



NCCAOM Certification Renewal

Reporting a Course

From Approved/Non-Approved Provider

(ACAOM Degree Program)



As an NCCAOM certified Diplomate you have to renew your certification every four years by submitting an online application and a proof of 60 PDA/CEU credits including CPR. It is a responsibility of a Diplomate to report all coursework completed in their NCCAOM Online Portal .

If NCCAOM certified Diplomate has completed an ACAOM approved degree program within their recertification accrual period, the degree program may be used for NCCAOM recertification.

Please Note: Only ACAOM degree program completed after NCCAOM certification is achieved qualifies PDA/CE reporting.

To report an ACAOM approved degree program, practitioners will print an unofficial graduation transcript into a file and save it to their computer.

To report a degree program, log in into your Online Portal.

1. Once logged into your Online Portal, scroll down to your Recertification section and click "Report CE" link.

Specialty	Accrual Period	CE Required	CE Remaining	Completion	Recert Available	Status	Action
OM	10/01/2016-09/30/2020	60	60	0%	10/01/2019	Open	Report CE Inactive Retire Details

2. Now, click "Add Activity Record" orange button.



3. Chose Course category from “Activity Type” dropdown List. Course Category for ACAOM degree program transcript is “AOM-BIO from Non-approved Provider”.

Activity Information

Coursework acceptable for NCCAOM® Certification Renewal:

1. Coursework from an NCCAOM® Approved Provider
2. Coursework that is approved by a State acupuncture regulatory board.
3. Coursework approved by a healthcare professional organization
4. Coursework completed by a Diplomate as a part of a degree program (after NCCAOM® Certification is achieved)

All coursework reported by Diplomate is a subject to NCCAOM® staff Review and Approval.

Select your activity type. Then complete all required fields for the course completed and upload a certificate of completion.

For help, please review the [CE Reporting Instructions](#).

Activity Type*

AOM-ABT-BIO Coursework

- AOM-AC Course from Approved Provider
- AOM-CH Course from Approved Provider
- AOM-OM Course from Approved Provider
- AOM-BIO Course from Approved Provider
- AOM-ABT Course from Approved Provider
- AOM-AC Course from Non-approved Provider
- AOM-CH Course from Non-approved Provider
- AOM-OM Course from Non-approved Provider
- AOM-BIO Course from Non-approved Provider**
- AOM-ABT Course from Non-approved Provider

Coursework Other

- CPR Certificate
- Ethics (ET)

Cancel List Save

4. Once Course Category is chosen, course details fields will populate and become available to you.

Activity Type*

Attach course certificate or school transcript for documentation

Date Completed*

Course Title*

Provider*

Points*

Documentation*

5. Enter Date Completed: Graduation date/last date attended. Please note: completion date must fall within accrual period indicated next to the field.
 Course Title: "Title of the program (DACM, DAOM etc.).
 Provider: School name
 Points: Enter full CE required for recertification (60, 75, 90, or 105)
6. Click "Add Files" to upload your degree program transcript from your device.

Activity Type*

Attach course certificate or school transcript for documentation

Date Completed* Accrual Period

Course Title* Program Title

Provider* School name

Points*

Documentation*

12-24-2019 6:08 am	Last Name, First Name DAOM Transcript.pdf	573.93 KB	<input type="button" value="Delete"/>
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6. Once transcript is uploaded, click "Save".
7. School Transcript information will be added to your recertification transcript.
8. To review your upload process, click "return to Transcript" button.

Processing...

System Message

Message: Record has been added

Suggested Action:

Add New Activity
Return to Transcript

9. Transcript is now added to your AOM-BIO Category section as well as to reported activity section. Please note the Progress bar outlining your reporting.

Select/Add

12/01/2016 - 11/30/2020 **Accrual Period** **OM**

	Min Required	Approved	Remaining	
Overall	60	52	8	86% <div style="width: 86%; height: 15px; background-color: #ffc107;"></div>
AOM-ABT-BIO Coursework	26	60	0	100% <div style="width: 100%; height: 15px; background-color: #ffc107;"></div>
Safety (SA)	2	0	2	0% <div style="width: 0%; height: 15px; background-color: #ffc107;"></div>
Ethics (ET)	2	0	2	0% <div style="width: 0%; height: 15px; background-color: #ffc107;"></div>
CPR Certificate	4	0	4	0% <div style="width: 0%; height: 15px; background-color: #ffc107;"></div>

Reported Activity

Add Activity Record
Bulk Delete
Apply for Recertification
Cycle List

Summary
Edit

Date	Activity	Reported	Applied	Cum	Appr
AOM-ABT-BIO Coursework					
12/15/2018	Advanced practice doctorate [DAOM] - Pacific College of Oriental Medicine – Chicago ◦ Last Name, First Name DAOM Transcript.pdf	60	60	60	<input type="checkbox"/>
Category A1 Total		60	60		
Cycle Total		60	60		

10. You can now click "Add Activity Record" to continue with your PDA/CEU reporting.

Select/Add

12/01/2016 - 11/30/2020 **Accrual Period** **OM**

	Min Required	Approved	Remaining	
Overall	60	52	8	86%
AOM-ABT-BIO Coursework	26	60	0	100%
Safety (SA)	2	0	2	0%
Ethics (ET)	2	0	2	0%
CPR Certificate	4	0	4	0%

Reported Activity

[Add Activity Record](#)
[Bulk Delete](#)
[Apply for Recertification](#)
[Cycle List](#)

[Summary](#)
[Edit](#)

Date	Activity	Reported	Applied	Cum	Appr
AOM-ABT-BIO Coursework					
12/15/2018	Advanced practice doctorate [DAOM] - Pacific College of Oriental Medicine – Chicago <ul style="list-style-type: none"> Last Name, First Name DAOM Transcript.pdf 	60	60	60	<input type="checkbox"/>
Category A1 Total		60	60		
Cycle Total		60	60		



11. If you took safety class during your program, you can now report your recertification Safety Requirement.

12. Chose Course category from "Activity Type" dropdown List as "Safety"

Recert Cycle: AC Recert Cycle 12/01/2016 - 11/30/2020

Activity Information

Coursework acceptable for NCCAOM® Certification Renewal:

1. Coursework from an NCCAOM® Approved Provider
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3. Coursework approved by a healthcare professional organization
4. Coursework completed by a Diplomate as a part of a degree program (after NCCAOM® Certification is achieved)

All coursework reported by Diplomate is a subject to NCCAOM® staff Review and Approval.

Select your activity type. Then complete all required fields for the course completed and upload a certificate of completion.

For help, please review the [CE Reporting Instructions](#).

Activity Type* Safety (SA) ▾

Attach course certificate

Date Completed* AOM-ABT-BIO Coursework ^

Course Title* AOM-AC Course from Approved Provider

Points* AOM-CH Course from Approved Provider

Documentation* AOM-OM Course from Approved Provider

AOM-BIO Course from Approved Provider

AOM-ABT Course from Approved Provider

AOM-AC Course from Non-approved Provider

AOM-CH Course from Non-approved Provider

AOM-OM Course from Non-approved Provider

AOM-BIO Course from Non-approved Provider

AOM-ABT Course from Non-approved Provider

Coursework Other

CPR Certificate

Ethics (ET)

Safety (SA)

Professional Enhancement

Cancel List Save

13. Once Course Category is chosen, course details fields will populate and become available to you.

14. Enter Safety Course information:

Date Completed: Safety course completion date. Please note: completion date must fall within accrual period indicated next to the field.

Course Title: "Safety Course title from the transcript".

Provider: School Name

Points: 2

Click "Add Files" to upload your School Program Transcript from your device.

Activity Type*

Attach course certificate or school transcript for documentation

Date Completed* Accrual Period

Course Title* example

Points* Minimum required

Documentation*

12-24-2019	Last Name, First Name	573.93	
6:19 am	DAOM Transcript.pdf	KB	

15. Once transcript is uploaded, click "Save".

16. Safety Course information will be added to your recertification transcript.

17. To review your upload process, click "return to Transcript" button.

Processing...

System Message

Message: Record has been added

Suggested Action:

Add New Activity
Return to Transcript

18. Safety course is now added to your Safety Category section as well as to reported activity section. Please note the Progress bar outlining your reporting.

Select/Add

12/01/2016 - 11/30/2020 Accrual Period OM

	Min Required	Approved	Remaining	
Overall	60	54	6	90% <div style="width: 90%; background-color: #f4a460; height: 10px; margin: 0 auto;"></div>
AOM-ABT-BIO Coursework	26	60	0	100% <div style="width: 100%; background-color: #f4a460; height: 10px; margin: 0 auto;"></div>
Safety (SA)	2	2	0	100% <div style="width: 100%; background-color: #f4a460; height: 10px; margin: 0 auto;"></div>
Ethics (ET)	2	0	2	0% <div style="width: 0%; background-color: #f4a460; height: 10px; margin: 0 auto;"></div>
CPR Certificate	4	0	4	0% <div style="width: 0%; background-color: #f4a460; height: 10px; margin: 0 auto;"></div>

Reported Activity

Add Activity Record
Bulk Delete
Apply for Recertification
Cycle List

Summary

Edit

Date	Activity	Reported	Applied	Cum	Appr
AOM-ABT-BIO Coursework					
12/15/2018	Advanced practice doctorate [DAOM] - Pacific College of Oriental Medicine – Chicago ◦ Last Name, First Name DAOM Transcript.pdf	60	60	60	<input type="checkbox"/>
Category A1 Total		60	60		
Coursework Other					
03/31/2017	Emergency Management & Safety Issues ◦ Last Name, First Name DAOM Transcript.pdf	2	2	62	<input type="checkbox"/>
Category A2 Total		2	2		
Cycle Total		62	62		

19. You can now click “Add Activity Record” to report your Ethics course completion.

Select/Add

12/01/2016 - 11/30/2020
Accrual Period
OM

	Min Required	Approved	Remaining	
Overall	60	54	6	90%
AOM-ABT-BIO Coursework	26	60	0	100%
Safety (SA)	2	2	0	100%
Ethics (ET)	2	0	2	0%
CPR Certificate	4	0	4	0%

Reported Activity

Add Activity Record
Bulk Delete
Apply for Recertification
Cycle List

Summary

Edit

Date	Activity	Reported	Applied	Cum	Appr
AOM-ABT-BIO Coursework					
12/15/2018	Advanced practice doctorate [DAOM] - Pacific College of Oriental Medicine – Chicago <ul style="list-style-type: none"> ◦ Last Name, First Name DAOM Transcript.pdf 	60	60	60	<input type="checkbox"/>
Category A1 Total		60	60		
Coursework Other					
03/31/2017	Emergency Management & Safety Issues <ul style="list-style-type: none"> ◦ Last Name, First Name DAOM Transcript.pdf 	2	2	62	<input type="checkbox"/>
Category A2 Total		2	2		
Cycle Total		62	62		



20. Chose Course category from "Activity Type" dropdown List as "Ethics"

Activity Information

Coursework acceptable for NCCAOM® Certification Renewal:

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Select your activity type. Then complete all required fields for the course completed and upload a certificate of completion.

For help, please review the [CE Reporting Instructions](#).

Activity Type*

AOM-ABT-BIO Coursework

- AOM-AC Course from Approved Provider
- AOM-CH Course from Approved Provider
- AOM-OM Course from Approved Provider
- AOM-BIO Course from Approved Provider
- AOM-ABT Course from Approved Provider
- AOM-AC Course from Non-approved Provider
- AOM-CH Course from Non-approved Provider
- AOM-OM Course from Non-approved Provider
- AOM-BIO Course from Non-approved Provider
- AOM-ABT Course from Non-approved Provider

Coursework Other

- CPR Certificate
- Ethics (ET)**

Cancel List Save

21. Once Course Category is chosen, course details fields will populate and become available to you.

21. Enter Full Course information as below including PDA/CEU credits and click "Add Files" to upload your program transcript from your device.

Activity Type*

Attach course certificate or school transcript for documentation

Date Completed* Accrual Period

Course Title* example

Points* Minimum required

Documentation*

12-24-2019	Last Name, First Name	573.93	
6:31 am	DAOM Transcript.pdf	KB	



- 22. Once transcript is uploaded, click "Save".
- 23. Ethics Course information will be added to your recertification transcript.
- 24. Course is now added to your Ethics Category section as well as to reported activity section. Please note the Progress bar outlining your reporting.

Select/Add

12/01/2016 - 11/30/2020 **Accrual Period** OM

	Min Required	Approved	Remaining	
Overall	60	56	4	93%
AOM-ABT-BIO Coursework	26	60	0	100%
Safety (SA)	2	2	0	100%
Ethics (ET)	2	2	0	100%
CPR Certificate	4	0	4	0%

Reported Activity

Add Activity Record Bulk Delete Apply for Recertification Cycle List

Summary Edit

Date	Activity	Reported	Applied	Cum	Appr
AOM-ABT-BIO Coursework					
12/15/2018	Advanced practice doctorate [DAOM] - Pacific College of Oriental Medicine – Chicago ◦ Last Name, First Name DAOM Transcript.pdf	60	60	60	<input type="checkbox"/>
Category A1 Total		60	60		
Coursework Other					
03/31/2017	Emergency Management & Safety Issues ◦ Last Name, First Name DAOM Transcript.pdf	2	2	62	<input type="checkbox"/>
05/12/2018	Ethics and Laws of Practices ◦ Last Name, First Name DAOM Transcript.pdf	2	2	64	<input type="checkbox"/>
Category A2 Total		4	4		
Cycle Total		64	64		