



NATIONAL CERTIFICATION COMMISSION
FOR ACUPUNCTURE AND ORIENTAL MEDICINE

Reinstatement To Active NCCAOM® Certification Handbook

July 2022

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Reinstatement To Active NCCAOM® Certification 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 info@thenccaom.org. Creating a new account will cause a delay in processing your application.



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 20,500 active NCCAOM Diplomates (NCCAOM certificate holders) practicing with a current NCCAOM Certification. 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 Certification Programs

The NCCAOM certification programs include Oriental Medicine (OM), Acupuncture (Ac), and Chinese Herbology (CH). The Asian Bodywork Therapy (ABT) program no longer offers examinations, however the current ABT Diplomates may keep their NCCAOM board certification by maintaining their continued competencies. The three certification programs are accredited by the National Commission for Certifying Agencies (NCCA) that exceed the requirements set forth by the American Psychological Association and the United States Employment Opportunity Commission.



Oriental Medicine
Dipl. O.M. (NCCAOM)®



Acupuncture
Dipl. Ac. (NCCAOM)®



Chinese Herbology
Dipl. C.H. (NCCAOM)®

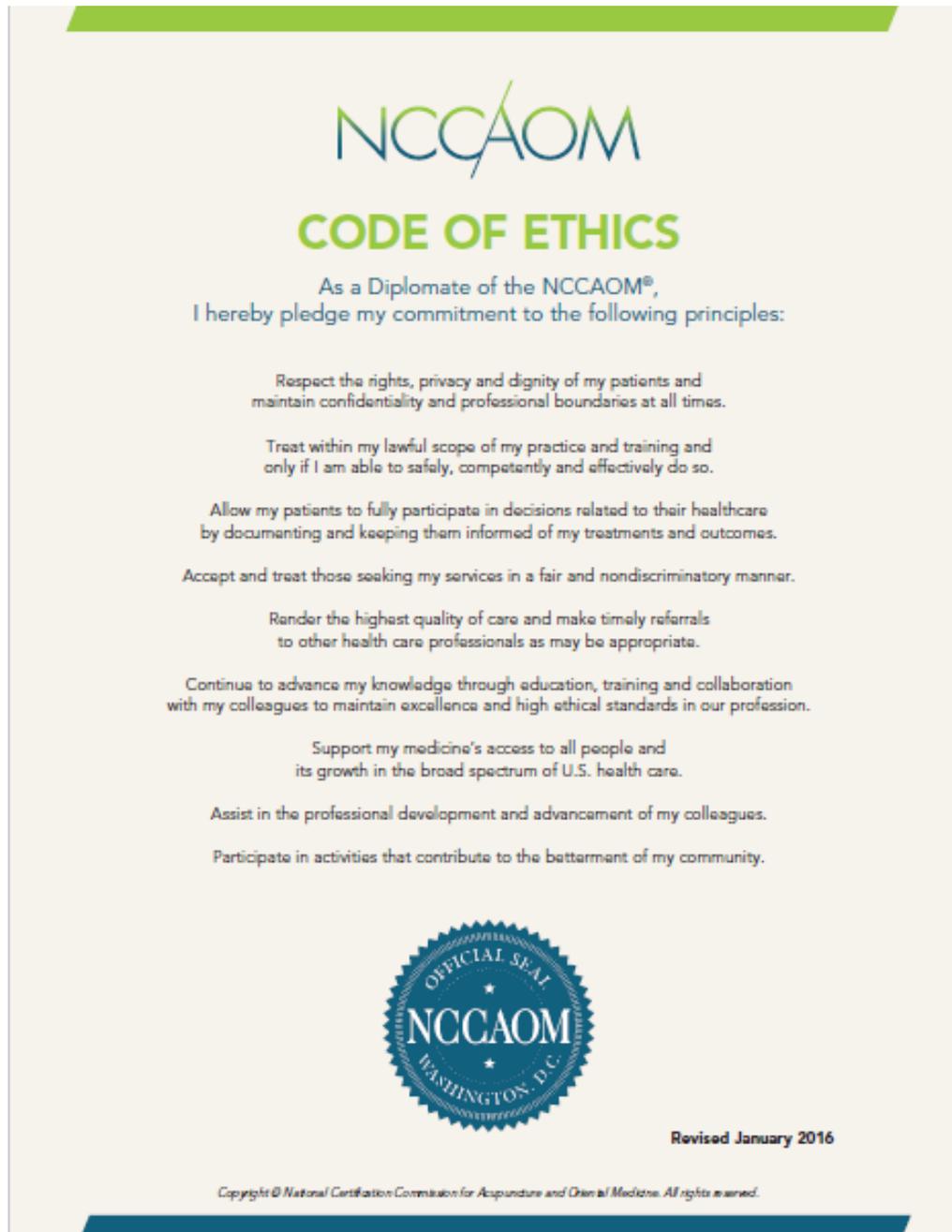


Asian Bodywork Therapy
Dipl. ABT (NCCAOM)®



NCCAOM® Code of Ethics

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 \(PDF\)](#)



The image shows the cover of the NCCAOM Code of Ethics document. It features a light beige background with a green header bar at the top. The NCCAOM logo is prominently displayed in the center, with the words "CODE OF ETHICS" below it in a bold, green font. Below the title, there is a pledge statement: "As a Diplomate of the NCCAOM®, I hereby pledge my commitment to the following principles:". This is followed by ten numbered principles, each with a corresponding number in a green circle. At the bottom center, there is a circular official seal of the NCCAOM, which includes the text "OFFICIAL SEAL", "NCCAOM", and "WASHINGTON, D.C.". To the right of the seal, it says "Revised January 2016". At the very bottom, there is a small copyright notice: "Copyright © National Certification Commission for Acupuncture and Oriental Medicine. All rights reserved."



NCCAOM® Grounds for Professional Discipline (PDF)

Protection of the public is the highest priority of the NCCAOM. To fulfill this mission, the NCCAOM reserves the right to take and publish disciplinary actions taken against Respondents, [as defined by Section 1 of the [Procedures for Upholding Professional Conduct \(PDF\)](#)], in accordance with its *Procedures for Upholding Professional Conduct* for violations of the following:

1. Failing to cooperate with a disciplinary investigation.
2. Providing false or deceptive information on an application for NCCAOM certification, recertification, PDA Providership, or disciplinary investigation.
3. Violating NCCAOM policies, regulations, or procedures, including but not limited to complying with continuing education requirements.
4. Misrepresenting professional credentials or titles.
5. Advertising false or misleading information.
6. Exceeding the scope of practice as defined by state or federal statute or regulation.
7. Obtaining or attempting to obtain compensation or reimbursement through fraud.
8. Failing to notify the NCCAOM within thirty (30) calendar days of any of the following:
 - a. Notice of a disciplinary investigation in any jurisdiction pertaining to a healthcare practice.
 - b. Any order issued by any jurisdiction pertaining to a healthcare practice.
 - c. Violent felony charges.
 - d. Violent or non-violent felony convictions.
 - e. Misdemeanor criminal convictions related to a healthcare practice.
9. Being convicted of a felony. (Note: Pursuant to Section 3, #10 of the *Procedures for Upholding Professional Conduct*, serious violent felonies may deem a candidate permanently ineligible for NCCAOM certification, recertification, or PDA Providership).
10. Being convicted of a misdemeanor related to a healthcare practice.
11. Being the subject of disciplinary or administrative action taken by a licensing board or health-related regulatory agency or school.

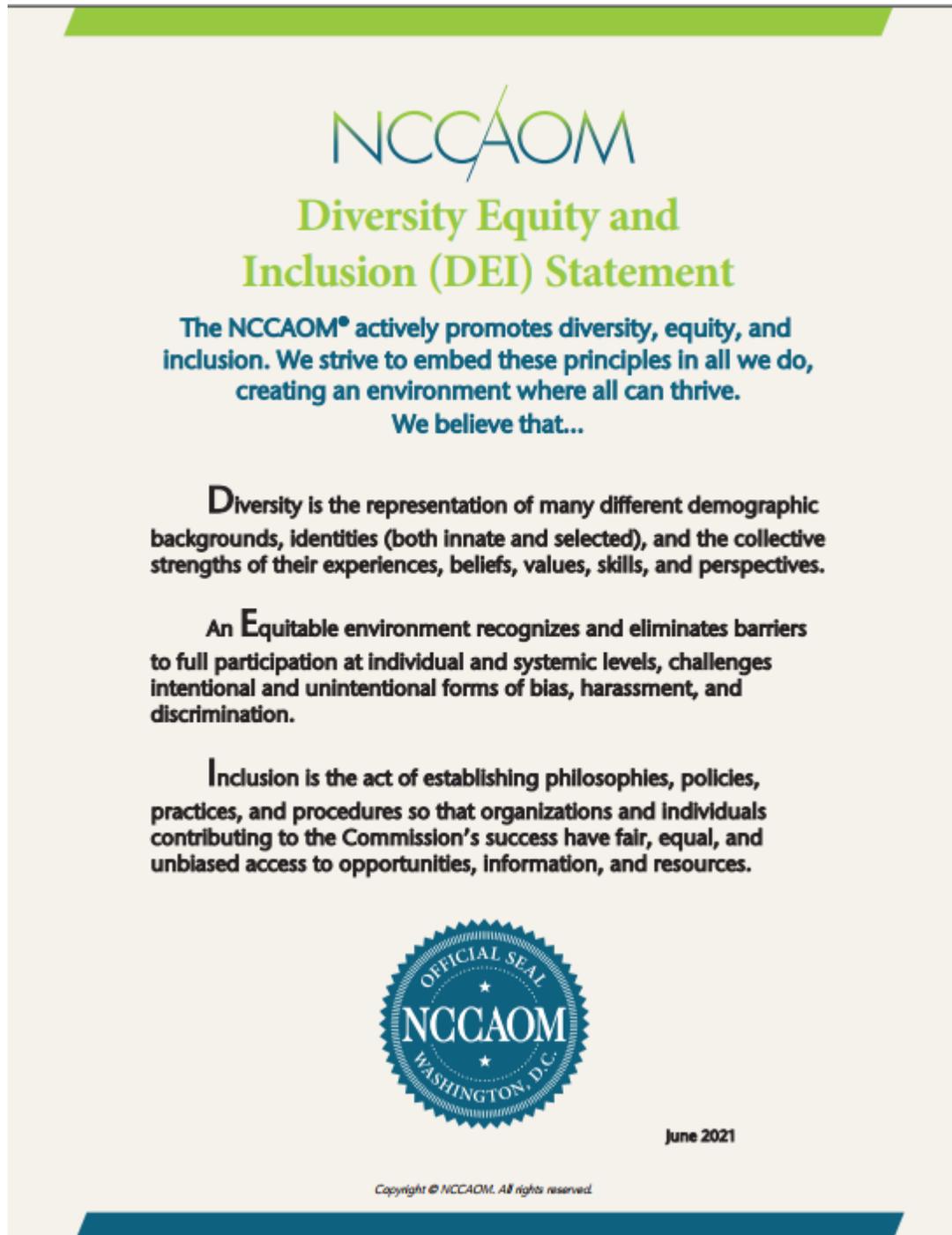


12. Failing to maintain proper records as required by state or federal statute or regulation.
13. Performing services without informed consent as required by state or federal statute or regulation.
14. Failing to maintain patient/practitioner confidentiality.
15. Failing to maintain professional boundaries in relationships with patients, or in any way exploiting the practitioner/patient trust.
16. Engaging in sexual contact with a current patient if the contact commences after the practitioner/patient relationship is established.
17. Engaging in sexual contact with a former patient unless a period of six (6) months has elapsed since the date that the professional relationship ended.
18. Gross negligence or a pattern of negligence in your practice or under your supervision.
19. Being unable to safely and effectively engage in practice due to substance abuse, physical or psychological impairment.*
 *(**Summary of PEDC Substance Abuse Policy Statement:** A Respondent whose capacity to safely and effectively treat patients has been diminished as a result of drug or alcohol abuse which has not resulted in harm to a patient, may temporarily and voluntarily surrender NCCAOM certification by forwarding his/her certificate to NCCAOM and temporarily withdrawing from practicing in order to complete an agreed upon treatment plan as decided by the PEDC. Upon the PEDC's receipt of a certificate of disposition from the pre-approved treatment facility, Respondent's *NCCAOM Certificate* shall be returned, and they can resume practice. A surrender of certification under this provision shall be confidential and shall not be considered an admission of abuse, disability, or a violation of the Ground for Professional Discipline # 21. However, this surrender shall not confer immunity upon Respondent with respect to any other Grounds for Professional Discipline and is unilaterally revocable by PEDC in the event the agreed treatment was not completed or harm to a patient has occurred.)
20. Violating federal or state statute or regulation relating to safe, ethical, and/or competent practice.



NCCAOM® Diversity, Equity and Inclusion (DEI) Statement

The NCCAOM is committed to ensuring Diversity, Equity, and Inclusion (DEI) within the acupuncture and herbal profession and formed the [NCCAOM® Diversity, Equity and Inclusion Statement \(PDF\)](#).



The graphic features a light green header bar at the top. Below it, the NCCAOM logo is centered, followed by the title "Diversity Equity and Inclusion (DEI) Statement" in a bold, green font. The main text is in a dark blue font, starting with "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..." followed by three paragraphs defining Diversity, Equitable environment, and Inclusion. At the bottom, there is a circular official seal of NCCAOM, Washington, D.C., and the date "June 2021". A copyright notice "Copyright © NCCAOM. All rights reserved." is at the very bottom.

NCCAOM
Diversity Equity and Inclusion (DEI) 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 Commission's success have fair, equal, and unbiased access to opportunities, information, and resources.

OFFICIAL SEAL
NCCAOM
WASHINGTON, D.C.

June 2021

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Benefits of NCCAOM® Certification

- Proudly designate yourself as an NCCAOM National Board-Certified Acupuncturist™ by using one or more of the new [Digital Badges \(electronic icon\)](#).
- Consumers and professionals can find your information in the NCCAOM® [Find a Practitioner Directory \(NCCAOM Website\)](#) and the NCCAOM® [Registry \(NCCAOM Website\)](#).
- Be promoted as a *NCCAOM National Board-Certified Acupuncturist™* to the media and public through the national public educational campaign.
- Be promoted by the NCCAOM® *Advocacy Team* advancing NCCAOM Certification at federal and state levels.
- 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 treatments.
- Create a free ADA compliant website from Chi Online and access discounted wall-mounted frames for displaying your *NCCAOM® Certificate*.
- Join NCCAOM as a Volunteer & serve on a committee, panel, or taskforce with your peers.
- Receive issues of the NCCAOM newsletter [The Diplomat: E-news You Can Use \(PDF\)](#) and the [NCCAOM® Advocacy Update \(PDF\)](#).
- Be eligible for reduced fees for services offered by NCCAOM and its strategic partners.

All the benefits of Certification can be found at [Diplomat Benefits \(NCCAOM Website\)](#).



Former Diplomates Wishing to Reinstate to Active NCCAOM Certification

A former Diplomate is anyone who was once Certified by the NCCAOM since 1982 and is currently at terminated status. A former Diplomate may apply to return to Active Diplomate status via the Reinstatement to Active NCCAOM® Certification process.

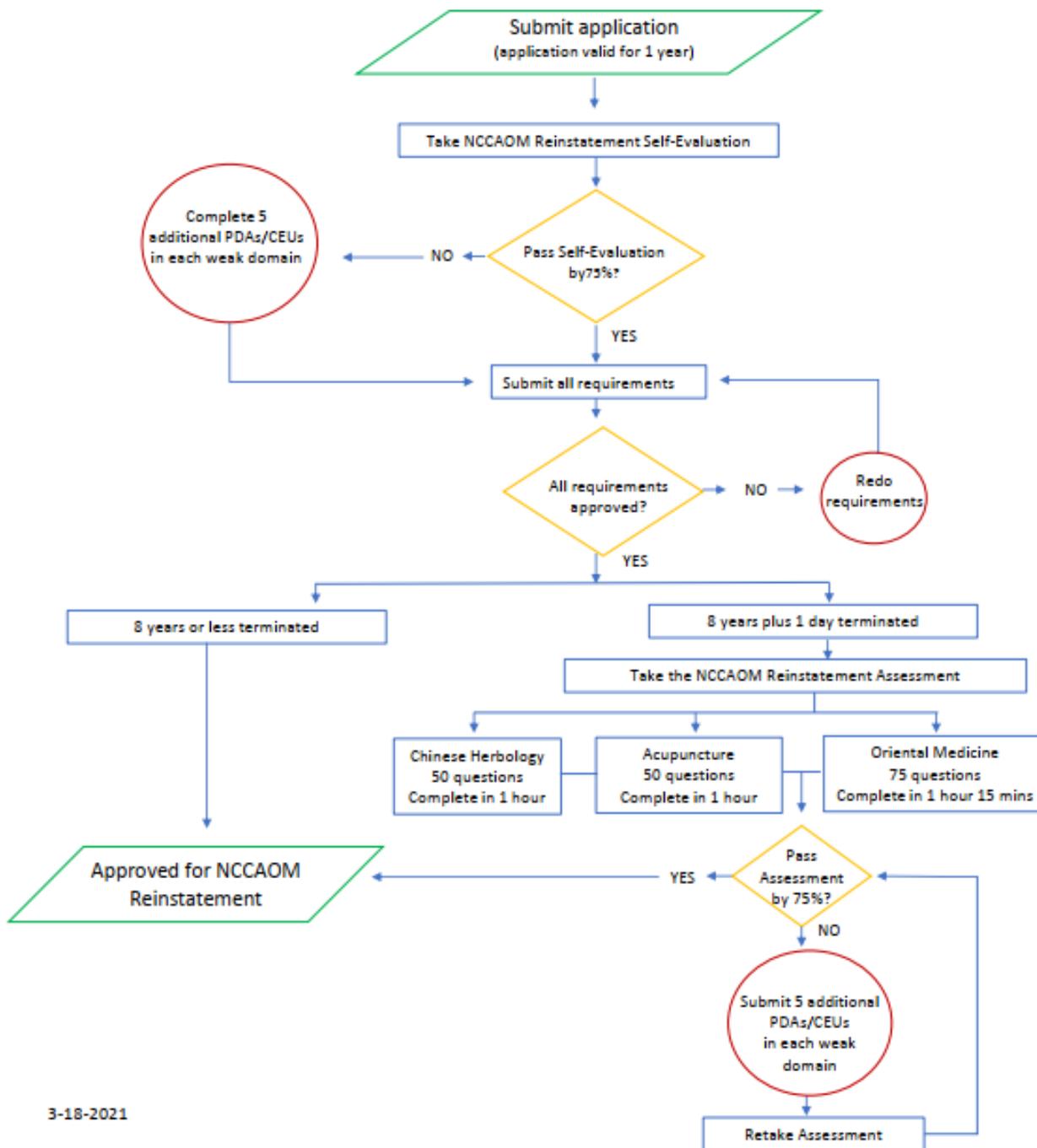
The *NCCAOM® Reinstatement to Active Certification Application* expires 12 months from the date of submission. All reinstatement requirements must be met within the 12 month application period, or a new application must be submitted when the original application expires. Application fees are non-refundable.



NCCAOM Reinstatement Flowchart

Basic NCCAOM Reinstatement Requirements

- Active state acupuncture license
- Clean Needle Technique (CNT) online course from CCAOM
- CPR certificate
- Safety and Ethics continuing education coursework
- Background screening
- Continuing education coursework in Core Competencies (number determined by years terminated)



3-18-2021



NCCAOM Reinstatement Requirements

1. Active State Acupuncture License

An applicant must document they have an active state acupuncture license that is free of disciplinary action at the time they apply for reinstatement. The applicant must also submit documentation validating a continuous state license that is clear of disciplinary actions during the terminated period. This includes all states where a license was or is currently held. Applicants with disciplinary actions may be considered and will follow the [NCCAOM® Procedures for Upholding Professional Conduct](#).

2. CPR

Applicants must submit a CPR Certificate of Completion completed within four (4) years prior to their reinstatement application date. Only one (1) CPR Certificate is submitted for the reinstatement process. Four (4) PDA/CEU points may be applied to the Core Competency category.

3. Safety

Applicants must complete a 2-hour [NCCAOM PDA approved safety \(SA\) course](#) within four (4) years prior to the reinstatement application date. Two (2) PDA/CEU points may be applied to the Core Competency Safety category.

4. Ethics

Applicants must complete a 2-hour, [NCCAOM PDA approved ethics \(ET\) course](#) within four (4) years prior to the reinstatement application date. Two (2) PDA/CEU points may be applied to the Core Competency Ethics category.

5. Clean Needle Technique (CNT)

Documentation must be on file in the applicant's online Certification account for the original Council of Colleges of Acupuncture and Herbal Medicine's (CCAHM) 'full' (historically called face-to-face) Clean Needle Technique (CNT) Certificate of Completion. Applicants must also complete CCAHM's online course [CNT Review](#)



[Course: Acupuncture Safety](#) within four (4) years prior to the reinstatement application date. Four (4) PDA/CEU points may be applied to the Core Competency category. The CNT requirement does not apply for reinstatement to the Chinese Herbology Certification.

NOTE: The CNT Certificates must be requested from CCAHM and sent directly to NCCAOM after an application for Reinstatement has been completed.

6. Background Screening

Applicants must complete a background screening through NCCAOM's vendor, [Private Eyes](#). The fee of \$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 applicant's NCCAOM [Certification expiration date](#). All PDA/CEUs must be earned as coursework completed in a classroom or e-learning environment and may be earned at any point during the applicant's terminated period. To stay within the 12-month application timeline, it is recommended that applicants report their PDA/CEU certificates to their online Certification account before submitting their reinstatement application.

8. Reinstatement Safety Evaluation

All applicants must pass the *NCCAOM® Reinstatement Safety Evaluation*. The Safety Evaluation is a set of 50 questions completed in the allotted time of one (1) hour. If the applicant scores less than 75%, five (5) PDAs/CEUs in continuing education coursework must be completed in each weak domain area. There is no fee for taking the safety evaluation.

9. Reinstatement Final Assessment (8+ years Terminated)

Applicants who are eight (8) years plus one (1) day or more terminated must also successfully pass the *NCCAOM® Reinstatement Final Assessment* by 75%. Fifty (50) questions are on the Acupuncture and Chinese Herbology Assessment completed



in one (1) hour. Oriental Medicine has 75 questions and applicants are given one (1) hour and 15 minutes to complete the Assessment. Scores less than 75% require the applicant to complete five (5) PDAs/CEUs coursework in each weak domain area and then retake the assessment. There is a \$40 fee for each attempt to pass the Final Assessment.

10. Application

The NCCAOM® *Reinstatement to Active Certification Application* is located in the former Diplomate's online account. [How to Complete a Reinstatement to Active NCCAOM® Certification Application Online \(PDF\)](#) is available on the website for applicants to view the steps of the online application. The application is valid for 12 months from the date of submission. All reinstatement requirements must be met within the 12-month time period, or a new application must be submitted. Application fees are non-refundable. To stay within the 12-month application timeline, it is recommended that applicants report their PDA/CEU certificates in their online Certification account before submitting their reinstatement application.

The Time-Limited Reinstatement will close June 30,2022. Applications in process as of June 30, 2022 will be finalized 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.

Reinstatement Requirement Calculator

The NCCAOM staff have created a [Reinstatement Requirement Calculator](#) available on the NCCAOM website. The calculator is designed to assist applicants in determining the number of points and application fees required for reinstatement.

A [Frequently Asked Questions \(FAQs\)](#) (PDF) for the NCCAOM® *Reinstatement Route to Active Certification* can be found on the NCCAOM website. The NCCAOM Customer Relations Team is available to assist applicants and can be contacted by email at reinstatement@thenccaom.org.



NCCAOM Complaint Requests

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

How to Submit a Request or Complaint

1. If a person believes there has been an error in an NCCAOM decision or has comments about specific aspects of a process, they may submit the online [NCCAOM Request Form \(NCCAOM Website\)](#).
2. The person should be specific when outlining the request or complaint and be prepared to submit documentation, if requested.
3. 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.
4. NCCAOM staff will research the request or complaint and determine a resolution that meets compliance with the policies of NCCAOM.
5. NCCAOM staff will communicate the decision in writing to the person within 30 days of the NCCAOM's decision.

How to Petition an NCCAOM Staff Decision

1. 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 management at info@thenccaom.org.
2. 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 this petition.
3. 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 petition is denied, a reason



will be provided to the person.

4. 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.
5. 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.
6. Petitions addressing senior management decisions for eligibility will be presented to the *NCCAOM® Eligibility Committee* on a case-by-case basis.