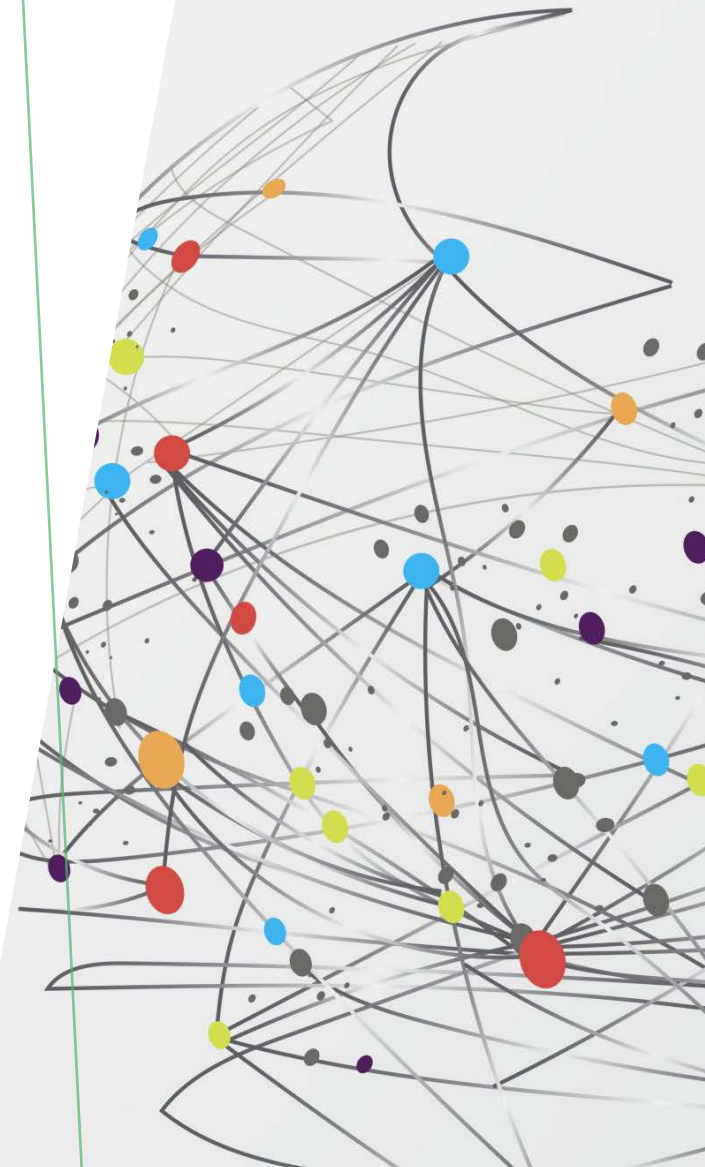


STEP-BY-STEP INSTRUCTIONS

NCCAOM PDA COURSE RENEWAL APPLICATION



LOGIN TO YOUR PDA PROVIDER HOME PAGE

When active courses are 90 days from expiring, the system will email you an alert. Two things will then happen:

1. The 'Courses Ready for Renewal' box will open, and the courses will be moved there from the 'Active Courses' box.
2. A 'Renew Courses' button will appear at the top of the page.

You have 3 months to renew the course(s). Courses not renewed must be resubmitted on a new course application.

To begin the renewal process click on the 'Renew Courses' button at the top.

Menu

- PDAs Around the ... 9012
- Home
- Account Details

Communication

- General Inquiry
- New
- Show All

Account

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

Tools

NCCAOM® Website

Portal QC Version
Logged In: Jennifer Nemeth (Admin)

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 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 2 incomplete course applications. [Resume](#)

Account Overview [Update](#)

Profile

| | | | |
|-------------------|---|------------|------|
| PDA Provider Name | PDAs Around the World | | |
| Website | http://paww.org | | |
| Status | Active | Provider # | 9012 |

Responsible Party

| | | | |
|------------|----------------------------------|-----------|----------------------|
| Name | Satya Alapati | Email | sadoe@mail.us |
| NCCAOM ID | 11890 | Job Title | Founder & Instructor |
| Credential | MSOM, Dipl. O.M. (NCCAOM), L.Ac. | | |

Provider Contact Info

| | | | |
|------------|--------------|------------|--------------|
| Main Phone | 678-555-8138 | Cell Phone | 678-555-1532 |
| Fax | | | |

Additional Contact Info

| | | | |
|---------|--|------------|--------------|
| Name | John Smythe | Main Phone | 678-555-9821 |
| Email | jsmythe@mail.us | Cell Phone | 678-555-4187 |
| Address | 4826 World Blvd. Suite 48 Indianapolis, IN 52250 | | |

Pending Course Applications

| Title | Type | Points | Submitted | Status | Action |
|---|--------|--------|-----------|------------|---|
| Educational Theories | Online | 1 | | Incomplete | Resume / Review |
| The Origins of Ethics and the Importance of Ethical Decisions | Online | 4 | | Incomplete | Resume / Review |

Courses Ready for Renewal

| Number | Title | Type | Expires | Action |
|----------------------------|---------------------------------|------------|------------|---|
| PDA-9012-2 | Test Online | Online | 11/30/2020 | Details |
| PDA-9012-3 | Live Presentation Test Course | Live | 11/30/2020 | Manage Events / Details |
| PDA-9012-4 | Distance Learning Test Course | Online | 8/15/2020 | Details |
| PDA-9012-5 | Overseas Tour Test | Overseas | 11/30/2020 | Manage Events / Details |
| PDA-9012-6 | Live Presentation Test Course 2 | Live | 11/30/2020 | Manage Events / Details |
| PDA-9012-7 | Test Conference | Conference | 11/30/2020 | Manage Events / Details |

Active Courses

| Number | Title | Type | Expires | Action |
|----------------------------|-------------------------------------|------|-----------|---|
| PDA-9012-8 | How to Teach Clinical Skills Online | Live | 6/18/2021 | Manage Events / Details |

NCCAOM CERTIFICATION COMMISSION FOR ACUPUNCTURISTS

Portal QC Version
Not Logged In (Admin)

Course Title Goes Here ~... **Incomplete** **NCC-CRSAPP-166**

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

1

[Cancel](#) [Save and Resume Later](#) [← Prev](#) [Next →](#)

Read carefully for options in submitting individual versus multiple course renewals.

1. Individual Course Renewal: A live presentation, webinar or distance learning course renewal fee is \$250 each. Active Diplomates receive a 10% discount (\$225). Courses are renewed for 1 year as of the renewal date.

2. Annual Discounted Review (ADR) Package: You can purchase multiple course renewals in different categories in the ADR package. No Diplomat discounts. The ADR package is good for 1 year, can be purchased at any time, includes all course types and new course applications.

RENEWING COURSES WITHIN AN ADR PACKAGE

It is a two-step process to renew courses within an ADR Package. Don't forget to do both steps or your courses will expire!

- Step 1: purchase ADR Package
- Step 2: click on the 'Renew Courses' button at the top of the homepage and complete the Course Renewal application

If you don't see your courses renew within 15 minutes, contact the PDA Department immediately. We can help!

SELECTING THE COURSE(S) TO RENEW

To select the course(s) you want to renew, click the box to the left of the PDA course number.

A total of 10 courses can be renewed at one time.

Click 'Submit and Pay' to continue.

The screenshot shows a web portal for course renewal. On the left is a navigation menu with sections: 'Menu' (PDA's Around the ... 9012, Home, Account Details), 'Communication' (General Inquiry, New, Show All), 'Account' (Update Profile, Change Username, Change Password, Log Out), and 'Tools' (NCCAOM Website with logo). The main content area is titled 'Course Renewal Application' and includes a 'New Record' button. It contains 'Course Information' text explaining renewal rules and a list of courses with checkboxes for selection. At the bottom are 'Cancel', 'Prev', 'Next', and 'Submit and Pay' buttons.

Portal QC Version
Logged In: Jennifer Nemeth (Admin)

Course Renewal Application New Record

Course Information

Courses are eligible for renewal if the title, content, and points (time) have not changed. If information has changed, a new course application is required, which will assign a different course number. To review the previously submitted course information, click on the course number below.

The course title is now limited to 90 characters (including spaces). If you only need to shorten the course title due to this change, please send a message using the General Inquiry option in the left menu or email PDA@TheNCCAOM.org. The PDA staff will assist you through this process.

- Select the course(s) you wish to renew.
- You can renew a maximum of 10 course(s) with this application.

By submitting this application, I attest that the NCCAOM® PDA course(s) listed below have not changed and remain the same in title, content, and duration of time / points.

Allowed: Selected:

| Renew | Number | Title | Type | Points | Expires |
|--------------------------|----------------------------|---------------------------------|------------|--------|------------|
| <input type="checkbox"/> | PDA-9012-2 | Test Online | Online | 2 | 11/30/2020 |
| <input type="checkbox"/> | PDA-9012-3 | Live Presentation Test Course | Live | 3.5 | 11/30/2020 |
| <input type="checkbox"/> | PDA-9012-4 | Distance Learning Test Course | Online | 13.5 | 8/15/2020 |
| <input type="checkbox"/> | PDA-9012-5 | Overseas Tour Test | Overseas | 24 | 11/30/2020 |
| <input type="checkbox"/> | PDA-9012-6 | Live Presentation Test Course 2 | Live | 35 | 11/30/2020 |
| <input type="checkbox"/> | PDA-9012-7 | Test Conference | Conference | 19 | 11/30/2020 |

Cancel ← Prev Next → Submit and Pay

ATTESTATION STATEMENT

Carefully read the PDA Attestation Statement.

The Responsible Party's name will automatically appear in the ESignature spaces.

By selecting 'Next', the Responsible Party is acknowledging the PDA Attestation Statement.

The screenshot displays the NCCAOM portal interface. The header includes the NCCAOM logo and the text 'CERTIFICATION COMMISSION FOR ACUPUNCTURISTS'. A 'Portal' section in the top right indicates 'QC Version' and 'Not Logged In (Admin)'. The main content area is titled 'Course Title Goes Here -...' and 'Incomplete' with the course ID 'NCC-CRSAPP-166'. The 'Attestation Statement' section contains the following text: '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.'

Below the text is an 'ESignature*' field with two input boxes for 'First Name' and 'Last Name'. At the bottom of the form are four buttons: 'Cancel', 'Save and Resume Later', 'Prev', and 'Next'.

Menu

NCCAOM PDA @LD 9012

- Home
- Account Details

Communication


- General Inquiry
- New
- Show All

Account

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

Tools

NCCAOM® Website



Portal QC Version

Logged In: Ruosi 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

Please Note: You must complete payment on this renewal application within 3 hours. Otherwise, this application will expire, requiring you to start over and resubmit the course renewal(s)

The PDA program fee is charged to the Provider for the renewal of the course materials and, if renewed, 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 renewed by NCCAOM®.

Add Payment
New Record

Items to Pay

| Item | Description | Level | Due |
|-------------------|--|---------|---------------|
| Previous Balance | | | |
| 1 | Renewal Fee: Live Event Courses NCC-CRSREN-1498: Course Renewal App Created: 09/20/2022 | 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*

Card Number*

Expiration Date* /

Verification Code*

Name on the Card*

Billing Address*

Billing City*

Billing State*

Billing Country*

Billing Postal Code*

PAYMENT

Review the payment amount.

Select payment method

- ✓ MasterCard
- ✓ Visa
- ✓ American Express

Enter in payment information

Click '**Submit**' to pay.

PAYMENT SUCCESSFUL

NCCAOM CERTIFICATION COMMISSION FOR ACUPUNCTURISTS

Portal 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.

[Return to My Account](#)

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.

Menu

rubyinc
9010

- Home
- Account Details

Communication

- General Inquiry
- New
- Show All

Account

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

Tools

- NCCAOM® Website
- Resources

Your course(s) are now renewed for 1 year.

Wait about 15 minutes for the system to make the changes.

When you return to your PDA Home Page, the renewed courses will be listed in the Active Courses box with another year until expiration.

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