



NCCAOM Certification Renewal

Reporting a Course

From Approved/Non-Approved Provider

(Online Course, Face to Face course, Symposium or Conference)



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 .

To report a course, you would have to start by logging 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. In the beginning your recertification transcript will look somewhat like this.

	Min Required	Applied	Remaining	
Overall	60	0	60	0%
AOM-ABT-BIO Coursework	26	0	26	0%
Safety (SA)	2	0	2	0%
Ethics (ET)	2	0	2	0%
CPR Certificate	Yes	-	Yes	0%

Reported Activity

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

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

No Data Available



3. To start reporting your CEs, click "Add Activity Record" orange button.

4. Chose Course category from "Activity Type" dropdown List. Course Category for an NCCAOM Approved Course is found in bottom left corner of your certificate. If your course is not directly approved by the NCCAOM, choose the course category based on course content.

The screenshot shows a web application interface for adding a new activity record. The user is logged in as Olga Cox (Admin). The form is titled "New Record" and contains several sections:

- Recent Cycle:** OM Recent Cycle
- Activity Information:** Coursework acceptable for...
 1. Coursework from a...
 2. Coursework that is...
 3. Coursework appro...
 4. Coursework compl...All coursework reported b...
Select your activity type. ...
- Please note: Course nu...** (examples: PDA-2-001, P...)
- For help, please review**
- Activity Type*** dropdown menu is open, showing the following options:
 - AOM-ABT-BIO Coursework**
 - AOM-AC Course from NCCAOM-approved Provider
 - AOM-CH Course from NCCAOM-approved Provider
 - AOM-OM Course from NCCAOM-approved Provider
 - AOM-BIO Course from NCCAOM-approved Provider** (highlighted)
 - AOM-ABT Course from NCCAOM-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**
 - ACAOM Site Visitor
 - Advocate Legislation
 - Clinical Experience
 - Clinical Supervision

At the bottom of the form, there are three buttons: "Cancel", "List", and "Save".

5. 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*

6. Enter Full Course information including PDA/CEU credits and click "Add Files" to upload your course certificate of completion from your device.

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

Activity Type*

[Attach course certificate or school transcript for documentation](#)

Date Completed*

Course Title*

Provider*

Points*

Documentation*

06-21-2019 6:07 am	Pelvic Inflammatory Desease Essentials - 2 CEUs.pdf	37.55 KB	<input type="button" value="Delete"/>
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7. Once certificate is uploaded, click "Save".
8. Course information will be added to your recertification transcript.
9. 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



10. Course 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

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

	Min Required	Applied	Remaining	
Overall	60	2	58	3%
1 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					
2 06/17/2017	Pelvic Inflammatory Disease Essentials - Healthcare Medicine Institute <ul style="list-style-type: none"> o 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 click "Add New Activity" to continue with your PDA/CEU reporting.


Processing...

System Message

Message: Record has been added

Suggested Action:

Add New Activity
Return to Transcript



Select/Add

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

	Min Required	Applied	Remaining	
Overall	60	2	58	<div style="width: 3%; background-color: #f4a460; height: 10px; margin-bottom: 2px;"></div> <div style="width: 97%; background-color: #ccc; height: 10px; border: 1px solid #ccc;"></div> 3%
AOM-ABT-BIO Coursework	26	2	24	<div style="width: 7%; background-color: #f4a460; height: 10px; margin-bottom: 2px;"></div> <div style="width: 93%; background-color: #ccc; height: 10px; border: 1px solid #ccc;"></div> 7%
Safety (SA)	2	0	2	<div style="width: 0%; background-color: #f4a460; height: 10px; margin-bottom: 2px;"></div> <div style="width: 100%; background-color: #ccc; height: 10px; border: 1px solid #ccc;"></div> 0%
Ethics (ET)	2	0	2	<div style="width: 0%; background-color: #f4a460; height: 10px; margin-bottom: 2px;"></div> <div style="width: 100%; background-color: #ccc; height: 10px; border: 1px solid #ccc;"></div> 0%
CPR Certificate	Yes	-	Yes	<div style="width: 0%; background-color: #f4a460; height: 10px; margin-bottom: 2px;"></div> <div style="width: 100%; background-color: #ccc; height: 10px; border: 1px solid #ccc;"></div> 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		

