



National Certification Commission
for Acupuncture and Oriental Medicine



NCCAOM® PDA Application:

DISTANCE LEARNING/ONLINE



National Standards of Continued Competence In Acupuncture and Oriental Medicine

NCCAOM®


PDA Department
76 S. Laura Street, Suite 1290
Jacksonville, FL 32202
904-598-1005
www.nccaom.org

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Dear PDA Provider:

Thank you for submitting your continuing education activity for review with the NCCAOM. For detailed information regarding the NCCAOM PDA program, please see the *NCCAOM® PDA Handbook*. If you have questions, the PDA Department will be happy to assist you. Please contact us by email at pda@thenccaom.org or by phone at 904-674-2474.

The PDA application process is a paperless system and requires the PDA Provider to complete the application form and submit it electronically with the required documents (pg. 3) and the review payment to pda@thenccaom.org. Paper or faxed applications are not accepted and will be returned to the Provider. Be sure all sections of the application are filled in. The symbol  indicates fields that are automatically loaded to the PDA database which, in turn, feeds the information to the *NCCAOM® PDA Search Engine* and the *NCCAOM® Certificate of Completion*.

A “complete” application consists of all the required documents and payment. The complete application is added to the review queue and reviewed in that order. Expedited reviews are available for individual programs for an additional fee (pg. 8). Applications continue to take approximately 4 to 6 weeks to process. Incomplete applications slow the process and are the responsibility of the Provider to complete.

Once the course is approved, the Provider is notified via email and the U.S. Postal Service. The PDA Provider is required to use the *NCCAOM Certificate of Completion* to issue the approved PDA points to the attendees. The certificate can be customized with the Provider’s logo, responsible party signature, and additional professional continuing education approvals.

The PDA Department would like to thank you for your support and affiliation with the NCCAOM and its Diplomates. The Providers’ continued interest in offering quality educational programs for the acupuncture and Oriental medicine community is much appreciated.

Sincerely,

The PDA Department Staff

pda@thenccaom.org
904-674-2472



Distance Learning Program

Definition: eLearning is the computer and network-enabled transfer of skills and knowledge and includes all forms of electronically supported learning and teaching. eLearning programs are divided into two categories: 1) Asynchronous distance learning, and 2) Synchronous online learning. Theory-based or didactic information is standard; psycho-motor skills and techniques are not taught because the instructor cannot assess if the student is acquiring the skill correctly, which directly addresses the NCCAOM's mission of public safety. The qualifier to determine the number of PDA points to issue is the amount of time it takes the student to complete the learning activities. Passing an end-of-course assessment is the document that records and verifies compliance.

Asynchronous distance learning: Learning is self-paced by the student with little or no communication with the instructor during the learning time. The student is alone and completes the course according to his or her own schedule. Programs are delivered via the Internet, CD-ROM/DVD or Intranet, and include reading, visual and/or auditory media (video, PPT presentations), writing, and research skills.

Synchronous online learning: Learning is instructor-led with multiple students online together. Learning is paced at specific intervals with coursework being completed according to a schedule. The shared environment, or virtual classroom, allows multiple students/instructors to collaborate in a discussion with text and drawings over an Internet connection.

Characteristics

- Theory subjects only. Distance learning courses cannot teach a psycho-motor skill or technique (e.g., needling, cupping) because the instructor cannot visually assess if the student is performing the skill correctly.
- Learning activities include, but are not limited to reading, writing, listening, research, visual aids.
- Students complete and turn-in a worksheet prior to receiving the end-of-course assessment.
- The qualifier for issuing NCCAOM PDA points is an end-of-course assessment (test).

Required Documentation – Submit One Course Per Email to pda@thenccaom.org

- NCCAOM® PDA Application: *Distance Learning/Online*
- Instructor's professional resume or curriculum vitae
- Course Evaluation
- Sample advertisement

Helpful Hints

- One hour of active learning is equal to one PDA point. PDA points are awarded for completing the program worksheet but are not issued for testing times.
- One PDA point is divided into quarter hours or 15 minute increments (0.25; 0.50; 0.75; 1.0).
- The Topic column within the Program Outline (pg. 7-8) may include several 15 minute sections. For example, a video on a topic may go from 10:00 a.m. to 11:30 a.m. and be counted as 1.50 PDA points.
- Safety or ethics topics on the Program Outline (pg. 7) must be a minimum of one hour to receive a PDA point. Safety and/or ethics must be clearly stated in the Topic column of the Program Outline (pg. 7-8).
- The lowest PDA point issued is 0.50 or 30 minutes. PDA points on the Program Outline that add up to a quarter hour (0.25 or 0.75) will be rounded down to the nearest half-hour.

* Click on the hyperlink to open the form. Save the form to your computer; complete it and submit it with the application.



This symbol indicates information that will be published on the *NCCAOM® PDA Search Engine* and the *NCCAOM® PDA Certificate*.

IMPORTANT: This form must be completed in **Adobe Reader**. Use the Tab key to move from space to space. Shift-Tab will move the cursor back one space.


Section 1. NCCAOM PDA Provider Information

NCCAOM PDA Provider Number:		
NCCAOM PDA Provider Name:		
Address:		
Suite/Building #:		
City:	St:	Zip Code:
Phone:	Country other than U.S.:	
Website:		
Responsible Party:	Title:	
Credentials:		
Address (if different than above address):		
Suite/Building #:		
City:	St:	Zip Code:
Phone:	Country if other than U.S.:	
E-Mail:		
Contact Person:		
Title:		
Address (if different than above address):		
Suite/Building #:		
City:	St:	Zip Code:
Phone:	Country if other than U.S.:	
E-Mail:		




Section 2. Program Information

 **Course Title:**

 **Instructors:** PDA Providers must maintain documentation, via a professional resume, showing instructors are qualified to teach the program. The resume is a required document and must be submitted with the PDA application. To post of the instructor on the PDA Search Engine, list names and credentials below. A maximum of three instructors can be posted per program.

Instructor Name(s)	Credentials (Education/Degree – Certification - Licensure)

 **Course Description:** Provide a brief overview of the program and how it relates to Oriental medicine. This section will be posted on the PDA Search Engine and is **limited to 750 characters**. Please provide concise information that is reflected in the program title and content. Also, check grammar and spelling.

Goals and Objectives: Identify (bullet point) three to five goals & objectives that the participant can apply to their practice and professional development.



Course Outline: Also called the agenda, the course outline validates the content in relation to the NCCAOM recertification categories, teaching methods, and time frames that support the approved number of PDA points. If you run out of rows, e-mail the PDA Department at pda@thenccaom.org and we will send you a continuation form.

PDA Points	Topic – Content Outline	Recertification Category	Learning Activity

Number of PDA Points Requested: _____



Worksheet: The worksheet helps the student identify the goals of the course and also documents that they completed the course work. It is reviewed by the PDA Provider to determine if the student is grasping the main points of the course, but is not graded. Students need to complete the worksheet questions below and return them to the PDA Provider before receiving the end-of-course assessment.

Assessment: List a minimum of 10 questions below.

Passing Score: The passing score is _____ % or _____ correct answers out of _____ questions.



Section 3. Attestation and Signature

By signing below, I affirm that the materials supplied herein are accurate, true, and correct in all respects. As a PDA Provider, I agree to comply with the highest ethical standards and all applicable laws to ensure accurate and truthful continuing education presentations and documentation. I agree to abide by the PDA Provider duties and responsibilities and all applicable NCCAOM policies and procedures as outlined in the *NCCAOM® Code of Ethics*, the *NCCAOM® Grounds for Professional Discipline*, the *NCCAOM® Professional Development Activity (PDA) Department and Provider Agreement*, and the *NCCAOM® PDA Product and Service Disclaimer*. I understand that I am responsible for the content of the program advertisement and I assure adherence to ethical standards in advertising the continuing education program truthfully and to avoid misleading the public.

Type the name of the responsible party below. A digital signature is not required.

Responsible Party: _____ Date: _____

Section 4. Submitting the PDA Application

Email the *NCCAOM® PDA Distance Learning/Online Application*, the required documents (pg. 3), and the program review payment to pda@thenccaom.org. Please submit one application per email with the course title in the file name.

Section 5. Using the PDA Logo

The NCCAOM® is pleased to offer our PDA Providers the use of the official PDA logo. The logo may be used in advertising and promoting NCCAOM approved PDA programs. The appearance of the PDA logo will immediately attract the viewer to the course by visually showing the seal of approval by the NCCAOM. The PDA logo signifies a quality education program that has been approved by a leading national organization in the acupuncture and Oriental medicine profession.



Note: The PDA Provider may advertise a program as approved by the NCCAOM® and use the PDA logo only after receipt of the PDA program approval letter. PDA Providers may not use the PDA logo for programs under review but may state "Pending PDA Points" if the *NCCAOM® PDA Program Review and Web Posting Application* has been received by the PDA Department.

PDA Providers may email pda@thenccaom.org to request a jpeg file of the logo for their approved programs.



Section 6. Program Review Fees

The PDA program review fee is charged to the Provider for the review of program materials, use of the PDA logo, and posting of the program information on the PDA Search Engine for a period of one year. Paying the review fee does not guarantee that the program will be approved by NCCAOM and is non-refundable.

Bulk-Rate: This application is part of a bulk submission. Skip Section 6 and Section 7, and complete the NCCAOM PDA Bulk-Rate Payment Form.

Individual Rate: Complete the following:

Check appropriate boxes below:

Table with 2 columns: Fee Item, Amount. Rows: Distance Learning Course (\$ 150), Expedite Review (optional) (\$ 150), Total Payment: \$ ____

Section 7. Payment Method

Card number:
Card holder name:
Expiration date:
Zip code of billing address:

***** For NCCAOM Use Only *****

Application Received: _____ Expedite Review By: _____
Provider #: _____ Provider Name: _____
Responsible Party: _____ Email: _____
Contact Person: _____ Email: _____
Course Title: _____
Payment to Accounting: _____ Accounting Received Payment: _____ Batch #: _____
Categories: _____ AOM-BIO _____ SA _____ ET _____ PE-CW
Date Approved: _____ Total PDA's: _____
Notes: