




# PDA Course Application

## Live Face-to-Face Presentations & Webinars

Step-by-Step Instructions for PDA Providers



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National Certification Commission for  
Acupuncture and Oriental Medicine

Portal
QC Version
Logged in: Jennifer Nemeth (Admin)

### Welcome PDA's Around the World

New Course Application
Renew Courses
Annual Discounted Review App
Certificates

If you just set up your account, please continue by clicking on the **PDA Provider Application** button.

**Approved Providers:** Below is an overview of your PDA account. Included are active courses, courses eligible for renewal, and the status of an annual discounted review package, if applicable.

Items in the lists below that are underlined can be used for quick access to more information on that item.

Use the buttons shown to submit applications or take other actions. You have additional options and links to tools, activities, information, and resources in the navigation panel to the left.

System Message

Course Application: You have 1 incomplete course application. [Resume](#)

Account Overview

Profile

PDA Provider Name

PDA's Around the World

Website

<http://psaw.org>

Status

Active

Provider #

9012

Responsible Party

Name

Safya Alapati

Email

sadoe@gmail.us

NCCAOM ID

11890

Credential

MSOM, Dipl. O.M. (NCCAOM), L.Ac.

Provider Contact Info

Main Phone

678-555-8136

Cell Phone

678-555-1532

Fax

Additional Contact Info

Name

John Smythe

Main Phone

678-555-9821

Email

jsmythe@gmail.us

Cell Phone

678-555-4187

Address

4826 World Blvd.  
Suite 48  
Indianapolis, IN 52250

Fax

Pending Course Applications

Title	Type	Points	Submitted	Status	Action
Educational Theories	Online	1		Incomplete	<a href="#">Resume</a> / <a href="#">Review</a>

Courses Ready for Renewal

Number	Title	Type	Expires	Action
<a href="#">PDA-9012-4</a>	Distance Learning Test Course	Online	8/15/2020	<a href="#">Details</a>

Active Courses

Number	Title	Type	Expires	Action
<a href="#">PDA-9012-2</a>	Test Online	Online	11/30/2020	<a href="#">Details</a>
<a href="#">PDA-9012-3</a>	Live Presentation Test Course	Live	11/30/2020	<a href="#">Manage Events</a> / <a href="#">Details</a>
<a href="#">PDA-9012-5</a>	Overseas Tour Test	Overseas	11/30/2020	<a href="#">Manage Events</a> / <a href="#">Details</a>
<a href="#">PDA-9012-6</a>	Live Presentation Test Course 2	Live	11/30/2020	<a href="#">Manage Events</a> / <a href="#">Details</a>

## Login to your PDA Provider Home Page

- Menu Box:** Provider Name, Provider #; Home button, Account Details and Communication (email PDA)
- Account Box:** Update your Profile, change username and/or password, log out
- Tools Box:** Link to NCCAOM website, PDA Activity Logo
- Action Buttons:** New Course Application, Renew Course, Annual Discounted Review App, Certificates
- Account Overview:** PDA Provider Profile and contact information
- Course Boxes:** Pending Courses, Course Renewals (when ready) and Active Courses

## Welcome PDAs Around the World

[New Course Application](#)[Renew Courses](#)[Annual Discounted Review App](#)[Certificates](#)

If you just set up your account, please continue by clicking on the **PDA Provider Application** button.

**Approved Providers:** Below is an overview of your PDA account. Included are active courses, courses en, the status of an annual discounted review package, if applicable.

Items in the lists below that are underlined can be used for quick access to more information on that item.

Use the buttons shown to submit applications or take other actions. You have additional options and links to tools, activ, information, and resources in the navigation panel to the left.

### System Message

Course Application: • You have 2 incomplete course applications. [Resume](#)

### Account Overview

#### Profile

[Update](#)

PDA Provider Name PDAs Around the World

Website <http://patw.org>

Status Active

Provider # 9012

#### Responsible Party

Name Satya Alapati

Email [sadoe@mail.us](mailto:sadoe@mail.us)

NCCAOM ID 11890

Job Title Founder & Instructor

Credential MSOM, Dipl. O.M. (NCCAOM), L.Ac.

#### Provider Contact Info

Main Phone 678-555-8136

Cell Phone 678-555-1532

Fax

#### Additional Contact Info

John Smythe

Main Phone

678-555-1532

[smythe@mail.us](mailto:smythe@mail.us)

Cell Phone

[Account Details](#)

### Communication

[General Inquiry](#)[New](#)[Show All](#)

### Account

[Update Profile](#)[Change Username](#)[Change Password](#)[Log Out](#)

### Tools

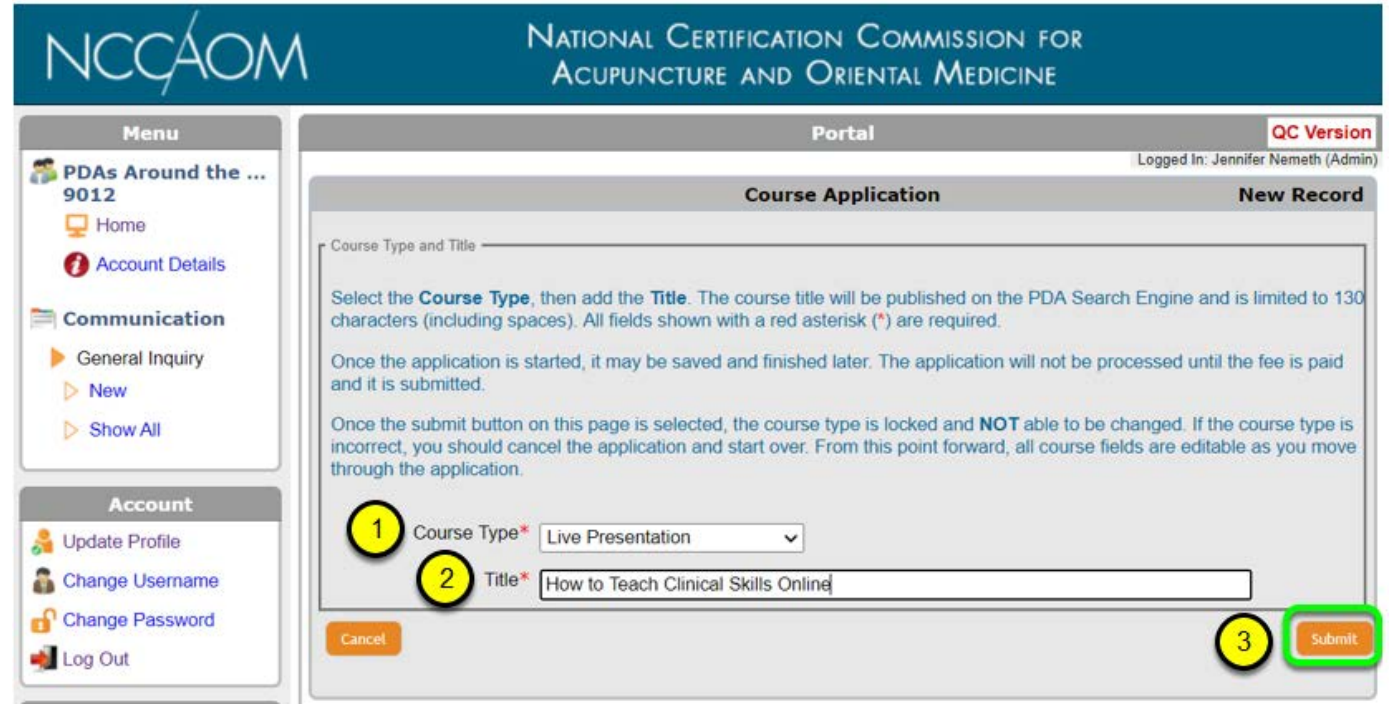
[NCCAOM® Website](#)

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.



NCCAOM NATIONAL CERTIFICATION COMMISSION FOR ACUPUNCTURE AND ORIENTAL MEDICINE

Portal QC Version  
Logged In: Jennifer Nemeth (Admin)

**Course Application** **New Record**

Course Type and Title

Select the **Course Type**, then add the **Title**. The course title will be published on the PDA Search Engine and is limited to 130 characters (including spaces). All fields shown with a red asterisk (\*) are required.

Once the application is started, it may be saved and finished later. The application will not be processed until the fee is paid and it is submitted.

Once the submit button on this page is selected, the course type is locked and **NOT** able to be changed. If the course type is incorrect, you should cancel the application and start over. From this point forward, all course fields are editable as you move through the application.

1 Course Type\* Live Presentation

2 Title\* How to Teach Clinical Skills Online

Cancel Submit

3

**Menu**

PDA's Around the ... 9012

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## 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.

The screenshot displays the NCCAOM Portal interface. The header features the NCCAOM logo and the text 'NATIONAL CERTIFICATION COMMISSION FOR ACUPUNCTURE AND ORIENTAL MEDICINE'. The user is logged in as Jennifer Nemeth (Admin). The left sidebar contains a 'Menu' with links to 'PDAs Around the ... 9012', 'Home', 'Account Details', 'Communication', 'General Inquiry', 'New', and 'Show All'. Below this is an 'Account' section with links to 'Update Profile', 'Change Username', 'Change Password', and 'Log Out'. The main content area is titled 'Portal' and shows a course application for 'The Origins of Ethics an...' with the status 'Incomplete' and ID 'NCC-CRSAPP-2037'. The form includes a 'Key Information' section with instructions: 'Select Yes below under Expedited Review if you want to expedite this course application. The course title will be published on the PDA Search Engine and is limited to 130 characters (including spaces). When ready, select Next to continue the application.' The form fields are: 'Course Type\*' (Distance Learning or Online), 'Title\*' (How to Teach Skills Online), and 'Expedited Review\*' (No). At the bottom, there are three buttons: 'Cancel', 'Save and Resume Later', and 'Next' (which is highlighted with a green border).


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#### Portal

QC Version

Logged In: Jennifer Nemeth (Admin)

The Origins of Ethics an...

Incomplete

NCC-CRSAPP-2037

Fee Information

Course applications can be purchased individually or in an annual discounted review (ADR) package.

**This new course application is not included in an annual discounted review (ADR) package.**

To purchase an ADR package, click on the button below. If you do not want to purchase an ADR package, click **Next**.

[Buy Annual Discounted Review Package](#)

2

An annual discounted review package begins on the date of purchase and is open to submit courses for a period of one year. The package includes new course applications as well as course renewals. Be careful to estimate the total number of new courses plus course renewals you will need within the next 12 months. For example, ten new courses at an individual rate of \$250 would equal \$2,500 /less any discounts that apply to you. Compare that to the package rates:

1-50 = \$750  
1-100 = \$1,000  
1-200 = \$1,500  
1-500 = \$2,000

#### Fee Information

Distance Learning/Online	250.00
<b>Total (USD):</b>	<b>250.00</b>

1

[Cancel](#)

[Save and Resume Later](#)

[← Prev](#)

[Next →](#)

## 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 Diplomat discount. The package is good for 1 year and can be purchased at any time.

Click '**Next**' to go to the next page.



NCCAOM

NATIONAL CERTIFICATION COMMISSION FOR  
ACUPUNCTURE AND ORIENTAL MEDICINE

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QC Version

Logged In: Jennifer Nemeth (Admin)

How to Teach Clinical Sk...

Incomplete

NCC-CRSAPP-2034

Course Details

1

Description\*

Provide a brief overview of the program and how it relates to Oriental medicine. This section will be published on the PDA Search Engine and is limited to 750 characters. Please provide concise information that is reflected in the program title and content. Be sure to check spelling and grammar.

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.

394 character(s) left

2

Goals and Objectives\*

Bullet point three to five goals & objectives that the participant can apply to their practice and professional development.

List the phases of psychomotor skill development.  
Demonstrate the steps in teaching a skill or technique.  
Understand the importance of assessments.

Cancel

Save and Resume Later

← Prev

Next →

## 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.

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.



**Add Content Outline Record**

Instructions

**Start / End Times:** 15-minute increments (0.25; 0.75) must be typed into the start and end times.  
**Multiple Day Presentations:** At this time, please enter "Day 1" / "Day 2" at the start of the topic field.  
**Conference/symposium:** Enter the maximum number of PDA points for each recertification category. Individual breakout sessions of the conference will be listed on the *Participant Attendance Verification Form*.  
**Overseas Tour:** Enter each classroom topic with the required information. Note: PDA points are available for a clinical/hospital experience.

Start Time\* 09:00 AM HH:MM AM/PM  
End Time\* 9:15 AM HH:MM AM/PM  
PDA Points\* 0.25  
Topic\* Introduction to the course and instructor. Housekeeping issues  
Recert Category\* PE-CW  
Teaching Method\* Lecture

« Prev Next » **Submit** Cancel

Click  
'Submit'  
and the  
information  
will appear  
on the  
Content  
Outline



**NCCAOM** NATIONAL CERTIFICATION COMMISSION FOR ACUPUNCTURE AND ORIENTAL MEDICINE

Portal

QC Version  
Logged in: Jennifer Nemeth (Admin)

**How to Teach Clinical Sk...** Incomplete NCC-CRSAPP-2034

Content Outline

Also called the agenda, the content outline validates the topic in relation to the NCCAOM® recertification categories.

One PDA point is equal to one hour or 60 minutes of active learning. A PDA course must be at least one hour in length. PDA points are not issued for breaks, lunch/dinner, homework, group presentations, or quizzes. One PDA point is divided into 15-minute increments (0.25; 0.50; 0.75; 1.0). The lowest point issued is 0.50 or 30 minutes. PDA points that add up to a quarter hour (0.25 or 0.75) will be rounded down to the nearest half-hour.

Click **Add Content Outline Record** and enter the times, points, topic, recertification category, and teaching method. Select **Submit** and the information will appear on the **Reported Content Outline Records**. Repeat this process for each topic within the Content Outline.

Once you have added all of your Content Outline, click **Next** to continue.

**Add Content Outline Record**

**Reported Content Outline Records**

Sel	Topic	Category	Method	Points	Edit
<input checked="" type="checkbox"/>	Introduction to the course and I...	PE-CW	Lecture	0.25	Edit Del
			Total:	0.25	
			Rounded:	0.00	

Listed: 1  
Query: SQL

Cancel Save and Resume Later « Prev Next »

Move back and forth between the two pages until the Content Outline is complete – see the next slide

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

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

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

**PDA's Around the ...**  
9012

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**Activities**

Communication

Applications

▶ Annual Discounted Review

▶ Course Application

▶ Submit Application

▶ Incomplete (1)

▶ Show All

▶ Course Renewal Application

▶ Initial Provider App

▶ Reactivate Provider

▶ Renewal Fee

▶ Submit Renewal

Provider Menu

Financial

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**Setup**

Provider Menu

Financial

Click **Add Content Outline Record** and enter the times, points, topic, recertification category, and teaching method. Select **Submit** and the information will appear on the **Reported Content Outline Records**. Repeat this process for each topic within the Content Outline.

Once you have added all of your Content Outline, click **Next** to continue.

**Add Content Outline Record**

Reported Content Outline Records					
Sel	Topic	Category	Method	Points	Edit
<input checked="" type="checkbox"/>	Introduction to the course a...	PE-CW	Lecture	0.25	<a href="#">Edit</a> <a href="#">Del</a>
<input checked="" type="checkbox"/>	The three phases of the stu...	PE-CW	Lecture	0.75	<a href="#">Edit</a> <a href="#">Del</a>
<input checked="" type="checkbox"/>	Phases of Psychomotor Skill...	PE-CW	Demonstration	0.25	<a href="#">Edit</a> <a href="#">Del</a>
<input checked="" type="checkbox"/>	Phases of Psychomotor Skill...	PE-CW	Supervised Practice	1	<a href="#">Edit</a> <a href="#">Del</a>
<input checked="" type="checkbox"/>	Break			0	<a href="#">Edit</a> <a href="#">Del</a>
<input checked="" type="checkbox"/>	Phases of Psychomotor Skill...	PE-CW	Group Discussion	0.25	<a href="#">Edit</a> <a href="#">Del</a>
<input checked="" type="checkbox"/>	Steps in instructor training	PE-CW	Lecture	0.75	<a href="#">Edit</a> <a href="#">Del</a>
<input checked="" type="checkbox"/>	Lunch			0	<a href="#">Edit</a> <a href="#">Del</a>
<input checked="" type="checkbox"/>	Steps in instructor training	PE-CW	Demonstration	0.5	<a href="#">Edit</a> <a href="#">Del</a>
<input checked="" type="checkbox"/>	Steps in instructor training	PE-CW	Supervised Practice	1.5	<a href="#">Edit</a> <a href="#">Del</a>
<input checked="" type="checkbox"/>	Steps in instructor training	PE-CW	Group Discussion	0.25	<a href="#">Edit</a> <a href="#">Del</a>
<input checked="" type="checkbox"/>	Break			0	<a href="#">Edit</a> <a href="#">Del</a>
<input checked="" type="checkbox"/>	Importance of Assessments	PE-CW	Lecture	0.5	<a href="#">Edit</a> <a href="#">Del</a>
<input checked="" type="checkbox"/>	Developing a clinical skills a...	PE-CW	Supervised Practice	0.5	<a href="#">Edit</a> <a href="#">Del</a>
<input checked="" type="checkbox"/>	Verification of Proficiency (V...	PE-CW	Supervised Practice	0.5	<a href="#">Edit</a> <a href="#">Del</a>
<input checked="" type="checkbox"/>	Wrap Up	PE-CW	Question & Answer	0.5	<a href="#">Edit</a> <a href="#">Del</a>
				<b>Total:</b>	7.50

Listed: 16

[Query SQL](#)

Cancel
Save and Resume Later
◀ Prev
Next ▶

# 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

**How to Teach Clinical Skills** Incomplete

Instructors

PDA providers are required to maintain an instructor's professional resume that documents the course. At least one instructor is required, however, multiple teachers can be listed and appear on the course.

Instructors from previously approved courses are listed below. You may select any on the list or select a new instructor.

Once you have added / selected all the instructors, click on **Next** to continue.

**Add Instructor**

**Instructors**

Select the instructor(s) teaching this course

Sel	Name	Edit
<input type="checkbox"/>	Jane Doe	<input type="button" value="Edit"/> <input type="button" value="Del"/>
<input type="checkbox"/>	Jennifer Nemeth	<input type="button" value="Edit"/> <input type="button" value="Del"/>
<input type="checkbox"/>	Ruosi Lee	<input type="button" value="Edit"/> <input type="button" value="Del"/>

Listed: 3

[Query SQL](#)

**Save and Resume**

Type in the instructor's information

Click on 'Next'



**Add Instructor**

Instructor Information

Instructor Name\* John Doe

Education DAOM

Certification(s) Dipl. O.M. (NCCAOM)

Licensure(s) L.Ac.

Instructor ID

Next > Cancel



Upload the instructor's resume

Click 'Submit'

**Add Instructor**

Attach Resume

Resume\* Upload a copy of your resume.

+ Add files... Cancel upload

07-29-2020 1:09 pm	John Doe - Professional Resume.pdf	104.47 KB	
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< Prev Next > Submit Cancel



Search

Recent

07/20 CRSAPP-2037 - Incomplete

07/20 OUTLINE-12894 - Submitted

07/20 OUTLINE-12893 - Submitted

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The Origins of Ethics an...IncompleteNCC-CRSAPP-2037

Instructors

PDA providers are required to maintain an instructor's professional resume that documents they are qualified to teach the course. At least one instructor is required, however, multiple teachers can be listed and appear on the PDA Search Engine.

Instructors from previously approved courses are listed below. You may select any on the list or select **Add Instructor** to add a new instructor.

Once you have added / selected all the instructors, click on **Next** to continue.

Add Instructor

Instructors

Select the instructor(s) teaching this course

Sel	Name	Edit
<input type="checkbox"/>	Jane Doe	<div>EditDel</div>
<input type="checkbox"/>	Jennifer Nemeth	<div>EditDel</div>
<input checked="" type="checkbox"/>	John Doe	<div>EditDel</div>
<input type="checkbox"/>	Ruosi Lee	<div>EditDel</div>

Listed: 4

Query SQL

Cancel

Save and Resume Later

PrevNext

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.

Supporting documents listed below for your course. Required documents are marked with an asterisk (\*). To upload your documents, click on **Next** to continue.

Preferred formats: pdf, png, jpg

**1** Sample attendance form\*

Date	Document Name	Size	Remove
06-18-2020 11:38 am	How to Teach Clinical Skills-Attendance Record.docx	58.13 KB	

**2** Sample program evaluation\*

Date	Document Name	Size	Remove
06-18-2020 11:39 am	How to Teach Clinical Skills-Course Evaluation.docx	58.13 KB	

**3** Sample advertisement

Date	Document Name	Size	Remove
06-18-2020 11:39 am	How to Teach Clinical Skills-Brochure.docx	58.13 KB	

Save and Next



Dates and Locations

**OPTIONAL:** Click on the **Add Date Location Record** button to list the event's date and location in the NCCAOM® PDA Search Engine. If you do not have the event scheduled, you can continue with the application by selecting the **NEXT** button. You may enter the event information any time during the course's one-year approval.

**Add Date Location Record**

**Reported Date Location Records**

Click the 'Add Date Location Record' button to report when/where your course will be offered.

Query SQL

Cancel Save and Resume Later Prev Next

**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.

**Add Date Location Record**

Required information is noted with a red asterisk.

**Date**

Start Date\* 07/18/2020 1

End Date\* 07/18/2020 2

3 Start Time 09:00 AM HH:MM AM/PM (Time should be in local time)

4 End Time 06:00 PM HH:MM AM/PM (Time should be in local time)

Online Event\* No 5 Is this a Webinar type event?

Country  Leave blank if USA

**Location**

6 City\* Chicago

State\* IL-Illinois



**OPTIONAL:** Click on the Add Date Location Record button to list the event's date and location in the NCCAOM® PDA Search Engine. If you do not have the event scheduled, you can continue with the application by selecting the NEXT button. You may enter the event information any time during the course's one-year approval.

**Reported Date Location Records**

Sel	Start Date	End Date	Time	Location	Edit
<input checked="" type="checkbox"/>	07/18/2020	07/18/2020	09:00am - 06:00pm	Chicago, IL	<input type="button" value="Edit"/> <input type="button" value="Del"/>
<input checked="" type="checkbox"/>	08/22/2020	08/22/2020	09:00am - 06:00pm	San Diego, CA	<input type="button" value="Edit"/> <input type="button" value="Del"/>

Listed: 2

[Query SQL](#)

# 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 Origins of Ethics an...

Incomplete

NCC-CRSAPP-2037

Attestation Statement

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 [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.

ESignature \*

Satya

Alapati

First Name

Last Name

Cancel

Save and Resume Later

◀ Prev

Next ▶

Key Information				
Course Type	Live Presentation			
Title	How to Teach Clinical Skills Online			
Expedited Review	No			
Fee Information				
	<a href="#">Live Presentation Fee</a>		250.00	
	<b>Total (U \$D):</b>		<b>250.00</b>	
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. Demonstrate the steps in teaching a skill or technique. 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
	<b>Total:</b>			<b>7.50</b>
Instructors				
Instructor	<b>Name</b>			
	Jane Doe			
	John Doe			
Attachments				
Sample attendance form	1. <a href="#">How to Teach Clinical Skills Attendance Record.docx</a>			
Sample program evaluation	1. <a href="#">How to Teach Clinical Skills Course Evaluation.docx</a>			
Sample advertisement	1. <a href="#">How to Teach Clinical Skills Brochure.docx</a>			
Dates and Locations				
Date and Location	Start Date	End Date	Time	Location
	07/18/2020	07/18/2020	09:00am - 08:00pm	Chicago, IL
	08/22/2020	08/22/2020	09:00am - 08:00pm	San Diego, CA
Attestation Statement				
E-Signature	Satiya Alepoli			

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.

Menu

NCCAOM PDA @LD 9012

- Home
- Account Details

Communication

- General Inquiry
  - New
  - Show All

Account

- Update Profile
- Change Username
- Change Password
- Log Out

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QC Version

Logged In: Russi Lee (Admin)

PAYMENT INSTRUCTIONS

Please review your total amount due below, then select the appropriate payment method.

If you receive an error message after payment information is submitted, do not try to pay again. Instead, [contact the PDA staff](#).

**Refund Policies**

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

Add Payment

New Record

Items to Pay

Item	Description	Level	Due
Previous Balance			
1	Live Presentation Fee NCC-CRSAPP-7858: How To Teach Clinical Skills Online - App	Pending	250.00
Total Due:			250.00

Select Payment Method

Please select the payment method from the drop down list below.

Once you have selected your payment method, click the **Submit** button to proceed to the payment screen, where you will enter your credit card information.

Please note: For security reasons, this system will not store your method of payment nor your payment information (credit card information).  
Transaction location: United States

Select Payment Method\*

CC - Visa

Card Number\*

Test CC Info

Expiration Date\*

mo / year

Verification Code\*

Name on the Card\*

Billing Address\*

Billing City\*

Billing State\*

Billing Country\*

Billing Postal Code\*

Cancel

Submit

Review the payment amount.

Select payment method

- ✓ MasterCard
- ✓ Visa
- ✓ American Express

Enter in payment information

Click '**Submit**' to pay.

# Payment

NCCAOM

CERTIFICATION COMMISSION FOR ACUPUNCTURISTS

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rubyinc

9010

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QC Version

Not Logged In (Admin)

Payment Successful

Thank you. Your payment is complete and has been assigned the ID: NCC-PMT-89. Please note this for future reference.

The following is a summary of payment:

Item	Date	Description	Amount
1	11/05/2018	Live Presentation Fee NCC-CRSAPP-188: Course Title Goes Here - App	250.00

You may [print](#) this page for your records and an email confirmation has been sent via email.

This is the payment confirmation page. A copy of this is emailed to the Responsible Party. To return to the Provider Home Page, click on the "Return to My Account" button on the left.

## 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](mailto: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.

Use the  
***NCCAOM PDA Provider Digital Badge***  
to promote your providership!



Need help or have questions or comments?

Email [PDA@TheNCCAOM.org](mailto:PDA@TheNCCAOM.org)