



National Certification Commission
for Acupuncture and Oriental Medicine



NCCAOM[®] ***PDA Provider Application***



***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

February 2017



NCCAOM® PDA Provider Review Process

The PDA staff welcomes questions and will be happy to provide assistance. Please contact us at 904-674-2472 or pda@thenceaom.org. Detailed information is available in the *NCCAOM® PDA Handbook*.

Step 1. Become an NCCAOM PDA Provider

The first step in becoming an NCCAOM PDA Provider is to email the documents below to the PDA Department at pda@thenceaom.org. The approval process is a two to three week turn-around time.

- *NCCAOM® PDA Provider Application*
- Responsible Party's professional resume
- Initial NCCAOM PDA Provider Payment

Step 2. Interview and Orientation

After the PDA Department reviews the application, the following topics will be covered in an interactive teleconference scheduled through the PDA office.

- Applicant's journey in continuing education
- NCCAOM overview and website
- PDA Program overview
- NCCAOM PDA Provider benefits
- PDA policies overview
- Guidance in filling out a course application

Step 3. Welcome NCCAOM PDA Provider!

Congratulations! The new provider will:

- Be issued a six-digit NCCAOM PDA Provider number
- Receive a new PDA Provider packet
- Sign the NCCAOM PDA Provider and Department Agreement
- Sign the NCCAOM PDA Product and Service Disclaimer
- Be eligible to submit course application for review

For assistance, call 904-674-2472 or email the PDA office at pda@thenceaom.org.



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

Enter information into the spaces provided in each section. 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

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



Check appropriate boxes below. Use the Tab key to move from space to space. Shift-Tab will move back one space.

Section 2. Understanding the PDA Program

- I have read and understand the *NCCAOM® PDA Handbook*.
- Educational programs must be suitable for recertification categories.
- PDA Providers are responsible for issuing PDA points via the official *NCCAOM® PDA Certificate* to all participants of an educational event.
- I understand the NCCAOM PDA application process is an electronic, paperless system.
- I understand that provider and program information is automatically posted to both the NCCAOM® PDA Search Engine and the NCCAOM PDA Certificate, and that it is the Provider's responsibility to proof-read for spelling and grammar prior to submitting PDA applications.

I plan to submit the following types of programs (Check all that apply):

- Live Distance Learning Conferences Overseas Tours

Section 3. Professional Ethics and Health Status

Continuing education providers approved by the NCCAOM must comply with the highest ethical standards and all applicable laws to ensure truthful educational events and documentation that further enhance the Diplomates professional development and growth of the AOM profession. As agreed to in the *NCCAOM® PDA Department and Provider Agreement*, the PDA Provider is bound by the *NCCAOM® Code of Ethics* and the *NCCAOM® Procedures for Upholding Professional Conduct*. Applicants are required to respond truthfully to the questions below. Answering yes to any question does not disqualify an applicant from obtaining NCCAOM PDA Providership. Additional information may be required for a review and decision by the NCCAOM Professional Ethics and Discipline Committee.

Changes to the information below must be reported to the PDA Department within 30 days. Failure to report the change may result in revoking the PDA Providership.

Yes No NCCAOM Ethics Policy:

1. Have you read and understood the *NCCAOM® Grounds for Professional Discipline*?

Yes No Legal Status:

2. Have you ever been convicted of any type of felony?
3. Have you ever been convicted of any type of misdemeanor related to the practice of the health profession?



Yes **No**

Legal Status Con't.:

4. Have you ever had any disciplinary or administrative action taken against you by a licensing board or health-related professional association or school?

5. Have you ever been denied a license to practice in any health-related profession?

Health Status:

6. Has your physical or psychological health status interfered with your ability to practice a health-related profession; or otherwise interrupted your professional or academic activities for more than three months?

7. Have you ever been, or are you currently impaired because of substance abuse including alcohol?

Section 4. Attestation and Signature

I acknowledge and agree to abide by and with the *NCCAOM® Code of Ethics*, the *NCCAOM® PDA Provider and Department Agreement*, and the *NCCAOM® Product and Services Disclaimer*. that may be promulgated or modified from time to time by NCCAOM; and that all information submitted in connection with this application or at any time to NCCAOM is accurate, true, and complete in all respects. Any violation, breach, or noncompliance with such policies, procedures, duties or responsibilities can constitute grounds for denial of the providership or any and/or all course reviews and approvals at the sole discretion of NCCAOM.

Responsible Party:

Date:

Section 5. Submitting the NCCAOM® PDA Provider Application

Email the *NCCAOM® PDA Provider Application*, the Responsible Party's professional resume or curriculum vitae, and the review payment to pda@thenccaom.org. The provider review and orientation takes approximately two to three weeks to complete.



Section 6. NCCAOM PDA Provider Review Fee

The NCCAOM PDA Provider fee is charged for the act of reviewing the background of the individual or organization. The review fee is non-refundable and does not guarantee the applicant will be accepted as an NCCAOM PDA Provider. For more information see the *NCCAOM® PDA Handbook*.

Initial NCCAOM PDA Provider Review	\$250
Reactivated NCCAOM PDA Provider Review	\$100
Total	

Card number:

Card holder name:

Expiration date:

Zip code of billing address:

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

Date Received: _____ NCCAOM PDA Provider # Assigned: _____

NCCAOM PDA Provider Name: _____

Responsible Party: _____ Email: _____

Contact Person: _____ Email: _____

Payment to Accounting: _____ Accounting Received Payment: _____ Batch #: _____

Notes: _____