



*Public Protection Through Quality Credentials*

Dear NCCAOM Diplomat:

The NCCAOM, with assistance from Schroeder Measurement Technologies (SMT), is conducting a Job Task Analysis (JTA) through an online survey. The purpose of this JTA study is to provide the framework for future NCCAOM certification examinations. This is your opportunity to provide key input into the development and revisions to the content of the NCCAOM certification examinations. As a certified NCCAOM Diplomat, you are aware of the importance of creating an examination that reflects current practice in the field of Acupuncture and Oriental Medicine.

As an NCCAOM Diplomat, you have been selected to participate in the 2008 JTA survey. Your responses will ensure that the practices of a wide range of Diplomates are truly represented. We ask that you set aside a half hour to an hour of your time to complete the NCCAOM JTA online survey. Your responses will be completely confidential and only information that describes groups of participants will be reported.

### **On-Line Survey Instructions**

- First, verify or update your contact/email information on record by clicking the “**Account Login**” button located in the top right corner of the NCCAOM homepage ([www.nccaom.org](http://www.nccaom.org)). The email address must match the email address used for the JTA survey login in order for your NCCAOM PDA points to be awarded.
- Next, click on “**JTA Survey**” link located on the homepage under “What’s New?” This takes you to the log-in page of the JTA Survey. Login as a new user with the email address NCCAOM has on file. You will be assigned a unique access code. **Save this access code for your future use.**
- For your convenience, the survey system is designed to allow you to leave the survey instrument and return later. Once you are assigned your unique access code, you can login/logoff using the same email address and your access code.
- Instructions on completing the various sections of the survey and information on acquiring NCCAOM Professional Development Activity (PDA) points will be provided.

- You will receive an email from SMT confirming completion of each section of the survey. **Remember to keep a copy of these emails for documentation of NCCCOM PDA points earned.**
- Please remember that the survey is available until **April 30, 2008.**
- If you have any technical problems associated with taking the survey, please refer to the **FAQ** link on the JTA login page. For additional support, please contact SMT Technical Support at [SMTSurveySupport@smttest.com](mailto:SMTSurveySupport@smttest.com) and/or by telephone (800) 556-0484 ext. 2160.

By participating in the survey, you have contributed to the continued growth and development of the NCCAOM certification programs and the national recognition of the AOM profession. In addition, to your professional support of the NCCAOM national standards, you can earn up to five (5) PDA points; one point for each completed section of the survey.

On behalf of the NCCAOM, we extend our sincere appreciation for your involvement in this important project.

Sincerely,

Kory Ward-Cook, Ph.D., CAE  
Chief Executive Officer

Tess Hahn, DOM, Dipl. Ac (NCCAOM)  
Chair, NCCAOM Board of Commissioners