



Professional Development Activity

## PDA Course Spotlight Application

*National Standards of Continued  
Competence in Acupuncture  
and Oriental Medicine*

February 1, 2019



## NCCAOM® PDA Course Spotlight Application

The NCCAOM® provides assistance to PDA providers in advertising their continuing education course by distributing the PDA Course Spotlight to active NCCAOM Diplomates. The Provider's course information must be approved by the NCCAOM's PDA Department and payment made in full prior to inclusion in the PDA Course Spotlight distribution.

The NCCAOM will distribute PDA approved course information to all active status NCCAOM Diplomates. PDA providers may submit this application and payment to [PDACourseSpotlight@TheNCCAOM.org](mailto:PDACourseSpotlight@TheNCCAOM.org). The course information will be reviewed by the PDA Department for approval. Once approved, the course information will be entered into the PDA Course Spotlight format and distributed at the next scheduled distribution date. All PDA providers who purchase promotional service through the PDA Course Spotlight must agree to the following terms and conditions:

1. NCCAOM shall offer PDA providers promotional services via the PDA Course Spotlight, issued to all NCCAOM Diplomates on a monthly basis.
2. Advertising in the PDA Course Spotlight is available to active status NCCAOM PDA providers for approved courses.
3. PDA Course Spotlight courses will be listed in the order in which the applications are received. A maximum of ten (10) featured courses are available per issue.
4. The PDA provider shall email the *NCCAOM® PDA Course Spotlight Application* and payment to the PDA Department at [PDACourseSpotlight@TheNCCAOM.org](mailto:PDACourseSpotlight@TheNCCAOM.org).
5. A PDA Course Spotlight application must be received at least two (2) business days prior to the scheduled monthly distribution.
6. The PDA Department will confirm the order with the NCCAOM PDA provider and process the advertising payment.
7. The course(s) will be listed to the appropriate monthly edition of the PDA Course Spotlight and the NCCAOM PDA provider notified.
8. The PDA Course Spotlight Application fee is \$500 per course, per posting.



National Certification Commission for Acupuncture and Oriental Medicine

NCCAOM® PDA Course Spotlight Application
E-mail this application to PDACourseSpotlight@TheNCCAOM.org

PDA Provider Name: \_\_\_\_\_

Responsible Party: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

Table with 6 columns: Course Information, PDA Provider #, Approved Course #, Total PDA Points, Spotlight Issue (Month), Advertising Rate. Includes rows for Course Title, Web Address, and a section for live presentations with fields for Begin Date, End Date, City, State, and Country.

The promotional payment is paid for featured course inclusion in the PDA Course Spotlight to be distributed to NCCAOM® Diplomates.

Advertising Total: \_\_\_\_\_

Payment Instructions:

- 1.) Please e-mail this application to PDACourseSpotlight@TheNCCAOM.org.
2.) Once this application has been reviewed and approved, staff will send a confirmation e-mail to the Provider.
3.) The Provider will then log into their NCCAOM PDA Provider Portal here.
4.) There will be a 'System Message' that states 'You have a pending balance'. Click on the 'Pay Now' button.
5.) Check the box on the left of 'PDA Course Spotlight Income' and then select payment method using the drop-down menu at the bottom of the page. Then click 'Submit' to enter payment information.
6.) Click 'Pay Now' once everything is entered and a receipt will be sent to the Responsible Party's email address.

\*\*\*\*\* For NCCAOM® Use Only \*\*\*\*\*

Provider #: \_\_\_\_\_ Application Received: \_\_\_\_\_ Schedule Ad for Month of: \_\_\_\_\_

Date Payment is submitted: \_\_\_\_\_

Notes: