



How to Renew an Approved PDA Course

Courses are approved by the PDA program for one year. To continue awarding PDA points, using the *NCCAOM® PDA Activity Logo*, and advertising in the *NCCAOM® PDA Search Engine* or the *NCCAOM® PDA Course Spotlight*, Providers must apply to have a course renewed. It is the PDA Provider's responsibility to renew the course(s) before the expiration date. Providers will receive an automated email notice when a course is 90 days from expiration.

If a course is not renewed, it will automatically expire, and the PDA Provider must cease distributing PDA points and using the *NCCAOM® PDA Activity Logo*. A new PDA application is required to have the course re-approved.

The step-by-step instructional guide to renew a course is located on the [Provider Resources page here](#).

Steps to Renew a Course

1. Enter the PDA Provider Portal and login into the PDA Provider Home Page.
2. Courses to be renewed will be listed in the 'Courses Ready for Renewal' box at the center of the page.
3. Go to the top of the page and click on the orange button 'Renew Courses'.
4. Review the payment method on the next page.
5. By submitting the application, the Provider is attesting that the course(s) listed have not changed and remain the same in title, content, and duration of time/points.
6. Submit the application and pay the renewal fee.
 - a. Live face-to-face presentation, webinar or distance learning applications are \$250 each for one year.
 - b. A conference, symposium, or overseas tour is not eligible for renewal due to the change in course content, length, and speakers.
 - c. Active NCCAOM Diplomates receive a 10% discount for a course renewed individually.
 - d. Non-profit organizations registered with the PDA Department receive a 50% discount for a course renewed individually.
 - e. Annual Discounted Review (ADR) packages are available for multiple courses.
7. Complete the Attestation page.
8. Submit the payment through PayPal.
9. Return to the Provider Home Page. Allow the system to update and check back in about 10-15 minutes. The course(s) are now renewed and drop back down into the 'Active Course' box with an extended expiration date of one year.