



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.

| | |
|--|---|
| <p>Welcome to our new certification portal</p> <p>DON'T HAVE AN ACCOUNT?</p> <p>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.)</p> <p>Create New Account</p> <p>ALREADY HAVE AN ACCOUNT?</p> <p>If you have registered online with us before, please continue to use your existing login information.</p> | <p>Login</p> <p><input type="text" value="Username"/></p> <p><input type="password" value="Password"/></p> <p>Login Forgot Password?</p> <p>Forgot your Username and Password</p> <ul style="list-style-type: none">• If you have registered with us before but do not remember your login information, click here for password assistance. <p>Questions</p> <p>If you have questions or need further assistance, please contact us at (888) 381-1140 or info@thenccaom.org.</p> |
|--|---|

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

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

| Specialty | Accrual Period | CE Required | CE Remaining | Completion | Recert Available | Status | Action |
|-----------|-------------------------|-------------|--------------|------------|------------------|------------------|--|
| AC | 01/01/2017 - 12/31/2020 | 60 | 60 | 0% | 01/01/2019 | Recert Available | Report CE Recertify Convert-OM Inactive Retire Details |

* 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"

Portal QC Version

Logged In: Test1120 Test1120

Conversion App New Record

Certification: Convert to Oriental Medicine

Certification Application

| Available Certifications | |
|--------------------------|------------------------------|
| Action | Certification |
| Select | Convert to Oriental Medicine |

Selected Record

- Convert to Oriental Medicine

[Cancel](#)
[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.

Portal QC Version
 Logged In: Test1120 Test1120

Conversion App New Record

Certification: Convert to Oriental Medicine

Eligibility Route

Available Eligibility Routes (Select One)

| Action | Eligibility Route |
|--------|---|
| Select | Route 1: US Degree - Graduate |
| Select | Route 2: Formal Education - International |

Listed: 2

Query SQL

Cancel ← Prev Next →

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

Portal QC Version
 Logged In: Test1120 Test1120

Conversion App New Record

Certification: Convert to Oriental Medicine

Eligibility Route: Route 1: US Degree - Graduate

Fee Information

Application fees are due at the time the application is submitted to NCCAOM®.

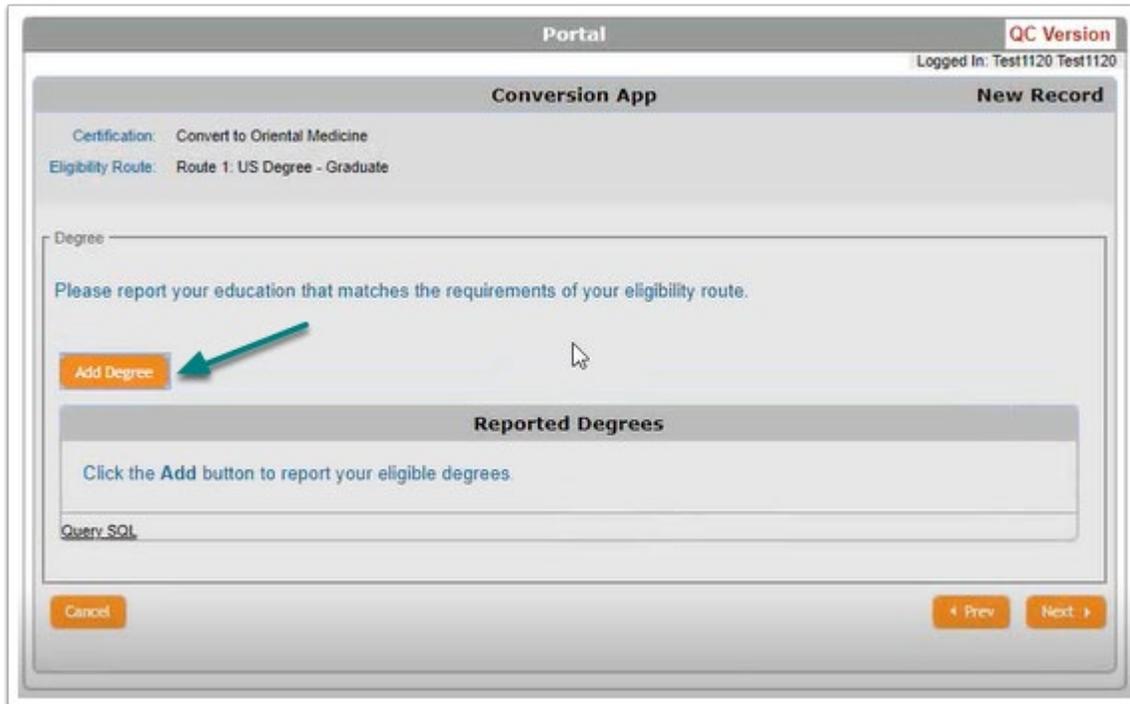
All fees are payable in United States (\$) dollars and are non-refundable.

| Fee Information | |
|----------------------|---------------|
| Conversion Fee to OM | 100.00 |
| Total (USD): | 100.00 |

Cancel ← Prev Next →

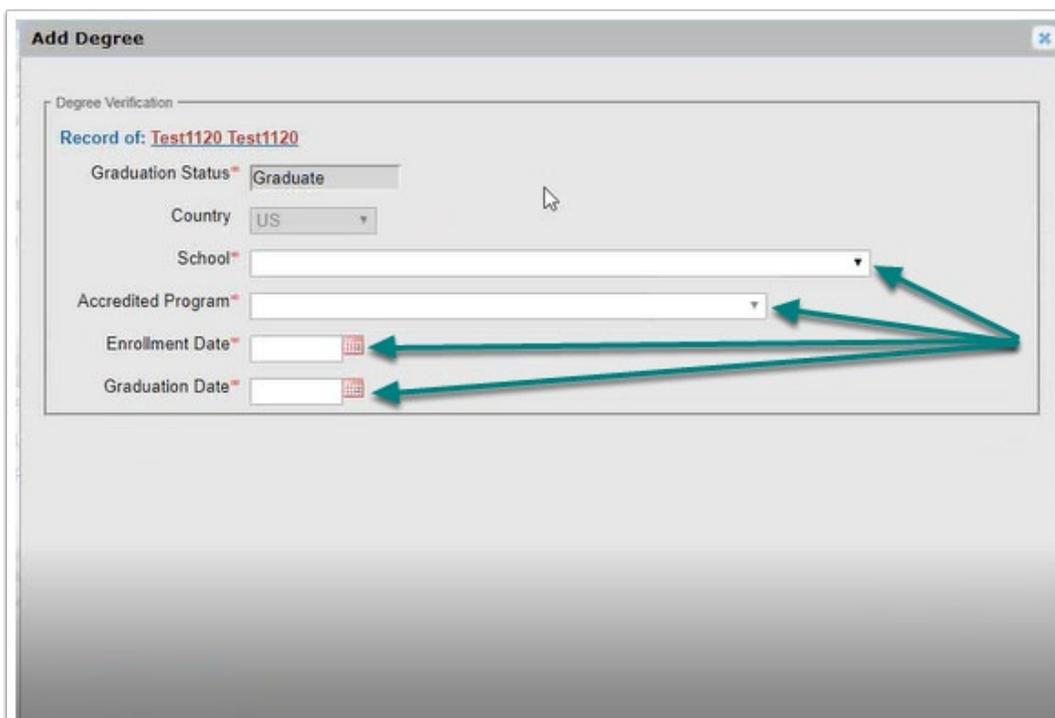
Step 8. Report Your Education. Click “Add Degree” orange button.

Please note: in order to convert, you must meet [eligibility requirements for Oriental Medicine](#).



The screenshot shows the 'Conversion App' interface. At the top, it says 'Portal' and 'QC Version'. Below that, it says 'Logged In: Test1120 Test1120'. The main heading is 'Conversion App' with a 'New Record' button. Underneath, it displays 'Certification: Convert to Oriental Medicine' and 'Eligibility Route: Route 1: US Degree - Graduate'. A section titled 'Degree' contains the instruction: 'Please report your education that matches the requirements of your eligibility route.' Below this instruction is an orange 'Add Degree' button, which is pointed to by a red arrow. Underneath the button is a section titled 'Reported Degrees' with the text 'Click the Add button to report your eligible degrees.' At the bottom of the form, there is a 'Cancel' button on the left and 'Prev' and 'Next' buttons on the right.

Step 9. Enter all fields required and click “Next”



The screenshot shows the 'Add Degree' form. At the top, it says 'Add Degree' and 'Degree Verification'. Below that, it says 'Record of: Test1120 Test1120'. The form contains several fields: 'Graduation Status' with a dropdown menu set to 'Graduate', 'Country' with a dropdown menu set to 'US', 'School' with a dropdown menu, 'Accredited Program' with a dropdown menu, 'Enrollment Date' with a date picker, and 'Graduation Date' with a date picker. Red arrows point to the 'School', 'Accredited Program', 'Enrollment Date', and 'Graduation Date' fields, indicating that these fields are required for completion.

Step 10. Verify information entered and click [“Submit”](#)

Add Degree

Confirmation Screen

For: **Test1120 Test1120**

Please review the information below.

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

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

| Degree Verification | |
|---------------------|--|
| Graduation Status | Graduate |
| Country | US |
| School | American Academy of Acupuncture and Oriental Medicine - ACM00230 |
| Accredited Program | Master's Degree program – Oriental medicine |
| Enrollment Date | 09/11/2012 |
| Graduation Date | 05/16/2016 |

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

Step 11. Your Degree now is added to your application. Click [“Next”](#).

Conversion App New Record

Certification: Convert to Oriental Medicine

Eligibility Route: Route 1: US Degree - Graduate

Degree

Please report your education that matches the requirements of your eligibility route.

[Add Degree](#)

Reported Degrees

Select the degree that meets the requirement of your eligibility route.

| Action | Degree | Completion | Edit |
|------------------------|---|------------|--|
| Select | American Academy of Acupuncture and Oriental Medicine - ACM00230 - Gradu... | 05/16/2016 | Edit Del |

Listed: 1

[Query SQL](#)

Selected Record

- American Academy of Acupuncture and Oriental Medicine - ACM00230 - Graduate

[Cancel](#)
[← Prev](#)
[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 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 a form with a "General" tab. The form contains several 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 form, there are two orange buttons: "Next >" and "Cancel".

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”.

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 the subject of an investigation for any felony or misdemeanor related to the practice of a health-related profession?

Q4: Have you ever been convicted of a misdemeanor related to the practice of a health-related profession?

Q5: 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?

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

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".

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 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.

Portal QC Version
 Logged In: Test1120 Test1120

Conversion App New Record

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

Additional Information

What is your preferred language for taking NCCAOM® exams?
 Select One**

Would you like to request special accommodations under the Americans with Disabilities Act?
 Select One** No Yes

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.

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

| | | |
|--|---|---------------|
| Eligibility Route | Route 1: US Degree - Graduate | |
| Fee Information | | |
| | Conversion Fee to OM | 100.00 |
| | Total (USD): | 100.00 |
| Degree | American Academy of Acupuncture and Oriental Medicine - ACM00230 - Graduate | |
| 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 | |
| Additional Information | | |
| Language | English | |
| Special Accommodation Requested | No | |
| Attestation | | |
| E-Signature | Test1120 Test1120 | |

Cancel < Prev Next > 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.

Portal QC Version
Logged In: Test1120 Test1120

Payment Successful

Thank you. Your payment is complete and has been assigned the ID: **CMS-PMT-5501**. Please note this for future reference.

The following is a summary of payment:

| Item | Date | Description | Amount |
|------|------------|--|--------|
| 1 | 11/20/2018 | Conversion Fee to OM CMS-CONVAPP-15: COM Conv App created on 11/20/2018 | 100.00 |

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

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

System Message

1 Conversion App: You have 1 conversion app whose payment is being processed. [Review](#) 2

Account Overview

[Update](#)

| Profile | | | |
|-------------|---|------------------------|-------|
| Name | Test1120 Test1120 | NCCAOM ID | 24464 |
| Designation | Dipl. Ac. (NCCAOM)®, Dipl. C.H. (NCCAOM)® | FAP Opt Out Preference | Yes |

[Update](#)

| Contact Info | | | |
|---------------|------------------------|-----------------|--------------|
| Email Address | Test1120@thenccaom.org | Alternate Email | |
| Home Phone | 202-367-2466 | Cell Phone | 202-367-2466 |
| Work Phone | 202-367-2466 | | |

[Update](#)

| Additional Information | | | |
|------------------------|-----------|-------------|---|
| Web Address | | SSN | |
| Date of Birth | 1/1/1900 | Gender | Female |
| FAP Opt Out Preference | Yes | Designation | Dipl. Ac. (NCCAOM)®, Dipl. C.H. (NCCAOM)® |
| CNT Certificate Date | 1/11/2004 | | |

[Update](#)

Address [Update](#)