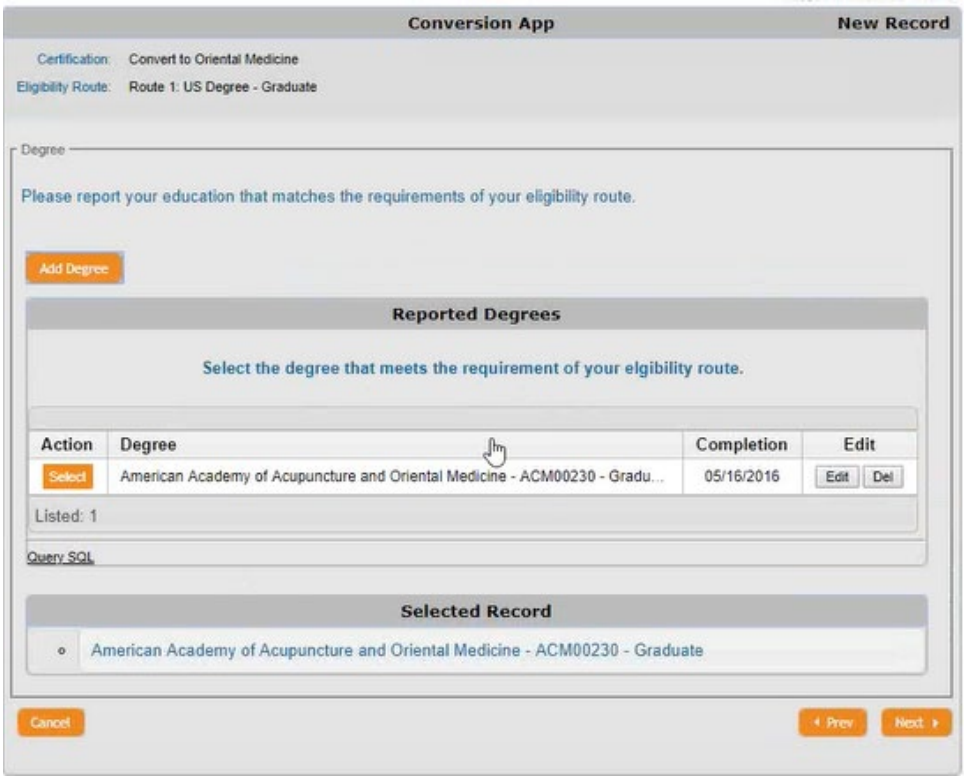
Step 9. Enter all fields required and click "Next"



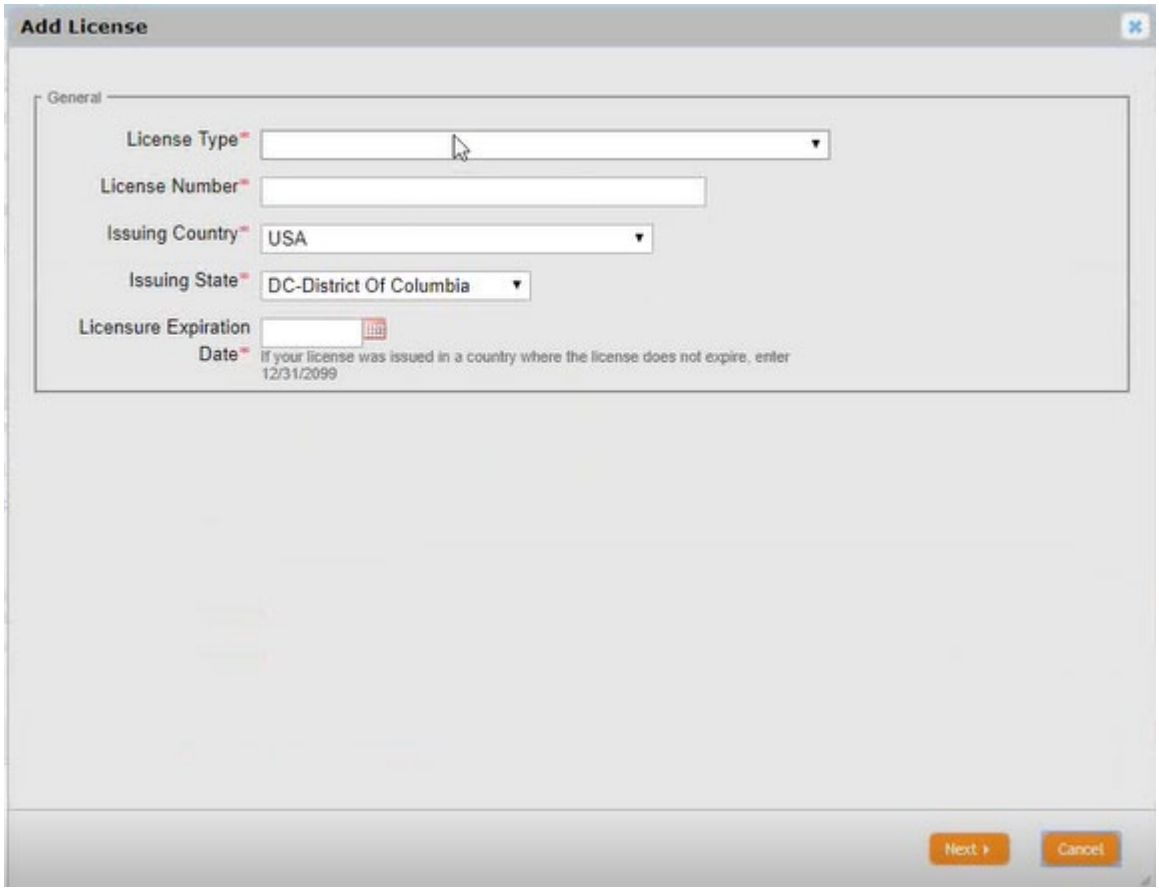
Step 10. Verify information entered and click "Submit"



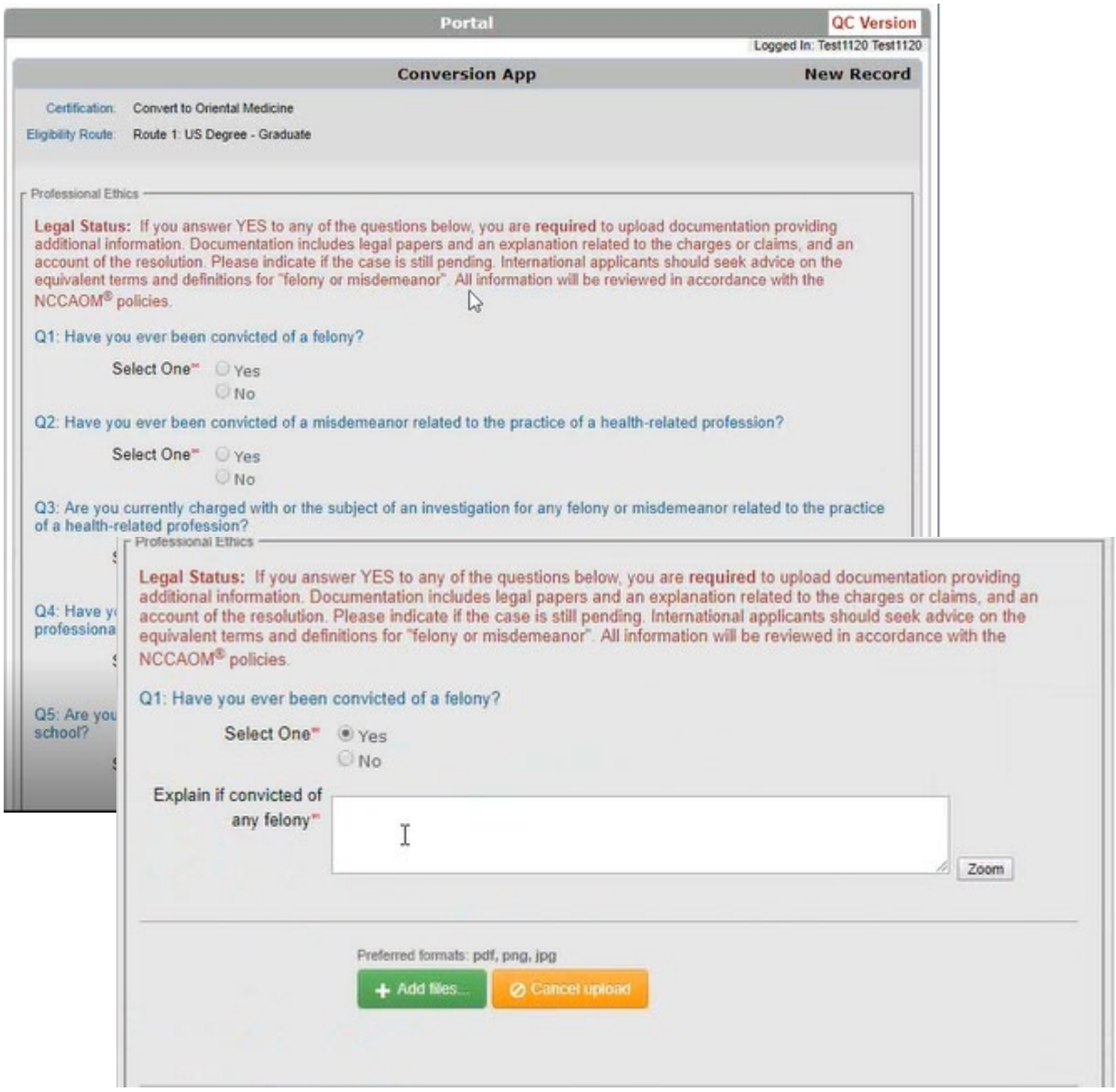
Step 11. Your Degree now is added to your application. Click "Next".



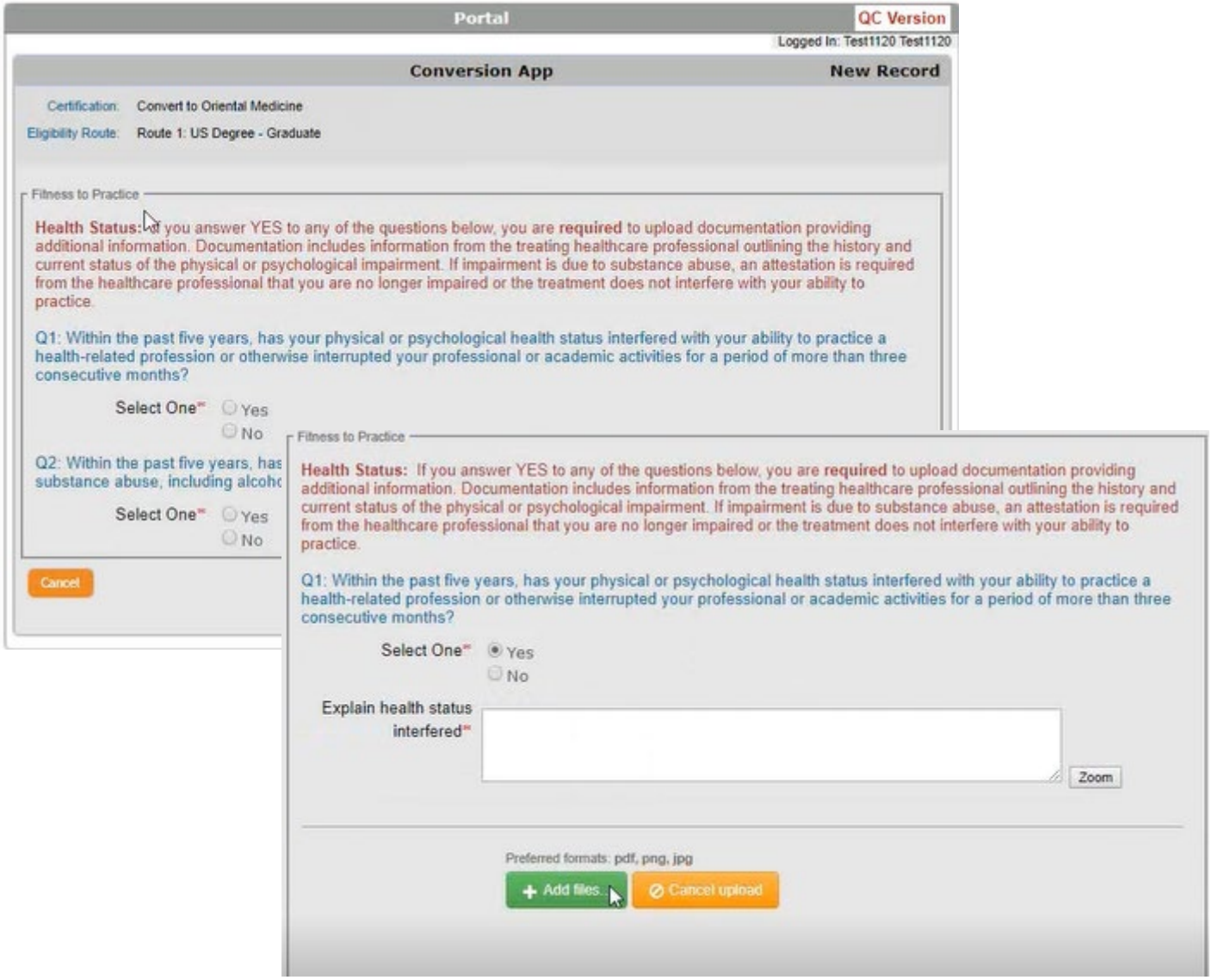
Step 12. Now you can report your professional license(s). Click "Add Licenses" to do so. This step is optional. If you choose to report your license(s), be prepared to enter license information an upload a copy of it.
Once done, click "Next".



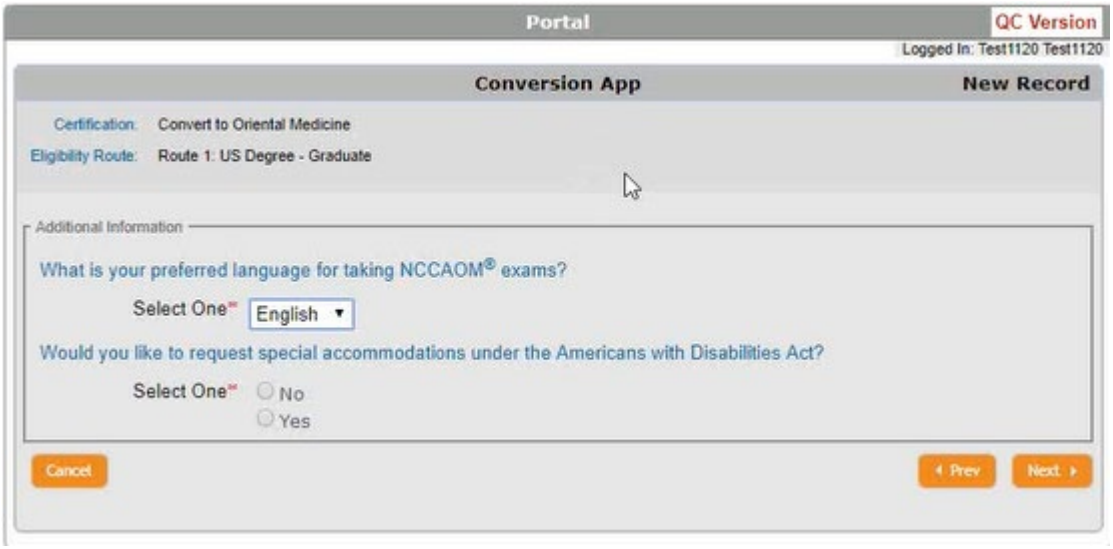
Step 13. In this step you will answer Professional Ethics questions. If you select answer "Yes" to any of these questions, you will be required to provide a description of the issue as well as upload any supporting documentation. If none of this applies to you, simply select "No".
Click "Next".



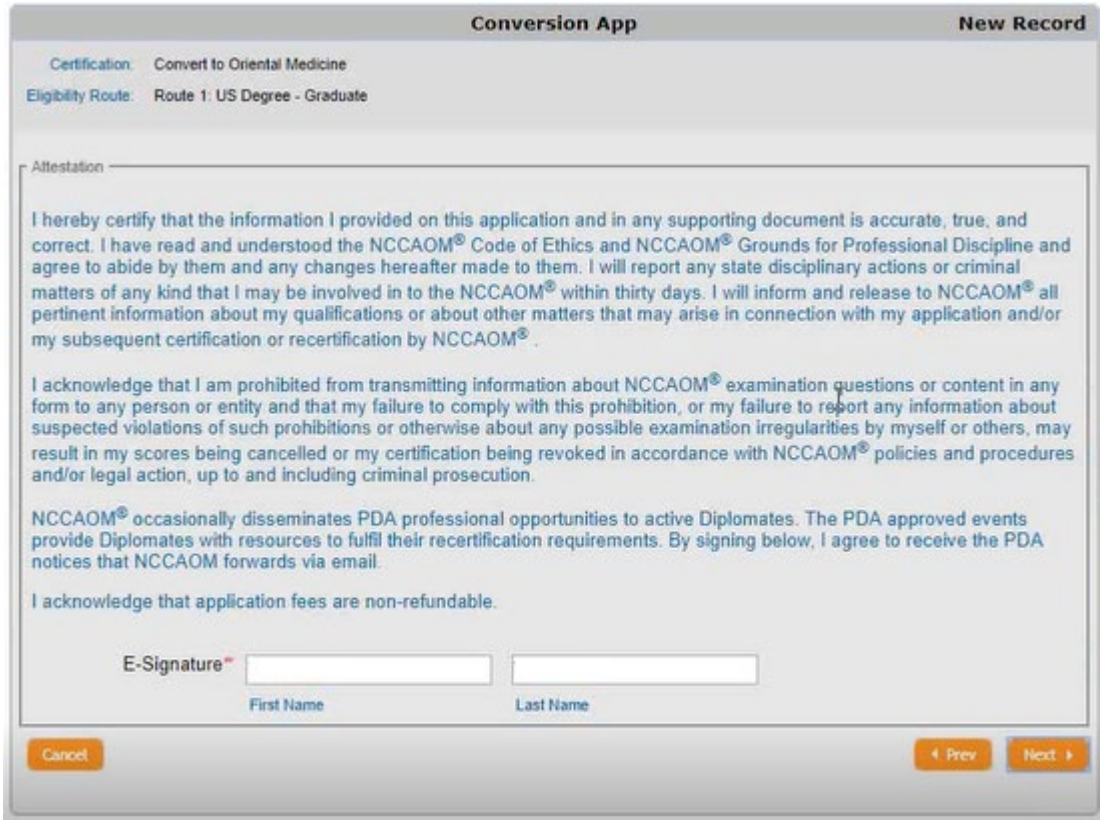
Step 14. In this step you will answer Fitness to Practice questions. If you select answer "Yes" to any of these questions, you will be required to provide a description of the issue as well as upload any supporting documentation. If none of this applies to you, simply select "No".
Click "Next".



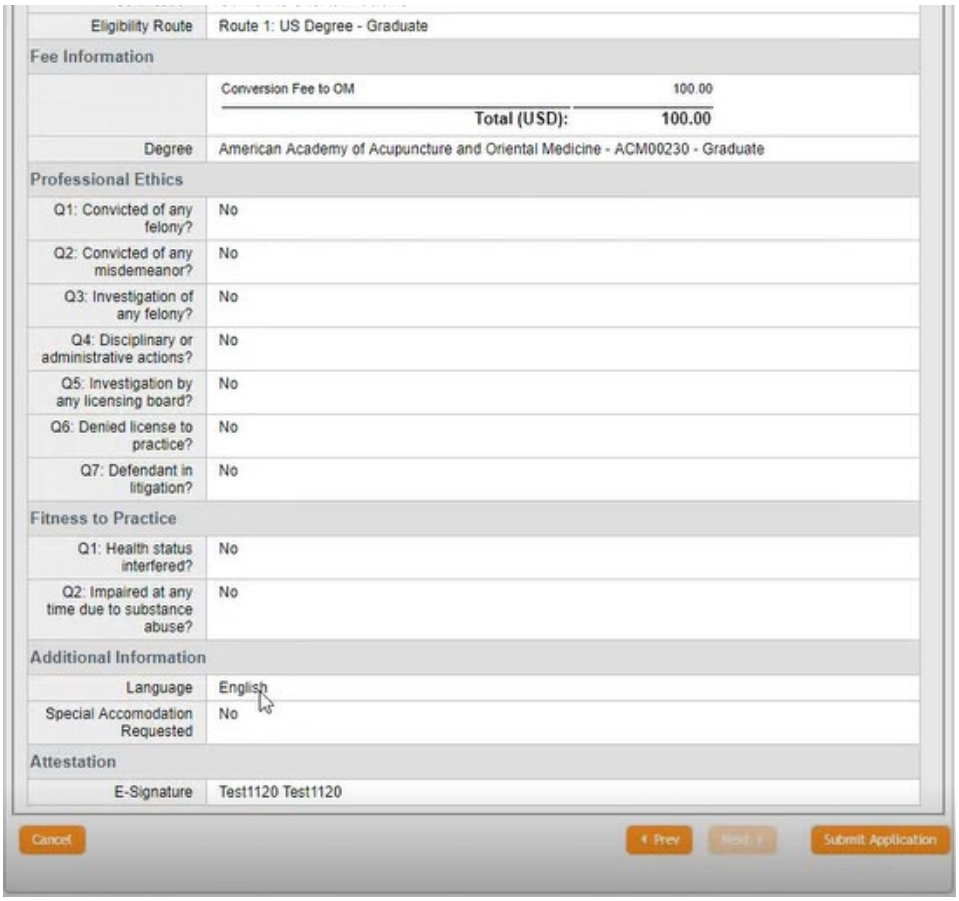
Step 15. In the case where an additional exam is required to complete Conversion to Oriental Medicine process, you have an opportunity to choose a language for your exam (English, Chinese, Korean) and request ADA accommodations if necessary.



Step 16. 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 17. Informational Screen. Please verify all information you have submitted and click "Submit Application".



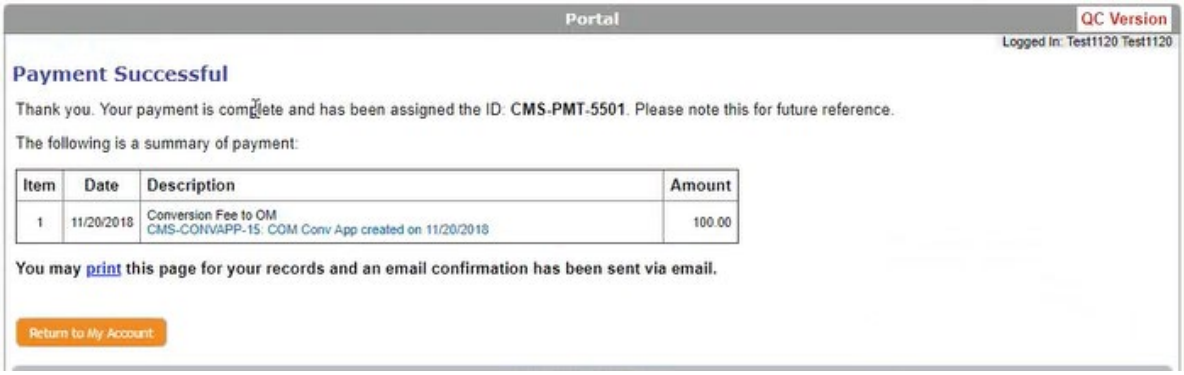
Step 18. Last Step – application fee payment. Please note: the total amount due and the payment method. Only American Express, Visa and Master Card are accepted. Choose your payment method and click "Submit".

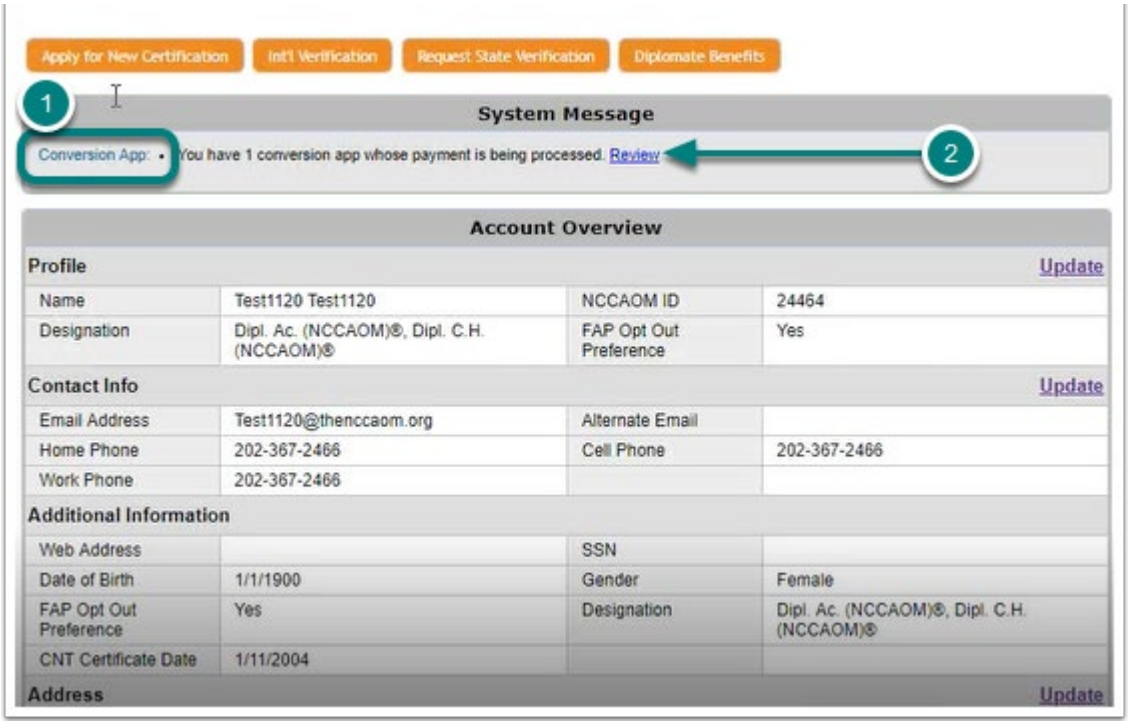
System will redirect you to a secure PayPal portal for CC information. Click "Pay Now" after you enter all required Credit Card information. Do not navigate from the PayPal page until your transaction has been completed.

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 a Conversion Application
- You can click "Review" link to track the status of the application at any time during your conversion process.