



**NCCAOM® Reinstatement
To
Active Diplomate Certification Status
Handbook**

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Reinstatement 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](#).

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](#).

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 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](#).

Former Diplomates in Terminated Status Wishing to Reinstate to Active Status

A former Diplomate (anyone who was once certified by the NCCAOM) will be able to apply under the new Time-limited Reinstatement Route. The requirements listed below must be submitted within the 6-month open application period. The new Reinstatement Route became available on **December 10, 2019** and closes on **June 30, 2022**.

The Reinstatement Route application expires six (6) months from the date of submission. All reinstatement requirements must be met within the six (6) month application period, or a new application must be submitted when the original application expires. Applications in process as of June 30, 2022 will be finalized only if all requirements have been met. Any applicant who has not submitted all requirements as of June 30, 2022 will not be able to complete the reinstatement process through this time-limited Reinstatement Route. **Application fees are non-refundable.**

Applicants who meet all requirements of the new Reinstatement Route will be granted NCCAOM Certification without the requirement of taking a reinstatement exam.



Eight (8) Reinstatement Requirements:

1. State Licensure:

Document maintenance of a continuous state license(s) that is free and clear of any and all disciplinary actions. This includes all state(s) where a license was or is currently held. The applicant must hold an *active* state license that is free and clear at the time of applying for reinstatement. Applicants with disciplinary actions may be considered and will follow the NCCAOM's current [NCCAOM[®] Code of Ethics, NCCAOM[®] Grounds for Professional Discipline, and NCCAOM[®] Procedures for Upholding Professional Conduct.](#)

2. CPR:

Completion of a CPR program (4 PDA/CEU points awarded) within the four (4) years prior to the application date. Only one CPR certificate of completion may be submitted for the reinstatement process.

3. Safety:

Completion of a 2-hour, [NCCAOM PDA approved safety \(SA\) course](#) (2 PDA/CEU points) within the four (4) years prior to the application date.

4. Ethics:

Completion of a 2-hour, [NCCAOM PDA approved ethics \(ET\) course](#) (2 PDA/CEU points) within the four (4) years prior to the application date.

5. Clean Needle Technique (CNT):

Documentation of the original Council of Colleges of Acupuncture and Herbal Medicine (CCAOM) Clean Needle Technique (CNT) certificate of completion on file with the NCCAOM, and completion of the [CCAOM online CNT Review Course: Acupuncture Safety](#) (4 PDA/CEU points) within the four (4) years prior to the application date (not required for Chinese Herbology Certification Reinstatement).



6. Background Screening:

Complete a background screening through NCCAOM’s background screening vendor, [Private Eyes](#). The minimal fee \$30 is paid directly to the vendor.

7. Core Competency Maintenance:

Documentation of [PDAs/CEUs in the Core Competency categories](#) are required based on each individual’s [certification expiration date](#). All PDA/CEUs may be earned as coursework completed in a classroom or e-learning environment and may be earned at any point of time during the individual’s terminated period.

An individual whose certification has been terminated more than twelve (12) years will have to report a [*specific number of PDA/CEUs required in each core domain area](#).

Years Terminated	Recertification PDA Pts	Terminated PDA Pts	Recertification Fee	Late Fee	Total PDA Points & Fee Required to Recertify
3 yrs +1 day to 4 years	60	60	\$290	\$200	120 pts + \$490
4 yrs + 1 day to 8 years	60	120	\$290	\$300	180 pts + \$590
8 yrs + 1 day to 12 years	60	180	\$290	\$400	240 pts + \$690
*12 yrs + 1 day Or Longer	60	240	\$290	\$500	300 pts + \$790

8. Reinstatement Application:

Submission of the NCCAOM® Reinstatement to Active Certification Status Application. The [application became available online as of December 10, 2019](#) and is valid for six (6) months from the date of submission. If requirements for certification are not met within 6-months of application submission, the applicant must reapply.



Reinstatement Requirement Calculator

The NCCAOM staff has created a [Reinstatement requirement calculator](#), available on the [NCCAOM Reinstatement Route](#) website page, to help calculate the number of points and fees for each applicant. It is recommended applicants gather the PDA/CEU certificates and upload them prior to submission of the application to meet the 6-month application timeline. The NCCAOM developed a [Frequently Asked Questions \(FAQ\)](#) (PDF) for the *NCCAOM® Time-limited Reinstatement Route to Active Certification* found on the NCCAOM website. The NCCAOM Customer Relations Team may be contacted by email at reinstatement@thenccaom.org.

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® Request Form \(PDF\)](#) and email it to applications@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 applications@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.