

STEPS TO APPLY TO TAKE NCCAOM BOARDS  
(Courtesy of Erika Marie)

**You can begin applying to boards after 3<sup>rd</sup> Year Winter Quarter grades are posted to your transcript, (ie, May or June).**

**APPLYING TO NCCAOM:**

1) Print (or open in a new window) the NCCAOM [Online Acct Maintenance](#) instructions (pdf). You will need to reference it to **create your account**.

Print (or open in a new window) the NCCAOM [Online Application Instructions](#) (also pdf). Again, you will want it handy to **reference when you apply**.

2) Go to <https://secure.mynccaom.org/qcommercenet/index.aspx> to create your NCCAOM account and apply to take the boards you want to take following the above linked instructions.

**SENDING THE TRANSCRIPT:**

3) Print the NCCAOM [Pre-Graduation Verification Form](#) (also PDF). **Fill out the top section only;** leave the "Academic Hours" section **blank** for the Registrar. Take it to the registrar and leave it with Chris (the guy at front desk of Registrar's office).

4) Go to [NCNM's Transcript Request](#) site and request your transcript. **The best place to do this is on a computer attached to a scanner** (there is one in the library).

Here are the steps:

- Assuming you've never ordered an official transcript before, go to the Right-hand column. Create an account for yourself.
- Then order a transcript:
- When it asks if you are requesting the transcript for yourself, say "no."
- Enter NCCAOM for the organization you want to send the transcript to.
- When it asks if you want to use an email address for the recipient, say "no."
- When it asks for the address, use this address: **Applications, 76 South Laura St., Suite 1290, Jacksonville, FL 32202**
- Choose "all work" for the type of transcript and "NOW" when it asks when the transcript should be sent
- In the Special Instructions Box, say: **"Please include the Pre-Graduation Verification Form I gave you."**
- Pay for your transcript.
- A window will come up with your **"CONSENT FORM."** **Print the consent form. Sign and date it.**
- Then do one of two things: Scan it using the scanner attached to your computer and upload it into your file OR fax the signed/dated form to the company.
- Print your receipt for your records.

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**SENDING A COPY OF YOUR CNT CERTIFICATE:**

3) The CNT Certificate

- Print off the [CNT request form](#). You can fax it or mail it but you'll have to give them \$10 either way.
- Check the **2<sup>nd</sup>-to-last box** that says you want it **sent to NCCAOM**.

**FINALIZE (PAY FOR) THE APPLICATION:**

1) When I signed up for boards, the “pay online” function was broken and said I’d already paid for my exam. This was not the case, and until I paid, they were not going to process my application. To register for the OM board, it costs something like \$495. This is all you have to pay at this time.

So, once all the above is complete (and if you weren’t able to pay online), call NCCAOM to make sure they’ve received all your documents and give them your credit card. It’s a good idea to call them approximately 10 days or so after you complete everything anyway, just to make sure they have everything – the paperwork tends to get lost easily.

**SCHEDULING THE EXAMS:**

1) Up to 30 days after they receive all your materials, NCCAOM will mail you a letter authorizing you to sit for your exams and giving you permission to schedule your exams online through Pearson Vue, which has testing locations in downtown and Beaverton.

Each board exam module (Acupuncture, Foundations, Biomedicine, and Herbs) costs \$300 – yes, each! To schedule your exams through Pearson Vue you simply go online and create an account as per NCCAOM’s instructions. You have to pay the \$300 per exam at the time you schedule each exam. You can schedule them all at once if you want, estimating when you want to take them. You can reschedule your exam with just 24 hours prior for no fee by going online. This is a great service – I’ve used it to reschedule 3 of 4 exams, pushing back by a day or moving up or back by a week. Very helpful!

Good luck!  
Erika