



Competing Reinstatement Application Online



The purpose of the NCCAOM's reinstatement program is to provide a pathway for terminated Diplomates to regain their NCCAOM Certification.

Eligibility Requirements for Certification Reinstatement:

1. Be free and clear of any and all disciplinary actions. This includes any and all state(s) where a license was, or is currently held. Applicants with disciplinary actions may be considered and will follow the NCCAOM's current Professional Ethics and Discipline policies and procedures for review.
2. Complete a CPR certificate within four (4) years of the application date
3. Complete a 2 hours, PDA approved safety (SA) course and 2 hours, PDA approved Ethics (ET) course within four (4) years of the application date.
4. Be competent in clean needle technique(CNT) and/or have current knowledge in blood borne pathogens (not required for Chinese Herbology Certification).
5. Complete a background check.
6. Provide proof of required number of PDA/CEU points by reporting all coursework to NCCAOM online account.

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 locating 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"/></p> <p><input type="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>
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Step 2. Once Logged into your Online Portal, scroll down to [Recertification](#) Section.

Step 3. In the Recertification section you will find an “Action” column which will allow you to do the following:

1. Learn your personal reinstatement requirements (number of PDA/CEU points and application fees) by clicking on “Reinstatement Calculator” link.
2. Report your Continuing Education by clicking on “Report reinstatement CE” link
3. Submit an application for reinstatement by clicking on “Reinstate by CE” link.

Recertification							
Specialty	Accrual Period	CE Required	CE Remaining	Completion	Recert Available	Status	Action
CH	06/01/2003-05/31/2010	105	105	0%	06/01/2006	Terminated	Report Reinstatement CEs Reinstate by CE Reinstate by CE Calculator Details
AC	11/01/2003-10/31/2010	105	105	0%	11/01/2006	Terminated	Report Reinstatement CEs Reinstate by CE Reinstate by CE Calculator Details

Step 4. To submit an application for NCCAOM reinstatement, click “Reinstate by CE” link.

Step 5. Read the general overview of the route, check the checkbox for the NCCAOM Code of Ethics and click “Next”

New NCCAOM Reinstatement Route Overview

Applicants wishing to reinstate their NCCAOM certification through this Route:

1. Must hold an active State Acupuncture license that is in good standing. If applicant practiced in more than one state since NCCAOM Certification expiration date, all licenses must be reported at the time of reinstatement application submission.
2. Must submit an NCCAOM® Reinstatement application.
3. Must pay the application fee calculated based on certification expiration date.
 - All candidates with an open, non-expired application on file submitted through a Reinstatement by Exam route, must contact NCCAOM for an application fee adjustment via email to reinstatement@thenccaom.org.
 - Please Note: All discounts and credits will show only on the payment page.
4. Must upload Certificates of completion of CPR Course, Safety and Ethics courses at the time of reinstatement application submission. Applicants may also separately report the CNT Review Course for four (4) PDA/CEU credits, CPR Course for four (4) PDA/CEU credits, and Safety/Ethics Courses for two (2) PDA/CEU credits each to their reinstatement transcript.
5. After the application is submitted, request verification from [Council of Colleges of Acupuncture and Herbal Medicine \(CCAHM\)](#) of the CNT Review Course: *Acupuncture Safety*, earned within the six (6) years prior to the Reinstatement application date (not required for Chinese Herbology Certification Reinstatement) and submit verification of that course to the NCCAOM.
 - Please Note: All CNT coursework must be taken only through [Council of Colleges for Acupuncture and Herbal Medicine \(CCAHM\)](#).
6. All PDA/CE coursework for certification Reinstatement must be completed and reported within 6 months. After 6 months, if all requirements are not satisfied, the application expires and must be re-submitted.
 - PDA/CEUs accepted for reinstatement must have been completed from four (4) years prior to your certification expiration date to present.

To estimate the required PDU/CE coursework points needed to reinstate, use the [Reinstate by CE Calculator](#).

NCCAOM® Affirm and Press Next to Continue:

☐ I have read and understood the [NCCAOM® Code of Ethics and NCCAOM® Grounds for Professional Discipline](#)

1

Cancel

2

Next ▶

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

Step 5. Informational Screen, click “Next”

Portal

QC Version

Logged In: Olga Cox (Staff)

Reinstate App

New Record

Certification: Acupuncture

Certification Application

This application is for **Reinstatement** of the Certification listed below.

To proceed click on **Next**.

Available Certifications

Action	Certification
Select	Acupuncture
Select	Chinese Herbology

Selected Record

Acupuncture

Cancel

Next >



Step 6. Informational Screen about Non-refundable application fee. Application fees are calculated based on Certification expiration date. Click “Next to Proceed”

The screenshot shows a web application window titled "Reinstatement" with a "New Record" button in the top right. Below the title bar, it says "Certification: Acupuncture". The main content area is titled "Fee Information" and contains the following text: "Application fees are due at the time the application is submitted to NCCAOM®." and "All fees are payable in United States (\$) dollars and are non-refundable." Below this text is a table with the following data:

Fee Information	
Acupuncture Certification Reinstatement Fee more than 8 years	690.00
Total (USD): 690.00	

To the right of the table, a red text annotation reads: "Application fee is different for each applicant and calculated based on the certification expiration date". At the bottom of the window, there are three buttons: "Cancel", "◀ Prev", and "Next ▶".

Step 7. Now you can report your professional license(s). Click “Add Licenses” to do so.

The screenshot shows a web application window titled "Reinstatement App" with a "New Record" button in the top right. Below the title bar, it says "Certification: Acupuncture". The main content area is titled "License" and contains the following text: "Click on **Add License** to information and documentation for each license held." and "When all licenses have been listed, click on **Next** to continue." Below this text is a button labeled "Add License". Below the button is a section titled "Reported Licenses" which contains the text: "Click the **Add** button to report your licenses." Below this text is a text input field labeled "Query SQL". At the bottom of the window, there are three buttons: "Cancel", "◀ Prev", and "Next ▶".



Be prepared to enter license information and upload a copy of the license. Once done, click “Next”. To report more professional licenses, click “Add Licenses”.

A screenshot of the 'Add License' form. The form has a title bar 'Add License' with a close button. Below the title bar is a 'General' section. It contains five 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 input field). Below the date field 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 are two orange buttons: 'Next >' and 'Cancel'.

Step 8. This step will require you to upload your CPR, Safety and Ethics coursework. Click “Add Files” to upload each certificate. Once all three certificates have been uploaded, click “Next” to proceed.

A screenshot of the 'Portal' interface. At the top, there's a header bar with 'Portal' in the center, 'QC Version' in red on the right, and 'Logged In: Olga Cox (Staff)' below it. Below the header is a section titled 'Reinstatement App' with a 'New Record' button on the right. Under 'Reinstatement App', it says 'Certification: Acupuncture'. Below that is a section titled 'Reinstatement Documentation'. It says 'Upload following documents:' followed by a bulleted list: 'CPR Certificate' and 'Ethics and Safety Coursework'. Below the list, it says 'When required documents have been uploaded, click on Next to continue.' At the bottom of this section, it says 'Documents for Reinstatement*' and 'Preferred formats: pdf, png, jpg'. There are two buttons: a green '+ Add files...' button and an orange 'Cancel upload' button. At the very bottom of the form are three orange buttons: 'Cancel', 'Prev', and 'Next'.



Step 9. 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 the 'Professional Ethics' section of the NCCAOM Conversion App. At the top, there's a header with 'Portal' and 'QC Version'. Below that, it says 'Conversion App' and 'New Record'. The user is logged in as 'Test1120 Test1120'. 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 'Yes' and 'No' radio buttons; Q2: 'Have you ever been convicted of a misdemeanor related to the practice of a health-related profession?' with 'Yes' and 'No' radio buttons; 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?'. Below these, there's a section for Q4: 'Have you ever been convicted of a felony?' with 'Yes' and 'No' radio buttons. If 'Yes' is selected, there's a text box labeled 'Explain if convicted of any felony' and a 'Zoom' button. At the bottom, there's a section for 'Preferred formats: pdf, png, jpg' with 'Add files' and 'Cancel upload' buttons.

Step 10. 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 ^{nm} ☐ 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 ^{nm} ☐ 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 ^{nm} ☒ Yes ☐ No

Explain health status interfered ^{nm}

Zoom

Preferred formats: pdf, png, jpg

+ Add files ^{nm} Cancel upload



Step 11. This is the Attestation page of your reinstatement application. Please read it through and provide electronic signature. First name and the last name in your signature must match the ones on your Profile. Click “Next” once completed.

Portal

QC Version

Logged In: Olga Cox (Staff)

Reinstate App

New Record

Certification: Acupuncture

Attestation

I hereby certify that the information I provided on this application and in any supporting documents is accurate, true, and correct. I acknowledge and agree to abide by and with NCCAOM policies, procedures. I have read and understand the NCCAOM® Code of Ethics and NCCAOM® Grounds for Professional Discipline and agree to continue 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 agree to inform and release to NCCAOM and its designated agents 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 and agree 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. I acknowledge that application fees are non-refundable.

I attest that I have included in this application all states in which I currently practice or have practiced, with or without a license, and that I am free and clear of administrative actions and ethical violations as an acupuncturist.

NCCAOM occasionally promotes advertising for companies who provide Professional Development Activity (PDA) coursework to Diplomates. Among other things, these companies provide CEU seminars and conferences that are pre-approved by NCCAOM. These seminars and conferences provide Diplomates with opportunities to complete their recertification requirements which could then be submitted in the Diplomate's recertification packet. These PDA materials will be supplied to NCCAOM by the company and will then be forwarded to you by NCCAOM. By my signature below, I agree to receive the PDA materials that NCCAOM may forward via email or regular mail.

☐ I agree to complete a background check

E-Signature*

First Name

Last Name

Cancel

Prev

Next



Step 12. Informational Screen. Please verify all information you have submitted and click “Submit Application”.

Portal

QC Version

Logged In: Olga Cox (Staff)

Reinstate App

New Record

Certification: Acupuncture

Confirmation Screen

Certification Application

Certification	Acupuncture
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Fee Information

Acupuncture Certification Reinstatement Fee	690.00
Total (USD):	690.00

Reinstate Documentation

Documents for Reinstatement	
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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

Additional Information

Language	English
Special Accommodation Requested	No

Attestation

E-Signature	James Casselman
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Cancel

◀ Prev

Next ▶

Submit Application



Step 13. 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.

Portal

QC Version

Logged In: Olga Cox (Staff)

PAYMENT INSTRUCTIONS

Please review the item(s) that need to be paid and the total amount due. Then select the appropriate payment method and provide the required information to complete the payment.

Please note application fees are nonrefundable.

Add Payment

New Record

Items to Pay

Select the due amounts which are to be paid, then select the payment method below.

Item	Description	Level	Due
Previous Balance			
1	Acupuncture Certification Reinstatement Fee CMS-REINSAPP-11: AC Reinstatement App created on 08/23/2018	Pending	690.00
Total Due:			690.00

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*

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

QC Version

Logged In: Olga Cox (Staff)

Payment Successful

Thank you. Your payment is complete and has been assigned the ID: CMS-PMT-5268. Please note this for future reference.

The following is a summary of payment:

Item	Date	Description	Amount
1	08/23/2018	Acupuncture Certification Reinstatement Fee CMS-REINSAPP-11: AC Reinstatement App created on 08/23/2018	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 Reinstatement Application
- You can click “Review” link to track the status of the application at any time during your reinstatement process.

Apply for New Certification

Intl Verification

Request State Verification

Diplomate Benefits

Receipts

Update Profile

Account Details

System Message

Reinstatement App: • You have 1 reinstatement app ready for staff review. [Review](#)

Account Overview

Profile [Update](#)

Name	James Doe	NCCAOM ID	Test ID number
Designation			

Contact Info [Update](#)

Email Address	jdoe@yahoo.com	Alternate Email	
Home Phone	111-111-1111	Cell Phone	111-111-1111
Work Phone	111-111-1111		

Recertification

Specialty	Accrual Period	CE Required	CE Remaining	Completion	Recert Available	Status	Action
CH	03/01/2006-02/28/2013	105	105	0%	03/01/2009	Terminated	Reinstate Details
AC	09/01/2005-08/31/2012	105	105	0%	09/01/2008	Reinstatement Applied	Details



Once all application requirements have been satisfied, your reinstatement application will be approved and NCCAOM certification processed.

Reinstatement Route Checklist

1. Reinstatement Application
2. Application fee based on the certification expiration date. Applicants can use the Reinstatement Requirements Calculator located in the Recertification section of their Online Portal.
3. PDA/CEU coursework reported to the applicant's portal. Number of PDA/CEU Points required for reinstatement is calculated based on the certification expiration date. Applicants can use the Reinstatement Requirements Calculator located in the Recertification section of their Online Portal.
4. Background Screening through the NCCAOM's third party vendor [*Private Eyes*](#).
5. Complete the CCAHM Clean Needle Technique [\(CNT\) Review: Acupuncture Safety](#) course and request verification of the course to be sent to NCCAOM.

[More details about Reinstatement Process](#)