PDA Course Application
Distance Learning
Step-by-Step Instructions for PDA Providers
Login to your PDA Provider Home Page

1. **Menu Box**: Provider Name, Provider #; Home button, Account Details and Communication (email PDA)

2. **Account Box**: Update your Profile, change username and/or password, log out

3. **Tools Box**: Link to NCCAOM website, PDA Activity Logo

4. **Action Buttons**: New Course Application, Renew Course, Annual Discounted Review App, Certificates

5. **Account Overview**: PDA Provider Profile and contact information

6. **Course Boxes**: Pending Courses, Course Renewals (when ready) and Active Courses
Click on the “New Course Application” button at the top of the page.
1. Select the Course Type

2. Type in the Course Title

3. Click on the ‘Submit’ to move to the next page.
Expedited Review

An expedited review is an optional service and available at an additional cost of $250. The course review normally takes 4 to 6 weeks. The expedited review will be completed within 5 business days.

If you do not want to expedite the review, click ‘Next’ to move on to the next page.
1. Distance Learning Course Application: Each distance learning new or renewal application fee is $250. Active Diplomates receive a 10% discount ($225). Courses are approved for 1 year as of the approval date.

2. Annual Discounted Review (ADR) Package: Providers can purchase groups of course applications. ADRs include both new applications and renewals. No Diplomate discount. The package is good for 1 year and can be purchased at any time.

Click ‘Next’ to go to the next page.
1. Course Description: A brief overview of the course. This section will be posted to the NCCAOM® PDA Search Engine.

2. Goals & Objectives: 3 to 5 main areas of learning.

Click ‘Next’ to move to the next page.
1 PDA point = 1 hour.

Click 'Next' to move to the next page.
Adding topics to the Content Outline

Fill in the content record information below. In the Topic field, be specific as to the information being presented.

Click ‘Submit’ and the information will appear on the Content Outline.

Move back and forth between the two pages until the Content Outline is complete – see the next slide.
The system automatically adds up the PDA points.

The total number of PDA points awarded for a course must be in 30-minute increments.

The system will round down the total points to the nearest hour or half-hour (15.25 = 15; 15.75 = 15.50)

Click ‘Next’ to move to the next page.
Worksheet: A learning activity assigned to the student during their course of study.

- The student completes the worksheet assignment and turns it in to the instructor.
- The worksheet is not graded but gives the instructor the ability to see if the student grasped the course information enabling them to pass the end-of-course assessment.
- The worksheet provides the instructor with documentation that the student completed the coursework.
End of Course Assessment

The assessment, or quiz is forwarded to the student after the instructor has received the worksheet. If the student fails the assessment, it is the decision of the Provider/instructor to let them retest.

1. Identify a passing score percentage.
2. State the number of correct answers required to pass the assessment.
3. List the questions on the assessment with the correct answers. A minimum of 10 questions is required.
Instructors

A professional resume or curriculum vitae is required. Instructors from outside of the United States and conference speakers may submit a biographical sketch.

Instructor qualifications are listed below. Each section must be included on the professional resume.

**Education:** Instructors teaching AOM Core Competency subjects must hold a Master’s degree or diploma in Oriental medicine, acupuncture, and/or Chinese herbology.

**Work History:** Instructors must have 5 years experience in the subject being taught.

**Certification and/or Licensure:** Instructors must have a clear discipline record, if applicable.

**Teaching and/or Lecture Experience:** Recommended but not required.

Providers can build their own instructor database and instructors are entered into the system only once.

When a different instructor is contracted to teach an approved PDA course, the PDA Provider must email the resume to the PDA Department for documentation purposes.

The instructor and their credentials are listed in the NCCAOM® PDA Search Engine.

To add an instructor to the database, click the ‘Add Instructor’ button.
Type in the instructor’s information
Click on ‘Next’

Upload the instructor’s resume
Click ‘Submit’
The instructor is now listed in the database.

Click the box to the left of the name to select the instructor for the course.

Click ‘Next’ to move to the next page.
Upload the documents listed below. PDA staff want to see that the Provider is prepared to distribute a course evaluation after the student passes the assessment.

1. Sample Course Evaluation (required)
2. Sample Advertisement

All documents must be kept by the Provider for 7 years.
Attestation Statement

The Responsible Party attests that the Providership will abide by the four documents listed below. Within the account, you can click on each document to review.

1. **NCCAOM® Code of Ethics**
2. **NCCAOM® Grounds for Professional Discipline**
3. **NCCAOM® PDA Department and Provider Agreement**
4. **NCCAOM® PDA Product and Service Disclaimer**

Click the ‘Next’ button to move to the next page.
The confirmation page is an accumulation of all the pages of the course application enabling the Provider to review the course information and documents.

The Provider can ‘Save and Resume Later’ OR go back and forth between the pages by clicking on ‘Prev’ or ‘Next’ to edit any of the course information or documents.

Once the Provider ‘Submits’ the application, they cannot come back into the course information and will go to the payment pages. The PDA Manager can edit the course information during the course review.
1. Review the payment amount.

2. Select payment method
   - MasterCard
   - Visa
   - American Express

Click ‘Submit’ to move to the next page.
Enter in the credit card information and select the “Pay Now” button.
Payment Successful

The course is now in ‘Pending Review’.

Click on ‘Return to My Account’ or the ‘Home’ icon (upper left) to return to your PDA Provider Home Page.

A course review takes approximately 4 to 6 weeks.

Feel free to check in with PDA staff at PDA@TheNCCAOM.org
THANK YOU!

The NCCAOM and the PDA staff wish to thank all our PDA Providers for their patience and understanding as we navigated through the implementation of the new online management system. We value your participation in providing continuing education events for the NCCAOM Diplomates and practitioners in the acupuncture and Oriental medicine profession.

Need help or have questions or comments? Email PDA@TheNCCAOM.org

Coming Soon!
the
NCCAOM PDA Provider Digital Badge