

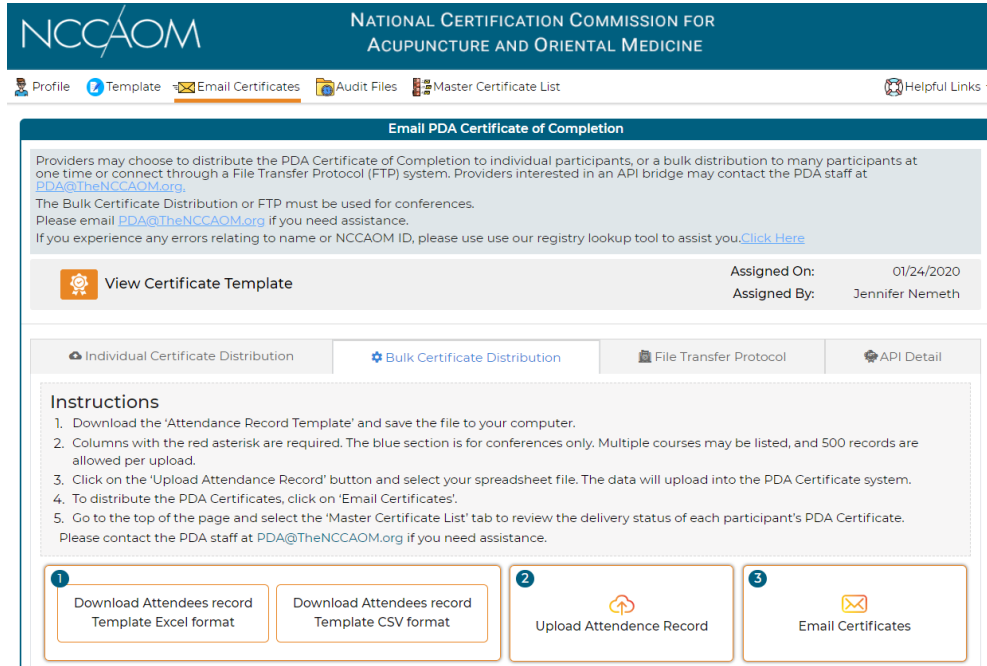


How to do a Bulk Distribution for the NCCAOM PDA Certificate of Completion

Providers may choose to distribute the NCCAOM PDA Certificate of Completion in a bulk distribution to many participants at one time. The bulk distribution must be used for a conference or symposium. If you experience errors relating to the Diplomate’s name or NCCAOM ID number, please use our [Registry](#) lookup tool to assist. Please email PDA@TheNCCAOM.org if you need assistance.

Directions

1. From your online PDA Provider Home Page, click the ‘Certificate’ button at the top of the page.
2. In the Provider Dashboard, select ‘Email Certificates’.
3. Select Bulk Distribution



The screenshot shows the NCCAOM website interface for the 'Email PDA Certificate of Completion' page. At the top, the NCCAOM logo and 'NATIONAL CERTIFICATION COMMISSION FOR ACUPUNCTURE AND ORIENTAL MEDICINE' are displayed. Below the header, there are navigation tabs: Profile, Template, Email Certificates (selected), Audit Files, and Master Certificate List. A 'Helpful Links' dropdown is also visible.

The main content area is titled 'Email PDA Certificate of Completion' and contains the following information:

- View Certificate Template** button.
- Assigned On:** 01/24/2020
- Assigned By:** Jennifer Nemeth

Below this, there are four tabs: Individual Certificate Distribution, Bulk Certificate Distribution (selected), File Transfer Protocol, and API Detail.

Instructions:

1. Download the 'Attendance Record Template' and save the file to your computer.
2. Columns with the red asterisk are required. The blue section is for conferences only. Multiple courses may be listed, and 500 records are allowed per upload.
3. Click on the 'Upload Attendance Record' button and select your spreadsheet file. The data will upload into the PDA Certificate system.
4. To distribute the PDA Certificates, click on 'Email Certificates'.
5. Go to the top of the page and select the 'Master Certificate List' tab to review the delivery status of each participant's PDA Certificate. Please contact the PDA staff at PDA@TheNCCAOM.org if you need assistance.

At the bottom, there are four action buttons:

- 1. Download Attendees record Template Excel format
- Download Attendees record Template CSV format
- 2. Upload Attendance Record
- 3. Email Certificates



- Download the 'Attendance Record Template' and save the file to your computer. DO NOT MODIFY the spreadsheet! It will not upload the information if anything is changed. Columns with the red asterisk are required.

NCCAOM PDA Attendance Record							
DO NOT MODIFY! The spreadsheet will not upload if the formatting is changed. Columns with (*) are mandatory.							
Enter Course and Participant Information Below							
* Course Number (PDA-123-1)	* Attendee Fir- Name	* Attendee Las- Name	Date of Birth (MM/DD/YYYY) NOT PUBLISHE	NCCAOM (If Applicat	State Acupunctur License Num	* Course Completion Date (MM/DD/Y	* Attendee Email

- One row should be completed for each participant.
- Once you have filled in all the information save the file to your computer.
- Go back into your online account under Bulk Distribution. Click on 'Upload Attendance Record' and select your spreadsheet file name. The data will upload into the PDA Certificate Management System.
- Once the file is uploaded, click on 'Email Certificates'.
- Remember to check you 'Master Certificate List'!* For those certificates that did not send successfully, you will need to correct the information and then email a new PDA Certificate.

Reminder! PDA Certificates are required for NCCAOM recertification and by state acupuncture boards. *The NCCAOM only accepts the branded NCCAOM® Certificate of Completion for PDA approved courses for recertification credit. Certificates created by Providers for PDA approved courses that are a non-branded certificate are not accepted for recertification.*