



NCCAOM Certification Renewal

Reporting a Course

From Approved/Non-Approved Provider

(FL CE Broker Transcript)



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 plus CPR. It is a responsibility of a Diplomate to report all coursework completed in their NCCAOM Online Portal .

Some of the NCCAOM certified Diplomates practicing in the state of Florida have FL CE Broker service tracking their continuing education for FL state license renewal.

To report CE Broker continuing education, practitioners will print CE Broker Transcript for each two-year period applicable for NCCAOM recertification into a file and save it to their computer.

To report your FL CE Broker transcript, 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 FL CE Broker 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 Full Date Completed: last course date on the CE Broker transcript. Please note: all courses on CE Broker transcript must fall within accrual period indicated next to the field.

Course Title: "FL CE Broker Transcript" + year of the transcript.

Provider: CE Broker

Points: Total points on the transcript

Click "Add Files" to upload your FL CE Broker Transcript from your device.

Activity Type*

Attach course certificate or school transcript for documentation


Date Completed* Accrual Period

Course Title*

Provider*

Points*

Documentation*

12-23-2019 11:16 am	Last Name, First Name FL CE Broker Transcript 2016.pdf	573.93 KB	
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6. Once transcript is uploaded, click "Save".
7. 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 AC

	Min Required	Approved	Remaining	
Overall	60	30	30	50%
AOM-ABT-BIO Coursework	26	30	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					
12/31/2016	FL CE Broker Transcript 2016 - CE Broker Last Name, First Name FL CE Broker Transcript 2016.pdf	30	30	30	<input type="checkbox"/>
Category A1 Total		30	30		
Cycle Total		30	30		

10. You can now click “Add New Activity” to continue with your PDA/CEU reporting.

Select/Add

08/15/2015 - 07/31/2019
Accrual Period
OM

	Min Required	Applied	Remaining	
Overall	60	2	58	3%
AOM-ABT-BIO Coursework	26	2	24	7%
Safety (SA)	2	0	2	0%
Ethics (ET)	2	0	2	0%
CPR Certificate	Yes	-	Yes	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					
06/17/2017	Pelvic Inflammatory Disease Essentials - Healthcare Medicine Institute <ul style="list-style-type: none"> ◦ Pelvic Inflammatory Disease Essentials - 2 CEUs.pdf 	2	2	2	<input type="checkbox"/>
Category A1 Total		2	2		
Cycle Total		2	2		



11. You can now report your 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

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3. Coursework approved by a healthcare professional organization
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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*

Attach course certificate

Date Completed*

Course Title*

Points*

Documentation*

Coursework Other

Professional Enhancement

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

14. Enter Safety Course information:

Date Completed: FL Rules and Regulations course completion date

Course Title: "Medical Errors".

Provider: CE Broker

Points: 2

Click "Add Files" to upload your FL CE Broker Transcript from your device.

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

Activity Type*

Attach course certificate or school transcript for documentation

Date Completed* Accrual Period

Course Title*

Points* Minimum required

Documentation*

12-23-2019 11:40 am	Last Name, First Name FL CE Broker Transcript 2016.pdf	573.93 KB	<input type="button" value="Delete"/>
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15. Once certificate is uploaded, click "Save".
16. Course information will be added to your recertification transcript.
17. To review your upload process, click "return to Transcript" button.

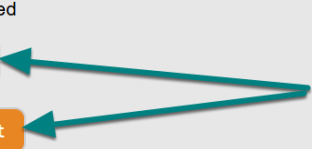
Processing...

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 AC

	Min Required	Approved	Remaining	
Overall	60	34	26	56%
AOM-ABT-BIO Coursework	26	30	0	100%
Safety (SA)	2	2	0	100%
Ethics (E1)	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					
12/31/2016	FL CE Broker Transcript 2016 - CE Broker ◦ Last Name, First Name FL CE Broker Transcript 2016.pdf	30	30	30	<input type="checkbox"/>
Category A1 Total		30	30		
Coursework Other					
05/31/2018	Medical Errors ◦ Last Name, First Name FL CE Broker Transcript 2016.pdf	2	2	32	<input type="checkbox"/>
Category A2 Total		2	2		
Cycle Total		32	32		

19. You can now click "Add New Activity" to report your Ethics course completion.

Select/Add

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

	Min Required	Approved	Remaining	
Overall	60	34	26	56%
AOM-ABT-BIO Coursework	26	30	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					
12/31/2016	FL CE Broker Transcript 2016 - CE Broker <ul style="list-style-type: none"> ◦ Last Name, First Name FL CE Broker Transcript 2016.pdf 	30	30	30	<input type="checkbox"/>
Category A1 Total		30	30		
Coursework Other					
05/31/2018	Medical Errors <ul style="list-style-type: none"> ◦ Last Name, First Name FL CE Broker Transcript 2016.pdf 	2	2	32	<input type="checkbox"/>
Category A2 Total		2	2		
Cycle Total		32	32		



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

Activity Information

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

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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 FL CE Broker Transcript from your device.

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

Activity Type*


Attach course certificate or school transcript for documentation

Date Completed*  12/1/2016 - 12/23/2019

Course Title*

Points*

Documentation*

12-23-2019	Last Name, First Name	573.93	
11:26 am	FL CE Broker Transcript	KB	
	2016.pdf		



- 22. Once certificate is uploaded, click "Save".
- 23. Course information will be added to your recertification transcript.
- 24. 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** AC

	Min Required	Approved	Remaining	
Overall	60	34	26	56%
AOM-ABT-BIO Coursework	26	30	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					
12/31/2016	FL CE Broker Transcript 2016 - CE Broker ◦ Last Name, First Name FL CE Broker Transcript 2016.pdf	30	30	30	<input type="checkbox"/>
Category A1 Total		30	30		
Coursework Other					
12/15/2017	FL Rules and Regulations ◦ Last Name, First Name FL CE Broker Transcript 2016.pdf	2	2	32	<input type="checkbox"/>
05/31/2018	Medical Errors ◦ Last Name, First Name FL CE Broker Transcript 2016.pdf	2	2	34	<input type="checkbox"/>
Category A2 Total		4	4		
Cycle Total		34	34		