

Note: Please verify all information with NCCAOM as this serves only as a guide through the initial steps for the NCCAOM certification application.

1. Visit the NCCAOM website, www.nccaom.org/applicants, to download the certification handbook for **Diplomate of Oriental Medicine**.
2. **Application:** The first step in completing your online application is the creation of your NCCAOM profile. This may be completed by clicking on the login button on the applicants' homepage. From here you will be prompted to create a new profile.
 - a. Once you create your profile, you may begin your online application. When asked which certification program you are applying, please make sure to check **Oriental Medicine** and under Route of Eligibility, **Formal Education: Graduate or Pre-Graduation**. AOMA's school code is **AOM 00093**. Applicants should allow six to eight weeks for NCCAOM staff to review applications, transcripts, and generate the *Authorization to Test* letter once you submit your application.

The current fee for Oriental Medicine Certification is **\$595** and your application is valid for four years from the date that NCCAOM receives your application.

- b. **Authorization from AOMA:** In order to be authorized to sit for exams, the registrar must submit paperwork to NCCAOM to allow you to take each exam. The registrar will submit your **transcript** and **Pre-Graduation form** upon completion of the acupuncture, foundations, and biomedical competency modules, and then again upon completion of the herbal competency. All three modules, acupuncture, foundations, and biomedical must be successfully completed before your information will be released to NCCAOM. In addition, you must request this authorization be sent as this is not an automatic process.
 - c. **Authorization to Test:** When you are cleared to sit for an exam, NCCAOM will issue an *Authorization to Test* letter (ATTL). This letter contains all the information needed to schedule, reschedule, and/or cancel the examination(s) appointment.

- d. **Examination Registration:** Exam registration takes place by telephone or online. All candidates can register with Pearson VUE only after receiving an *Authorization to Test* letter. In order to schedule an exam online, you will have to create an account through the Pearson VUE website at <http://www.pearsonvue.com/nccaom/>. The current fee for each exam is **\$300**.

FYI: NCCAOM examinations have been approved by the Department of Veterans Affairs for reimbursement to military personnel eligible for the G.I. Bill. To apply for reimbursement go to www.gibill.va.gov, click on “Apply for Benefits” and follow the instructions. A copy of the paid exam receipt and exam results should be mailed to the Decatur processing center.

3. **Clean Needle Technique Requirement:** Verification of completion of the CNT course within the last six years is handled directly through CCAOM. Please visit their website at www.ccaom.org for information for requesting this verification be sent to NCCAOM. Current fee for this verification is **\$10**.
4. **Final Transcripts:** Once you have completed your coursework to earn the MAcOM degree, the registrar will automatically send your final graduate transcript to NCCAOM.

Please be aware that you will not receive NCCAOM certification until all exams are complete, CNT proof received, and final graduation transcripts received. However, you may submit the ***Exam Results and Certification Verification Form*** to NCCAOM provided that all items are completed within six months of submitting this paperwork. The current fee for this request form is **\$35**.