



# **NCCAOM Certification Renewal**

## **Reporting CPR Coursework**



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 CPR 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	<a href="#">Report CE</a> <a href="#">Inactive</a>   <a href="#">Retire</a> <a href="#">Details</a>

2. In the beginning your recertification transcript will look somewhat like this:

	Min Required	Applied	Remaining	
<b>Overall</b>	<b>60</b>	<b>0</b>	<b>60</b>	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 CPR course, click "Add Activity Record" orange button.

4. Chose Course category from "Activity Type" dropdown List.

The screenshot shows a web application interface for adding a new activity record. The main window is titled "New Record" and contains several sections. On the left, there is a "Recert Cycle" dropdown set to "AC Recert Cycle". Below this is an "Activity Information" section with a list of instructions for reporting coursework. The "Activity Type" dropdown menu is open, displaying a list of categories: "AOM-ABT-BIO Coursework", "Coursework Other", and "Professional Enhancement". The "CPR Certificate" option under "Coursework Other" is highlighted in blue. At the bottom of the form, there are three buttons: "Cancel", "List", and "Save".

**Activity Information**

Coursework acceptable for reporting includes:

1. Coursework from a NCCAOM-approved Provider
2. Coursework that is reported by a NCCAOM-approved Provider
3. Coursework approved by a NCCAOM-approved Provider
4. Coursework completed by a NCCAOM-approved Provider

All coursework reported by a NCCAOM-approved Provider must include a certificate of completion.

Select your activity type.

Please note: Course numbers are required for all activity types (examples: PDA-2-001, PDA-2-002, etc.)

For help, please review the NCCAOM Reporting Guidelines.

Activity Type\*

**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
- 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

Cancel List 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\*   7/1/2019 - 2/17/2021

Course Title\*


Units\*

Documentation\*

6. Enter Course Date from your certificate (Date course was completed).
7. Enter Course Title.
8. Click "Add files" to upload certificate of completion from your computer/device. Once certificate is uploaded, click "Save".

Activity Type\*

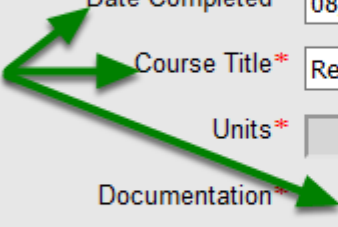
Attach course certificate or school transcript for documentation

Date Completed\*   7/1/2019 - 2/17/2021

Course Title\*

Units\*

Documentation\*



9. Course is added to your recertification transcript.
10. You can continue to add a new courses/activities or return to your transcript.

