

**ACCREDITATION COMMISSION FOR
ACUPUNCTURE & ORIENTAL MEDICINE**
7501 Greenway Center Dr., #760
Greenbelt, MD 20770
Phone: 301-313-0855
FAX: 301-313-0912
www.acaom.org

RE: Instruction Letter for Candidates Interested in Serving as a Commissioner

Dear Candidate:

Thank you for your interest in being considered as a potential nominee for election to the Accreditation Commission for Acupuncture and Oriental Medicine. To further your candidacy, the Nominating Committee will need the following documentation that will comprise your credentials:

1. A current copy of your curriculum vitae. To facilitate distribution of your curriculum vitae to the Nominating Committee members, we would prefer to receive your documentation in digital format using either Microsoft Word or Adobe Acrobat. Please send your curriculum vitae in either of these formats as an attachment to coordinator@acaom.org. If you cannot provide us with a digitally-formatted copy of your documentation, please contact the Commission office to make arrangements for sending a paper copy.
2. If applicable, current copies of any professional licenses you currently hold. These may be scanned and sent electronically as an Acrobat file as described above, or photocopied and mailed to the Commission.
3. The names of three people the Commission may contact to serve as your professional references. In addition to their mailing addresses and phone numbers, if available, please include your references' e-mail addresses.

After receiving this information from you, the Nominating Committee will review your candidacy and may arrange for an interview with you. Interviews are generally conducted via a telephone call with members of the Nominations Committee, Commissioner or ACAOM Commissioners.

After the interview is completed, the Nominating Committee will again review your candidacy and will place the names of qualified candidates before Commission for an election to fill the vacant Commission seat(s).

Thank you again for your willingness to serve on the Commission, and we look forward to receiving your supporting documentation.

Sincerely yours,

The ACAOM Nominating Committee