PDA

Professional Development Activity

Handbook

*National Standards of Continued
Competence in Acupuncture
and Oriental Medicine*

February 6, 2017

NCCAOM® Mission

*To assure the safety and well-being
of the public and to advance the professional
practice of acupuncture and Oriental medicine by
establishing and promoting national evidence-based
standards of competence and credentialing.*
.

NCCAOM® Vision

*Acupuncture and Oriental medicine provided by NCCAOM
credentialed practitioners will be integral to healthcare and
accessible to all members of the public.*

Professional Development Activities (PDA)

*National standards of continued competence
in acupuncture and Oriental medicine.*

76 South Laura Street, Suite 1290
Jacksonville, FL 32202
Ph: 904-598-1005 / Fax: 904-598-5001
www.nccaom.org

NCCAOM® PDA Handbook
Table of Contents

About the NCCAOM®

Founded in 1982 as a non-profit 501(c)6 corporation, the National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM®) is widely accepted as the most influential leader in the field of certification for acupuncture and Oriental medicine (AOM). NCCAOM's purpose is to assure the public that Diplomates meet entry-level skills and continued competencies in their profession by evaluating and attesting to rigorous eligibility standards that demonstrate and assess the core knowledge, skills and abilities of an AOM practitioner.

NCCAOM® Mission

To assure the safety and well-being of the public and to advance the professional practice of acupuncture and Oriental medicine by establishing and promoting national, evidence-based standards of competence and credentialing.

NCCAOM® Vision

Acupuncture and Oriental medicine provided by NCCAOM credentialed practitioners will be integral to healthcare and accessible to all members of the public.

NCCAOM® Certification Programs

The NCCAOM certification programs include Oriental Medicine (OM), Acupuncture (Ac), and Chinese Herbology (CH). The Asian Bodywork Therapy (ABT) program no longer offers examinations, however the current ABT Diplomates may keep their NCCAOM board certification by maintaining their continued competencies. The three certification programs are accredited by the National Commission for Certifying Agencies (NCCA) that exceed the requirements set forth by the American Psychological Association and the United States Employment Opportunity Commission.

Oriental Medicine	Acupuncture	Chinese Herbology	Asian Bodywork Therapy
Dipl. O.M. (NCCAOM)®	Dipl. Ac. (NCCAOM)®	Dipl. C.H. (NCCAOM)®	Dipl. ABT (NCCAOM)®

Public Protection Through Quality Credentials®

NCCAOM Code of Ethics and Grounds for Professional Discipline

In 2012 the PDA Advisory Panel worked with the PDA Department to incorporate the PDA Providers into the *NCCAOM Code of Ethics* process. PDA Providers receiving customer complaints or state discipline reviews are being evaluated carefully and, if necessary, are forwarded to the Professional Ethics and Discipline Committee for review and recommendations. Copies are available upon request.

Code Of Ethics

As a Diplomate of the NCCAOM, I hereby pledge my commitment to the following principles:

Respect the rights, privacy and dignity of my patients and maintain confidentiality and professional boundaries at all times.

Treat within my lawful scope of my practice and training and only if I am able to safely, competently and effectively do so.

Allow my patients to fully participate in decisions related to their healthcare by documenting and keeping them informed of my treatments and outcomes.

Accept and treat those seeking my services in a fair and nondiscriminatory manner.

Render the highest quality of care and make timely referrals to other health care professionals as may be appropriate.

Continue to advance my knowledge through education, training and collaboration with my colleagues to maintain excellence and high ethical standards in our profession.

Support my medicine's access to all people and its growth in the broad spectrum of U.S. health care.

Assist in the professional development and advancement of my colleagues.

Participate in activities that contribute to the betterment of my community.

Effective January 1, 2016

NCCAOM Grounds for Professional Discipline

Protection of the public is the highest priority of the NCCAOM. To fulfill this mission, the NCCAOM reserves the right to take and publish disciplinary actions taken against Respondents, (as defined by Section 1 of the *Procedures for Upholding Professional Conduct*), in accordance with its *Procedures for Upholding Professional Conduct* for violations of the following:

1. Failing to cooperate with a disciplinary investigation.

2. Providing false or deceptive information on an application for NCCAOM certification, recertification, PDA Providership or disciplinary investigation.

3. Violating NCCAOM policies, regulations or procedures, including but not limited to complying with continuing education requirements.

4. Misrepresenting professional credentials or titles.

5. Advertising false or misleading information.

6. Exceeding the scope of practice as defined by state or federal statute or regulation.

7. Obtaining or attempting to obtain compensation or reimbursement through fraud.

8. Failing to notify the NCCAOM within thirty (30) calendar days of any of the following:

    a. Notice of a disciplinary investigation in any jurisdiction pertaining to a healthcare practice.

    b. Any order issued by any jurisdiction pertaining to a healthcare practice.

    c. Violent felony charges.

    d. Violent or non-violent felony convictions.

    e. Misdemeanor criminal convictions related to a healthcare practice.

9. Being convicted of a felony. (Note: Pursuant to Section 3, #10 of the Procedures for Upholding Professional Conduct, serious violent felonies may deem a candidate permanently ineligible for NCCAOM certification, recertification or PDA Providership).

10. Being convicted of a misdemeanor related to a healthcare practice.

11. Being the subject of disciplinary or administrative action taken by a licensing board or health-related regulatory agency or school.

12. Failing to maintain proper records as required by state or federal statute or regulation.

13. Performing services without informed consent as required by state or federal statute or regulation.

14. Failing to maintain patient/practitioner confidentiality.

Public Protection Through Quality Credentials®

15. Failing to maintain professional boundaries in relationships with patients, or in any way exploiting the practitioner/patient trust.

16. Engaging in sexual contact with a current patient if the contact commences after the practitioner/patient relationship is established.

17. Engaging in sexual contact with a former patient unless a period of six (6) months has elapsed since the date that the professional relationship ended.

18. Gross negligence or a pattern of negligence in your practice or under your supervision.

19. Being unable to safely and effectively engage in practice due to substance abuse, physical or psychological impairment.*

    *(**Summary of PEDC Substance Abuse Policy Statement:** A Respondent whose capacity to safely and effectively treat patients has been diminished as a result of drug or alcohol abuse which has not resulted in harm to a patient, may temporarily and voluntarily surrender NCCAOM certification by forwarding his/her certificate to NCCAOM and temporarily withdrawing from practicing in order to complete an agreed upon treatment plan as decided by the PEDC. Upon the PEDC's receipt of a certificate of disposition from the pre-approved treatment facility, Respondent shall be returned their *NCCAOM PDA Certificate* and resume practice. A surrender of certification under this provision shall be confidential and shall not be considered an admission of abuse, disability or a violation of the Ground for Professional Discipline # 21. However, this surrender shall not confer immunity upon Respondent with respect to any other Grounds for Professional Discipline and is unilaterally revocable by PEDC in the event the agreed treatment was not completed or harm to a patient has occurred.)

20. Violating federal or state statute or regulation relating to safe, ethical, and/or competent practice.

Public Protection Through Quality Credentials®

NCCAOM® Recertification Categories and Curricula

The PDA program is designed to ensure that NCCAOM Diplomates are participating in quality educational programs that maintain their core competencies and provide ongoing professional development. By learning the NCCAOM recertification categories and curricula for each, PDA Providers will have a better understanding of the types of courses the Diplomates are searching for.

To assist the Diplomates in their search for programs that apply to their recertification, the PDA and Recertification Departments have developed codes for the NCCAOM recertification categories. Providers are required to identify the NCCAOM recertification category their course addresses. The recertification categories have been added to the NCCAOM PDA Search Engine and the *NCCAOM PDA Certificate* making it easier for Diplomates and regulatory agencies to identify the type of courses applying toward recertification and state re-licensing.

NCCAOM® Recertification Categories

Core Competencies: Courses that address the Knowledge, Skills, and Abilities (KSAs) outlined in the examination content outline in the *NCCAOM® Examination Study Guides*.

AOM-BIO	Acupuncture & Oriental Medicine (AOM) Clinically relevant Western medicine (BIO) applicable to patient care
SA	Safety: Courses that address patient, staff and environmental safety issues in the Oriental medicine and healthcare professions.
ET	Ethics: Courses that address ethical decisions and issues in the Oriental medicine and healthcare professions.
CPR	Cardiopulmonary Resuscitation/Basic Life Support Certificate

Professional Enhancement:

PE-CW	Courses that relate to therapies and modalities that enhance the Diplomate's practice but are not subjects originating in Oriental or Western medicine. PDA points that are left over from the Core Competencies section may also be applied to this category.

Public Protection Through Quality Credentials®

2016 NCCAOM® Recertification At A Glance

Sixty (60) PDAs points or CEUs are required in a *four-year* NCCAOM recertification cycle. A CPR certificate is required and is considered a 'stand-alone' requirement with no PDA points awarded.

Mandatory: Core Competency PDA points are awarded for active learning that is earned in a classroom or e-learning environment in specific areas. One PDA point is equal to one hour of instructor-led learning. Visit the PDA Search Engine at www.nccaom.org/pda-program to find courses approved by the PDA program.

Diplomates are required to complete coursework in the following areas. All 60 points may be earned in the Core Competency section.

CPR Certificate	No PDA points
AOM – ABT - BIO	26 PDA points
SA	2 PDA points
ET	2 PDA points

Optional: Professional Enhancement consists of **c**oursework and activities that can be mixed to complete the 60 PDAs required for NCCAOM recertification. Remaining PDAs from the Core Competency section may be applied to the PE-CW category.

PE-CW   Coursework: Live presentations or distance learning courses accepted.

PE-AT   Approved professional activities.

AOM Volunteer Service Opportunities

Serve on a Professional Board	10 PDA points maximum (5 per year)
Advocate Legislation	10 PDA points maximum
Donate Acupuncture and OM Services	10 PDA points maximum
NCCAOM Exam Item Writing	10 PDA points maximum
ACAOM Site Visitor	10 PDA points maximum

AOM Teaching & Scholarship Opportunities

Clinical Supervision	10 PDA points maximum
Teach or Lecture	20 PDA points maximum
Research in Acupuncture & Oriental Medicine	20 PDA points maximum
Publications	Varies

AOM Knowledge and Skills Opportunities

Course Work	30 PDA points
Peer Reviewed Posters or Exhibits	10 PDA points maximum
Passage of NCCAOM Certification Exam	20 PDA points maximum
Clinical Experience	10 PDA points maximum
Tai Chi/Qigong Exercise	4 PDA points maximum

Public Protection Through Quality Credentials®

NCCAOM Professional Development Curricula

Below are examples of course topics in the Core Competency section of the NCCAOM recertification requirements. The subject areas are not all-inclusive and meant as examples for guidance as PDA Providers and instructors develop new course curriculum.

AOM-BIO: Acupuncture, Oriental Medicine, Biomedicine

AOM: Theory and foundation of Oriental medicine including diagnosis, treatment, patient management and education, medical qigong, and nutrition.

Biomedicine: Established and evolving clinically relevant western medicine and its application to AOM patient care.
1.   Clinical Application of Biomedical Sciences
2.   Patient History and Physical Examination
3.   Clinical Assessment Process
4.   Clinical Decision-Making and Standard of Care
5.   Office Safety and Professional Responsibilities
6.   Pharmaceuticals and supplements
7.   Interpretation of clinical reports
8.   Evidence-based practice to improve AOM medical treatments

Patient Communication: Effective information exchange using active listening skills and verbal/non-verbal communication.
1.   Professional communication with patients, families, caregivers, and other healthcare professionals.
2.   Patient counseling & lifestyle intervention
3.   Compassionate care for patients
4.   Practice in an integrative care setting
5.   Patient referral

Legal and Regulatory Compliance: Legal aspects of treatments in practice
1.   Federal
    A.   Regulatory compliance (HIPPA, CDC, OSHA, etc.)
    B.   Professional liability
    C.   Documentation and reporting requirements
2.   State
    A.   Rules & Regulations
    B.   Scope of Practic1
    C.   Documentation and reporting requirements

SA: SAFETY: The quality or condition of being safe; freedom from danger, injury, or damage; security. A mechanism on equipment/buildings designed to prevent accidents. *Webster's New World College Dictionary*, http://websters.yourdictionary.com/

Herbal Safety: Knowledge and skills in the safe handling and use of Chinese herbs.
1.   Regulatory agencies and requirements
2.   Documentation and reporting
3.   Equipment and calibration
4.   Compounding
5.   Cautions and contraindications (condition-dependent, incompatibility)

6. Labeling & dispensing (lot numbers, expiration dates and procedures)
7. Management & storage
8. Toxicity
9. Herb-drug interactions & potential adverse effects

Professional Safety:
1. Federal and state requirements (OSHA, CDC, JACHO, State Board of Health)
2. Pathogens
   A. Definition-infectious agent (micro-organism) that causes disease in host
   B. Types (viral, bacterial, prion, fungus, protozoan)
   C. Routes or pathways of transmission (air, blood, soil)
3. Communicable and infectious diseases (Hepatitis, HIV, MRSA, Ebola, etc.)
4. Infection Control
   A. Universal precautions
   B. Personal protective equipment (PPE)
   C. Sterilization techniques
   D. Medical waste management (Bio-hazardous)
5. Clean needle protocols – see CNT Manual
6. Patient Safety
   A. Equipment and techniques (lamps, tools [qua sha, cups], instruments)
   B. First aid stations
   C. Documentation and reporting
7. Facility Safety
   A. ADA accommodations
   B. Emergencies
      1. Plans and procedures
      2. Patient assistance
      3. Staff training
   C. Staff competence and training

ET: ETHICS: A branch of philosophy regarding concepts of right and wrong conduct, often addressing disputes of moral diversity. A decision-making process that determines a moral course of action a person is obligated to do in a specific situation. *Webster's New World College Dictionary*, http://websters.yourdictionary.com/

Patient Ethics:
1. Respect rights and dignity
2. Non-discrimination
3. Patient's right to treatment
4. Informed consent
5. Confidentiality – HIPPA and patient information
6. Boundaries and relationships
7. Documentation and records
8. State scope of practice
9. Patient referrals
10. Sexual contact

Note: The *NCCAOM Code of Ethics* is recommended content for PDA approved courses.

Professional Ethics:
1. Standards of the profession
2. Hierarchical relationships
3. Accurate and truthful information
4. Change in professional status
5. Patient relationship power differential

Public Protection Through Quality Credentials®

6. National and state regulatory policies
7. Respect of practitioners of AOM and other medical professions
8. Ethical business practices
    A. Insurance billing and coding
    B. Taxes

Public Ethics:
1. Comply with state laws
2. Truthful information and advertising
3. Credentials and designations
4. Efficacy in treatment outcomes
5. State regulatory reporting

PE-CW: Coursework in Professional Enhancement: Courses that relate to therapies and modalities that enhance the Diplomate's practice but are not subjects originating in Oriental or Western medicine. PDA points that are left over from the Core Competencies section may also be applied to this category.

Public Protection Through Quality Credentials®

NCCAOM® PDA Program Overview

The mission of the NCCAOM is *to assure the safety and well-being of the public and advance the professional practice of acupuncture and Oriental medicine by establishing and promoting national evidence-based standards of competence and credentialing.* Achieving NCCAOM certification demonstrates the mastery of specific core competencies including knowledge, skills, and abilities required within an AOM professional practice; therefore, the focus of NCCAOM recertification is to maintain the core competencies and advance the professional growth and development of the Diplomate. To that end, the Professional Development Activity or "PDA" program was created as NCCAOM's department of continuing education. All NCCAOM approved programs satisfy recertification requirements for NCCAOM Diplomates. The PDA program was created to provide an avenue for NCCAOM Diplomates to earn "PDA Points" (CEUs) for participating in recognized programs that apply toward NCCAOM recertification requirements. In turn, the NCCAOM PDA Department partners with individuals and organizations to provide these quality education programs.

NCCAOM's PDA program began in 1999 and has grown to over 1,500 PDA Providers and 1,800 approved courses that award PDA Points to Diplomates. In 2007 and 2011, significant advances were made in the PDA Department and with this dedication came further program enhancements in 2013.

Organizations and individuals interested in offering PDA points must first apply to become a PDA Provider. Once accepted, the Provider is eligible to submit a PDA course application, required documents, and the review payment to the PDA Department. The review includes evaluation of the course content, instructor qualifications, and supporting documents. When the course is approved, a PDA course number is assigned and the Provider is allowed to issue PDA points to the attendees via an *NCCAOM PDA Certificate*. The Diplomate may submit the official *NCCAOM PDA Certificate* for recertification and to their state acupuncture board for re-licensing requirements. One PDA point is equal to one hour of active learning and/or instruction.

We trust the *NCCAOM® PDA Handbook* presents educators and PDA Providers with helpful information regarding NCCAOM's PDA program and the continuing education requirements for NCCAOM recertification. The NCCAOM is proud of its PDA program and the rewarding relationships that have developed among the PDA Providers and the acupuncture and Oriental medicine community.

Public Protection Through Quality Credentials®

Benefits of an NCCAOM® PDA Provider

NCCAOM PDA Providers represent a significant achievement and commitment to the professional development of Diplomates and the acupuncture and Oriental medicine profession.

- PDA Providers make an important statement regarding continued professional competency that is recognized by the profession, regulatory agencies, third-party payors, and the public.

- PDA Providers receive the benefit of a professional program review service that documents the quality and integrity of an AOM continuing education program.

- PDA Providers may utilize the NCCAOM PDA logo that offers immediate recognition by AOM professionals of the program's approval by NCCAOM.

- PDA Providers benefit from a nation-wide advertising opportunity by posting their approved courses to the NCCAOM's PDA Search Engine for continuous access by Diplomates.

- PDA Providers are offered the opportunity to advertise approved course(s) in the monthly edition of the PDA Course Spotlight

- PDA Providers have access to the PDA Home page for announcements and information exchanges.

- PDA Providers are provided with a streamlined review process and professional guidance in program development and documentation.

- PDA Providers receive additional recognition in states that require NCCAOM PDA courses for re-licensure.

- PDA Providers receive excellent customer service provided by the PDA Department.

Public Protection Through Quality Credentials®

National Certification Commission
for Acupuncture and Oriental Medicine

NCCAOM

NCCAOM
OFFICIAL SEAL
JACKSONVILLE, FL

NCCAOM PDA Provider Qualifications

The PDA Provider is the sponsor of a continuing education event and responsible for all logistical aspects of the program. A PDA Provider may be an individual, organization, or company and is not required to be educated in Oriental medicine or hold an NCCAOM certification. If the PDA Provider is an NCCAOM Diplomate, they must be at Active status. The PDA Providership is a life-time membership. For more detailed NCCAOM PDA Provider duties and responsibilities see pages 20-26.

1. The continuing education sponsor's program content must address one of the NCCAOM recertification categories.

2. To become a PDA Provider, a continuing education sponsor emails the documents listed below to the PDA Department at pda@thenccaom.org.
    A. *NCCAOM® PDA Provider Application*
    B. Responsible Party's (head of organization or company) professional resume or curriculum vitae
    C. one-time application fee as determined by the PDA Department

3. The PDA Department will conduct a review of the applicant information including the following areas (if applicable):
    A. NCCAOM Diplomate verification and active status report.
        1. An applicant who has allowed their NCCAOM certification to lapse must return to Active Diplomate status and resubmit the *NCCAOM® PDA Provider Application*.
        2. An applicant who has allowed their NCCAOM certification to terminate is eligible to apply because the applicant is no longer considered an NCCAOM Diplomate.
    B. State acupuncture license verification and status report, if applicable.
        Note: Applicants who have had, or are currently under disciplinary actions are eligible for consideration. The *NCCAOM® PDA Provider Application* is forwarded to the Professional Ethics and Disciplinary Committee for review and status determination.
    C. Verification of the resume/curriculum vitae for education, professional experience, and certification/licensure.
    D. The applicant's website will be evaluated to assure the content is aligned with:
        1. the *NCCAOM® Mission Statement*,
        2. the *NCCAOM® Code of Ethics*
        3. proper use of NCCAOM credentials

Public Protection Through Quality Credentials®

E.   The PDA Department will conduct a phone orientation with the responsible party and contact person to confirm the applicant's NCCAOM Provider information, review PDA Provider benefits, and provide guidance in the PDA paperless course review process.

4.   Applicants are either approved as an NCCAOM PDA Provider and issued a Provider number, or denied with a reason stated for the denial. The PDA Department will notify the applicant, in writing, as to the outcome of the Provider review.

5.   Once the Provider is approved, the PDA Department will mail, by FedEx, a new Provider packet including the *NCCAOM® PDA Department and Provider Agreement* and the *NCCAOM® PDA Product and Service Disclaimer* for the Provider's review and signature.

6.   If denied as a PDA Provider, the applicant has the right to two levels of appeal. The applicant must appeal the PDA Department's decision in writing and within 30 days of the outcome of the Provider review.

NCCAOM PDA Provider Status

A – Active	Currently have approved programs through the PDA Department
I – Inactive	Do not currently have approved programs through the PDA Department
E – Expired	No approved program through the PDA Department in 4+ years. Requires administrative fee to re-establish NCCAOM PDA Providership
DR – Disciplinary Review	Currently under disciplinary review by the Professional Ethics and Disciplinary Review Department
R – Revoked	Cease and desist NCCAOM PDA Providership. Removed from database

Public Protection Through Quality Credentials®

Steps to Become an NCCAOM PDA Provider

Sponsors of continuing education programs who become an NCCAOM PDA Provider enjoy a life-time membership with the PDA Department. Below is an overview of the steps to become an NCCAOM PDA Provider.

Step 1: NCCAOM PDA Provider Application

To become a PDA Provider, please email the following documents to pda@thenccaom.org.

- *NCCAOM PDA Provider Application.*
- Professional resume or curriculum vitae of the responsible party.
- One-time application fee as determined by the PDA Department.

The approval process is a two to three week turn-around time. An expedited review is available at an additional cost.

Step 2: Interview and Orientation

The PDA Department will review the applicant/organization according to the guidelines set on page 13. An interactive teleconference will then be scheduled covering the following items.

- The applicant's journey in continuing education.
- NCCAOM PDA program overview.
- NCCAOM PDA Provider benefits.
- PDA policies overview.
- Guidance in filling out a course application and required documentation.

Step 3: Welcome NCCAOM PDA Provider!

At the conclusion of the orientation, the new Provider will:

- be issued a six-digit NCCAOM PDA Provider number,
- receive a new PDA Provider packet,
- sign the *NCCAOM® PDA Provider and Department Agreement*,
- sign the *NCCAOM® PDA Product and Service Disclaimer*, and
- be eligible to submit course applications for review.

NCCAOM PDA Logo

The NCCAOM is very excited to offer our PDA Providers use of the official NCCAOM PDA logo. The logo can be used in advertising to promote approved continuing education courses. The appearance of the PDA logo will immediately attract the viewer by visually showing the seal of approval by the NCCAOM. The PDA logo signifies a quality education program that has been approved by a leading national organization in the acupuncture and Oriental medicine profession. PDA Providers should e-mail pda@thenccaom.org to receive a jpeg file of the PDA logo for approved programs.

PDA Search Engine

The NCCAOM PDA Search Engine is a PDA Provider benefit that advertises approved courses that expands the Diplomate's search capabilities to find approved course information. The advanced, one-of-a kind PDA Search Engine houses all of the approved PDA courses and provides NCCAOM Diplomates and the public access to detailed information. Along with the PDA logo, the PDA Search Engine is one of several PDA advertising tools. We encourage PDA Providers to become familiar with the Search Engine to better understand the information required on the PDA course applications.

PDA Course Spotlight

The PDA Course Spotlight is a PDA Provider benefit that assists in advertising approved PDA courses. The Spotlight is a monthly flyer that features up to 10 approved courses which is emailed to all active NCCAOM Diplomates (18,000+). In addition, each edition of the PDA Course Spotlight is posted to the NCCAOM website and Facebook for a period of 6 months. This advertising benefit is a great method to reach Diplomates across the U.S. and internationally. For more information, please contact the PDA Department at 904-674-2472 or pda@thenccaom.org.

Public Protection Through Quality Credentials®

NCCAOM PDA Certificate

The PDA Provider is required to issue all PDA points by way of an electronic continuing education certificate called the *NCCAOM PDA Certificate.* The Provider is emailed the certificate when the course is approved. Live presentations, conferences, webinars, and overseas tours distribute points via the *NCCAOM PDA Certificate of Participation.* Likewise, the *NCCAOM PDA Certificate of Completion* is used for e-learning/distance learning courses. All data fields on the certificate are locked and cannot be changed which increases the PDA program's quality and integrity by providing a method to assure compliance. The NCCAOM retains the rights for all branding; however, the PDA Department does work with the PDA Provider to customize the *NCCAOM PDA Certificate* by adding the Provider's logo, responsible party's signature and additional continuing education approvals.

NCCAOM PDA Provider Name
Address
Phone Number
Website Address

Certificate of Participation
This verifies that

Jane Doe
State Acupuncture License #.
is awarded

24 PDA Points

For participating in the live presentation

Course Title

<Type Course Date(s)>

NCCAOM® Program Approval Dates: MM/DD/YYYY through MM/DD/YYYY

PDA Points / NCCAOM® Recertification Categories:

Core Competency (Required for Recertification)
- ☐ AOM-BIO (AOM and Biomedicine)
- ☐ SA (Safety)
- ☐ ET (Ethics)
- ☐ CPR

Professional Enhancement
- ☐ CW-PE (Coursework)

_____
Responsible Party Signature & Credentials
Title

NCCAOM® PDA Provider #

The NCCAOM Diplomate is advised to confirm, in advance, if the course content is within their state scope of practice and if the state regulatory board will accept the PDA points. It is the sole responsibility of the NCCAOM PDA Provider to confirm that the PDA program adheres to the *NCCAOM Procedure for Upholding Professional Conduct,* the *NCCAOM PDA Handbook,* the *NCCAOM PDA Provider and Department Agreement,* and the *NCCAOM PDA Product and Service Disclaimer.*

For NCCAOM® recertification, this document should be retained for a minimum of four years.

Public Protection Through Quality Credentials®

NCCAOM® *PDA Department* Duties and Responsibilities

Duties

1. Professional Ethics

   A. The PDA Department shall comply with the highest ethical standards and all applicable laws pertaining to accurate and truthful continuing education programs and documentation.

   B. The PDA Department shall honorably assist and support PDA Providers who are sponsors of continuing education and professional development events for Diplomates applying for NCCAOM recertification in Oriental Medicine, Acupuncture, Chinese Herbology, and Asian Bodywork Therapy.

2. NCCAOM PDA Provider

   The PDA Department shall approve continuing education sponsors as "NCCAOM PDA Providers" who, in turn, may issue PDA points via an *NCCAOM PDA Certificate* to the participants of PDA approved courses.

3. Continuing Education Programs

   The PDA Department shall approve continuing education programs that meet NCCAOM recertification subject areas for the purpose of issuing PDA points to the participants. NCCAOM does not accredit educational programs or curriculum.

4. PDA Complaints

   A. The PDA Department oversees a system to monitor and assist in the resolution of complaints received according to NCCAOM Requests and Appeals Process.

   B. The PDA Department will also monitor the use of the NCCAOM's PDA trademarks, copyrights, confidential information and trade secrets ("intellectual property") and confirm such uses are authorized and within the scope of the *NCCAOM® PDA Department and Provider Agreement*.

5. PDA Appeal Process

   The PDA Department shall have sole discretion to either approve or deny a continuing education course and the Provider's ability to award PDA points. The PDA Department offers a two-level appeal process for denied programs.

Public Protection Through Quality Credentials®

6. Advertisement

The PDA Department shall provide the PDA Provider with a method to advertise their PDA approved programs for a period of one year. Advertising methods include the PDA Provider's use of the NCCAOM PDA Logo and posting the program information on the NCCAOM PDA Search Engine. Advertising an approved course in the *PDA Course Spotlight* is an optional benefit for NCCAOM PDA Providers and requires an additional fee.

Responsibilities

1. PDA Provider Review

The PDA Department will conduct a review of the applicant information. An orientation to the PDA program is provided to new NCCAOM PDA Providers.

2. PDA Course Review

A. The PDA Department shall review a continuing education course to determine if PDA points can be assigned for purposes of recertification, thereby allowing PDA Providers the ability to issue PDA Points via an *NCCAOM PDA Certificate* to participants.

B. The PDA Department shall complete a course review in the date-order they are received. The program review fee is processed and the application is placed in the department review queue.

C. The PDA Department shall conduct the course review within 4 to 6 weeks of receipt of a completed NCCAOM PDA course application. A complete application is one that all required documents (application, pg. 3) have been received by the PDA Department.

D. The PDA Department shall expedite a course review when requested and for an additional fee. Expedited reviews will be completed within 15 business days from receipt of the expedited payment.

3. Course Approval

A. The PDA Department notifies the PDA Provider, in writing and by email, as to the outcome of the course review. PDA programs are either approved and a course number assigned, or the course is denied with a reason stated for the denial.

B. The PDA Department shall email the Provider the following documents for all approved courses.

    1.   NCCAOM PDA course(s) approval letter (also mailed via the U.S. Postal Service)

    2.   Electronic *NCCAOM PDA Certificate* template

    3.   NCCAOM PDA logo

    4.   Instructions for the *NCCAOM PDA Certificate* template

    5.   Instructions for the use of the NCCAOM logo

C. The PDA Department shall post the approved course on the NCCAOM PDA Search Engine.

4. The PDA Department shall provide PDA Providers with an appeal process for denied programs.

Public Protection Through Quality Credentials®

NCCAOM® *PDA Provider* Duties and Responsibilities

Duties

1. Professional Ethics

   A. The PDA Provider shall 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.*

   B. The PDA Provider shall comply with the highest ethical standards and all applicable laws pertaining to accurate and truthful continuing education programs and documentation.

   C. PDA Providers who undergo state disciplinary actions must report the incident to the NCCAOM's PDA and Professional Ethics and Discipline Departments within 30 days.

   D. Complaint Process

   A complaint received regarding a PDA Provider will follow the NCCAOM Requests and Appeals Process.

2. PDA Policies & Procedures

   A. The PDA Provider shall agree to abide by the PDA Provider responsibilities and all applicable NCCAOM policies and procedures, evidenced by signing the *NCCAOM PDA Department and Provider Agreement* and the *NCCAOM PDA Product and Service Disclaimer*.

   B. The PDA Provider who is an NCCAOM Diplomate is required to maintain active status with NCCAOM.

   C. The PDA Provider agrees to notify NCCAOM, in writing, of changes in the Provider information including the Provider name, responsible party (professional resume required), contact person, address, telephone number, and email or website address.

3. Advertisement

   A. The PDA Provider shall take special care to advertise their programs truthfully and avoid misleading the public. PDA Providers are responsible for the content of the advertisements and must adhere to ethical standards and compliance with the *NCCAOM® PDA Department and Provider Agreement.* The following constitutes misleading, deceptive, false or unethical advertising.

      1. Misuse of the NCCAOM logo and/or the NCCAOM PDA logo.
      2. Misleading statement regarding the programs approved by the NCCAOM PDA Department including programs under PDA review.
      3. Misleading claim regarding NCCAOM PDA Provider education or credentials.

Public Protection Through Quality Credentials®

4. Advertising that has the effect of intimidating or exerting undue pressure.

5. Advertising that uses unsubstantiated testimonials.

6. Advertising that creates an unjustified expectation or guarantees a cure.

7. Advertising that offers gratuitous services, products, or discounts, the purpose of which is to deceive the public.

Responsibilities

1. Documentation Requirements

   A. The PDA Provider recognizes and acknowledges that the NCCAOM is the owner of the NCCAOM's intellectual property.

   B. As the owner, the NCCAOM has the absolute right to control the branding, marketing, and licensing of its intellectual property. Any misuse by the Provider of the NCCAOM's intellectual property subjects the Provider to termination of their PDA Providership as well as potential disciplinary and/or legal action.

   C. The PDA Provider may not alter, combine, or change in any way the approved program title, content, length, or the *NCCAOM PDA Certificate* without notifying the NCCAOM PDA Department in writing.

   D. Required documentation for NCCAOM PDA approved courses (application, pg. 3) must be retained by the PDA Provider for a minimum of four (4) years.

   E. It is recommended that Providers have a computer back-up system for electronic document files.

2. Co-Sponsored Events

   When two or more NCCAOM PDA Providers co-promote a program, the event shall be sponsored by one Provider. The sponsoring Provider shall assume responsibility for advertising, PDA application, attendance monitoring, record keeping, and distributing the *NCCAOM PDA Certificate*.

3. Instructor Qualifications

   A. Instructor qualifications include the following in the subject being taught:

      1. Education in subject being taught:

         A. AOM – diploma or Master's in Oriental medicine, acupuncture, and/or Chinese Herbology

         B. BIO, SA, ET, PE-CW - educational degree and/or educational background

      2. a minimum of five years clinical experience,

      3. certification and/or licensure with clear discipline record, if applicable

      4. teaching experience is recommended but not required

Public Protection Through Quality Credentials®

    B. For PDA Provider's Responsible Party and course instructors in the United States, a professional resume or curriculum vitae is the required documentation.

    C. For conferences or courses conducted by Asian practitioners, a biographical sketch is acceptable documentation.

    D. When a different instructor is contracted to teach an approved PDA course, the PDA Provider must notify the PDA Department and submit the instructor's resume/bio for documentation purposes.

4. Advertising and Use of the PDA Logo

    A. PDA Providers may only advertise their connection as a PDA Provider with NCCAOM on currently approved courses.

    B. PDA Providers are required to include their "NCCAOM PDA Provider # ___" on all publications for approved course.

    C. Providers who have submitted a course application that is currently under PDA review may state "Pending NCCAOM PDA Points" for advertisement purposes.

    D. Once the course is approved, the Provider may state the number of available PDA points and utilize the PDA logo for advertisement purposes.

    E. The appropriate way to write a providership in advertising is "NCCAOM PDA Provider # xxx".

    F. Providers may request the PDA Department for special or early use of the PDA logo. The PDA Department will review and determine if the logo usage is appropriate.

    G. The NCCAOM retains the rights for all branding; however the PDA Department does work with the PDA Provider to customize the *NCCAOM PDA Certificate* by adding the Provider's logo, responsible party's signature and additional continuing education approvals.

5. State Regulatory Agencies

The NCCAOM recommends that the PDA Provider check with the acupuncture board or regulatory agency in the state they plan to offer instructional programs to assure they are aware of the continuing education requirements and/or limitations for instructors.

6. PDA Program Types (pgs. 27 to 31)

    1. Live presentation

    2. Distance learning/Online

    3. Conference/Symposium

    4. Overseas Tour

Public Protection Through Quality Credentials®

NCCAOM® PDA Programs and Required Documentation

Live Presentation

Definition: A course, workshop or seminar that is a face-to-face meeting between the participants and the instructor(s). Two-way communication between all participants in theory subjects as well as acquiring psycho-motor skills through demonstration and supervised practice. The qualifier to determine the number of PDA points to issue is the amount of time the participant is in attendance and is actively learning new information. The attendance record (sign-in or sign-out sheet) is the document that records and verifies compliance.

Characteristics

- Face-to-face interaction between instructor and participants
- Two-way communication
- A psycho-motor skill (e.g., needling, cupping) may be taught because the instructor can assess if the participant is correctly learning the skill.
- Teaching methods include, but are not limited to lecture, group discussion, demonstration, supervised practice
- Attendance is the qualifier for issuing NCCAOM PDA points

Required Documentation

- *NCCAOM PDA Application: LIVE PRESENTATION*
- Instructor's professional resume or curriculum vitae
- Sample attendance record (template available)
- Sample program evaluation (template available)
- Sample advertisement

Helpful Hints

- One hour of active learning is equal to one PDA point. PDA points are <u>not</u> issued for breaks or lunch/dinner hours.
- One PDA point is divided into quarter hours or 15 minute increments (0.25; 0.50; 0.75; 1.0).

Public Protection Through Quality Credentials®

...

- The Topic column within the Course Outline may include several 15 minute sections. For example, a lecture on a topic may go from 10:00 a.m. to 11:30 a.m. and be counted as 1.50 PDA points.

- Safety or ethics topics within a program must be a minimum of one hour to receive a PDA point. Safety and/or ethics must be clearly stated in the Topic column of the Course Outline

- The lowest PDA point issued is 0.50 or 30 minutes. When adding up the total PDA points on the program outline, a quarter hour (0.25 or 0.75) will be rounded down to the nearest half-hour. (15.25 = 15 PDA points)

e-Learning Program

Definition: e-Learning is the computer and network-enabled transfer of knowledge and includes all forms of electronically supported learning and teaching. e-Learning programs are divided into two categories: 1) asynchronous distance learning, and 2) synchronous online learning. Theory-based or didactic information is standard; psycho-motor skills and techniques are not taught because the instructor cannot assess if the student is acquiring the skill correctly, which directly addresses the NCCAOM's mission of public safety. The qualifier to determine the number of PDA points to issue is the amount of time it takes the student to complete the learning activities. Passing an end-of-course assessment is the document that records and verifies compliance.

Asynchronous distance learning: Learning is self-paced by the student with little or no communication with the instructor during the learning time. The student is alone and completes the course according to his or her own schedule. Programs are delivered via the Internet, CD-ROM/DVD or Intranet, and include reading, visual and/or auditory media (video, PPT presentations), writing, and research skills.

Synchronous online learning: Learning is instructor-led with multiple students online together. Learning is paced at specific intervals with coursework being completed according to a schedule. The shared environment, or virtual classroom, allows multiple students/instructors to collaborate in a discussion with text and drawings over an Internet connection.

Characteristics

- Theory subjects only. e-Learning (distance learning or online) courses cannot teach a psycho-motor skill or technique (e.g., needling, cupping) because the instructor cannot visually assess if the student is performing the skill correctly.

- Learning activities include, but are not limited to reading, writing, listening, research, visual aids.

Public Protection Through Quality Credentials®

- Students complete and turn-in a worksheet prior to receiving the end-of-course assessment.
- The qualifier for issuing NCCAOM PDA points is an end-of-course assessment (test).

Required Documentation

- *NCCAOM® PDA Application: DISTANCE LEARNING/ONLINE*
- Instructor's professional resume or curriculum vitae
- Sample program evaluation
- Sample advertisement

Helpful Hints

- One hour of active learning is equal to one PDA point. PDA points are awarded for completing the program worksheet but are <u>not</u> issued for testing times.
- One PDA point is divided into quarter hours or 15 minute increments (0.25; 0.50; 0.75; 1.0).
- The Topic column within the Program Outline may include several 15 minute sections. For example, a video on a topic may go from 10:00 a.m. to 11:30 a.m. and be counted as 1.50 PDA points.
- Safety or ethics topics on the Program Outline must be a minimum of one hour to receive a PDA point. Safety and/or ethics must be clearly stated in the Topic column of the Program Outline.
- The lowest PDA point issued is 0.50 or 30 minutes. PDA points on the Program Outline that add up to a quarter hour (0.25 or 0.75) will be rounded down to the nearest half-hour.

NOTE: A live presentation or webinar that is also an e-learning course is considered two different programs due to the content, requirements, and documentation. Therefore, a live presentation that is also an e-learning (distance learning or online) program requires submission of separate *NCCAOM PDA Applications;* one for each program type.

Conference or Symposium

Definition: A live, face-to-face event spanning several days. Characteristics include professional networking, break-out sessions or "tracks" (several presentations occur at the same time), multiple speakers and varying topics. Attendance is a challenge to track and a second variable (recertification category) also requires monitoring. A Participant Attendance Verification Form is now required to address the two variables.

Required Documentation

Public Protection Through Quality Credentials®

- *NCCAOM® PDA Application: CONFERENCE/SYMPOSIUM*
- Conference brochure showing presentation schedule, course descriptions and speaker biographical sketches (bios)
- Sample attendance record
- Sample Participant's Attendance Verification Form
- Sample program evaluation
- Sample advertisement or link to website

Helpful Hints

- One hour of active learning is equal to one PDA point.
- One PDA point is divided into quarter hours or 15 minute increments (0.25; 0.50; 0.75; 1.0).
- Safety or ethics topics must be a minimum of one hour to receive a PDA point.
- The lowest PDA 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.

Overseas Tour

Definition: A group, sponsored by the PDA Provider, traveling to another country for an educational experience. Classroom sessions are documented in the *PDA Program Application* and PDA points are awarded via the *NCCAOM PDA Certificate of Participation.* PDA points are also available for the clinical/hospital experience portion of the tour under the Professional Development Activity section of the recertification requirements. Documentation includes a letter from the PDA Provider, on letterhead, outlining the dates, hours, and clinical areas.

Required Documentation

- *NCCAOM® PDA Application: OVERSEAS TOUR*
- Instructor resume, or biographical sketch for foreign practitioners.
- Tour itinerary (template available)
- Sample attendance record
- Sample program evaluation
- Sample advertisement or link to website

Public Protection Through Quality Credentials®

Helpful Hints

- One hour of active learning is equal to one PDA point.
- One PDA point is divided into quarter hours or 15 minute increments (0.25; 0.50; 0.75; 1.0).
- Safety or ethics topics must be a minimum of one hour to receive a PDA point.
- The lowest PDA 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.

Public Protection Through Quality Credentials®

1. NCCAOM PDA points are awarded for <u>active learning that is instructor led</u>. PDA points are not awarded for breaks, lunch, dinner, homework, group presentations, tests, etc.

2. Products or services that are required to learn the course information must be made available to the student free of charge. Vendors may sell products for purchase on a voluntary basis only.

3. If an approved PDA program has a change in its title, content and/or length, a new PDA application must be submitted and a new course number will be assigned to the revised course.

4. Participant information must be <u>typed</u> into the *NCCAOM PDA Certificate*. All Certificates are to be distributed at the conclusion of the course and after the program evaluation has been submitted. A copy of each participant's *NCCAOM PDA Certificate* must be saved by the Provider.

4. PDA Providers must provide the participants with the opportunity to give feedback by way of a program evaluation regarding the course content, materials, and instructor(s) abilities.

5. A conference, symposium, or overseas tour is not eligible for renewal due to the change in program content, length and speakers.

6. At this time, a webinar should be submitted via a live presentation application.
    <u>Please note</u>: A webinar contains elements from both a live presentation (attendance monitoring, two-way communication) and a distance learning/online course (no skill acquisition). Skill acquisition is not approved for webinars due to the instructor's inability to assess the participant's psychomotor and the usually large number of attendees. Due to rapid technology innovation, special consideration may be reviewed by the NCCAOM PDA Panel if the PDA Provider and instructor can demonstrate their abilities to address both items listed above.

7. To continue awarding PDA points and advertising on the PDA Search Engine, Providers may apply to have a course renewed by emailing the *NCCAOM PDA Application: RENEWAL* to pda@thenccaom.org 4 to 6 weeks before the course renewal date.

8. Although the PDA Department emails reminder notices, it is the responsibility of the PDA Provider to renew the course(s) before the end date.

Public Protection Through Quality Credentials®

9. If a course is not renewed, it will automatically expire and be removed from the PDA Search Engine. A new PDA application is required to have the course re-approved and published to the PDA Search Engine.

10. Required documentation for all program types (application, pg. 3) must be retained for a minimum of four years.

11. It is recommended that PDA Providers distribute the *NCCAOM PDA Certificate* to all participants who were in full attendance within three (3) weeks of the conclusion of the course.

12. The method to distribute the *NCCAOM PDA Certificate* is at the discretion of the PDA Provider. Options for distribution include:
    1) a hard-copy certificate distributed in-person at the conclusion of a course,
    2) a hard-copy certificate mailed by the U.S. Postal Service, or
    3) an electronic certificate emailed to the attendee.

13. The PDA Provider may not charge a monetary fee for issuing PDA Points.

PDA Policies for Live Presentations, Conferences, Overseas Tours

1. For live presentation courses, the PDA Provider may sponsor the event as many times as they wish, anywhere in the world for the period of one year.

2. Conferences, symposiums and overseas tours are usually a one-time event and are not repeated due to changes in speakers and content. For this reason, the approval date range is shortened on the *NCCAOM PDA Certificate* and in the NCCAOM PDA Search Engine.

3. Attendance validates the number of PDA points awarded for a live presentation, webinar, conference/symposium, or an overseas tour.
    a. The PDA Provider agrees to retain documentation of a participant's attendance by maintaining an attendance record (sign-in and/or sign-out sheet) for each course taught.
    b. Participants must sign-in by a full signature at least once a day.
    c. Electronic attendance programs may be used if attendance documentation can be maintained by the PDA Provider.
    d. The PDA Provider is not required to submit completed attendance records to the PDA

Public Protection Through Quality Credentials®

Department.

4. PDA Providers are required to award PDA points via the *NCCAOM PDA Certificate of Participation* only*.*

   a. Prior to distribution, the Provider types Participant name, state acupuncture license number and the presentation date(s) into the *NCCAOM PDA Certificate*.

   b. It is the decision of the PDA Provider as to whether they award PDA points for partial attendance. Documentation is required showing attendance time-in and time-out as well as a special request to the PDA program for an *NCCAOM PDA Certificate* in the participant's name. There is an additional administrative fee for this service.

5. PDA points may not be carried over from one session to another meeting at a later date. For programs that meet over a period of time, each session is considered to be a stand-alone course. Each session requires a PDA course number and distribution of the *NCCAOM PDA Certificate* at the conclusion of the session. The Provider may distribute an overall "program certificate", however the certificate must not display reference to NCCAOM or its trademarks.

6. If a psychomotor skill is being taught, the Provider should work with the instructor to assure an appropriate student-instructor ratio is maintained within the classroom.

PDA Policies for E-Learning: Distance Learning/Online Courses

1. Distance learning/online course applications will be approved for theory knowledge only. A psychomotor skill cannot be taught via distance learning or online course.

2. The number of PDA points for a distance learning/online course is determined by the PDA Provider and reflects the estimated amount of time it takes the student to learn the information and complete the course worksheet.

2. The PDA Provider delivers the course materials and the PDA worksheet to the student (paper, online, website. The end-of-course assessment is not given to the student until all course work is completed and the worksheet has been verified by the Provider/instructor.

3. The worksheet is a series of questions or a project that the student completes during the time of study.

   a. The worksheet must be returned and reviewed by the Provider/instructor before the course

Public Protection Through Quality Credentials®

assessment can be delivered to the student.

    b. The worksheet does not need to be graded, however the Provider/instructor should review to assure the student has grasped the concepts of the goals and objectives of the course.

4. The student must successfully pass an end-of-course assessment validating they have acquired the course goals and objectives and, therefore, earned the PDA points.

    a. The assessment is not distributed until the student returns the worksheet and it has been approved by the Provider/instructor.

    b. The end-of-course assessment must be a minimum of 10 questions.

    c. The Provider sets the passing score on the end-of-course assessment and must inform the student.

    d. The time it takes to do the assessment is not included in the PDA point total.

5. PDA Providers are required to award PDA points via the *NCCAOM PDA Certificate of Completion.*

Public Protection Through Quality Credentials®

NCCAOM® PDA Program Review Process

The PDA staff welcome questions and will be happy to provide assistance. Please contact us at 904-674-2472. Detailed information regarding the PDA program review process continues after this page. PDA applications should be emailed to pda@thenccaom.org.

Step 1.   Submit an NCCAOM PDA Program Application

NCCAOM PDA Program Application (Live, Distance Learning, Conference, Overseas Tour)

Required Documents (Application, pg. 3)

Program Review Fee

Expedited reviews are available at an additional fee of $150.

Step 2.   PDA Program Review

The program review takes approximately 4 to 6 weeks.

Incomplete applications or payments may extend the review process.

Areas of focus:

- Topic relevancy to the NCCAOM recertification requirements and categories
- Course title, description, goals, and content outline
- Documented qualifications of the instructor
- Ethical advertising

Step 3.   NCCAOM Approved PDA Courses

Courses are approved and published on the NCCAOM PDA Search Engine for one year.

Approval documents are emailed and mailed to the NCCAOM PDA Provider.

The NCCAOM PDA logo is available to the Provider for advertising.

Public Protection Through Quality Credentials®

NCCAOM PDA Program Review Process

Once approved as a PDA Provider, the sponsor may submit continuing education courses for review. The programs must apply to the NCCAOM recertification categories as stated in the *NCCAOM® Recertification Handbook* and the *NCCAOM® PDA Handbook.*

1. PDA Providers begin the course review process by emailing the appropriate NCCAOM PD application packet to the PDA Department at pda@thenccaom.org. The packet includes the PDA application, required documents (application, pg. 3), and the program review fee. One program should be sent per email with the course title saved in the file name.

2. The PDA Department's approximate program review time frame is four (4) to six (6) weeks.

3. The PDA program review fee is charged to the PDA Provider for reviewing the program materials, use of the PDA logo for advertising, and publishing the program information on the NCCAOM PDA Search Engine for a period of one year. The review fee is paid at the time the PDA application is submitted, the payment is non-refundable, and it does not guarantee the program will be approved by NCCAOM.

4. Expedited program reviews are optional and available at an additional monetary charge set by the PDA Department. The expedited review will be completed within 15 business days from the receipt of the payment.

5. Providers will be notified by the PDA Department when the application is received. Notice of incomplete PDA applications and/or needed documents will be emailed to the Provider.

6. Upon receipt of the PDA application, the application is placed in the Department's review queue. During the course review, the PDA Department works closely with the PDA Provider to assure all documentation is accurate and meets PDA policy and continuing education standards.

7. The program is either approved or denied. PDA Providers are notified by email and in writing as to the outcome of the program review.

8. If denied, the PDA Department communicates the reason for the denial and information regarding the PDA appeal process.

9. A PDA approved course is published on the PDA Search Engine for a period of one year. When the course is approved, the PDA Department will email the Provider the electronic and paper approval documents listed below:

    A. NCCAOM PDA course(s) approval letter
    B. Electronic *NCCAOM PDA Certificate* template
    C. NCCAOM PDA logo with Instructions for the use
    D. NCCAOM PDA Course List

10. Awarding PDA Points

    NCCAOM PDA Providers must use the *NCCAOM PDA Certificate* to distribute PDA points to the course participants.

    A. The *NCCAOM PDA Certificate* is an electronic template that is emailed to the Provider. The data fields are locked. A paper copy is not issued.
    B. The *NCCAOM PDA Certificate of Participation* is distributed for live presentations, webinars, conferences, and overseas tours.
    B. The *NCCAOM PDA Certificate of Completion* is distributed for e-learning/distance learning courses.
    C. The NCCAOM retains the rights for all branding; however the PDA Department does work with the PDA Provider to customize the *NCCAOM PDA Certificate* by adding the Provider's logo, responsible party's signature and additional continuing education approvals*.*
    D. The PDA Department Provider saves the *NCCAOM PDA Certificate* template to their computer. When the course is completed, the Provider enters the participant's name, state acupuncture license number (optional), completion date, and Provider's responsible party's signature before distributing the certificate to the student.
    E. The PDA Provider is advised to save a copy of each participant's *NCCAOM PDA Certificate* they distribute.

Public Protection Through Quality Credentials®

NCCAOM PDA Program Renewal Process

At the one-year mark, a PDA approved course may be renewed enabling the Provider to continue awarding PDA points and further advertising on the PDA Search Engine.

1. Email the *NCCAOM PDA Application: RENEWAL* to pda@thenccaom.org 4 to 6 weeks before the renewal date.

2. A conference, symposium, or overseas tour is not eligible for renewal due to the change in speakers, presentation content and length of the program.

3. As a courtesy, the PDA Department will notify the PDA Provider 90 days prior to the program renewal date(s); however, it is the responsibility of the PDA Provider to assure the program renewal process is initiated..

4.   If a course is not renewed, it will expire and be automatically removed from the PDA Search Engine.

5. A PDA application is required to have an expired course re-approved and published onto the PDA Search Engine.

Public Protection Through Quality Credentials®

NCCAOM Requests and Appeals

NCCAOM provides for a fair and equitable process to review and resolve a PDA request or complaint. A Diplomate or PDA Provider may submit a request or file a complaint to NCCAOM if they believe there has been an error in a PDA decision; or if they have comments about specific aspects of the process.

How to Submit a Request or Complaint

1. If a Provider or Diplomate believes there has been an error in a PDA program decision or has comments about specific aspects of the process, they may complete the *NCCAOM® PDA Request Form* and email it to pda@thenccaom.org.

2. The Provider/Diplomate should be specific when outlining the request for review and be prepared to submit documentation, if requested.

3. Grievous complaints that jeopardize the safety of a patient or the public are forwarded to the Professional Ethics & Discipline Department for their review and potential investigation.

4. NCCAOM staff will research the request or complaint and, if necessary, seek counsel from senior management for a resolution that meets compliance with the PDA policies of NCCAOM.

5. NCCAOM staff will communicate the decision, in writing to the Diplomate within 30 days of the receipt of the request.

How to Appeal an NCCAOM Decision

1. If a PDA Provider or Diplomate is not satisfied with a decision made by the NCCAOM staff, they may appeal it, in writing, by mailing a letter to the NCCAOM offices or emailing the letter to pda@thenccaom.org .

2. The NCCAOM must receive the appeal letter within 30 days of the candidate's receipt of NCCAOM's initial decision. A rational justification is required for filing an appeal.

3. The PDA Provider/Diplomate's appeal will be reviewed by their peers who sit on the NCCAOM Recertification Committee/PDA Advisory Panel at the next scheduled meeting. The Provider/Diplomate will be notified of the Committee's decision in writing, within 30 days of the meeting.

Public Protection Through Quality Credentials®

4. The Provider/Diplomate can appeal the NCCAOM Recertification Committee/PDA Advisory Panel's decision and submit a final appeal to the NCCAOM Board of Commissioners. The appeal will be reviewed at the next regularly scheduled Board meeting. The Provider/Diplomate will be notified of the Board's review, in writing and within 30 days of the meeting date.

Public Protection Through Quality Credentials®

NCCAOM PDA Fee Schedule

Effective Monday, February 6, 2017

Fees include the review of the course application and, if approved, posting of the information to the PDA Search Engine for one year. See the table below for a complete list of fees associated with the PDA program.

New PDA Provider Review	
Initial NCCAOM® PDA Provider Review	$250
NCCAOM® PDA Provider Reactivation	$100

PDA Course Review	
Individual Course Review (Fee per course)	
One-Day Live Presentation	$100
Multiple-Day Live Presentation	$200
Distance Learning/Online	$150
Conference	$300
Overseas Tour	$300
Bulk-Rate Course Reviews	
6 to 15 Applications	$400
16 to 29 Applications	$550
30 to 40 Application	$700

PDA Optional Services	
Expedited Review (Individual course review)	$150
NCCAOM® PDA Certificate Revision	$15
NCCAOM Staff Completion of a PDA Application for Provider	$25

Questions?
Please email the PDA staff at pda@thenccaom.org

Public Protection Through Quality Credentials®

NCCAOM® PDA Application Instructions

To meet the PDA strategic plan of a paperless system, the PDA Department only accepts electronic files; paper applications will be returned to the Provider. PDA applications and supporting documents are PDF Adobe forms designed to automatically load specific fields of information (indicated by the purple yin-yang symbol ☯) to the NCCAOM PDA database that feeds the PDA Search Engine and the *NCCAOM PDA Certificate*. For this reason, we recommend the PDA Provider be careful in filling out the application and should proof-read for spelling and grammar.

Applications and forms are available for download on the PDA Home page in the "PDA Applications and Forms" section. As always, please feel free to contact the PDA Department with questions at 904-674-2472 or by emailing pda@thenccaom.org.

PDA Applications

NCCAOM PDA Provider Application

NCCAOM PDA Application: LIVE PRESENTATION

NCCAOM PDA Application: DISTANCE LEARNING/ONLINE

NCCAOM PDA Application: CONFERENCE/SYMPOSIUM

NCCAOM PDA Application: OVERSEAS TOUR

NCCAOM PDA Application: RENEWALS

Note: A live presentation that is also an e-learning course is considered two different courses due to the content and documentation requirements for each program type. Therefore, a live presentation that is also an e-learning program requires submission of two applications; one for each program type.

Public Protection Through Quality Credentials®

Required Documentation

The NCCAOM PDA Department and the NCCAOM PDA Provider shall maintain documentation for all continuing education programs. Required documentation varies based on type of program and are listed on page 3 of the PDA applications. Email the PDA application, required documents, and review payment to pda@thenccaom.org.

PDA Data Fields

Each data field on the PDA application is defined below. The information in all of the fields should be reviewed carefully for errors. The information will be posted to the internet and viewed by the public so Providers should take great care in making the information easy to read and relevant to the course being displayed..

PDA Provider Information is posted on both the *NCCAOM PDA Certificate* and the NCCAOM PDA Search Engine. The PDA Provider information gives the public, NCCAOM Diplomates, and regulatory agencies information about the sponsor of the educational event. Please be sure this section is filled out accurately and completely.

Responsible Party is the person who is ultimately responsible for the NCCAOM PDA Providership and must sign the *NCCAOM PDA Certificate.* This person is accountable for 1) the educational content meeting NCCAOM recertification requirements, 2) maintaining documentation of the PDA application, instructor qualification (resume), attendance records, program evaluations, 3) overseeing ethical advertising, and 4) distribution of the *NCCAOM PDA Certificate* to all attendees. Be sure to fill in the responsible party's company title and credentials as this information will appear on the *NCCAOM PDA Certificate.*

Contact Person is the individual who organizes the program documents and works with the PDA Department to assure the application packet is complete. Please complete both sections even if the responsible party and the contact person are the same.

Course Title: The title should be specific to the content of the course and written exactly as it will appear on the NCCAOM PDA Search Engine and the *NCCAOM PDA Certificate.* Space is limited to one-hundred and twenty (120) characters. Typing will cease once the limit is reached. Reminder: Diplomates may use multiple words in the title field when searching for a course.

Public Protection Through Quality Credentials®

Presentation Date(s) and Location: Complete this section to advertise future presentation dates and locations on the PDA Search Engine. Obviously, this section is not applicable for e-learning (distance learning or online) programs.

Instructor: List the instructor's name and credentials in the space provided. Credentials are written in the order they were received: educational degree first, then certifications, and then licensure. Both the PDA Provider and the PDA Department must document that the instructor is qualified to teach the course by maintaining a professional resume (U.S. practitioners) or a biographical sketch (Asian practitioners).

Course Program Description: The program description is an important field in that it is the Provider's opportunity to sell the course to the Diplomate. The description should provide an overview of the program content and also the advantages the practitioner will gain by completing the course. It is important to keep the description short and use concise, program-specific information. Space is limited to seven-hundred and fifty (750) characters. Typing will cease once the limit is reached.

Goals and Objectives: Providers list 3 to 5 goals and objectives that the participant can apply to their practice and/or professional development. An easy way to write goal and objective is to complete this sentence: *"At the conclusion of the presentation, the participant will be able to…"*

Course Outline: Also called an agenda, the program outline is an extension of the goals and objectives and demonstrates the subjects taught that fulfill the learning experience. The program outline is an important section because it validates the program information: length of the course, PDA points, curriculum content, recertification categories, teaching methods, and learning activities.

Helpful Hints for Completing the Program Outline

- All columns on the outline must be filled in.
- One PDA Point = one hour of active instruction/learning.
- PDA points are determined by the quarter hour:

0.25 point	=	15 minutes or one quarter of an hour
0.5 point	=	30 minutes or half an hour
0.75 point	=	45 minutes or three-quarters of an hour
1.0 point	=	1 hour

Public Protection Through Quality Credentials®

- ■ The lowest PDA point issued is 30 minutes (0.5 PDA point). Safety or ethic topics within a program must be a minimum of 1 hour in length to earn a PDA point.
- ■ PDA points are not awarded for breaks or lunch/dinner hour in live presentations or time for taking the end-of-course assessment.
- ■ Clearly mark different days of a multiple-day presentation.

NCCAOM Recertification Categories: The program must meet at least one category of NCCAOM recertification requirements. The recertification category is included on the *NCCAOM PDA Certificate* and is a searchable field on the NCCAOM PDA Search Engine*.

Number of PDA Points Requested: The total number of PDA points requested should equal the total number of PDA points listed in the Program Outline section.

Teaching/Student Learning Method: Select the instruction method that is used for each topic in the Content Outline.

PDA Review Fee and Payment

The PDA review fee is charged to the PDA Provider for a professional review by a leader in AOM continuing education, use of the NCCAOM PDA logo for advertising, and posting the course on the NCCAOM PDA Search Engine for a period of one year.

The program review and PDA web-posting fee is payable to the NCCAOM in United States dollars and is non-refundable. The payment may be submitted by check, money order, or credit card (Visa or MasterCard only). Specific payment information is outlined on the PDA application.

Note: The review payment covers the act of evaluating the program materials and does not guarantee the course will be approved by NCCAOM or provide curriculum accreditation.

PDA Provider Attestation and Signature

In this section, the PDA Provider attests that the educational material and documentation are accurate, true, and correct in all respects. The PDA Provider agrees to abide by and comply with the *NCCAOM Code of Ethics* and the *NCCAOM Procedures for Upholding Professional Conduct* and all applicable laws to ensure accurate and truthful continuing education advertising, presentation, and documentation. In addition, the Provider agrees to abide by duties and responsibilities outlined in the *NCCAOM Professional Development*

Activity (PDA) Department and Provider Agreement, the *NCCAOMPDA Product Disclaimer.*

Note: State regulatory boards are carefully examining continuing education certificates and matching program titles and PDA points to the NCCAOM PDA Search Engine*.* PDA Providers may not alter the information on the *NCCAOM PDA Certificate.* NCCAOM recommends that PDA Providers check with the acupuncture board or regulatory agency in the state they plan to offer instructional programs to assure they are aware of the continuing education requirements and/or limitations for instructors.

Submitting a PDA Application Packet

A PDA application packet contains the following.

1. NCCAOM PDA Application
2. Required documents
3. PDA course review payment

Send one course application per email to pda@thenccaom.org. Attach the required documents listed on page 3 of the application and include the course title in the file name.

Using the NCCAOM PDA Logo

The PDA Department is pleased to offer Providers an NCCAOM PDA logo to utilize when advertising their approved continuing education programs. The logo will immediately attract the viewer to the course and its approval by NCCAOM's PDA Department. Most importantly, the NCCAOM PDA logo signifies a quality continuing education program that has been approved by a leader in the acupuncture and Oriental medicine profession.

Public Protection Through Quality Credentials®

NCCAOM® PDA Glossary

Course Work in Professional Enhancement (CW-PE)	An NCCAOM recertification category identifying the PDA points earned in adjunctive treatment modalities during a four-year recertification cycle. A specific modality that the practitioner prescribes in coordination with their core skills during treatment of the patient.
Agenda (Program Outline)	Renamed the "Program Outline", this portion of the *NCCAOM PDA Application* provides an overview of the program content, instructional time frames, NCCAOM recertification categories, and teaching methods/learning activities. The content outline verifies the number PDA points and recertification categories approved for the program.
Attendance Record	A sign-in sheet that records the participant's full signature for attendance documentation. The participant must sign-in at a minimum of once per daily session.
Biomedicine (BIO)	An NCCAOM recertification category identifying the PDA points earned in western medicine during a four-year recertification cycle. Refer to the *NCCAOM® Examination Study Guides* for more information on the knowledge, skills, and abilities covered on the Biomedicine examination.
Bulk Rate	Discounted program review and web-posting rates available to PDA Providers with five or more programs submitted at one time.
Clinical Experience	Rotation through a clinical setting that is part of a specific educational experience. This includes observation, case discussion, and supervised practice. A Professional Development Activity category for NCCAOM recertification.
Competent	The standardized knowledge, skill, and ability (KSA) requirements for an individual to properly perform a professional job that meets standard guidelines and protects the public.

Public Protection Through Quality Credentials®

Competency Maintenance	Maintaining the knowledge, skills and abilities to perform a professional job. A section of the NCCAOM recertification requirements where Diplomate's demonstrate 30 PDA points in core subjects by completing classroom or e-learning courses during a four-year recertification cycle.
Conference	A live, face-to-face event spanning several days. Characteristics include professional networking, break-out sessions or "tracks" (several presentations occur at the same time), multiple speakers and varying topics. Attendance is a challenge to track and a second variable (recertification category) also requires monitoring. A Participant Attendance Verification Form is now required to address the two variables.
Contact Person	The individual assisting with the continuing education paperwork for the PDA Provider. The contact person is the middle person between the Responsible Party and the PDA Department. Assures appropriate documentation is completed for the PDA application packet.
Continuing Education	A division of education that provides programs in continued competency training and professional development. The programs are non-credit courses that issue continuing education units (CEU's) to professionals typically for recertification and/or re-licensure.
Continuing Education Unit (CEU)	A continuing education unit (CEU) is an hourly measure that provides evidence of completion of continuing education requirements mandated by certification bodies, professional societies, or governmental licensing boards. A CEU is defined by NCCAOM as an hour of participation in a recognized continuing education program, with qualified instruction and sponsorship. CEU records also provide employers with information on training pertinent to particular occupations.
Core Acupuncture & Oriental Medicine - Knowledge, Skills, and Abilities (CO)	A Section of NCCAOM recertification requirements. Thirty PDA points are the minimum requirement in core skills in a four-year recertification cycle. The core Knowledge, skills and abilities (KSAs) are outlined in the *NCCAOM® Examination Study Guides* for each certification area.
Course	One-day live, teleseminar or webinar presentation. A course covers one subject and is presented by an instructor or multiple instructors for a period of one (1) day or less. A maximum of 10 PDA Points may be awarded and attendance is mandatory. `

Public Protection Through Quality Credentials®

CPR	An NCCAOM recertification category identifying the CPR requirement in a four-year recertification cycle. Cardiopulmonary Resuscitation (CPR) is an emergency life-maintenance procedure to provide basic care to a client, student, or co-worker until emergency medical professionals can arrive. Documentation of a CPR card/certificate is required by all Diplomates within their four-year recertification cycle.
Dipl. Ac. (NCCAOM)®	An individual certified by NCCAOM in Acupuncture.
Dipl. C.H. (NCCAOM)®	An individual certified by NCCAOM in Chinese Herbology.
Dipl. O.M. (NCCAOM)®	An individual certified in Oriental Medicine (Ac and CH).
Dipl. ABT (NCCAOM)®	An individual certified in Asian Bodywork Therapy.
e-Learning Distance Learning or Online	e-Learning is the computer and network-enabled transfer of knowledge and includes all forms of electronically supported learning and teaching. e-Learning programs are divided into two categories: 1) asynchronous distance learning, and 2) synchronous online learning. Theory-based or didactic information is standard; psycho-motor skills and techniques are taught because the instructor cannot assess if the student is acquiring the skill correctly, which directly addresses the NCCAOM's mission of public safety. The qualifier to determine the number of PDA points to issue is the amount of time it takes the student to complete the learning activities. Passing an end-of-course assessment is the document that records and verifies compliance.
End-of-Course Assessment	A test that is given to the student of an e-learning (distance learning or online) program. A minimum of 10 questions and identification of a passing grade is required.
Ethics (ET)	An NCCAOM recertification category identifying the 2 PDA points required in ethics earned during a four-year recertification cycle.
Expedited Program Review	A program review completed within 15 business days of receipt of the expedited payment. The expedited review is an optional service provided for an additional fee.
Instructor	A qualified individual who teaches a continuing education program. A minimum of five years clinical experience is required.

Public Protection Through Quality Credentials®

KSA's	The Knowledge, Skills, and Abilities (KSA) required to complete a task. For more information, see the *NCCAOM® Examination Study Guides at* the NCCAOM website at www.nccaom.org,.
Learning Activity	An activity that the student performs to learn the content of an e-learning (distance learning or online) program. Examples include reading, writing, auditory and visual materials.
Live Presentation	A course, workshop, seminar, or webinar that is a face-to-face meeting between the participants and the instructor(s). Two-way communication between all participants in theory subjects as well as acquiring psycho-motor skills through demonstration and supervised practice. The qualifier to determine the number of PDA points to issue is the amount of time the participant is in attendance and is actively learning new information. The attendance record (sign-in or sign-out sheet) is the document that records and verifies compliance.
NCCAOM®	National Certification Commission for Acupuncture and Oriental Medicine
NCCAOM® Certificate of Completion	The official *NCCAOM PDA Certificate* distributed by the PDA Provider to students completing an e-learning (distance learning or online) program.
NCCAOM® Certificate of Participation	The official *NCCAOM PDA Certificate* distributed by the PDA Provider to participants of a live teleseminar, or webinar presentation.
NCCAOM® Code of Ethics	The Code of Ethics is the cornerstone of the NCCAOM's commitment to ethical business practices and professional conduct. Every NCCAOM Diplomate and applicant pledges to abide by the *NCCAOM® Code of Ethics* standards and procedures as a condition of NCCAOM certification and certification maintenance.
NCCAOM® Grounds for Professional Discipline	A non-exhaustive list of common types of actions that will subject NCCAOM applicants and Diplomates to disciplinary actions including but not limited to uunethical behavior, legal and disciplinary matters, incompetence, impairment, and exam irregularity.

Public Protection Through Quality Credentials®

NCCAOM Logo	May NOT be used for advertising
NCCAOM® PDA Department and Provider Agreement	An agreement between NCCAOM's PDA Department and a PDA Provider regarding duties and responsibilities of both parties.
NCCAOM PDA Logo	A registered logo of the NCCAOM's PDA Department. The logo is available to PDA Providers to use in advertising their approved programs.
NCCAOM® PDA Product and Service Disclaimer	A document signed by the PDA Provider that they have not created or presented the continuing education program for the purposes of promoting a service or selling a product.
NCCAOM® PDA Application: RENEWAL	The application used to renew courses that have been approved by the PDA Department after January 1, 2011.
NCCAOM® PDA Application	Four types of PDA applications: 1) Live Presentation, 2) Distance Learning/Online or e-Learning, 3) Conference, and 4) Overseas Tour. PDA applications are available on the PDA Home page at www.nccaom.org.
NCCAOM PDA Provider	A sponsor of a continuing education program approved by the NCCAOM. The approval allows the sponsor to issue PDA points to the participants via the *NCCAOM PDA Certificate*.
NCCAOM® PDA Provider Application	The application, supporting documents, and review fee submitted to the PDA Department requesting an individual or organization be reviewed for approval by the NCCAOM. The application is available on the PDA Home page at www.nccaom.org.
NCCAOM® PDA Search Engine Update Form	The form used to update course information for programs that have been approved by the PDA Department after January 1, 2011.

Public Protection Through Quality Credentials®

NCCAOM Mission Statement	To assure the safety and well-being of the public and advance the professional practice of acupuncture and Oriental medicine by establishing and promoting national evidence-based standards of competence and credentialing.
NCCAOM PDA Search Engine	A database, located on the NCCAOM's website (www.nccaom.org) that houses the PDA approved continuing education programs. The NCCAOM PDA Search Engine is accessed by NCCAOM Diplomates, state regulatory agencies, and the public to obtain information about approved programs.
NCCAOM Recertification	Maintaining core competencies and professional development in acupuncture and Oriental medicine. Diplomates are responsible for maintaining their professional competencies by renewing their NCCAOM certification every four years. A minimum of 60 PDA points and CPR education are required in a four-year recertification cycle.
NCCAOM Recertification Categories	Groupings of PDA points required for NCCAOM recertification. The groupings may be required or elective and are search fields on the PDA Search Engine.
NCCAOM Vision	Acupuncture and Oriental medicine provided by NCCAOM credentialed practitioners will be integral to healthcare and accessible to all members of the public.
NCCAOM Website	www.nccaom.org
Online Program	See e-Learning
Overseas Tour	A group, sponsored by the PDA Provider, traveling to another country for an educational experience. Classroom sessions are documented in the *PDA Program Application* and PDA points are awarded via the *NCCAOM PDA Certificate of Participation*. PDA points are also available for the clinical/hospital experience portion of the tour under the Professional Development Activity section of the recertification requirements. Documentation includes a letter from the PDA Provider, on letterhead, outlining the dates, hours, and clinical areas.

Public Protection Through Quality Credentials®

Participant Attendance Verification Form	A form used at conferences to track the participant's attendance. Signing-in is still required – the form aggregates the attendance and recertification categories for the PDA Provider.
PDA	Professional Development Activity
PDA Appeal Process	A formal procedure by which the PDA Provider may challenge the decision of their Providership or approval of a program under review.
PDA Approval Letter	A letter sent by the U.S. Postal Service from the PDA Department to the PDA Provider notifying of the Providership and/or program approvals.
PDA Complaint Process	A formal procedure by which a person may submit a complaint against a PDA Provider, instructor, or course. The *NCCAOM PDA Complaint Form* must be completed and emailed to the PDA Department. Staff will investigate and follow-up for resolutions with the individuals.
PDA Department	The department responsible for overseeing NCCAOM's professional development activities.
PDA Denial Letter	A formal, written notification from the PDA Department to the applicant that a PDA Provider or program review application has been denied. The notification includes a reason for the denial and the availability of an appeal process.
PDA Home Page	The PDA portion of the NCCAOM website at www.nccaom.org.
PDA Provider Status	A – Active currently has approved PDA programs I – Inactive currently does not have approved PDA programs E – Expired has not had approved PDA programs for 4+ years DR under Disciplinary Review R- Revoked NCCAOM PDA Providership terminated
PDA Point	A continuing education unit defined by NCCAOM as a Professional Development Activity (PDA) point. One PDA point equals one hour of active learning/instruction.

Public Protection Through Quality Credentials®

PEDC	NCCAOM's Professional Ethics and Discipline Committee
Professional Enhancement	A Section of the NCCAOM recertification process for professional development in Acupuncture & Oriental Medicine activities and course work.
Professional Activity	A professional activity that has been approved by the NCCAOM Board of Commissioners for awarding PDA points. A list of eligible professional activities are available in the NCCAOM Recertification Handbook.
Program Evaluation—Live Presentation	A survey completed by participants of a live presentation or webinar that provides feedback to the PDA Provider regarding their educational experience. A template is available on the PDA Home page at www.nccaom.org.
Program Evaluation—Distance Learning/Online Program	A survey completed by students of an e-learning (distance learning or online) program that gives feedback to the PDA Provider regarding the educational experience. A template is available on the PDA Home page at www.nccaom.org.
Program Outline	Originally called the "Agenda", this section of the PDA application outlines the program curriculum, time frames, recertification categories, and teaching methods/learning activities.
Program Worksheet	Assignment given to a student of an e-learning (distance learning or online) course during their time of study. The program worksheet is not graded, completed by the student and returned to the instructor prior to the end-of-course assessment. Provides a learning tool for the student and documentation that the course work was completed for the instructor.
Responsible Party	The person accountable for the educational content, documentation, , and advertisement of an approved PDA program. This person is ultimately held responsible for the NCCAOM PDA Providership and must sign the *NCCAOM® PDA Department & Provider Agreement, the NCCAOM® PDA Product and Service Disclaimer, and the NCCAOM PDA Certificate.*
Safety (SA)	An NCCAOM recertification category identifying the 2 PDA points required in safety earned during a four-year recertification cycle.

Public Protection Through Quality Credentials®

Seminar	A multiple-day live presentation that covers one subject. A seminar may be presented by one or two instructors for multiple days.
Sign-In Sheet	See attendance record
Sponsor	An individual or organization that is responsible for the continuing education program. Responsibilities are outlined in the *NCCAOM® PDA Department and Provider Agreement.*
State Re-licensure	In all states except AL, KS, OK, ND, SD, WY, acupuncturists are required to renew their state acupuncture license in order to continue practicing in the AOM profession. Acupuncture re-license requirements differ from state to state.
Symposium	See Conference
Teaching Methodology	The instructor's method used to transfer knowledge to the participant during an educational program. Examples include lecture, demonstration, group discussion, and supervised practice.

Notes:

Public Protection Through Quality Credentials®