



NCCAOM® PDA Flyer Distribution Application

PDA Providers are offered an optional promotional service entitled *NCCAOM® PDA Flyer Distribution*. NCCAOM will distribute the Provider information and their PDA approved course to the active Diplomates within a state and the immediate surrounding states. To apply, the Provider should submit this application to the PDA Department.

Once the application is received in the PDA Department, the information will be entered into a flyer template and distributed on the requested date. All PDA providers who purchase the *NCCAOM PDA Flyer Distribution* promotional service must agree to the following terms and conditions:

1. The Provider's course must be approved by the NCCAOM PDA Department and payment made in full prior to inclusion in the *NCCAOM PDA Flyer Distribution*.
2. The deadline to submit an application is the 15th of each month.
3. The *NCCAOM PDA Flyer Distribution* fee is \$300 per distribution.
4. Providers will be able to request a specific date to distribute the flyer, however, it cannot be guaranteed and ultimately is at the discretion of the NCCAOM PDA Department.
5. The requested date on the Flyer application cannot be in the same week as the *NCCAOM® PDA Course Spotlight* distribution.
6. NCCAOM will distribute the flyer to active Diplomates within a designated state and four (4) immediate surrounding states.
7. Four (4) applications will be accepted per month.
8. Due to limited space and to be fair to all, providers are allowed to submit one (1) *NCCAOM PDA Flyer Distribution Application* per month.
9. The PDA provider shall email *NCCAOM PDA Flyer Distribution* application to the PDA Department at PDA@TheNCCAOM.org.
10. Active NCCAOM Diplomates who are approved PDA Providers will receive a 10% discount (\$270). Non-Profit associations and organizations approved by the PDA Department will receive a 50% discount (\$150).
11. The Provider has the option to include their picture and/or logo in the flyer distribution. Accepted file types include jpeg or png. If no picture/logo is submitted, the PDA Department will select an educational picture to be used in the design.
12. A sample of the flyer will be emailed to the Provider for approval prior to distributing to the active Diplomates.
13. Distribution dates are scheduled on a first-come, first-served basis.



PDA Provider Name:	
Responsible Party:	Email:
Contact Person:	Email:

Course Information	Provider #	Course #	PDA Points		Fee: \$300 for one posting	
Course Title:						
Website Address (direct link to registration page):						
Course Type:	Live	Webinar	Distance Learning	Conference	Overseas Tour	
Enter Begin Date, End Date for Webinars. Include City, State & Country for live presentations.						
Begin Date:			End Date:			
City:			State:		Country:	
PDA Provider Logo attached:			Yes:	jpeg	png	
Desired week of distribution:						
5 states/provinces for distribution (Organization home state + 4 immediately adjacent):						
Course Description for Flyer (4-7 sentences):						

Payment Instructions:

1. Email this application to PDA@TheNCCAOM.org.
2. Once this application is reviewed and approved, staff will email a confirmation to the Provider.
3. The Provider will then login to their NCCAOM PDA 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 'Flyer Distribution' 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: Dates Posted to Website:

Notes: