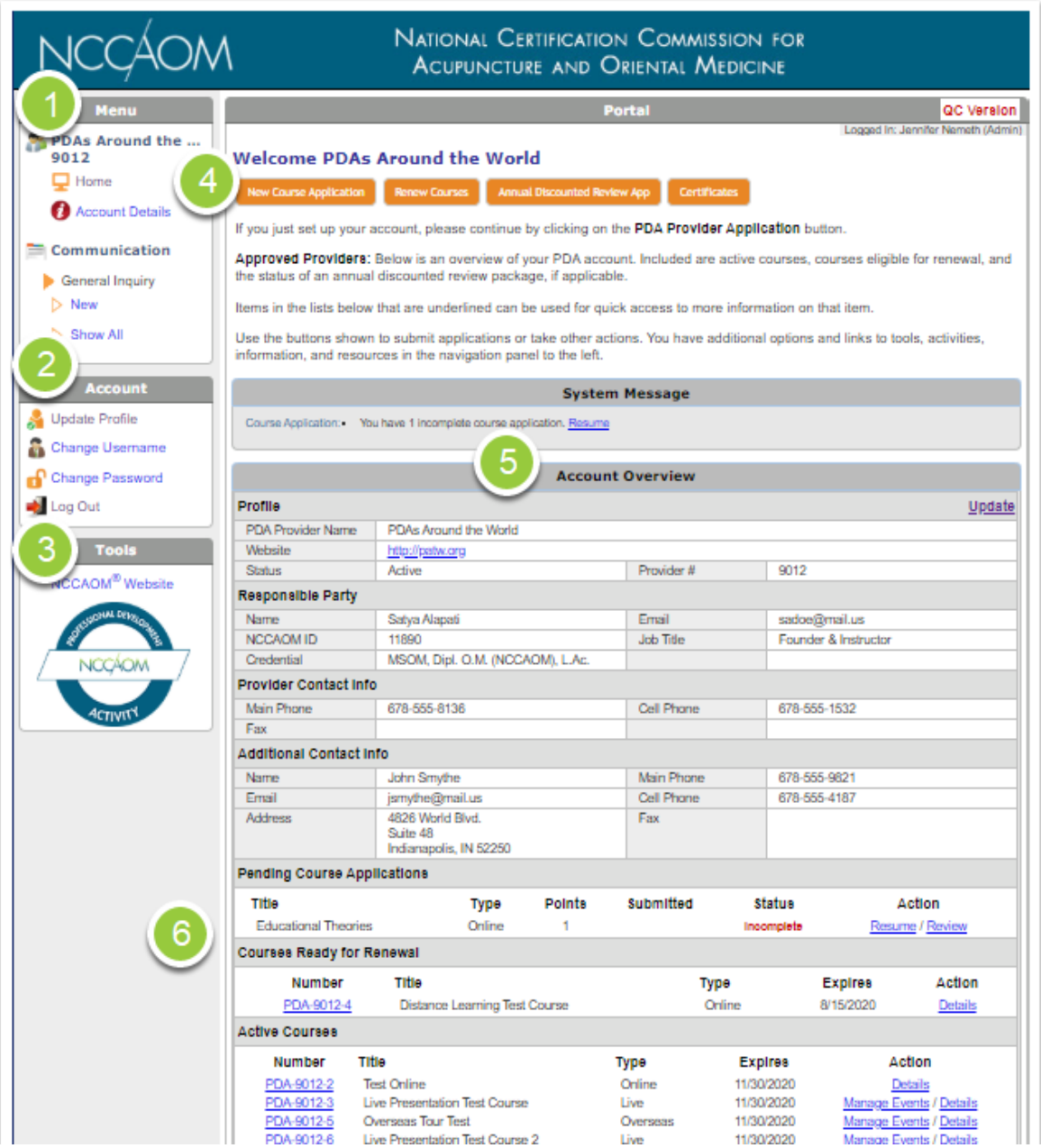
# PDA Course Application

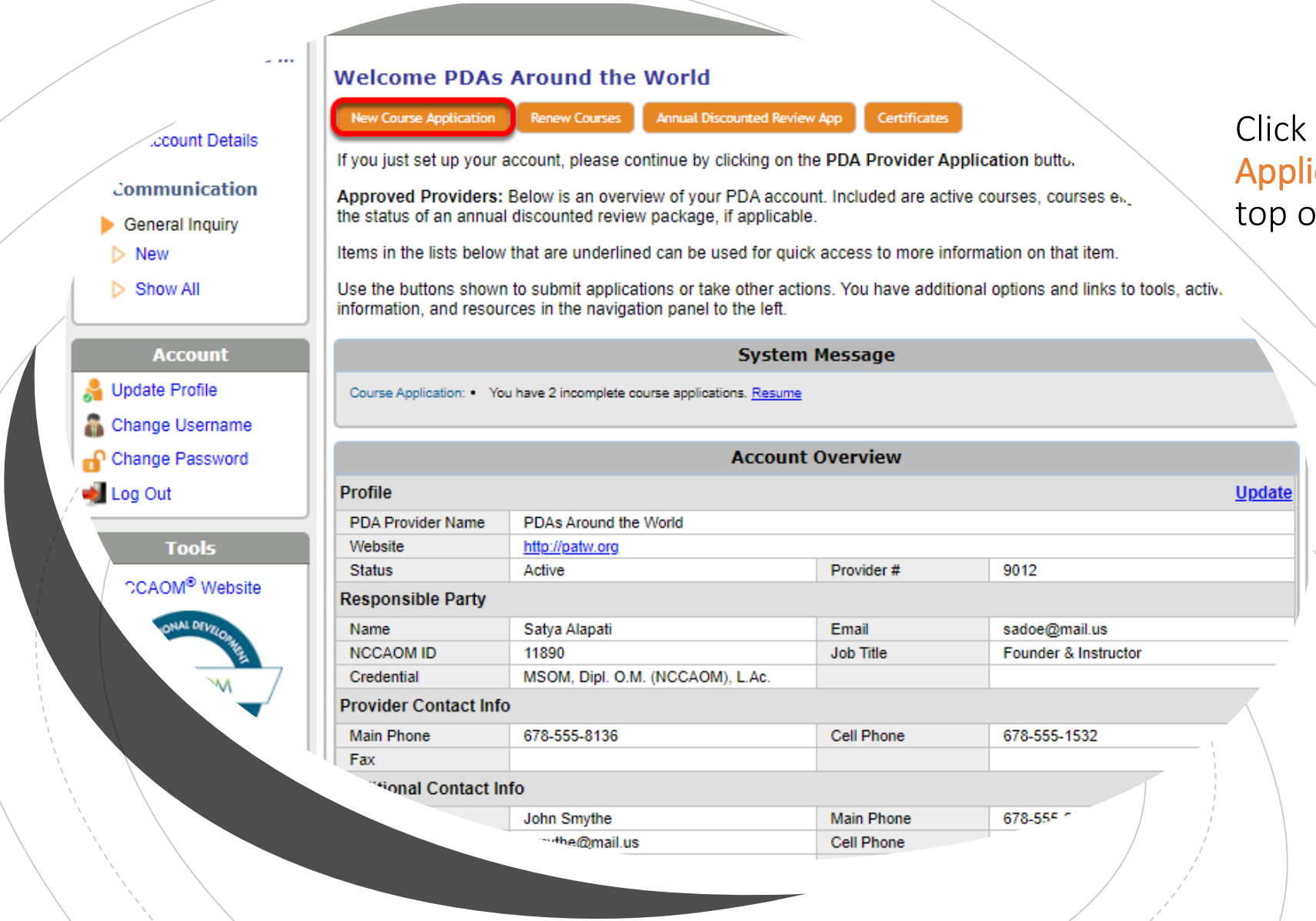
# Live Face-to-Face Presentations & Webinars

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

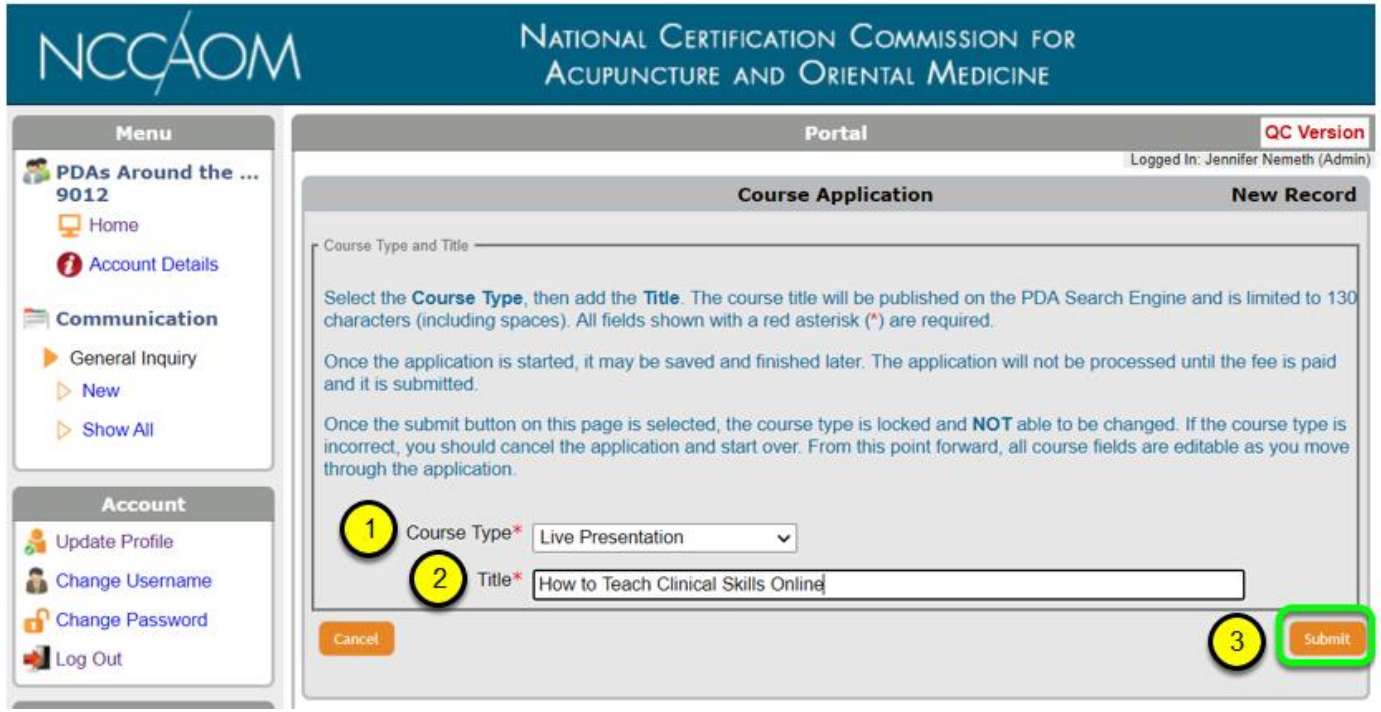



Click on the "New Course Application" button at the top of the page.

1. Select the Course Type

2. Type in the Course Title

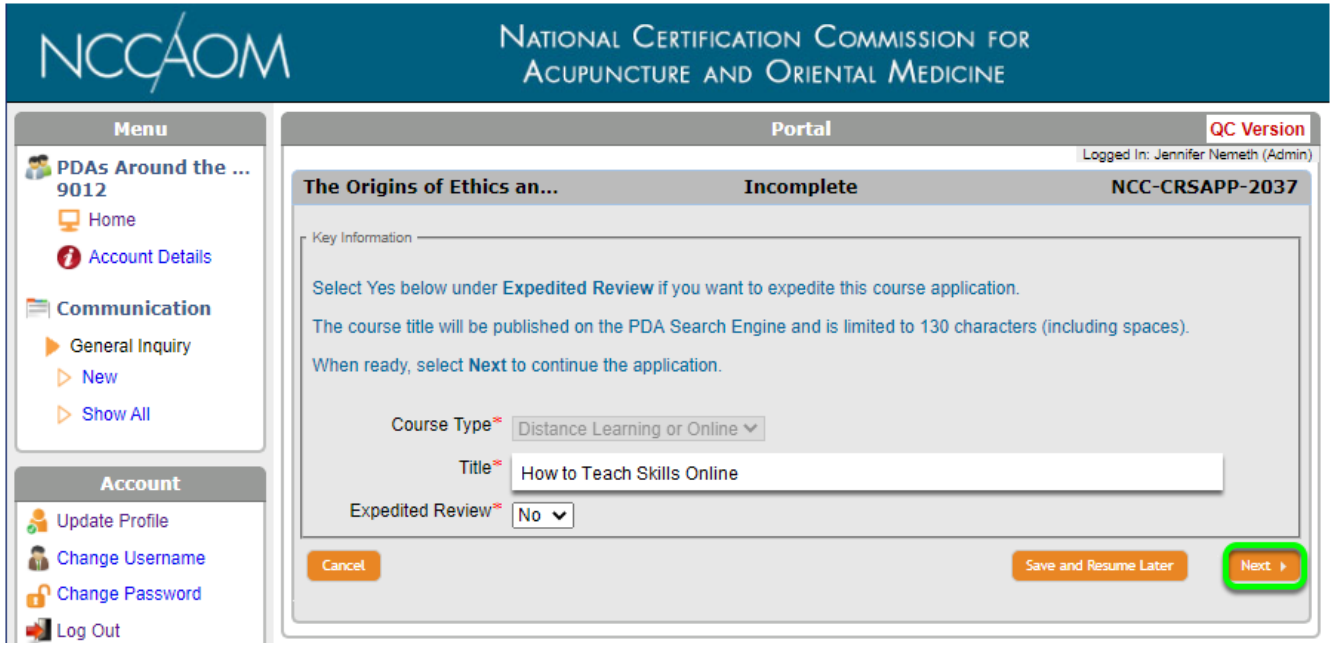
3. Click on the ‘Submit’ to move to the next page.

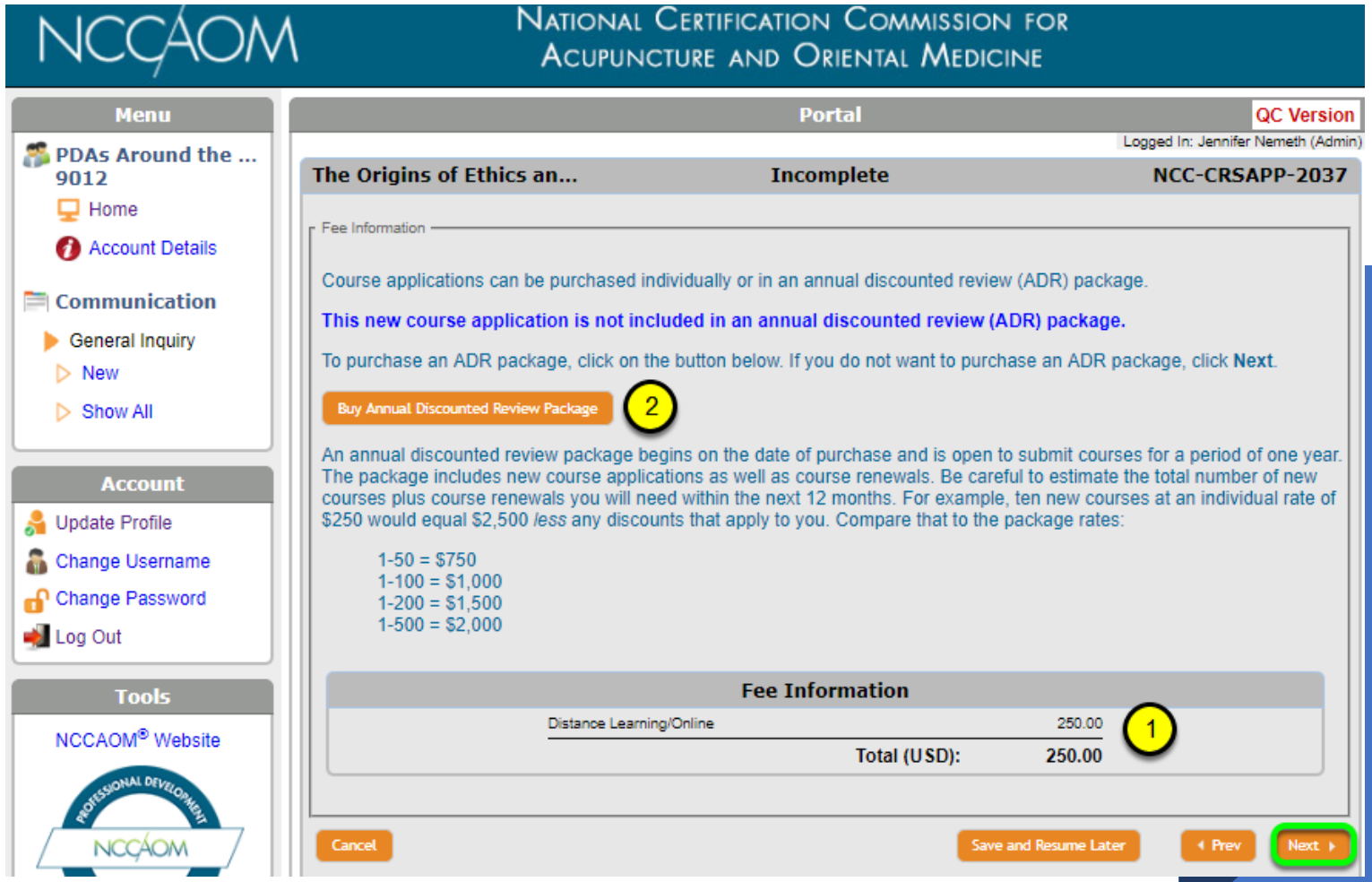


# Expedited Review

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.



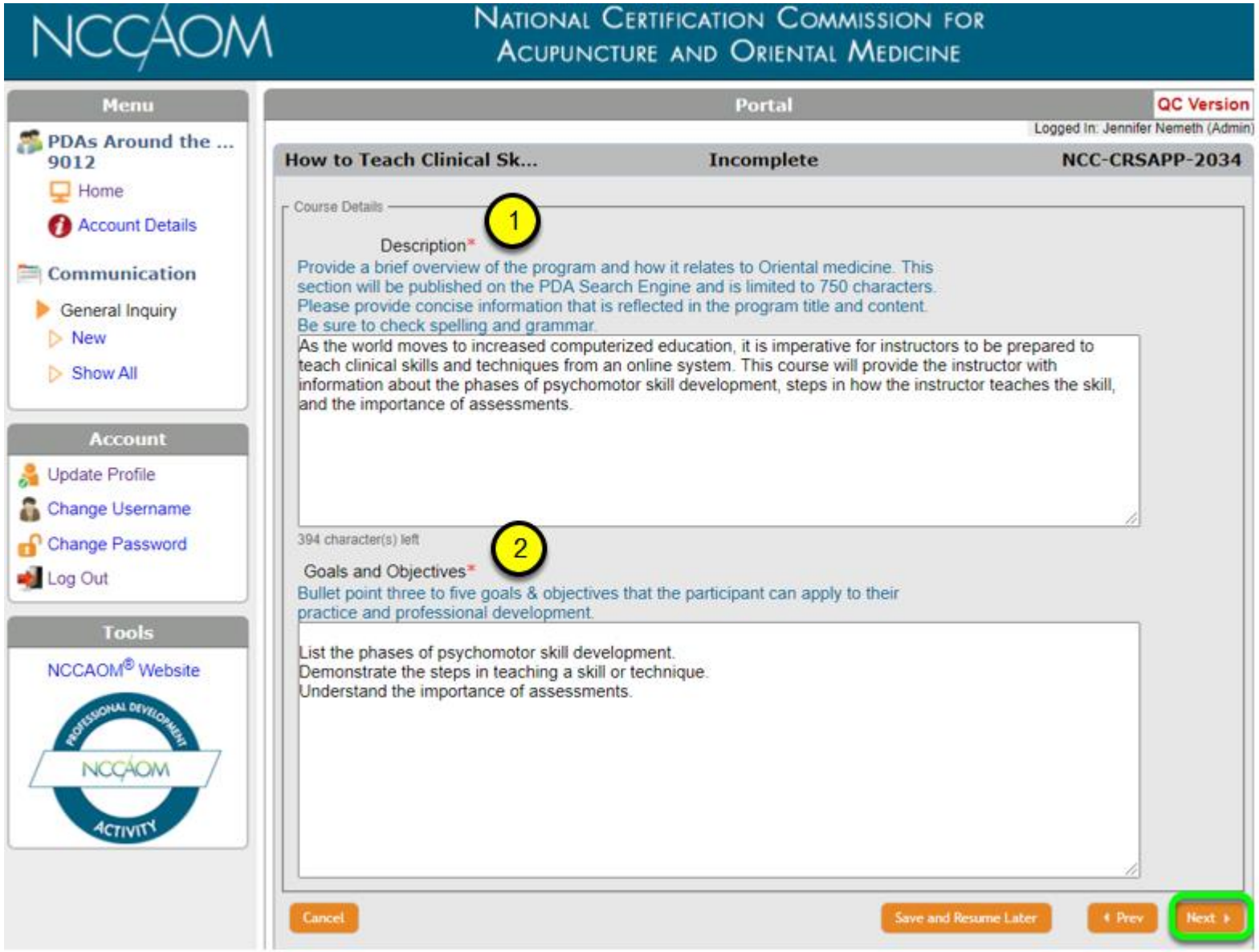



# PDA Course Review Fees

1. Individual Course Application: Each live face-to-face presentation or webinar 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.

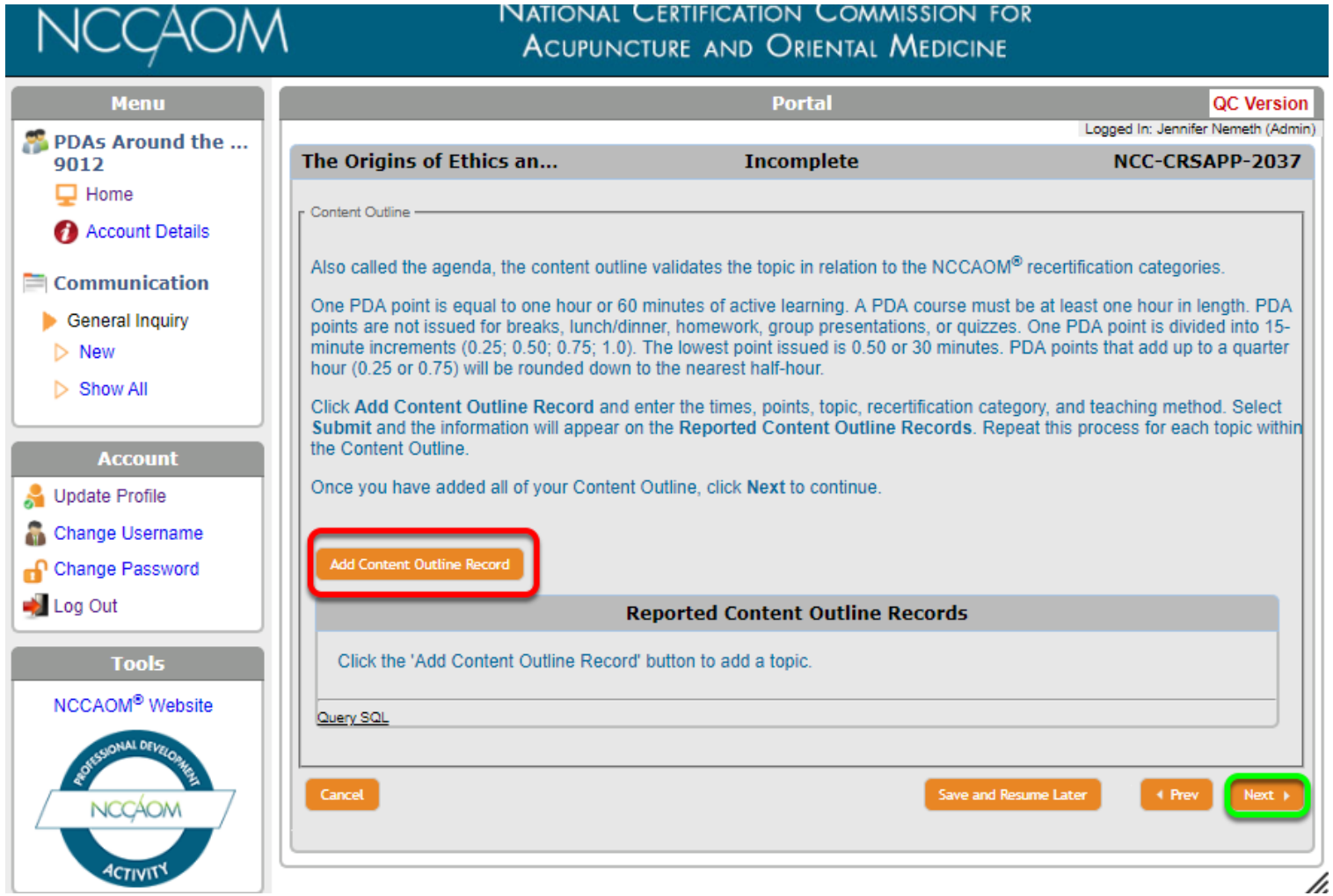



# Course Information

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.




# Content Outline

Live presentations & webinars track the time of active learning that is instructor led (in class time only).

The total amount of time in class determines the number of PDA points awarded for the course.

To create a Content Outline (agenda) click on the orange button 'Add Content Outline Record'.

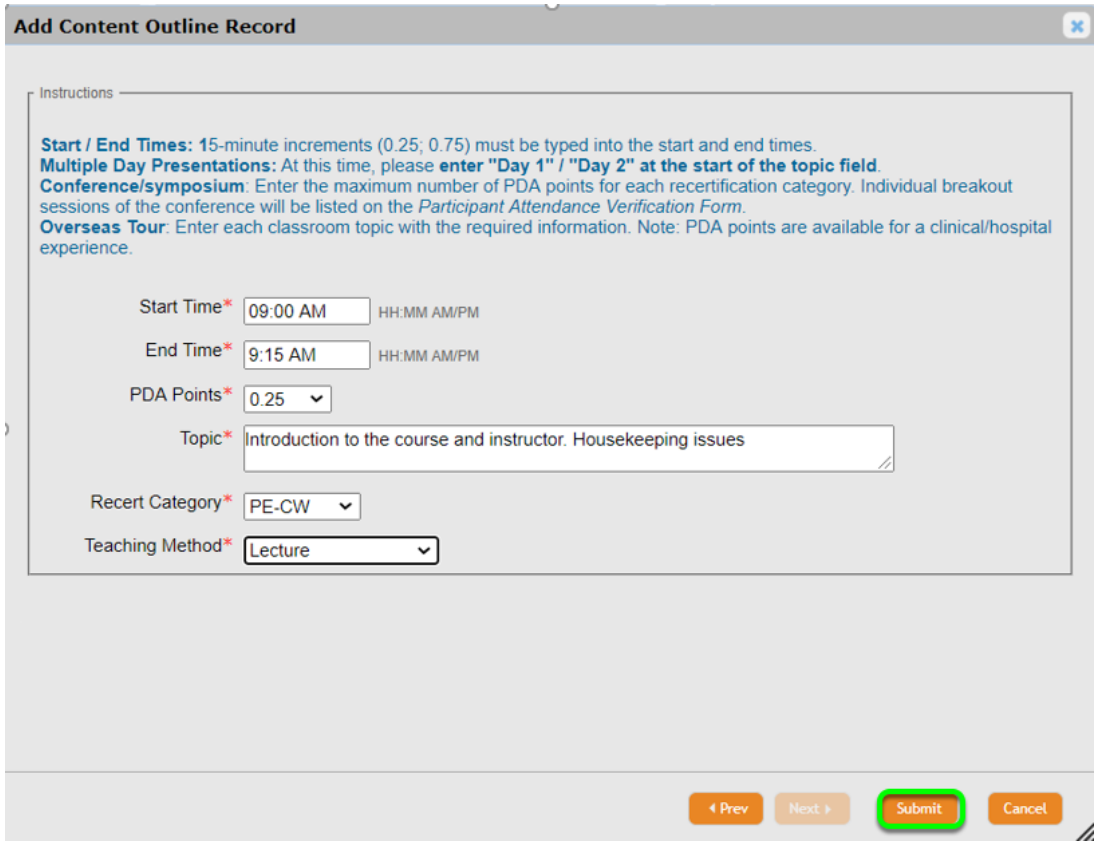
1 PDA point = 1 hour.

Click 'Next' to move to the next page.

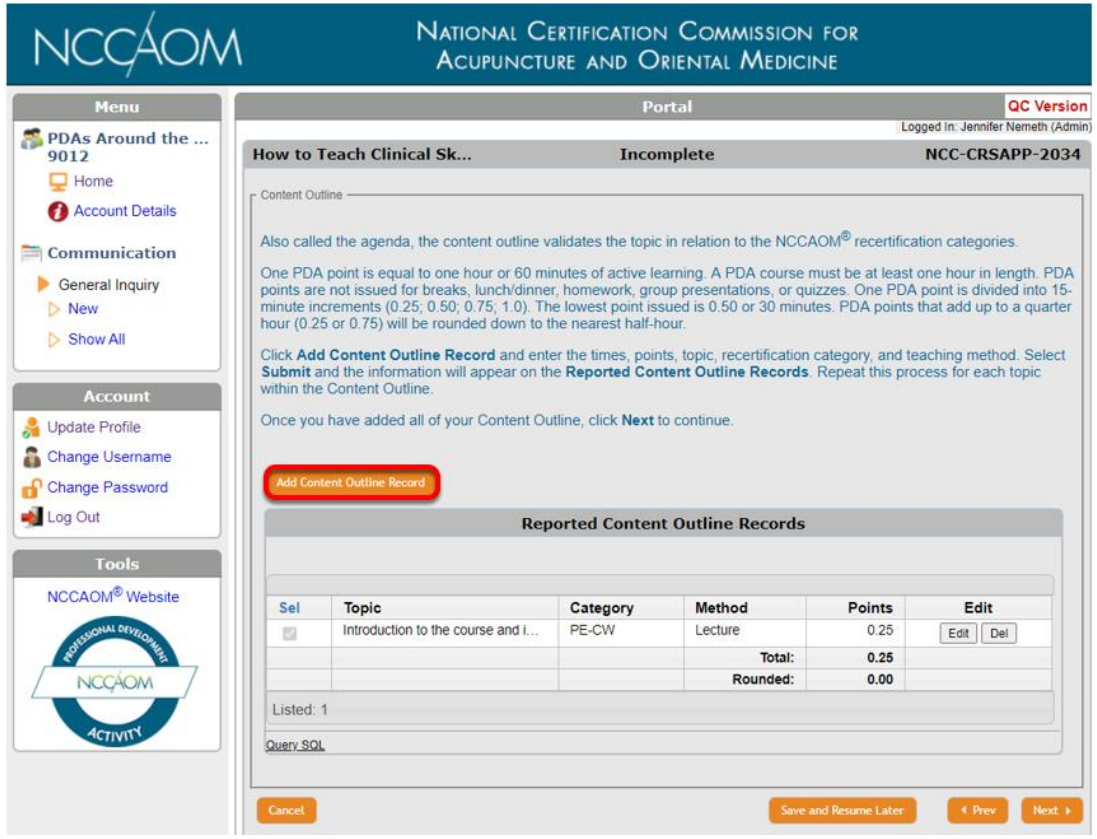
# Adding Items to the Content Outline

Fill in the content record information below.

- In the Topic field, be specific as to the information being presented.
- If multiple day presentation, enter Day 1 or Day 2 at the start of each topic field.




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**

# Content Outline

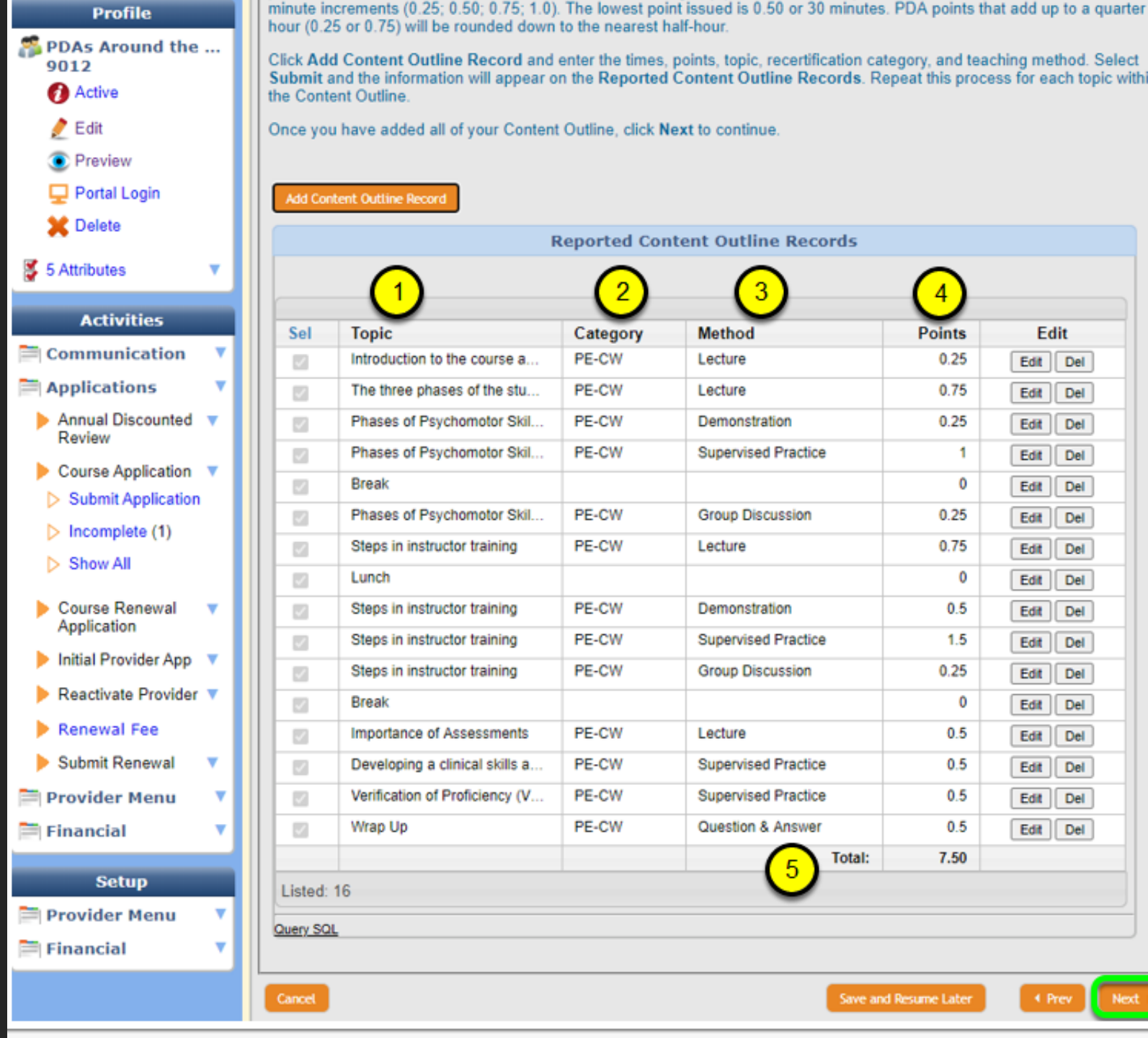
1. Topic
2. Recertification Category
3. Teaching Method
4. Points
5. Total PDA points for the course (7.50)

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.



To add an instructor to the database, click the '**Add Instructor**' button

# 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.

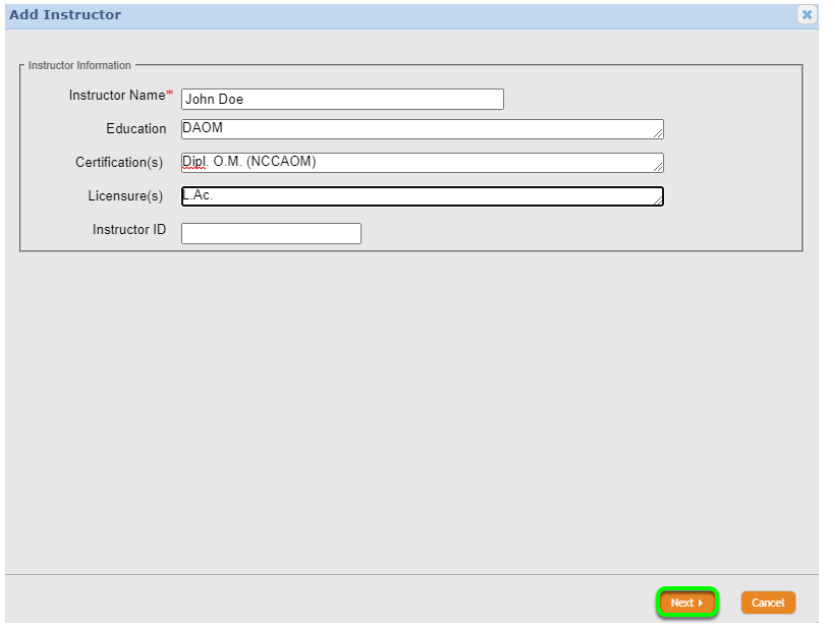
Providers can build their own instructor database and instructors are entered into the system only once.

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.*

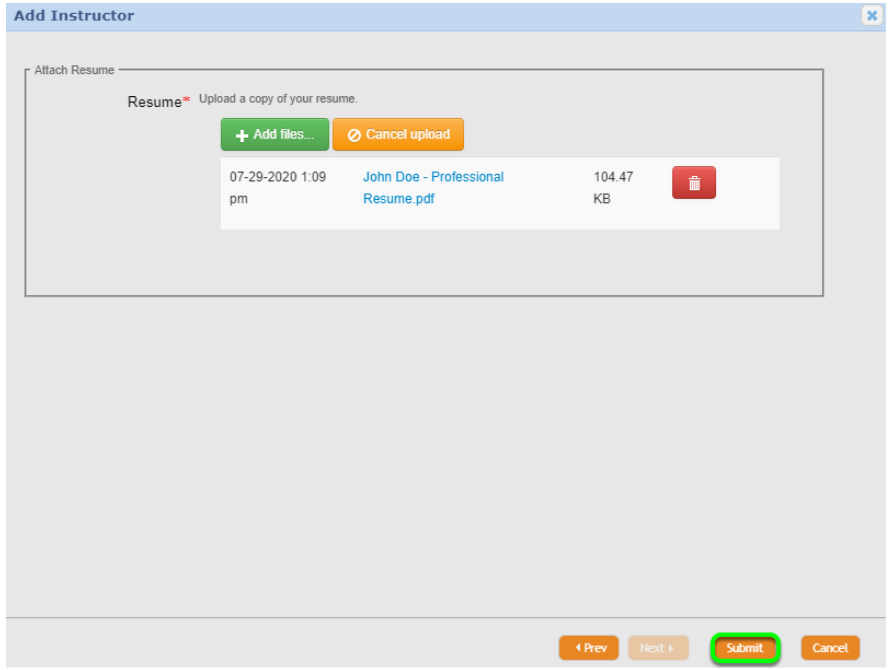
Type in the instructor's information

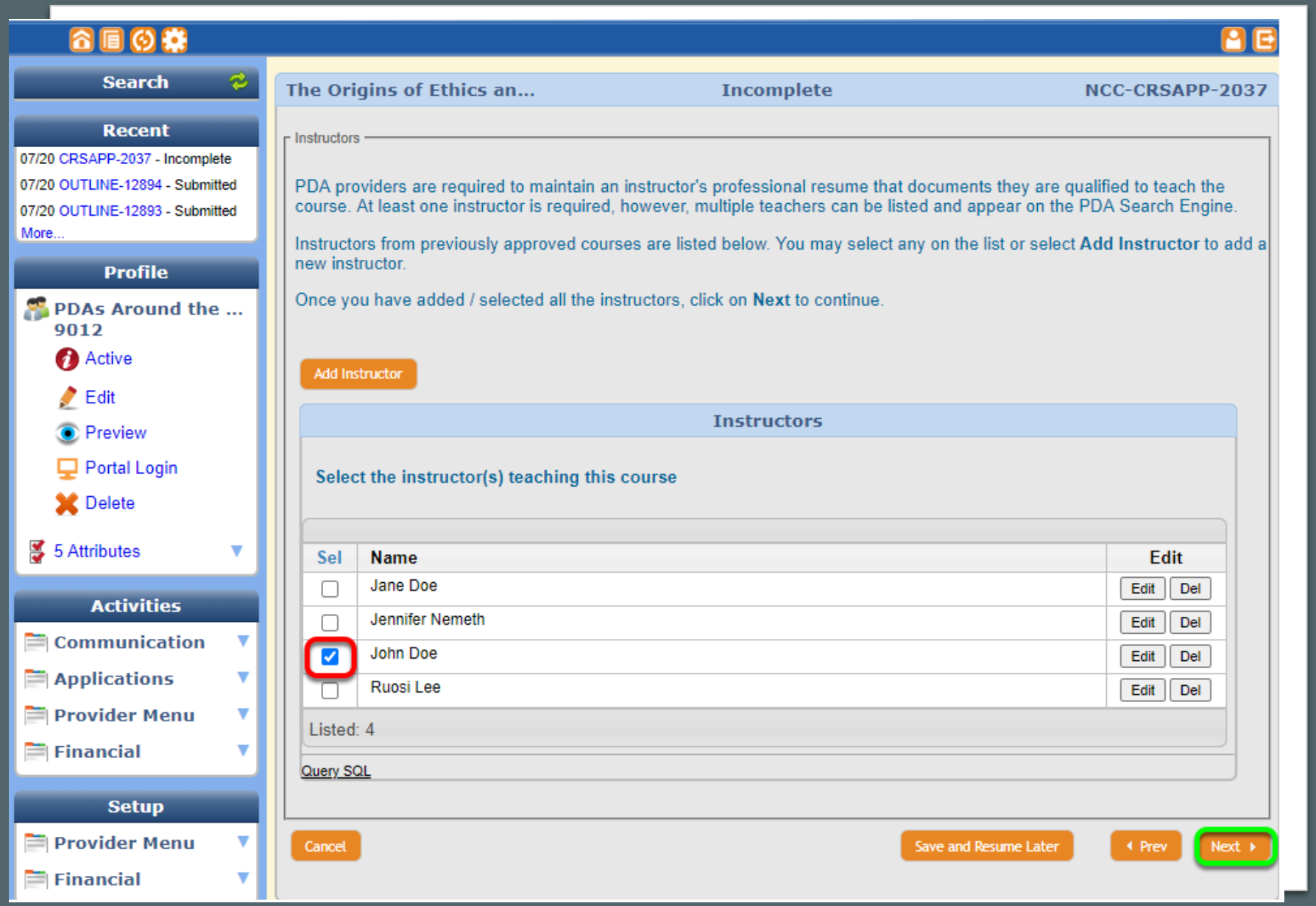
Click on 'Next'



Upload the instructor's resume

Click 'Submit'

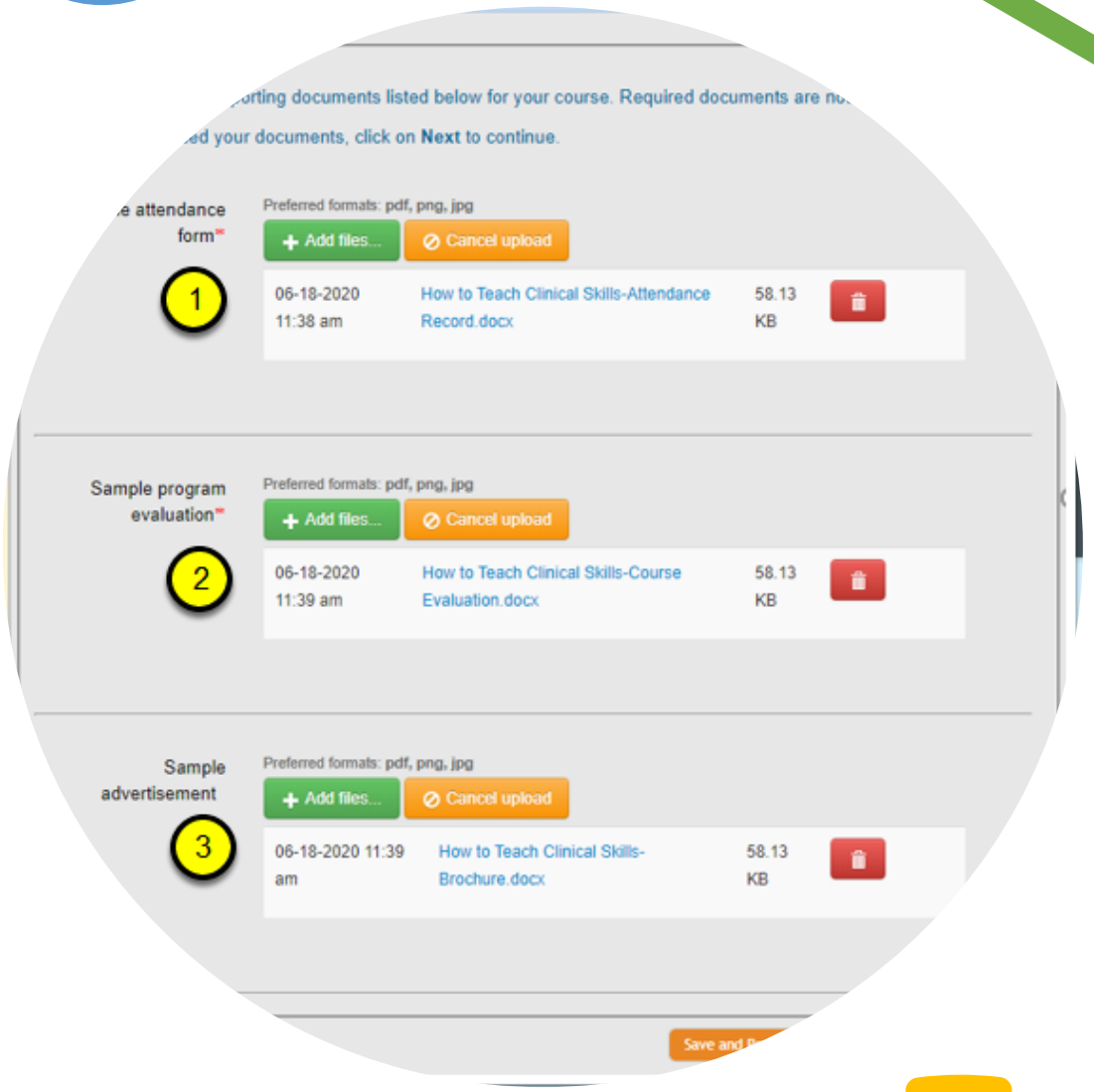





The instructor is now listed in the database.

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

Click ‘Next’ to move to the next page.




# Required Documents

Upload the documents listed below. PDA staff want to see that the Provider is prepared to take attendance and distribute a course evaluation.

Completed forms should be kept by the Provider for 7 years.

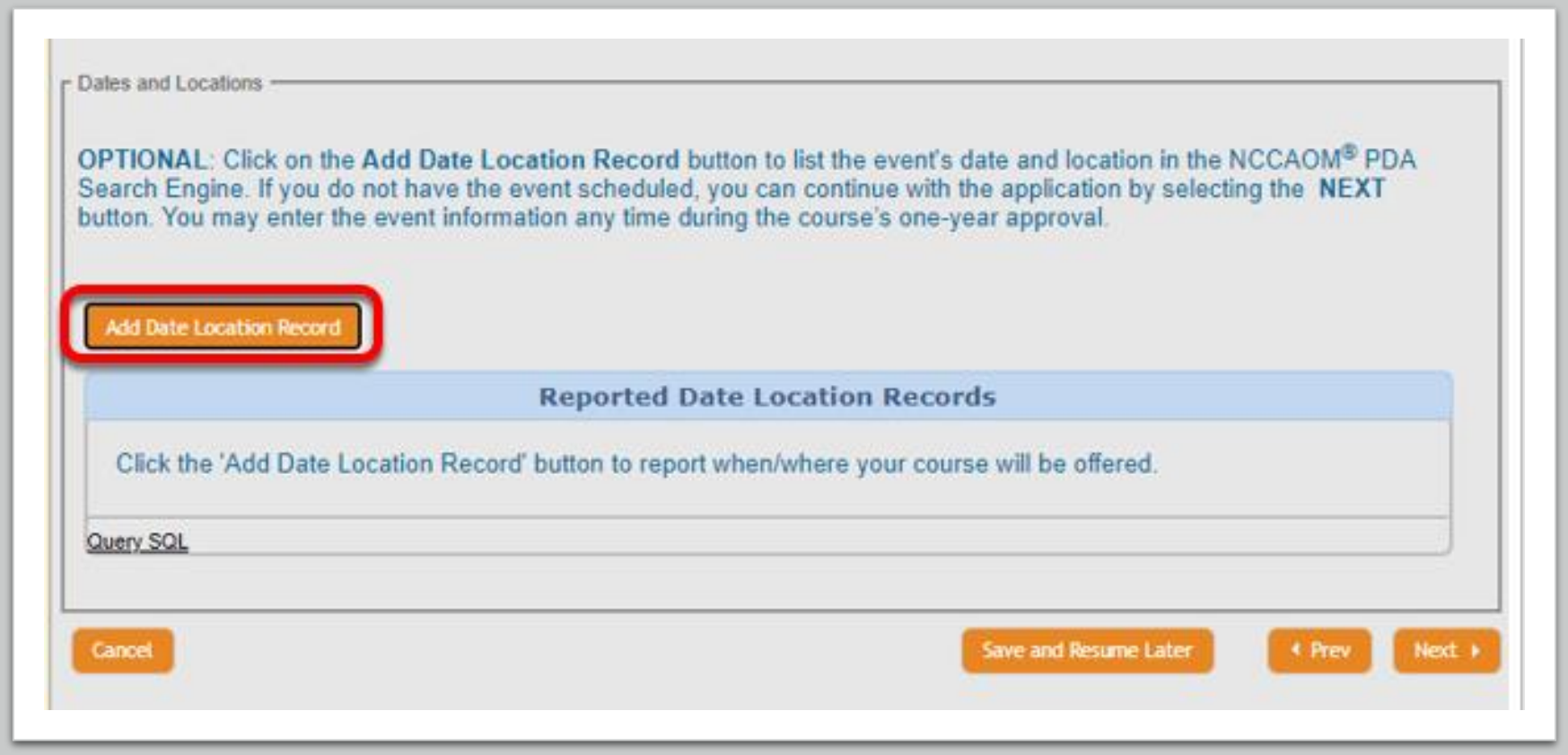
* 1. Sample Attendance Record (sign-in sheet)

* 2. Sample Course Evaluation

3. Sample Advertisement

* Required

Click 'Next' to move to the next page.




# Event Date & Location

Click on 'Add Date Location Record"

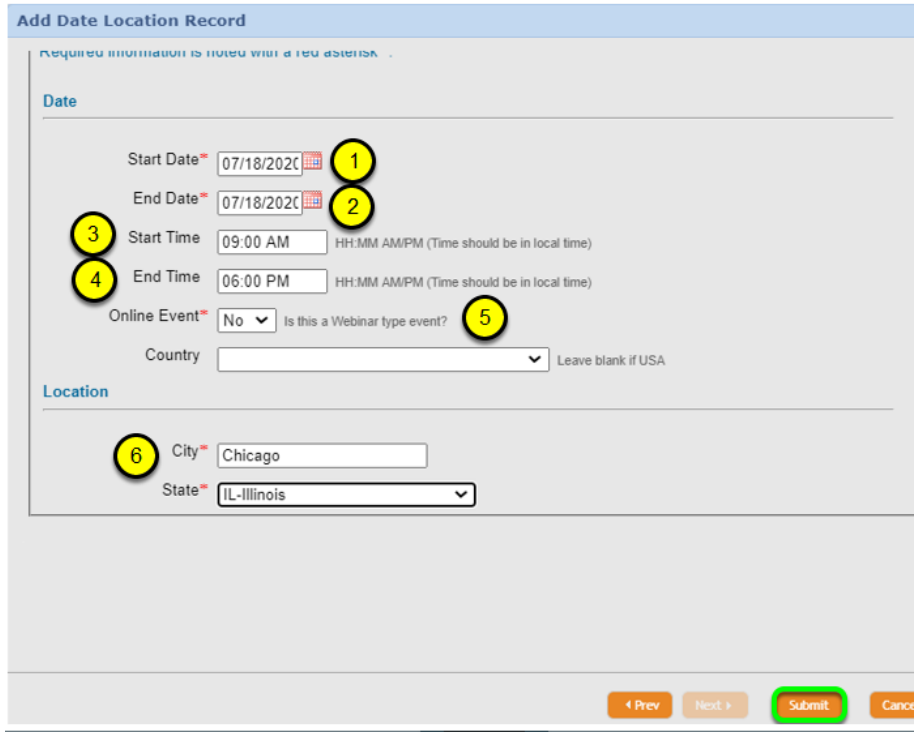
1. Start Date
2. End Date
3. Start time (optional)
4. End time (optional)
5. Change to Yes if a webinar
6. City & State for Live Presentations

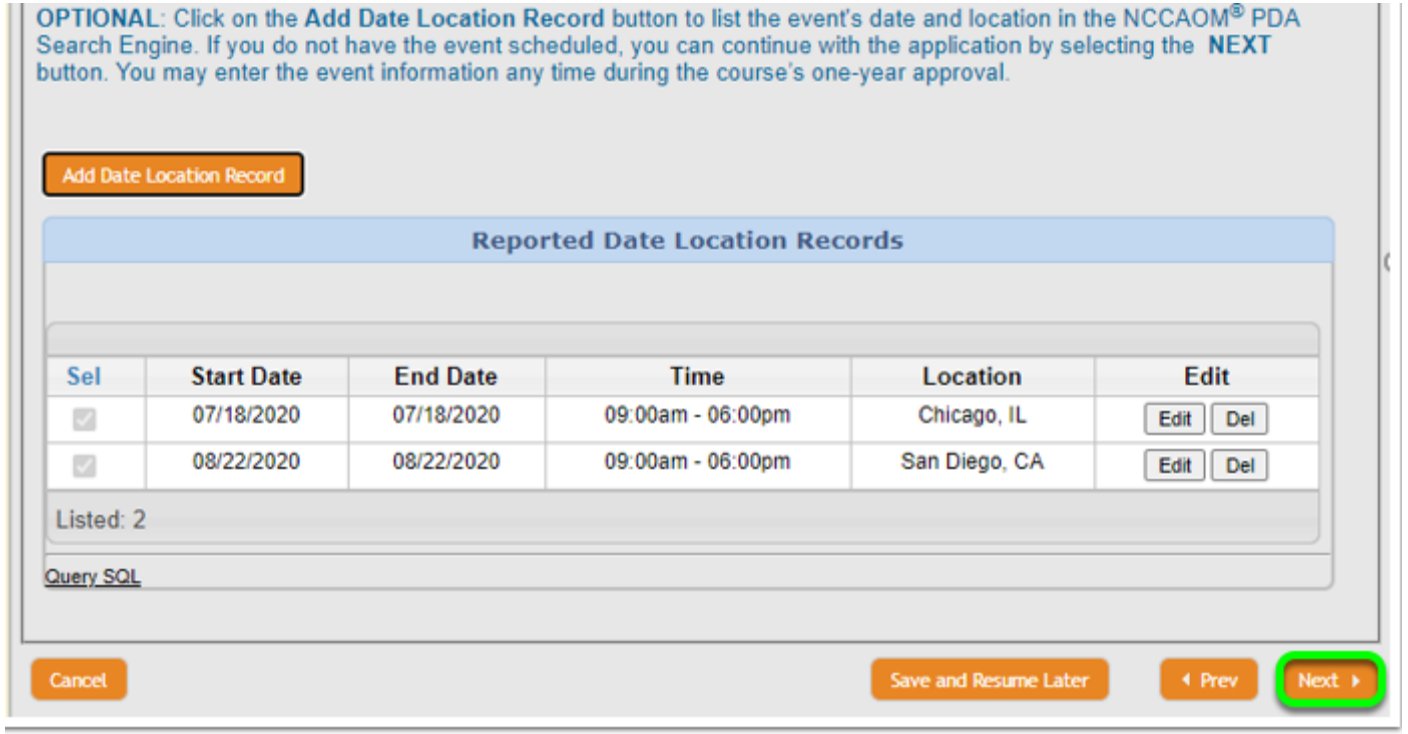
Click 'Submit'

If the event is scheduled multiple times within the approval year, go back and forth between the two pages to post all of the presentations.

A course is posted to the *NCCAOM® PDA Search Engine* if an event is entered into the PDA system.

Click 'Next' to go to the next page.



# 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.

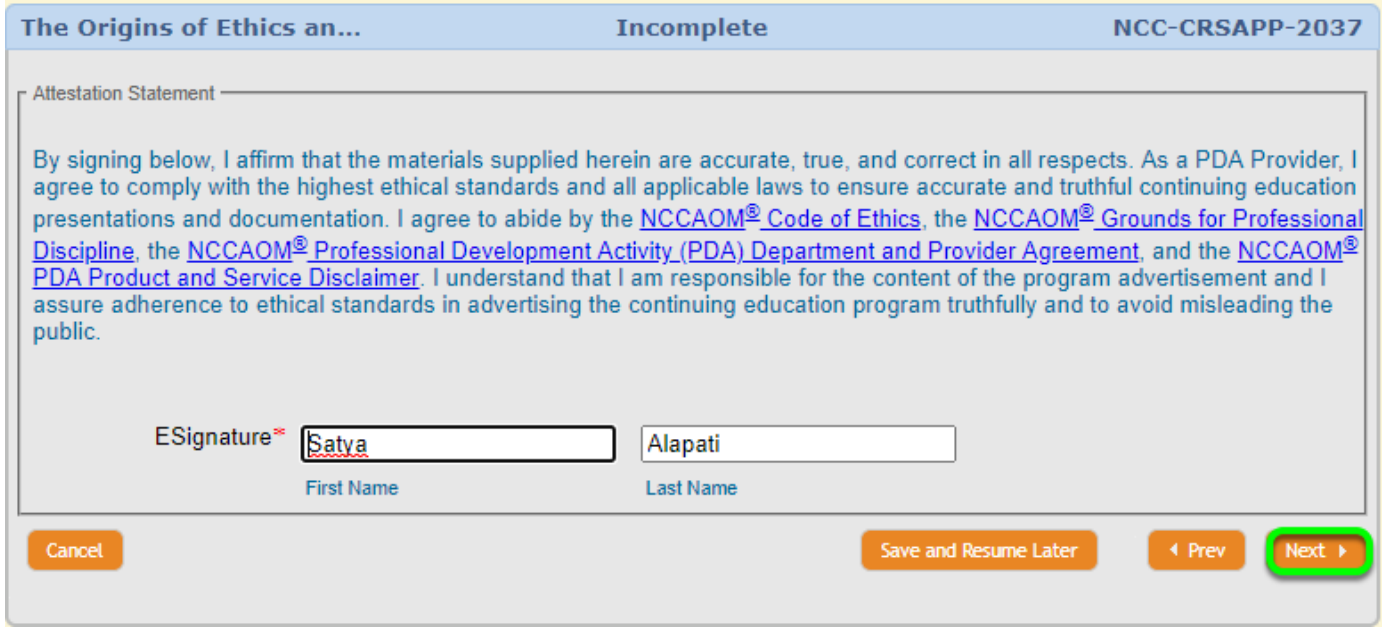
1. *NCCAOM® Code of Ethics*

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.



**Key Information**

| | |
|---|---|
| Course Type | Live Presentation |
| Title | How to Teach Clinical Skills Online |
| Expedited Review | No |

**Fee Information**

| | | |
|---|---|---|
| | Live Presentation Fee | 250.00 |
| | **Total (USD):** | **250.00** |

**Course Details**

| | |
|---|---|
| Description | As the world moves to increased computerized education, it is imperative for instructors to be prepared to teach clinical skills and techniques from an online system. This course will provide the instructor with information about the phases of psychomotor skill development, steps in how the instructor teaches the skill, and the importance of assessments. |
| Goals and Objectives | List the phases of psychomotor skill development.<br>Demonstrate the steps in teaching a skill or technique.<br>Understand the importance of assessments. |

**Content Outline**

Outline

| Topic | Category | Method | Points |
|---|---|---|---|
| Introduction to the course and instructor. Housekeeping issues | PE-CW | Lecture | 0.25 |
| The three phases of the student's skill development: cognitive, associative, autonomous | PE-CW | Lecture | 0.75 |
| Phases of Psychomotor Skill Development | PE-CW | Demonstration | 0.25 |
| Phases of Psychomotor Skill Development | PE-CW | Supervised Practice | 1 |
| Break | | | 0 |
| Phases of Psychomotor Skill Development | PE-CW | Group Discussion | 0.25 |
| 7 Steps in instructor training: preparation, conceptualization, verbalization, practice, instructor feedback, mastery, autonomy | PE-CW | Lecture | 0.75 |
| Lunch | | | 0 |
| Steps in instructor training | PE-CW | Demonstration | 0.5 |
| Steps in instructor training | PE-CW | Supervised Practice | 1.5 |
| Steps in instructor training | PE-CW | Group Discussion | 0.25 |
| Break | | | 0 |
| Importance of Structured Assessments | PE-CW | Lecture | 0.5 |
| Develop a structured assessment | PE-CW | Supervised Practice | 0.5 |
| Verification of Proficiency (VOP) | PE-CW | Supervised Practice | 0.5 |
| Wrap Up | PE-CW | Question & Answer | 0.5 |
| | | **Total:** | **7.50** |

**Instructors**

| Instructor | Name |
|---|---|
| | Jane Doe |
| | John Doe |

**Attachments**

| | |
|---|---|
| Sample attendance form | 1. How to Teach Clinical Skills Attendance Record.docx |
| Sample program evaluation | 1. How to Teach Clinical Skills Course Evaluation.docx |
| Sample advertisement | 1. How to Teach Clinical Skills Brochure.docx |

**Dates and Locations**

Date and Location

| Start Date | End Date | Time | Location |
|---|---|---|---|
| 07/18/2020 | 07/18/2020 | 09:00am - 06:00pm | Chicago, IL |
| 08/22/2020 | 08/22/2020 | 09:00am - 06:00pm | San Diego, CA |

**Attestation Statement**

| | |
|---|---|
| ESignature | Satya Alapati |

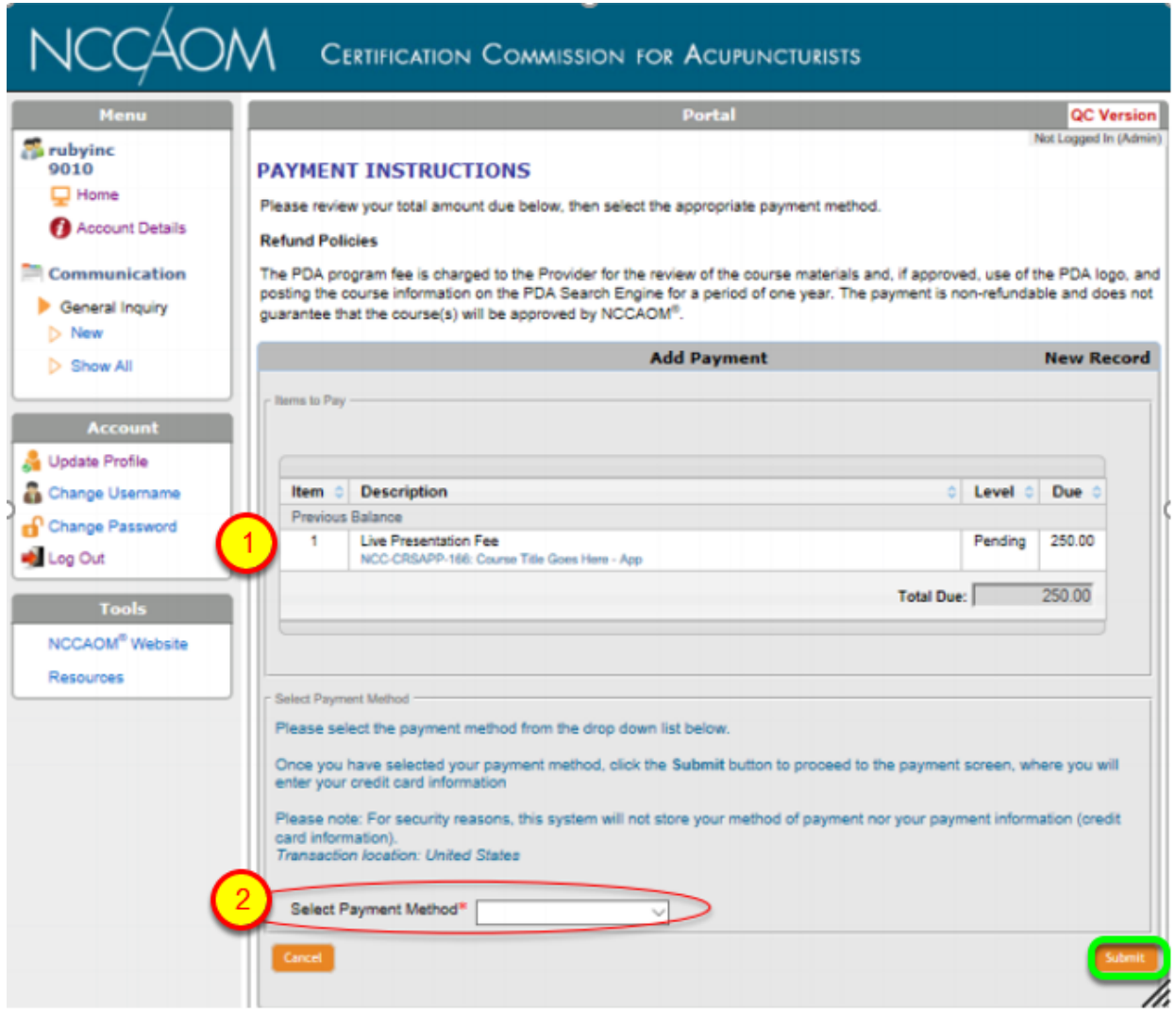
Cancel | Save and Resume Later | < Prev | Next > | Submit

# Confirmation 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.

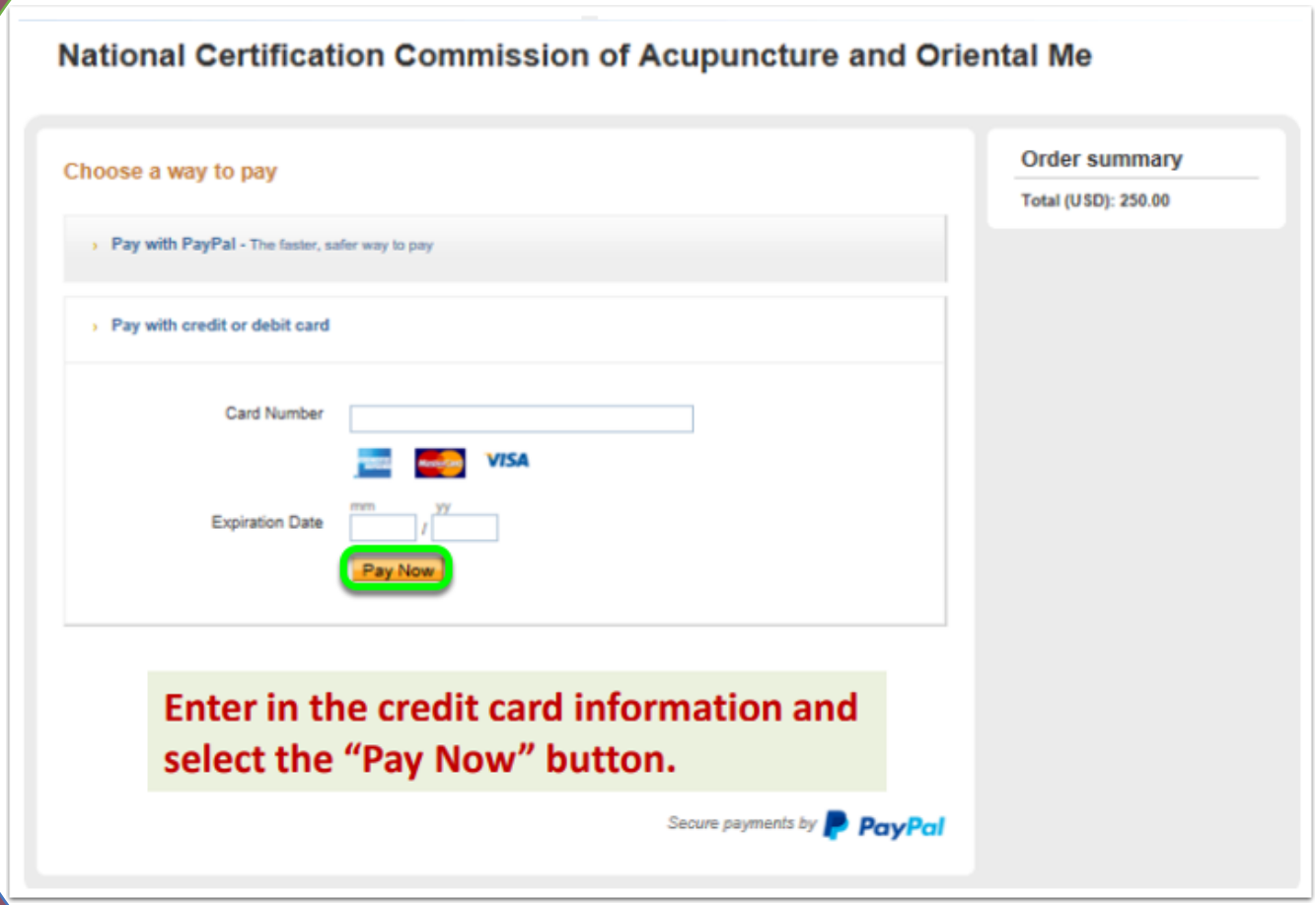



1. Review the payment amount.

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

Click '**Submit**' to move to the next page.

# Payment


National Certification Commission of Acupuncture and Oriental Me
Choose a way to pay
Pay with PayPal - The faster, safer way to pay
Pay with credit or debit card
Card Number
VISA
Expiration Date
mm
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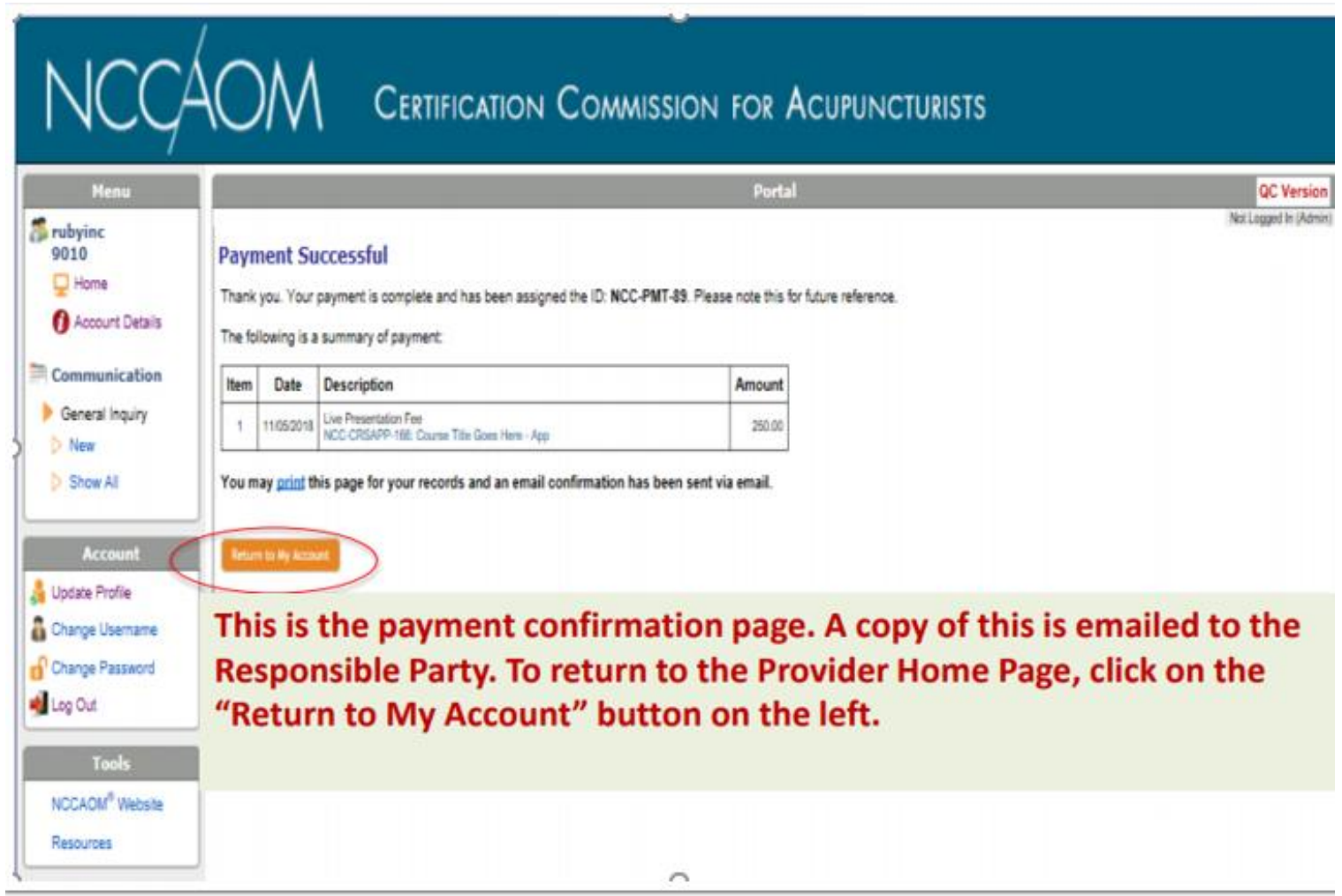
Pay Now
Order summary
Total (USD): 250.00
Enter in the credit card information and select the “Pay Now” button.
Secure payments by PayPal




# 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.

Coming Soon!

the

## *NCCAOM PDA Provider Digital Badge*

Need help or have questions or comments?

Email PDA@TheNCCAOM.org