



NCCAOM Certification Renewal

Reporting
Professional Enhancements Activities



As an NCCAOM certified Diplomate you may earn PDA/CEU points for a multitude of professional activities during your recertification cycle. To report any of your professional activities, please login 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](#)

3 No Data Available

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

4. Chose Course category from “Activity Type” dropdown List. Scroll to the Professional Enhancements section on the Dropdown list.

The screenshot shows a web application window titled "New Record". On the left, there is a sidebar with "Recert Cycle: AC Recert Cycle" and "Activity Information" section. The main content area has a "Please note: Course number" section with examples and a "For help, please review" link. The "Activity Type*" dropdown menu is open, displaying a list of categories. A red arrow points to the "Professional Enhancement" option, which is highlighted with a red box. Other options include Ethics (ET), Safety (SA), ACAOM Site Visitor, Advocate Legislation, Clinical Experience, Clinical Supervision, Coursework (PE-CW), Distance Learning Course (PE-CW), Donate Acupuncture and OM Services, Learn a New Language, NCCAOM Exam Item Writing, Passage of NCCAOM Certification Exam, Peer Reviewed Posters or Exhibits, Publications, Research in Acupuncture & Oriental Medicine, Self-Directed Learning, Serve on a Professional Board, Tai Chi/Qigong Exercise, and Teach or Lecture. At the bottom of the form, there are "Cancel", "List", and "Save" buttons.

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

Activity Type*

Attach letter from sponsor for documentation

Date Completed* 7/1/2015 - 4/20/2019

Name*

Points*

Documentation*

6. Enter Activity Date(s).
7. Enter Activity type.
8. Enter points allocated for Activity Type.
9. Click "Add files" to upload supporting Documentation required for your Activity. Once document is uploaded, click "Save".

Activity Type*

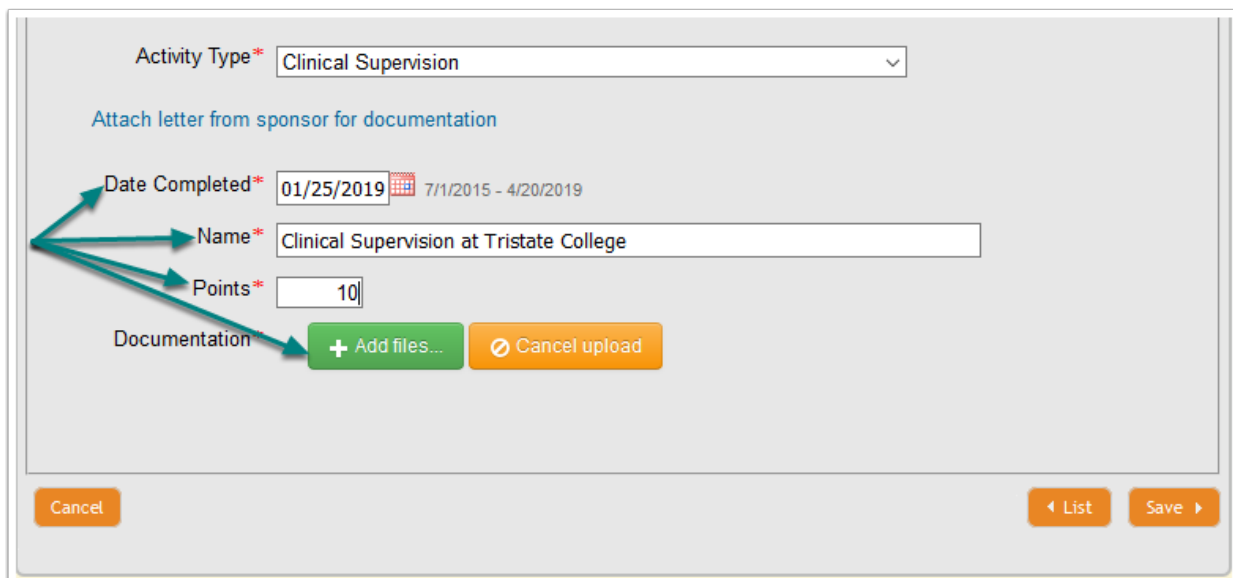
Attach letter from sponsor for documentation

Date Completed* 7/1/2015 - 4/20/2019

Name*

Points*

Documentation



10. Activity is added to your recertification transcript with actual points completed.
11. You can continue to add a new courses/activities or return to your transcript.

