



**NCCAOM<sup>®</sup> Reinstatement  
To  
Active Diplomate Certification Status  
Handbook**

January 2023

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# Reinstatement Handbook

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## 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 Oriental 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), [whose standards are consistent with The Standards for Educational and Psychological Testing \(AERA, APA, & NCME, 1999\) and are applicable to all professions and industries.](#)



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 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](#).



## CODE OF ETHICS

As an NCCAOM® Certified Diplomate, I hereby pledge my aspiration and on-going commitment to the following principles to maintain the highest level of competency and ethical standards of my profession:

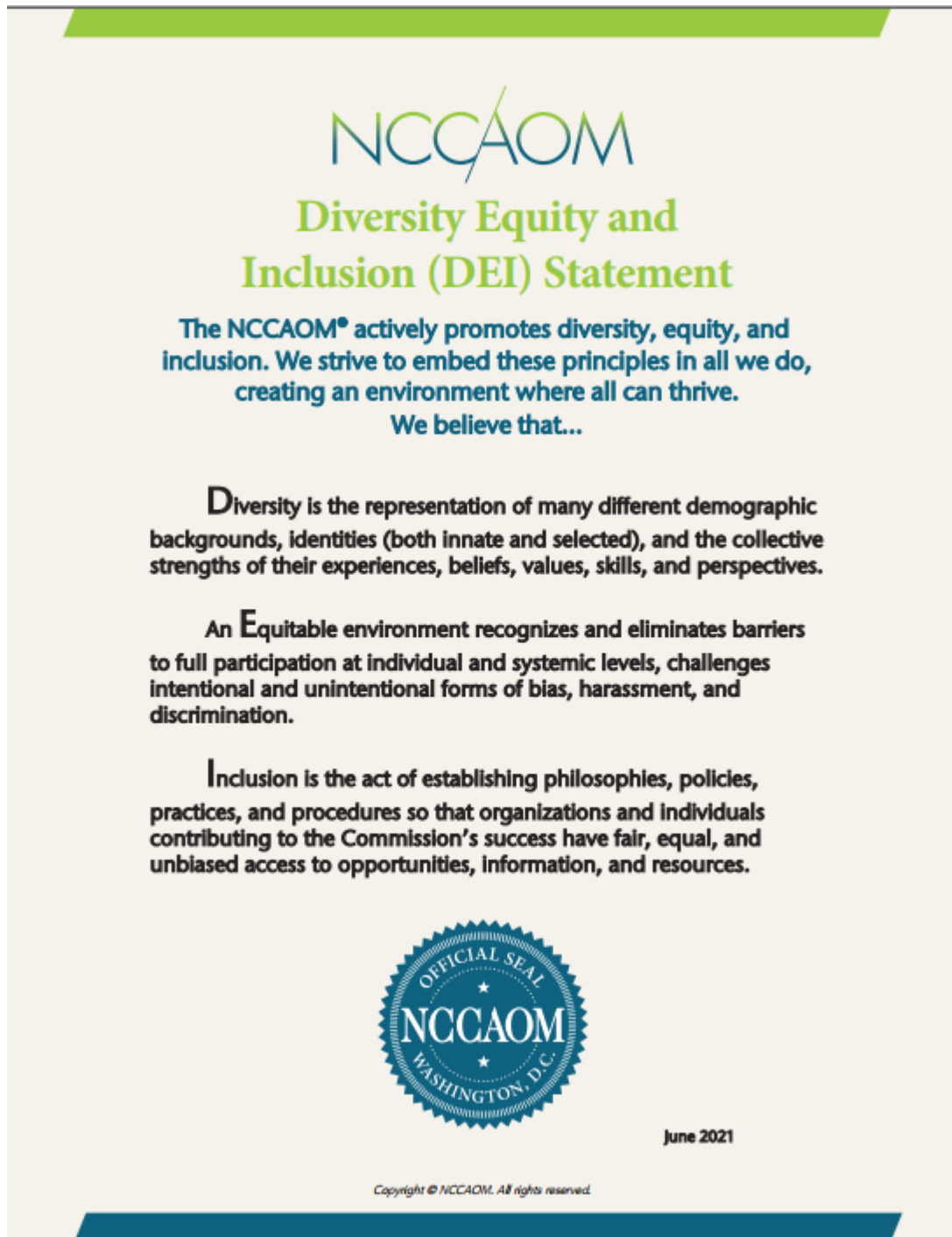
- *Respect the rights and privacy of my patients by maintaining confidentiality and professional boundaries at all times.*
- *Respect my colleagues, employees, students and mentees by maintaining appropriate boundaries.*
- *Treat within my lawful scope of my practice and training and only if I am able to safely, competently and effectively do so.*
- *Assist those seeking my services in a fair, nondiscriminatory and unbiased manner.*
- *Allow my patients to fully participate in decisions related to their healthcare by documenting and keeping them informed of my treatments and outcomes.*
- *Render the highest quality of care and make timely referrals to other health care professionals as may be appropriate.*
- *Continue to advance my knowledge through education, training and collaboration with my colleagues.*
- *Participate in activities that contribute to the betterment and wellness of my community.*
- *Support in the care and access of my medicine to underserved populations.*
- *Promote my profession's access to all people and its growth in the broad spectrum of health care.*





## 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 \(PDF\)](#).




**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...

**D**iversity 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.

**I**nclusion 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.



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## Benefits of NCCAOM® Certification

- Proudly designate yourself as an NCCAOM National Board-Certified Acupuncturists™ 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 \(NCCAOM Website\)](#) and the [NCCAOM® Advocacy Update \(NCCAOM Website\)](#).
- 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 in Terminated Status Wishing to Reinstate to Active Status

A former Diplomate (anyone who was once certified by the NCCAOM) is able to apply for reinstatement under the [NCCAOM Reinstatement Route](#). The Reinstatement Route application expires twelve (12) months from the date of submission. All reinstatement requirements must be met within the twelve (12) month application period, or a new application must be submitted when the original application expires. The application fees are based on time and are non-refundable. Reinstatement [Step-by Step instructions](#) can be found on the NCCAOM website.

### Nine (9) Reinstatement Requirements:

#### 1. State Licensure:

All applicants for the Reinstatement Route must have held a continuous active state license to practice acupuncture since the applicant's certification expiration date. If candidate had practiced in more than one state over the years, copies of all licenses have to be reported during the reinstatement application submission. Please note: The following documents are required in electronic format during the reinstatement application submission:

- A copy of each state's Acupuncture license(s) since the applicant's certification expiration date;
- Proof of the most current free and clear Acupuncture state license.

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 submission date. A certificate of completion or a CPR card should be uploaded during the application submission process as well as





reported to the applicant’s reinstatement transcript for 4 PDA points. Only one CPR certificate of completion may be submitted for the reinstatement process.

3. Safety and Ethics:

A minimum of 2 hours safety (SA) AND 2 hours ethics (ET) coursework must be completed within four (4) years of the Reinstatement application submission date. Safety (SA) and ethics (ET) certificates of completion must be uploaded during application submission process as well as reported to the applicant’s reinstatement transcript for 2 PDA points each.

Find PDA approved safety and ethics courses on the *NCCAOM® PDA Search Engine* at [pdasearch.nccaom.org/](http://pdasearch.nccaom.org/). For suggested safety (SA)/ethics (ET) subject areas [click here](#).

4. Clean Needle Technique:

Documentation for the original Clean Needle Technique course offered by the Council of Colleges of Acupuncture and Herbal Medicine (CCAHM) must be recorded on file of applicant’s online certification account. To confirm the CNT course is on file, the CNT course completion date is clearly visible within an individual’s online Certification account in the Additional Information section.

Additional Information <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span>			
Web Address		SSN	XXXX
Date of Birth	MM/DD/YYYY	Gender	XXXX
Designation		<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">2</span> CNT Certificate Date	MM/DD/YYYY 

Applicants must also complete CCAHM’s online course CNT Review Course: Acupuncture Safety within the four (4) years of the reinstatement application submission date. CNT Review course is not required for reinstatement to Chinese Herbology Certification. Applicants may report the CNT *Review Course: Acupuncture Safety* for 4 PDA/CEU credits to their reinstatement transcript. All certificates of completion for the face-to-face CNT course and the *Review Course: Acupuncture Safety* must be sent to the NCCAOM directly from the CCAHM.



CNT course verification must be requested only AFTER an application for Reinstatement is completed with NCCAOM.

5. Background Screening:

A background screening completed via the NCCAOM's third party vendor [Private Eyes](#) is a mandatory requirement for the Reinstatement process. It is recommended to complete this screening only after an application for Reinstatement has been submitted. The minimal fee is paid directly to the vendor.

6. Continuing Education Requirements:

The total PDA/CEU requirement is calculated based on each certification expiration date. Click the button below and enter your certification expiration date to calculate your reinstatement requirements.

### **REQUIREMENTS CALCULATOR**

**Please note:** All PDA/CEUs must be completed in CORE category (AOM, ABT, BIO). This document will help in understanding of the CORE Categories.

**Certification Expiration Date.** The NCCAOM Certification expiration date may be found:

- a) on the NCCAOM Wall Certificate.
- b) within the individual's NCCAOM Online Portal.
- c) on the NCCAOM Registry. If you cannot find yourself in the Registry, contact the NCCAOM at [reinstatement@thenccaom.org](mailto:reinstatement@thenccaom.org). Each instance will be investigated on a case-by-case basis.

**Online Profile.** All former Diplomates already have an NCCAOM Online Portal. If you are unable to reset your password, please contact NCCAOM to retrieve your login credentials. Creation of a duplicate account may cause a delay in your application processing.



**PDA/CE Reporting.** Once logged into your NCCAOM Online Portal, scroll down and click “Report Reinstatement CEs” link for access to report and report/upload the PDA/CEU certificates.

Recertification							
Specialty	Accrual Period	CE Required	CE Remaining	Completion	Recert Available	Status	Action
OM	01/01/2016 - 12/31/2022	105	105	0%	01/01/2022	Terminated	<a href="#">Report Reinst. CE</a> <a href="#">Reinstate App</a> <a href="#">Reinstatement Calculator</a> <a href="#">Details</a>

**Please Note.** Report each course by providing all course information and uploading the certificate of completion.

- Acceptable formats for electronic certificates of completion are:  
pdf; jpeg; png; tiff
- Certificates of completion can be scanned documents or clear legible images taken with a cell phone.
- All applicants for NCCAOM certification reinstatement are advised to complete the PDA/CE Reporting process prior to submitting the Reinstatement application.

7. Application Submission:

The application for Reinstatement is available within the individual’s Online Portal and accessed by clicking the “Reinstate app” link in the Recertification section. If requirements for reinstatement are not met within 12-months of application submission, the applicant must reapply.

Recertification							
Specialty	Accrual Period	CE Required	CE Remaining	Completion	Recert Available	Status	Action
OM	01/01/2016 - 12/31/2022	105	105	0%	01/01/2022	Terminated	<a href="#">Report Reinst. CE</a> <a href="#">Reinstate App</a> <a href="#">Reinstatement Calculator</a> <a href="#">Details</a>



**APPLICATION FEES:** Reinstatement to Active Status – Terminated former Diplomates

3 years + 1 day to 4 years	\$490
4 years + 1 day to 8 years	\$590
8 years + 1 day and over	\$690

For your protection, only VISA, MC & AMEX payments are accepted online for application submission.

**All payments are non-refundable.**

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 hour. If the applicant scores less than 75%, 5 PDAs/CEUs in continuing education coursework must be completed in each weak domain area. There is no fee for taking the self-evaluation.

9. Reinstatement Final Assessment:

If the applicant is terminated 8 or more years, they must also successfully pass the NCCAOM® Reinstatement Final Assessment. Fifty (50) questions are on the Acupuncture and Chinese Herbology Assessment completed in 1 hour. Oriental Medicine has 75 questions and applicants are given 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.

**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 \(NCCAOM Website\)](#).
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 emailing the letter to [info@thenccaom.org](mailto: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.