



**Eligibility Requirements for
Conversion from
Acupuncture and/or Chinese Herbology Certification to
Oriental Medicine Certification
Handbook**

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2001 K Street NW, 3rd Floor North
Washington, DC 20006
(888) 381-1140
www.nccaom.org



Conversion to Oriental Medicine Handbook

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Please note: If you do not remember your login credentials or have problems logging into your online account, please contact NCCAOM at (888) 381-1140 or email info@thenccaom.org. Creation of a new duplicate account will cause delays in locating your certification record and application processing.



NCCAOM[®] Mission

To assure the safety and well-being of the public and to advance the professional practice of acupuncture and Oriental medicine by establishing and promoting national, evidence-based standards of competence and credentialing

NCCAOM[®] Vision

Acupuncture and Oriental medicine provided by NCCAOM credentialed practitioners will be integral to healthcare and accessible to all members of the public.

NCCAOM Diversity Equity and Inclusion Statement

The NCCAOM actively promotes diversity, equity, and inclusion. We strive to embed these principles in all we do, creating an environment where all can thrive. We believe that...

Diversity is the representation of many different demographic backgrounds, identities (both innate and selected), and the collective strengths of their experiences, beliefs, values, skills, and perspectives.

An **E**quitable environment recognizes and eliminates barriers to full participation at individual and systemic levels, challenges intentional and unintentional forms of bias, harassment, and discrimination.

Inclusion is the act of establishing philosophies, policies, practices, and procedures so that organizations and individuals contributing to the association's success have fair, equal, and unbiased access to opportunities, information, and resources.

We commit to fostering a culture where every member of the NCCAOM community feels valued, supported, and inspired to achieve individual and common goals and who are comfortable contributing their unique wisdom, perspectives, and experiences.

Non-Discrimination Policy

The NCCAOM does not discriminate based on race, color, age, gender, sexual orientation, political or religious beliefs, handicap, marital status, national origin, or ancestry.



NCCA Reaccreditation



The NCCAOM programs in Oriental Medicine, Acupuncture, and Chinese Herbology are accredited by the National Commission for Certifying Agencies (NCCA) and carry the NCCA Seal.

About NCCAOM®

Founded in 1982 as a non-profit certification organization, the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM®) is widely accepted as the most influential leader in the field of certification for acupuncture and Oriental medicine. To learn more about the NCCAOM visit the [About](#) tab on the NCCAOM website www.nccaom.org.

NCCAOM® Code of Ethics and Grounds for Professional Discipline

All practitioners certified by the NCCAOM are committed to responsible and ethical practice, to the growth of the profession within the broad spectrum of American healthcare, and to their own professional growth. All Diplomates, applicants and candidates for certification are bound by the *NCCAOM® Code of Ethics* and the *NCCAOM® Grounds for Professional Discipline*, which can be found in detail on the NCCAOM website [Ethics and Disciplinary Review](#) page.

Benefits of NCCAOM® Certification

Proudly designate yourself as an **NCCAOM National Board-Certified Acupuncturist™** and use one or more of the four new [Digital Badges](#) below.



Dipl. O.M. (NCCAOM)®



Dipl. Ac. (NCCAOM)®



Dipl. C.H. (NCCAOM)®



Dipl. ABT (NCCAOM)®

- ✓ Consumers and professionals can find you in the [NCCAOM® Find a Practitioner Directory](#).
- ✓ Be promoted as a *NCCAOM National Board-Certified Acupuncturist™* to the media and public through the [national public educational campaign](#).



- ✓ Verify your certification status through the [NCCAOM® Registry](#).
- ✓ Be eligible to apply for a job at the Veteran’s Health Administration, which requires NCCAOM Board Certification as an essential part of ensuring safe and high-quality acupuncture treatment.

All the benefits of certification can be found on the NCCAOM website at [Diplomate Benefits](#).

Conversion to an NCCAOM Oriental Medicine Certification

General Information:

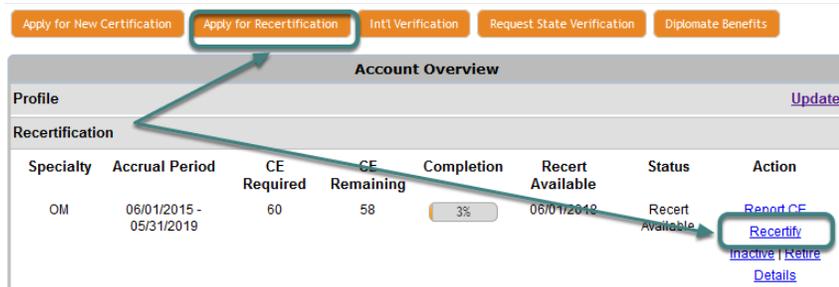
Any Active Diplomate in Acupuncture and/or Chinese Herbology, who has more than 12-months before their certification expiration date, may apply for a new NCCAOM Certification in Oriental Medicine. Instructions on how to submit an *Application for Conversion* is available on the NCCAOM website on the [Diplomate Forms and Documents page](#), then click on the *How To Instructions* button and scroll down until you see the proper link. The application fee is \$100.00 and the *NCCAOM® Application for Converting to NCCAOM Oriental Medicine Certification* is valid for **four years**. A Diplomate may not complete the Conversion process if their current AC and/or CH application expires and moves into Lapsed Status.

Steps to Convert to Oriental Medicine

- Step 1 Be at active status with NCCAOM. Lapsed statuses are not eligible. The option to Convert to OM is only available to Diplomates who are more than one year prior to their certification expiration date. Due to the 4-year Conversion application validity period, it could occur that the Diplomate’s current AC and/or CH application may come up for renewal. **The Diplomate is required to complete the recertification process for their current certification(s) in order to maintain Active certification status during the conversion process.**

A) The Recertification Application is accessed from your online account.

Recertification Application – Click either link



The [NCCAOM® Recertification Handbook](#) (then click on *Handbooks*) contains all the information you need to complete the recertification process.

NOTE: The new NCCAOM Oriental Medicine Certification’s expiration date, when issued at the end of the Conversion process, will be set to match the ACTIVE AC and/or CH expiration date that is the furthest out from recertification. The Active Acupuncture and/or Chinese Herbology Certifications held at the time of Conversion will become dormant and do not need to be renewed. Only the new OM certification must be renewed to maintain active NCCAOM certification.

- Step 2 Meet the OM education eligibility requirements (Clinic/practice, Chinese herbology, and biomedicine).
- Step 3 Diplomates certified prior to 2004 must have completed 21 education hours in at least two (2) of the categories below. PDAs, CEUs, college credit are acceptable.
 - A. Bodywork: Body mechanics, ergonomics, acupressure, shiatsu, tui na.
 - B. Diet: Basic Oriental medicine dietary principles, basic nutritional principles.
 - C. Exercise: Basic stretching, movement, and exercise principles and techniques; basic breathing and relaxation principles and techniques; QiGong, Tai Chi.
 - D. Patient Education: Bodywork, diet, and exercise topics above. Include self-treatment techniques, lifestyle implications and consideration, meditation, integration of Oriental medical theory and modern lifestyles, and the healing process.
- Step 4 Submit the *NCCAOM® Application for Conversion to Oriental Medicine* and the required documentation.
- Step 5 Pay the conversion application fee of \$100.

Eligibility requirements for each conversion type are outlined below.



Diplomate of Acupuncture Converting to Oriental Medicine

1. Complete one of the following educational requirements in Chinese Herbology. Request a graduate transcript be sent directly from your school to the NCCAOM.

Route 1: Formal Education in Chinese Herbology that is part of a U.S. degree program recognized by ACAOM,

OR

Route 2: Formal Education in Chinese Herbology that is part of an international Traditional Chinese Medicine degree program,

OR

Route 3: Apprenticeship program that includes a minimum of 1,000 contact hours over a 12-month period and meets NCCAOM requirements,

OR

Herbal certificate program recognized by ACAOM and earned at a U.S. academic institution.

AND

2. Successfully pass the NCCAOM Chinese Herbology examination.
3. Successfully pass the NCCAOM Biomedicine examination.

Diplomate of Chinese Herbology Converting to Oriental Medicine

1. Complete one of the following educational requirements in Acupuncture. Request a graduate transcript be sent directly from your school to the NCCAOM.

Route 1: Formal Education in Acupuncture that is part of a U.S. degree program recognized by ACAOM,

OR

Route 2: Formal Education in Acupuncture that is part of an international Traditional Chinese Medicine degree program,

AND



2. Successfully pass the NCCAOM Acupuncture examination.
3. Successfully pass the NCCAOM Biomedicine examination.

Diplomates of Acupuncture *AND* Chinese Herbology Converting to Oriental Medicine

1. Meet the Biomedicine requirements (if applicable).

Successfully pass the NCCAOM Biomedicine examination, if not previously passed.

NCCAOM Requests and Appeals

NCCAOM provides for a fair and equitable process to review and resolve a certification or recertification request or complaint. A candidate or a Diplomate may submit a request or file a complaint to NCCAOM if they believe there has been an error in a certification or recertification decision; or if they have comments about specific aspects of the process.

How to Submit a Request or Complaint

1. If a candidate or Diplomate believes there has been an error in a certification/recertification decision or has comments about specific aspects of a process, they may complete the [NCCAOM[®] Appeal Form](#) and email it to info@thenccaom.org.
2. An acceptable reason for a request includes a situation that affects life circumstances (e.g., personal, family, medical, financial, etc.). The candidate/Diplomate should be specific when outlining the request or complaint and submit documentation within 30 days of receiving the eligibility or recertification decision.
3. Grievous complaints that jeopardize the safety of a patient or the public are forwarded to the Professional Ethics & Discipline Department for their review and potential investigation.
4. NCCAOM staff will research the request or complaint and, if necessary, seek counsel from senior management for a resolution that meets compliance with the policies of NCCAOM.
5. NCCAOM staff will communicate the decision, in writing to the candidate/Diplomate within 30 days of the receipt of the request.



How to Appeal an NCCAOM Decision

1. If a candidate or Diplomate is not satisfied with a decision made by the NCCAOM staff, they may appeal it, in writing, by mailing a letter to the NCCAOM offices or emailing the letter to info@thenccaom.org.
2. The NCCAOM must receive the appeal letter within 30 days of the candidate's receipt of NCCAOM's initial decision. A rational justification is required for filing an appeal.
3. The candidate/Diplomate's appeal will be reviewed by their peers who sit on the NCCAOM Eligibility/Recertification Committee at the next scheduled meeting. The candidate/Diplomate will be notified of the Committee's decision in writing, within 30 days of the meeting.
4. The candidate/Diplomate can appeal the NCCAOM Eligibility/Recertification Committee's decision and submit a final appeal to the NCCAOM Board of Commissioners. The appeal will be reviewed at the next regularly scheduled Board meeting. The candidate/Diplomate will be notified of the Board's review, in writing and within 30 days of the meeting date.