

Ho to Submit an Online Application for Retired Designation

For NCCAOM Active Diplomates



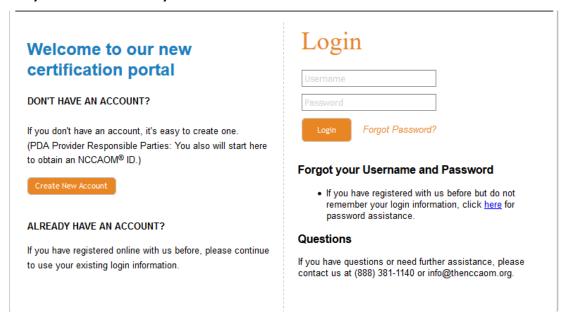
The NCCAOM is indebted to its long standing Diplomates who have devoted many years to the practice of acupuncture and Oriental medicine and also contributed immensely to the NCCAOM and the profession. The retired Diplomate designation allows veteran Diplomates to stay involved with the Acupuncture and Oriental Medicine (AOM)profession and continue their affiliation with NCCAOM.

Requirements for Retired Designation:

- Currently at Active or Inactive NCCAOM status. OR permanently disabled making it impossible to continue as an AOM practitioner.
- Sixty-two (62) years of age
- Must be permanently retired as an AOM practitioner(not treating patients) in the United States or abroad.
- Have a free discipline record with NCCAOM and the state acupuncture license record at the time of application.

Submitting an Online Application

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

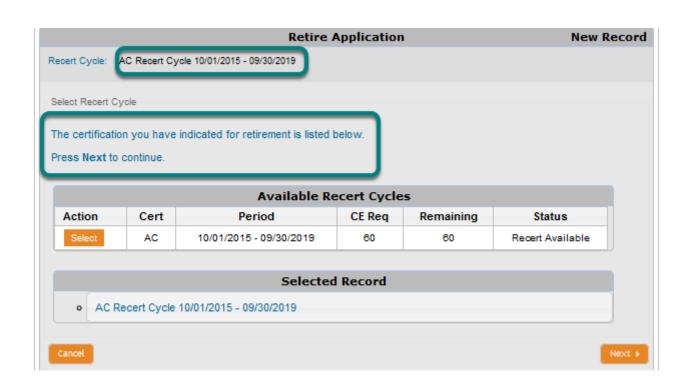




- Step 2. Once Logged into your Online Portal, scroll down to Recertification Section.
- Step 3. Click "Retire" link*.

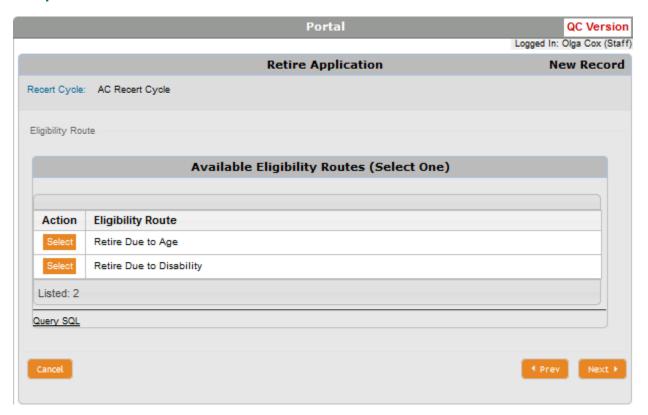
Specialty	Accrual Period	CE Required	CE Remaining	Completion	Recert Available	Status	Action
AC	10/01/2015 - 09/30/2019	60	60	0%	10/01/2018	Recert Available	Report CE Re Gury Inactive Retire Details

- *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. Informational screen, click "Next"

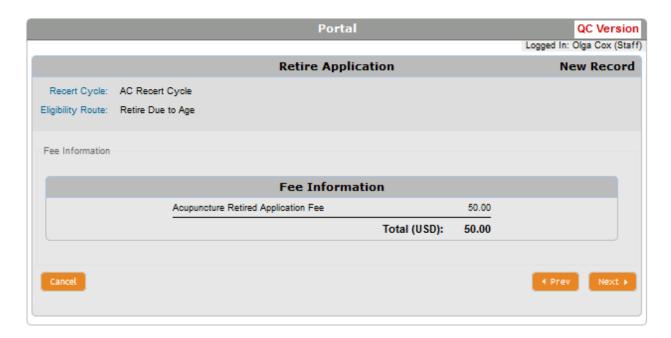




Step 6. Choose Route of Eligibility for Tetirement. Click "Next".

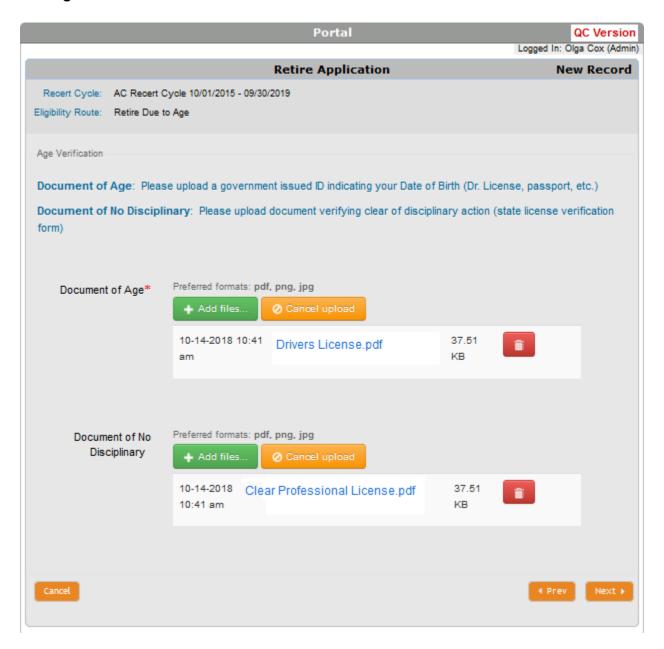


Step 7. Informational Screen about Non-refundable application fee of \$50. Click "Next to Proceed"



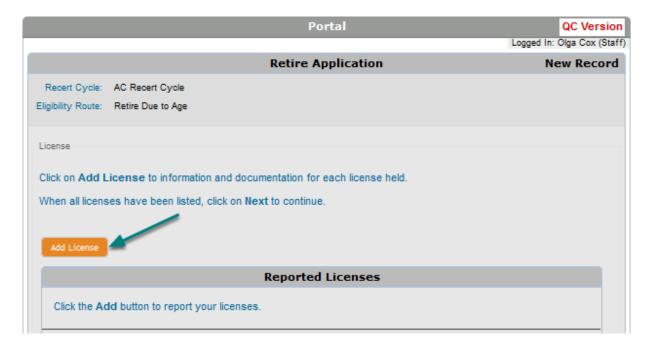


Step 8. Upload documents verifying your age (Driver's License) and velar professional license (can be obtained from your state website or requested from licensing board). Click "Next" when done.

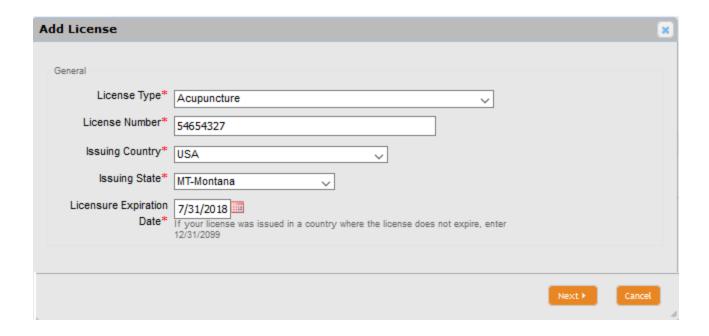




Step 9. Now you can report your professional licenses. Please note this step is optional. If you choose to report your healthcare license, click "Add license" orange button.

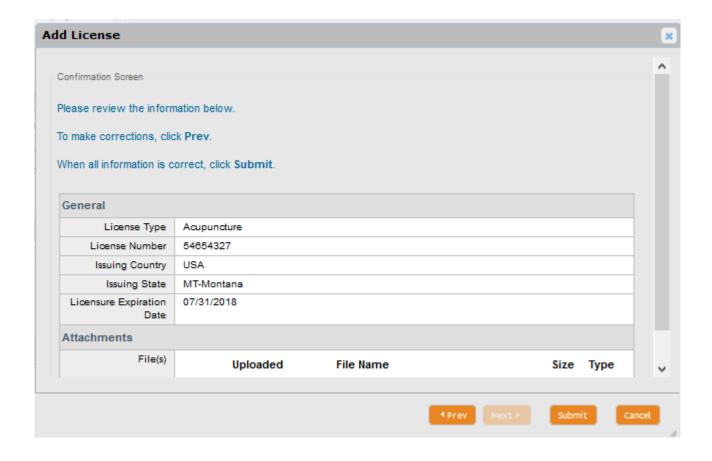


Step 10. Be prepared to enter license information an upload a copy of it. Once done, click "Next".





Step 11. Confirmation screen. Click "Next".



Step 12. 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 Ethi	22		
Legal Status additional info	: If you answer YES to any or rmation. Documentation inclu- e resolution. Please indicate if ms and definitions for "felony	f the questions below, you are required to uploted legal papers and an explanation related to the case is still pending. International applicar or misdemeanor. All information will be review	o the charges or claims, and an nts should seek advice on the
Q1: Have you	ever been convicted of a fe	lony?	
Se	elect One" O yes		
	⊙ No		
Q2: Have you	ever been convicted of a mi	isdemeanor related to the practice of a health	r-related profession?
Se	elect One" O yes		
	○ No		
	lated profession? - Professional Ethics Legal Status: If you and additional information. Do account of the resolution.	ocumentation includes legal papers and an Please indicate if the case is still pending	ou are required to upload documentation providing n explanation related to the charges or claims, and an international applicants should seek advice on the formation will be reviewed in accordance with the
	Q1: Have you ever been	convicted of a felony?	
Q5: Are you school?	Select One*		
4	Select One	○ Yes ○ No	
-	Evoluin if accordate 4 of		
	Explain if convicted of any felony	I	
			Zoom
		Preferred formats: pdf, png, jpg	
		+ Add files Ø Cancel upload	

Step 13. 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".

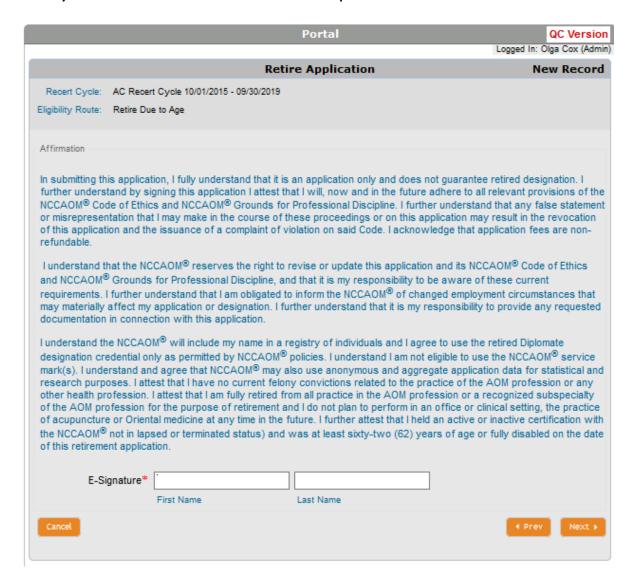
Click "Next".



	Po	rtal	Q	C Version		
			Logged In: Test1	1120 Test1120		
	Conver	sion App	New	Record		
Certification. Convert to Oriental Medicin	ne					
Eligibility Route: Route 1: US Degree - Grad	luate					
Fitness to Practice						
Health Status: of you answer YES to additional information. Documentation current status of the physical or psycfrom the healthcare professional that practice. Q1: Within the past five years, has	n includes information fror hological impairment. If im you are no longer impaire	n the treating healthcare profes pairment is due to substance a id or the treatment does not into	sional outlining the histor buse, an attestation is re- erfere with your ability to	ry and quired		
health-related profession or otherwicensecutive months?	se interrupted your profes	sional or academic activities fo	or a period of more than t	three		
Select One* O yes						
⊖ No [Fitness to Practice -					
Q2: Within the past five years, has substance abuse, including alcohological Select One Yes No	additional information. Do current status of the phys from the healthcare profe practice. Q1: Within the past five y	ocumentation includes informati sical or psychological impairmer ssional that you are no longer in years, has your physical or psy	r YES to any of the questions below, you are required to upload documentation providing sentation includes information from the treating healthcare professional outlining the history a or psychological impairment. If impairment is due to substance abuse, an attestation is required in that you are no longer impaired or the treatment does not interfere with your ability to s, has your physical or psychological health status interfered with your ability to practice a otherwise interrupted your professional or academic activities for a period of more than three the professional or academic activities for a period of more than three the professional or academic activities for a period of more than three the professional or academic activities for a period of more than three the professional or academic activities for a period of more than three the professional or academic activities for a period of more than three the professional or academic activities for a period of more than three the professional or academic activities for a period of more than three the professional or academic activities for a period of more than three the professional or academic activities for a period of more than three three three thre			
	Select One*	(Yes				
		□ No				
	Explain health status interfered**			Zoom		
				20011		
		+ Add files.	cel upload			

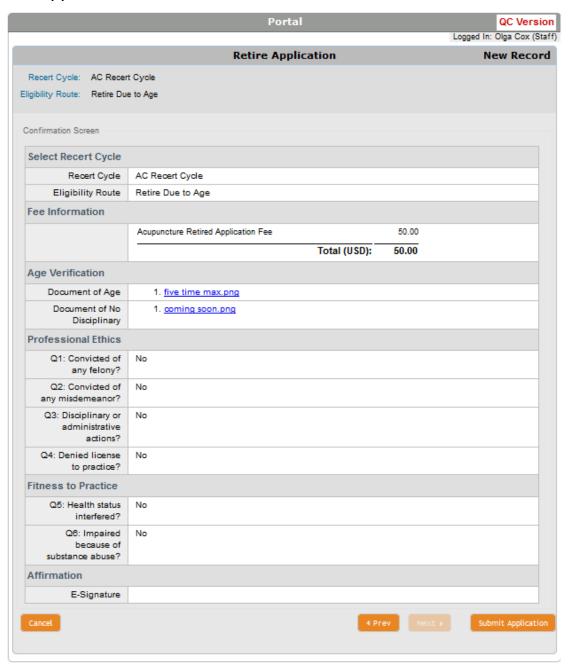


Step 14. This is the Attestation page of your application. Please read it through and provide electronic signature. First name and the last name in your signature must match to ones on your Profile. Click "Next" once completed.





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".

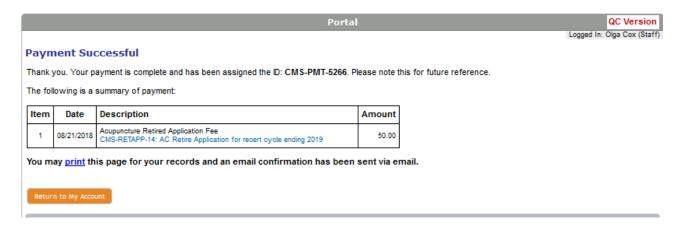
System will redirect you to a secure PayPal portal for CC information. Click "Pay Now" after you enter all required Credit Card information. Do not navigate from the PayPal page until your transaction has been completed.



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.

