



Emeritus-Retired Diplomate Designation Handbook

For:

Diplomate of Acupuncture, Emeritus-Retired (NCCAOM)[®]

Diplomate of Chinese Herbology, Emeritus-Retired (NCCAOM)[®]

Diplomate of Oriental Medicine, Emeritus-Retired (NCCAOM)[®]

Diplomate of Asian Bodywork Therapy, Emeritus-Retired (NCCAOM)[®]

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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, Vision and Core Values

NCCAOM® Mission

To assure the safety and well-being of the public and to advance and advocate for the professional practice of NCCAOM Board-Certified Acupuncturists™ by promoting established national standards focused on competence and credentialing.

NCCAOM® Vision

NCCAOM Board-Certified Acupuncturists™ will be globally recognized and integral to person-centered healthcare and accessible to all members of the public. NCCAOM Board Certification will be nationally recognized by all employers and government entities as the standard for acupuncturists.

NCCAOM® Core Values

Through its commitment to lifelong learning and the highest quality of credentialing standards for public safety, the NCCAOM upholds the values of integrity, community, service, inclusiveness, advocacy, and accountability in all of its interactions and relationships.



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.

Non-Discrimination Policy

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



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 herbal medicine. There are currently over 21,000 active NCCAOM Diplomates (NCCAOM certificate holders). The NCCAOM is responsible for the development and administration of the Acupuncture, Chinese Herbology, and Oriental Medicine Certification Programs. The NCCAOM evaluates and attests to the competency of its National Board-Certified Acupuncturists™ through rigorous eligibility standards and demonstration and assessment of the core knowledge, skills and abilities expected for an entry level practitioner of acupuncture and herbal medicine.

To learn more about the NCCAOM visit the [About](#) tab on the NCCAOM website.

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 page [Ethics and Disciplinary Review](#).

Introduction

This *NCCAOM® Emeritus-Retired Diplomate Designation Handbook* serves as the principal source of overall information for Diplomates seeking a non-active designation as Diplomate of Acupuncture, Retired (NCCAOM), Diplomate of Chinese Herbology, Retired (NCCAOM), Diplomate of Oriental Medicine, Retired (NCCAOM) and/or Diplomate of Asian Bodywork Therapy, Retired (NCCAOM).

This handbook provides detailed information about NCCAOM's Emeritus-Retired Diplomate Designation requirements. Specifications for eligibility, application procedures, and fees are included. Although NCCAOM strives to give Diplomates as much advance notice as possible when policies and procedures change, it is the responsibility of the applicant to be fully informed about the current rules for the Emeritus-Retired Diplomate designations. For clarification about a policy or procedure, contact NCCAOM by e-mail at info@thenccaom.org.



Benefits for Retired Diplomate Designation

The NCCAOM is indebted to its long-standing Diplomates who have devoted many years to the practice of acupuncture and herbal medicine and contributed immensely to the NCCAOM and the profession. The Emeritus-Retired Diplomate Designation allows Diplomates to stay involved with the AHM profession and continue their affiliation with NCCAOM.

The Emeritus-Retired Diplomate Designation provides the following benefits and privileges:

1. Describe themselves as having been “nationally board-certified” according to the credential(s) previously earned, and to use one or more of the following designation(s):
 - a. Diplomate of Oriental Medicine, Emeritus-Retired (NCCAOM)[®] or Dipl. O.M., Retired (NCCAOM)[®]
 - b. Diplomate of Acupuncture, Emeritus-Retired (NCCAOM)[®] or Dipl. Ac., Emeritus-Retired (NCCAOM)[®]
 - c. Diplomate of Chinese Herbology, Emeritus-Retired (NCCAOM)[®] or Dipl. C.H., Emeritus-Retired (NCCAOM)[®]
 - d. Diplomate of Asian Bodywork Therapy, Emeritus-Retired (NCCAOM)[®] or Dipl. ABT, Emeritus-Retired (NCCAOM)[®]
2. Be listed in the *NCCAOM[®] Registry* as “Emeritus-Retired”, which is accessible on the NCCAOM website;
3. Receive a complimentary subscription to the NCCAOM newsletter *Diplomate E-News You Can Use*;
4. Be considered to participate in national board examination development activities;
5. Be considered to serve on NCCAOM committees and taskforces;
6. Be considered by the NCCAOM Board Development Committee for appointment to the NCCAOM Board of Commissioners as a Professional Member;
7. Hold an NCCAOM certificate and ID card reflecting designation achieved; Diplomate of (program name), Diplomate of (program name) Emeritus-Retired (NCCAOM).



Eligibility Requirements

General Requirements: The following criteria must be met by the Diplomate to be awarded the Emeritus-Retired Diplomate Designation status. The Diplomate:

1. must have held active NCCAOM certification for eight years **OR** has become disabled and can no longer perform AHM tasks;
2. is currently at active or inactive NCCAOM certification status;
an NCCAOM Diplomate who has become disabled and was certified active or holding inactive status with the NCCAOM at the time of their disability;
3. is no longer providing direct clinical patient care including acupuncture services, herbal treatments, or Asian Bodywork treatments; and
4. is free and clear of any and all disciplinary actions.

Application and Documentation Requirements:

The Diplomate must:

1. Complete the online *NCCAOM® Emeritus-Retired Designation Application Form*;

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

2. Sign the Attestation on the application form;
3. Submit the application form with the lifetime retired designation non-refundable application fee of \$150.00;
4. Provide information to demonstrate the applicant is currently free and clear of any disciplinary action;
5. Disabled applicants must submit medical proof of disability which includes the date of when the disability commenced.



Requirements for Maintaining Emeritus-Retired Diplomate Designation:

1. Once granted Emeritus-Retired Designation, the Diplomate must abide by the *NCCAOM® Code of Ethics* and other related NCCAOM policies to maintain the Emeritus-Retired designation. Failure to do so will result in penalties and actions that will result in the loss of the Emeritus-Retired designation.
2. Emeritus-Retired Diplomates can perform the following activities as long as the work does not involve direct clinical patient care:
 - A. pro bono work
 - B. research
 - C. teaching
3. In order for a Diplomate to maintain the Emeritus-Retired designation, the Diplomate must not perform AHM or ABT activities that involve direct clinical patient care, now or at any time in the future.
4. Sometimes individual's life circumstances may change. If there is any change in employment status, the Emeritus-Retired Diplomate must notify the NCCAOM of any change in employment circumstances that would render the individual ineligible for Emeritus Diplomate designation so that reactivation to active status can proceed.

Reactivation to Diplomate Active Status:

Any Emeritus-Retired Diplomate who wishes to return to active Diplomate status must submit a *NCCAOM® Application for Recertification* or *NCCAOM® or Application for Reinstatement to Active Diplomate Status Form*; whichever is applicable.

Complete the *NCCAOM® Application for Recertification* form to return to Diplomate active status if it is within three years of the last date of being a Diplomate in active status. The individual may submit the required number of PDA points earned in the preceding six years to recertify to active status under the lapsed status rules located in the [NCCAOM® Recertification Handbook](#).

If more than three years has passed since the last date of being a Diplomate in active status, the individual must complete *NCCAOM® Application for Reinstatement to Active Diplomate Status Form* and submit the meet eligibility requirements for former Diplomates terminated status as determined by the number of years expired from active status based on recertification policy located in the [NCCAOM® Reinstatement Handbook](#).



NCCAOM Retired Designation Resources:

-  [NCCAOM® Retired Designation Handbook \(PDF\)](#)
- [Step-by-Step Process for Retired Status \(NCCAOM Website\)](#)
- [How to Submit an Online Application for Retired Designation \(PDF\)](#)

How to Petition an NCCAOM Decision:

1. Request for Information

- A. If a candidate, Diplomate or person believes there has been an error in a certification, recertification, or NCCAOM decision or has comments about specific aspects of the process, they may complete and submit the online [NCCAOM® Request Form](#).
- B. The candidate/Diplomate should be specific when outlining the request or complaint and be prepared to submit documentation, if requested.
- C. Grievous complaints that jeopardize the safety of a patient, the public, or an approved PDA course participant are forwarded to the NCCAOM® Professional Ethics & Discipline Department for their review and potential investigation.
- D. NCCAOM staff will research the request or complaint and determine a resolution that meets compliance with the policies of NCCAOM.
- E. NCCAOM staff will communicate their decision, in writing to the person within 30 days of the NCCAOM's decision.

2. Due Process Petitions

- A. If the person is not satisfied with the decision made by the NCCAOM staff, they may petition it, in writing by emailing a letter to the NCCAOM offices at info@thenccaom.org.
- B. The NCCAOM must receive the petition letter within 30 days of the person's receipt of NCCAOM's initial decision. A rational justification is required for filing a petition.
- C. The petition will be reviewed by management staff and a decision made to accept or deny the petition. The person will be notified of the management's decision in writing within 30 days of the NCCAOM's decision. If the decision is denied, a reason will be provided.



- D. If the person is not satisfied with the decision made by the NCCAOM management staff, they may submit a second petition, in writing by emailing a letter to the NCCAOM offices at info@thenccaom.org.
- E. The petition will be reviewed by senior management staff and a final decision made to accept or deny the second petition. The person will be notified of the final decision in writing within 30 days of the NCCAOM's decision. If the petition is denied, a reason will be provided to the person.
- F. Petitions addressing senior management decisions for eligibility will be presented to the NCCAOM® *Eligibility Committee* on a case-by-case basis.