2026 Revision

Guide to Recertification

NCCT

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Recertification General Information

Once a credential is earned, maintenance of that credential is achieved through recertification. Recertification with NCCT is required annually (every year).

Purpose

The Board of Testing requires the continuing professional development of its certificants through recertification to ensure that individuals who hold NCCT credentials maintain an ongoing commitment to learning, keep pace with developments in the field of healthcare, and strengthen their knowledge and skills. The mandatory recertification process promotes continuing competence through the completion of continuing education hours to assure the public that certificants meet the professional standards required for certification.

Rationale

The one-year recertification period established for retention of active status is based on both the scope of issues that face healthcare professionals and the Board of Testing's acknowledgment that new practices, research, and information are introduced in the field with enough frequency that professional development activities should be conducted routinely. The one-year requirement is to encourage certificants to remain up-to-date with both current best practices and emerging knowledge. The five-year time period established for the full recertification cycle is based upon the Board of Testing's acknowledgment of the frequency of substantive changes in the field in keeping with the rationale for the job analysis cycle. It is the Board of Testing's belief that an individual who fails to recertify for five consecutive years no longer retains a valid NCCT credential. The CH requirements were determined based on a study involving feedback from various stakeholder groups across all disciplines tested by NCCT.

Recertification Notices

NCCT emails three recertification notices annually for the duration of the valid certification. Certificants are responsible for notifying NCCT of any changes in address, including email address. Recertification is the responsibility of each NCCT certificant. NCCT is not responsible for notices that fail to reach certificants. If a certificant fails to recertify for five consecutive years and the invalid date has passed, NCCT will send no further notices. NCCT is not responsible for sending reminder notices for any NCCT certification in a voluntary non-renewable status.

Recertification Requirements

The annual recertification requirements are the payment of a recertification fee and the completion of contact/clock hours (CH) of continuing education submitted on a recertification application. One contact/clock our is equal to 60 minutes of an educational activity. Certificants are also required to adhere to the Code of Ethics. The Code of Ethics can be found in the *Candidate Handbook*. Failure to comply with the Code of Ethics may result in Board of Testing sanctions up to and including the revocation of credentials.

NCCT Credential Held	Annual required CE contact hours (CH)
NCMA, NCPT, NCMOA, NCPCT, NCICS, NCET, CPI	12
TS-C (NCCT)*	14
CHHA	6

*Annual CH requirement defaults to the highest requirement for multi-certification holders

Annual Recertification Fee

To Recertify a Single Certification	To Recertify a 2+ Certification
$89	$118+ + Multi-certification discount only applies when recertifying all NCCT credentials simultaneously.

Recertification Fee Breakdown

The recertification fee payment supports the following activities:

- Development of NCCT CE Courses.
- Review/audit/approval of outside CE courses and the associated administrative duties.
- Other administrative activities associated with the recertification process, such as email assistance, account review, database management, recertification notices, website upgrades, accreditation compliance, and more
- Other professional development activities required for continued recognition of NCCT credentials.

Request to Recertify Only One Credential

Certificants with more than one NCCT credential can request in writing to recertify only one of their credentials (e.g. an NCMA and NCPT who only wishes to recertify NCMA).

- A "non-renewal" status must be requested. No recertification reminders will be sent unless the certificant requests to lift the non-renewal in writing before the credential is invalid. NCCT is not responsible for notifying a certificant about a credential in a non-renewal status. Instructions for requesting a non-renewal are found in the file titled "Non-renewal Request Instructions" under the Forms/Docs tabs on the NCCT website. The recertification fee difference is due for each recertification year when lifting a non-renewal. The multi-certification discount does not apply. Certificants who hold multiple NCCT credentials with differing annual CE requirements must meet the highest CE requirement for all valid credentials. Voluntary non-renewal is only permitted when all held credentials share the same CE requirement.

Active Expiration Date

NCCT certifications are assigned an active expiration date one year (twelve months) from the initial certification issue date. The expiration date is noted on the certificate and ID card. In the event a certificant obtains additional NCCT credentials, the active expiration month and day of all credentials will be moved to match the credential with the later calendar month/day. This is so all credentials for that certificant expire on the same day each year. Otherwise, the expiration month and day will always remain the same.

Once annual recertification requirements are fulfilled, the active expiration date will be moved ahead one year. If an active status is achieved, an updated ID card will be issued that reflects the new active expiration date.

Recertification Period

NCCT uses the terms validity and status in connection with the recertification process.

Following initial certification, NCCT credentials are in an *active status* for one year from the certification issue date and remain *valid* for five years from the certification issue date. Recertification is required annually to maintain an active status. Valid certifications can be held in an active or inactive status. Valid certifications in an inactive status become invalid if no annual recertification requirements are fulfilled for five consecutive years. A valid certification permits the individual to claim and use the credential.

Active status - A certificant who completes the annual recertification requirements prior to the active expiration date has maintained an active status.

Inactive status - A certificant who fails to fulfill the annual recertification requirements prior to the active expiration date moves into an inactive status.

Reactivation of Inactive Status

Certificants may activate a valid credential in an inactive status by completing the annual recertification requirements for all missing years. Once the requirements are fulfilled the active expiration date will be the same as if the recertifications had been completed on time. NCCT imposes no penalty or fee for reactivation of an inactive status or for recertifying after the active expiration date has passed. However, applications for overdue recertification years must be submitted to NCCT one year at a time.

Failure to Recertify

If a certificant fails to recertify for five consecutive years after the most recent certification/recertification issue date, the credential becomes invalid and that individual can no longer use the NCCT credentials. Recertifications will not be processed for invalid credentials. Once a credential is invalid the individual has lost recertification privileges and must reapply for certification, meet the eligibility criteria for initial certification, and pass the certification examination in order to regain a valid certification. Individuals who are ineligible to retake the examination have 90 days to file an appeal with the Board of Testing. NCCT credentials may not be used from the invalid date until the credential is fully instated.

See the *Invalid Certification and Appeal for Reinstatement of Recertification Privileges* section of this guide for more information.

The Annual Recertification Process

Stay aware of your annual active expiration date and keep your contact information current. NCCT sends recertification reminder notices via email and text messaging. Certification holders can opt-in to receive a text message notification one month before their active expiration date. Changes can be made through your Recertification Dashboard.

To Recertify, complete steps 1-4:

1. Fulfill the required contact hours (CH) of CE at your convenience using one or both of the following options:
   a. NCCT's CE courses from our complimentary online CE library
   b. Non-NCCT "outside" CE courses (documents proving completion should be uploaded or emailed)
      - Note - Surgical technologists can complete Pfiedler Education courses and submit them to NCCT as outside CE. www.pfiedlereducation.com
2. Your Recertification Dashboard will auto tabulate your CE hours as you complete NCCT CE or submit outside CE. Only one recertification year can be fulfilled at a time.
3. Click "Apply for Recertification" once all required CH have been applied for the recertification year you're working on. This is the online application. Complete the online form no earlier than 6 months before your active expiration date. A separate application must be completed for each recertification year. Submission of this application form only applies to the recertification year for which you just completed the required CE hours.
4. Click "Continue to Payment" to pay the recertification fee no earlier than 6 months before your active expiration date. Once payment is submitted, your recertification application will be processed within the following times:
   a. NCCT CE only - 2-3 business days
   b. Outside CE - up to 9-13 business days. NCCT audits a portion of all applications containing outside CE. Documents proving completion should be uploaded or emailed at the time of submission. If any outside CE entries are found to be non-compliant with NCCT's Outside CE Policy, you will be assessed a $10 audit fee and given instructions for rectifying any discrepancies. Your recertification will be on hold until the fee is paid and all discrepancies are resolved.

Expedited Processing

Expedited processing is reserved for emergencies and may be requested by calling 800-875-4404 and paying the required fee. Recertification applications that contain only NCCT CE are already processed within 2-3 business days, so expedited servicing is not recommended. If a true emergency exists and expedited services are requested, NCCT recertification staff will make every effort to meet your deadline. Please note that expedited servicing prioritizes your application, but immediate or same-day service cannot be guaranteed. Applications with outside CE normally require up to 9-13 business days; expedited processing reduces this to 7-10 business days. Same day or immediate service is never available for outside CE. Certificants who need faster turnaround should remove outside CE and instead complete NCCT CE.

Notification of Active Status

Once you achieve an active certification status, an email notification will be sent to the email address on record. Your updated electronic card is available on your NCCT user account once you've achieved an active certification status. Your certification status can also be verified online using the "verify certification" function on the NCCT website if you have agreed to release the information.

Lapse to Inactive Status

Failure to complete recertification by the active expiration date will result in the certification becoming inactive. Certification holders are responsible for reviewing NCCT's published processing times and submitting their recertification application early enough to allow for processing. If an application is submitted near the expiration date and has not yet been processed by NCCT, the certification may temporarily lapse into inactive status until processing is complete. NCCT imposes no penalty or fee for recertifying after the expiration date has passed. However, employers may restrict individuals with an inactive status from performing duties in the certified role.

A certification holder can regain an active status by fulfilling the missed recertification requirements for all missing years (one year at a time). The active expiration date will be the same as if the certification had renewed on time. Failure to recertify for five consecutive years results in an **invalid** certification and the loss of NCCT credentials.

Continuing Education Requirements

The continuing education requirement can be fulfilled two ways:

- Completion of NCCT CE
- Submission of eligible non-NCCT CE ("outside CE").

The full recertification fee payment is due for both methods and is non-refundable.

NCCT CE Online

NCCT offers complimentary online continuing education to valid NCCT certification holders. Individual NCCT CE courses typically range from 1-6 contact hours (CH) in length and generally cover a wide variety of healthcare-related topics. To receive passing credit, a score of 70% or higher must be earned on the post-test.

How to Choose NCCT CE Courses

NCCT CE is available through a certification holder's Recertification Dashboard on their NCCT user account.

To select which NCCT CE courses to complete, certificants should consider the following:

- Choose course content related to the critical job competencies identified in the certification exam detailed test or based on daily job tasks.
- Select courses that are of interest to the certificant or will enhance the certificant's overall knowledge.
- Note that NCCT offers certification for many entry-level professions and not all CE courses are applicable to everyone.
- Credit is not given for an NCCT CE course number that has already been successfully completed.
- If completed CH amounts add up to more than needed for that recertification year, the excess CH cannot be applied to future recertification years.
- Some CE courses require internet access for the reading material.
- A contact hour (CH) is the length of time required for completion of a CE activity. A course that is 1 CH should require approximately one hour to read the course material and complete the test, a 2 CH course should require two hours, etc.. The CH value is determined using the Mergener Formula, which is based on the number of words (excluding references) and test questions, and the difficulty of the material for the target audience.

How to search for NCCT CE courses

- Drop down by certification type
- Sort by newest (note- that last two digits of the course number represents the year that course was newly released, i.e., a course that ends in "25" was released in 2025).
- Sort alphabetically, or search by keyword, course number, or title
- Show only ASCLS P.A.C.E.® approved courses.
  Note - NCCT's testing system is unable to distinguish between CURRENT and EXPIRED P.A.C.E.® courses. If you require P.A.C.E.® credit for state licensure (such as California CPTs) be sure to check the P.A.C.E.® expiration date. However, expired courses are still acceptable for NCCT recertification credit.
- Note - ASCLS P.A.C.E.® courses are not required but NCCT provides them as a option for NCCT certification holders who also must meet state licensing requirements (i.e., CPT holders in California).

Completing NCCT Courses

The online courses are in .pdf format and require Adobe Reader to view them. An online CE test that has been started must be finished before another online CE test can be opened. A successfully passed CE course number cannot be retaken. A course that is failed twice (<70%) will become locked and certificants must notify NCCT at conted@ncctinc.com to request the test be reopened. After four failures the course will remain locked permanently.

1. NCCT certification holders with a valid certification and a 2024 or later active expiration date can complete NCCT CE courses at their convenience. Payment of the recertification fee is not required until the final step of the recertification process.
2. Access NCCT's online CE through the Recertification Dashboard on the NCCT user account.
3. Use the information in the previous section to guide the CE course selection process.
4. Read the course material and review the test at the end of the course material. Document the answers for reference, if desired.

5. Open the corresponding online CE test.
6. Select the answer to each question by clicking in the circle to the left of the answer option. Once all test questions are answered, click "finish and grade". The score will be displayed as well as all missed questions. To preserve test security, the correct answers are not given.
7. Complete the online post-test survey for P.A.C.E.® approved courses.
8. The recertification dashboard will auto tabulate as contact hours of CE are successfully completed. Completed CH will apply only to the recertification year that is being worked on. Excess hours do not carry over into future recertification years.
9. Continue to complete additional contact hours (CH) of CE until the CH requirement is met for that recertification year.
10. Once the CH are fulfilled for that recertification year, the recertification application and recertification fee payment can be submitted (no earlier than 6 months prior to the active expiration date).

ASCLS P.A.C.E.® Approved NCCT CE Courses

Through the American Society for Clinical Laboratory Science (ASCLS) Professional Acknowledgment for Continuing Education (P.A.C.E.®) program, NCCT is an accepted provider of CE courses. NCCT-certified phlebotomy technician in California should include some ASCLS P.A.C.E.® approved CE courses when recertifying with NCCT to enable them to meet both NCCT and state requirements (note - renewal of state requirements must be accomplished through the state, as this is separate from NCCT).

Additional information about P.A.C.E.® program:

1. The Accrediting Agency (AA) number for ASCLS P.A.C.E.® is #0001.
2. ASCLS P.A.C.E.® courses may be eligible for renewal credit in other states that require phlebotomy licensure. Check with your state.
3. ASCLS P.A.C.E.® courses may be completed by any NCCT certificants for NCCT recertification credit.
4. ASCLS P.A.C.E.® assigns a two-year expiration date for courses they have approved. This expiration date is on the front page of the course content.
5. Courses completed after the expiration date has passed cannot receive P.A.C.E.® credit for the course, but still receive NCCT recertification credit.
6. Once P.A.C.E.® expiration date is approaching. NCCT reviews the course and updates it as necessary. The updated version is resubmitted to ASCLS P.A.C.E.® for re-approval consideration. If granted, a new course number and new two-year expiration date is assigned.
7. ASCLS P.A.C.E.® assigns the contact hour (CH) value of approved courses, not NCCT.
8. P.A.C.E.® certificates of completion can be downloaded and/or printed after successful completion of a P.A.C.E.® approved course. See the *CE Transcripts and Certificates of Completion* section for instructions.
9. To comply with P.A.C.E.® requirements, NCCT requests post-course evaluations after completion of any P.A.C.E.® approved courses.

NCCT CE Course Corrections and Updates

Occasionally a CE course must be corrected or updated without the course number changing. If a suspected discrepancy is found within an NCCT CE course, please go to https://www.ncctinc.com/forms-and-documents and review the file titled CE Updates and Revisions. If no entry is found that pertains to the discrepancy in question, please email the concerns to conted@ncctinc.com.

Outside CE Submission and Approval Process

NCCT accepts some non-NCCT CE activities for recertification credit. These outside CE activities must comply with the *Outside CE Policy*. Outside CE activities cannot be reviewed for acceptability on-the-spot; they are only reviewed once all CH are fulfilled and the recertification application is submitted alongside the recertification fee. It is the responsibility of the certification holder to ensure all submitted outside CE activities comply with the *Outside CE Policy* prior to submitting the application.

Submission Process

- Read the *Outside CE Policy.*
- From the Recertification Dashboard, click "Add Outside CE" to open the online submission form.
- Enter the outside CE activities **one-by-one** into the Recertification Dashboard by completing all five fields and clicking "add activity". The CE tracker will tabulate as activities are added.
    - The system limits the number of CH that can be submitted to the amount required to fulfill the year's CE. Excess hours cannot roll over to future recertification years and will be discarded.
- Once the recertification year's required CH are fulfilled within the CE tracker, click "Apply for Recertification".
- Complete the online recertification application and click "continue to payment".
- Pay the recertification fee to finish the submission process.
- It's recommended to upload your supporting document(s) of completion for each outside CE activity (review the *Outside CE Policy* for acceptable documentation). Documents are required if the recertification application is chosen for audit.
- Wait the processing time. Monitor the *Outside CE History* tab and your email for updates.

Review Process

- A portion of all recertification applications containing outside CE are audited for compliance with the policy. Documents are required if the recertification application is chosen for audit.
- Audited applications - Certificants are notified by email with instructions if their application is found to contain noncompliant outside CE.
    - A $10 audit fee will be charged
    - 15 days to resolve the discrepancy
    - If not resolved by 15 days, the recertification application is rejected and certificant must resubmit with new or corrected CE.
- Non-audited applications - the outside CE will be approved and the account will be sent for final processing
- Allow up to 9-13 business days for processing recertification applications that contain outside CE; consider processing times before submitting a recertification application with outside CE.
- Prior to submission of the recertification application, outside CE entries can be removed by the certificant from their dashboard. Once the application is submitted, changes can no longer be made and the processing times apply.
- A certification will lapse into an inactive status if the recertification application is not processed before the active expiration date passes.

Outside CE Policy - 2024 Recertification and Later

- NCCT accepts some non-NCCT CE activities for recertification credit as a courtesy to our certification holders for no additional charge. These "outside CE" activities must comply with this Outside CE Policy and are reviewed for acceptability when the recertification application is submitted alongside the recertification fee payment. It is the responsibility of the certification holder to ensure all submitted outside CE activities comply with this Policy.
- Turnaround times should be considered before submission of outside CE, as all outside CE undergo a separate review and approval that prolongs the recertification process.
- A portion of all recertification applications are audited for compliance with this policy. Documents of completion are required if the recertification application is selected for audit. Certificants are notified by email with instructions if their application is found to contain noncompliant outside CE, and a $10 audit fee will be charged. The recertification will remain pending until all corrective actions are taken and the fee is paid.
- In cases of repeated non-compliance with the policy, NCCT reserves the right to revoke an individual's privilege of fulfilling the recertification requirements with outside CE. The certification holder would be required to complete NCCT's complimentary online CE.
- Falsification of any recertification documents may lead to disciplinary action including, revocation of credentials. NCCT may contact employers/CE providers for verification of submitted activities.
- Completion of submitted outside CE activities must be verifiable. Activities that cannot be successfully verified through the CE provider cannot be accepted for NCCT credit.

1. Outside CE Activities must have a clear objective to develop new or improve current credential-related skills and knowledge. Topics unrelated to the credential will not be accepted.
2. Outside CE is submitted online through the NCCT user account. The outside CE online submission form is found on the Recertification Dashboard. Outside CE can only be submitted through the primary user account with a valid certification.
3. The online instructions within the online submission form must be followed or the outside CE activity cannot be approved.
4. Supporting documents of completion are recommended for each submitted activity and can be uploaded to the NCCT user account or emailed to conted@ncctinc.com. Upload is the recommended method. Documents are required if selected for audit. NCCT discourages faxing of documents and may reject faxes if the quality of the documents is affected.
5. An outside CE activity must have been completed no earlier than the calendar year immediately preceding the recertification year to be considered for recertification credit (i.e., a course completed in 2023 can apply to the 2024 recertification year but not 2025).
6. Supporting documents of completion must be generated by the provider of the CE activity (primary-sourced). NCCT cannot accept modified or copied/pasted content.
7. NCCT recertification staff may edit any submissions determined to contain an error.
8. ONLY ONE RECERTIFICATION YEAR CAN BE COMPLETED AT A TIME. Excess outside CE hours cannot carry over into future recertification years and will be discarded.
9. NCCT accepts contact hour values that are based on the International Association for Continuing Eduction and Training (IACET) official standard. Not all CE providers utilize this standard for the determination of their continuing education credits. Therefore, some submitted outside CE activities may be approved for a contact hour value that differs from the CE credit value assigned to the activity by the CE provider.
10. Employer-required training is a condition of employment and might not meet this policy's requirements; such activities will be rejected. If an employer intends for a training to count toward maintaining national certification, the completion documents must meet this policy's standards.
11. **Healthstream activities:** Healthstream transcripts containing administrator- assigned estimated time of completion of CE credit are required. Estimated times of completion that are not administrator-assigned by the employer are not accepted for CE credit.
12. **Up-to-date activities:** require an activity log that lists each completed course, date of completion, and CH value.

Types of Outside CE

Acceptable

- Continuing education courses approved by the state, professional organizations, continuing education providers, etc.
- Professional workshops, seminars, conferences, etc.
- In-services
- Completed college courses with a grade of "C" or better; course subjects must relate to professional development for the credential held; i.e., a medical assistant pursuing a nursing degree*
- Activities that require periodic renewal such as CPR, BLS, PALS, first aid, spirometry, etc.**
- Accepted once every 5 years: recurring employer-required training (compliance, HIPAA, fire safety, bloodborne pathogens, infection control, hazard communication, MRI safety, regulatory requirements, etc.)
- Information systems/EHR/EMR can count for no more than 50% of annual CH requirement for clinical disciplines

Not Acceptable

- Teaching/instruction
- Presentations
- Skills fairs or work at health fairs/similar activities
- Skills competency assessments or proficiency testing
- Employer-specific training such as facility orientation, time keeping systems, employee performance reviews, staff meetings, town halls, new hire onboarding, etc.
- Activities with the same content and objectives taken twice during the same recertification year
- Activities completed before; i.e., repeat/duplicate
- Volunteer work
- Activities less than 0.50 CH (30 minutes) in length
- Curriculum review
- Activities completed earlier than the calendar year
- immediately preceding the recertification year (i.e., a course completed in 2021 cannot apply to 2023)
- Activities completed prior to NCCT exam date
- Work experience
- Inspections/site visits
- Handbook or policy acknowledgment/attestation
- Courses/training for which no standardized expected time of completion or formal CE credit value has been assigned by the trainer/educator
- College courses not related to the credential held.
- In-progress college courses*
- Lab courses when the co-requisite lecture portion was not passed with a C or better

*** See page 13 for college course information**

**** Courses that require periodic recertification/renewal can be submitted to NCCT once for full training credit. Renewal courses are awarded 50% of their training credit. All AHA and ARC CPR courses require submission of e-card to receive credit listed on next page. NCCT does not accept most online CPR courses. See page 12 for more information.**

Outside CE Policy cont...

Activities that Require Periodic Renewal

BLS Provider - 4.5CH for AHA (4CH for ARC) once, renewal 50%, many are fewer.

ACLS, PALS + PEARS - 9CH (AHA), renewal 4.5CH

BLS + ACLS + PALS - When multiple CPR courses are submitted to NCCT for the same recertification year, credit is reduced to subtract overlapping content. Ex: ACLS + PALS = 9CH + 2CH, renewals 50% each. BLS + ACLS or PALS = 4.5CH + 4.5CH, renewals 50% each

Neonatal Resuscitation Program (NRP) 4.5 CH, NRP Advanced - 12 CH, renewals 50%

First Aid - 1CH, renewal 0.5CH

HeartSaver CPR/AED - 3CH (AHA), renewal 1.5CH

HeartCode BLS online - 1CH
HeartCode ACLS online - 2CH

HeartCode PALS online - 3.75CH (all renewals 50%)

RQI - Individual RQI sessions are not acceptable for credit. Submit RQI 2-year card.

Crisis Prevention (CPI) - max of 8CH for initial (unless fewer assigned by training administrator), renewals max 4CH

Spirometry - max of 16CH for initial (unless fewer assigned by training administrator), renewals max 8CH

DOT BAT - max of 4CH (unless fewer assigned by training administrator), renewals max 2CH

Urine drug screen collector - max of 4CH (unless fewer assigned by training administrator), renewals max 2CH

Instructor training - no credit is awarded for "train the trainer" courses or instructor training courses.

College Course Information

For NCCT's healthcare certifications, college courses must apply to healthcare. These generally include core classes for many healthcare-related majors. Even for acceptable majors, some of the program prerequisites will not be acceptable for NCCT recertification credit.

Not all healthcare majors are considered professional development for all NCCT certifications, and partial credit may be awarded. For example, a phlebotomy technician learning radiological imaging or emergency medical technology cannot fulfill more than 50% of their annual CE requirement with courses from these programs, and credit will be reduced. However, full credit can be awarded to a phlebotomy technician learning medical laboratory science.

College courses must be completed and passed with a "C" or better. Note: Co-requisite labs for biology and chemistry courses will not be awarded credit if the lecture portion was not passed with a "C" or better.

Examples of College Courses

Acceptable (list is not exhaustive)

- Core classes for most healthcare-related programs, excluding Health Information Technology (HIT), Healthcare Administration (HCA), Public Health, and Health Science majors. Reduced credit or no credit will be awarded for healthcare majors in disciplines unrelated to the credential held; i.e., a phlebotomy tech earning a respiratory therapy degree, In this case, submit core classes for 50% of the annual CE requirement.
- Most biology courses (must relate to human/mammalian biology or microbiology. Evolutionary biology, wildlife biology, and earth sciences are not acceptable)
- Medical Terminology
- Chemistry (general, organic, or biochemistry - up to two courses per degree program)
- Psychology (up to one course total)
- Math/Statistics (up to one course total)
- Leadership/management (up to one course total, must relate to healthcare)
- Ethics (up to one course total, must relate to healthcare ethics)
- Nutrition (up to one course total)
- Sign language (up to one course total)
- Health Information Systems (up to one course total)
- Physics (up to one course total)
- Interpersonal Communication or equivalent (up to one course total)

Not Acceptable (list is not exhaustive)

- Humanities (English, history, religious studies, philosophy, and art history - one healthcare ethics course can be accepted)
- Social science (anthropology, economics, political science, or sociology, One psychology course can be accepted)
- Composition/writing/scientific writing/public speaking
- Foreign language unless specifically related to healthcare communication
- Electives such as music, physical education, acting, dance, photography
- Business (such as accounting, finance, marketing)
- Earth sciences/ecology/geology/meteorology/astronomy/evolutionary biology
- Arts/fine arts
- Computer/information systems (one health information systems course can be accepted)
- Teaching/education courses

Outside CE Policy cont...

How to Convert Time Values to Contact Hours (CH)

*Note all decimals must be rounded to the nearest 0.25. If less than 1 CH, a zero must be entered before the decimal point

Course Length	Number of Contact Hours
0-29 minutes	do not enter course
30-39 minutes	0.5
40-54 minutes	0.75
55-69 minutes	1
70-84 minutes	1.25
Etc.	

How to Convert College Credits to Contact Hours (CH)
1 semester hour = 15CH
1 quarter hour = 10CH
1 trimester hour = 12CH

Only a single recertification year can be completed at a time. Excess CHs cannot carry over into future recertification years. For college courses that are worth more CH than required for recertification, enter a single eligible course for 12CH (or 14CH if TS-C). In most cases, a single college course will cover the required CH for a recertification year.

Outside CE Policy cont...

REQUIRED PROOF OF COMPLETION - must accompany all outside CE submissions - upload to NCCT user account

Acceptable Supporting Documents of Completion (documents must be generated by the CE provider)

CE Activities	College Courses
• Certificate of completion or training transcript • If the above documents are unavailable, or they are not acceptable due to missing information, a letter from the clinical educator or training provider may be submitted. The letter must be on company letterhead and contain the educator/trainer signature, date of signature, their title and direct company email address, and all information listed below. Documents must contain all of the following: - Certificant name - Activity Title - Date of completion - Provider of CE activity (name or logo) - Contact hour (CH) or course length of time or CEU value*** - Signature of activity presenter	• Unofficial college transcript or grade report Must contain all of the following: - Certificant name - College/University name - Term/date of course completion - Course title - Final grade

*** CH/CEU values and/or course length of time must be an integral part of the document of completion. Handwritten or typed values added to the document are not acceptable as official time values.

Not Acceptable Supporting Documents of Completion

CE Activities	College Courses
Announcements of upcoming activities, payment receipts, registration confirmation/notification, third-party list/CE tracker, spreadsheets, or content that has been copied/pasted into a document or email.	Class schedule, tuition payment, course syllabus, testing out of course, course audit, in-progress courses, mid-term grades.

Additional Information

CH Values

One (1) contact/clock hour (CH) is assigned to a course that is expected to require one hour (approximately 60 minutes) to read the course material and complete the post-test. **The CH/CEU value assigned to a course is determined by the training provider or educator.** Some online courses track a "time of completion" or a "duration attended" that represents the length of time an individual was logged into the course. These vary from person to person and can be inflated if an individual walks away from the computer with the course in progress. Therefore, these times are not convertible to CH and are not acceptable for recertification credit.

Employer-Required Training

Employer-required training is a condition of employment and is recorded by the employer using a method that may not meet this Outside CE Policy Thus, not all employer-required training is eligible for use for recertification of an NCCT credential. Recurring training (i.e., bloodborne pathogens) is acceptable for new recertification credit once every five (5) years.

Recertification Application

NCCT certification holders with a 2024 or later active expiration are required to complete and submit an online recertification application for each recertification year. NCCT's system will guide the completion of a single recertification year at a time.

Instructions:

1. Complete all required CE hours for the recertification year.
2. Click "Apply for Recertification" no earlier than 6 months prior to the certification holder's active expiration date.
3. Read and click each required check box. The outside CE attestation check box is required of all recertification applicants even if no outside CE is included at the time of application.
4. Failure to adhere to NCCT's Code of Ethics may result in Board of Testing sanctions up to and including revocation of credentials.
5. Answer the question about disciplinary action taken against any healthcare practitioner license you hold (answer "no" if you hold none).
6. Acknowledge the processing times for recertification applications. If a recertification must be completed in less than two weeks from the date of submission of the application, the NCCT certification holder should instead consider going back and removing the outside CE entries and fulfilling the CH with NCCT CE instead.
7. Click "Continue to Payment" to pay the applicable amount. Only one recertification year can be paid for at a time. Each recertification year requires its own application. Recertification fees are non-refundable.
8. Once all steps are completed, the CE, application, and payment are all submitted to NCCT for processing. The recertification dashboard will display a confirmation message with further instructions.

NCCT CE Transcripts and Certificates of Completion

Unofficial NCCT CE transcripts are free and can be downloaded for NCCT CE courses only (no transcripts can be downloaded for outside CE submissions; certificants should instead refer to the Outside CE History on the user account). Free certificates of completion are also available for download for ASCLS P.A.C.E.® approved NCCT CE courses. Transcripts and certificates of completion completed during a recertification year only become available once the recertification application and recertification fee payment for that year have been submitted.

1. Log in to user account at www.ncctinc.com/ce
2. Go to the Recertification/CE Dashboard
3. From left-hand menu, click CE Transcript/P.A.C.E.® Certificates
4. Click Download/Print Your CE Transcript and/or generate a P.A.C.E.® certificate pdf.

If maintaining an active status with NCCT, certificants may request one free official NCCT CE transcript per year by calling Customer Service or sending an email to conted@ncctinc.com. Additional requests for transcripts are $12.

Invalid Certifications and Appeal for Reinstatement of Recertification Privileges

An NCCT certification becomes invalid if the annual recertification requirements are missed for five recertification years. The invalid date is five (5) years from the most recent active expiration date.

Individuals with an invalid certification due to failure to recertify who do not qualify to retake the exam, and can demonstrate evidence that qualifying extenuating circumstances prevented them from fulfilling their recertification requirements, may request an appeal for reinstatement of recertification privileges.

- Once a certification becomes invalid due to a failure to recertify, a decision to determine if the individual can be allowed to recertify, must be made by the NCCT Board of Testing.
- Those who qualify to take the certification exam via routes 2 or 3 are not eligible for reinstatement of recertification privileges. They must instead take the certification exam.
- Appeal requests must be received by NCCT within 3 months (90 days) of the invalid date.
- A non-refundable appeal request fee of $100 is due when filing an appeal. The appeal request fee covers the costs associated with processing the appeal.
- NCCT's Board of Testing will only consider appeals if provable extenuating circumstances prevented an individual from meeting their recertification requirements.

Qualifying Extenuating Circumstances

- Military assignment overseas (copy of military orders required)
- Serious Illness (documentation required)
  - All appeal decisions are issued by NCCT's Board of Testing based on the evidence presented. Not all claims of qualifying extenuating circumstances will result in an approved appeal.
  - Even in the event of qualifying extenuating circumstance, NCCT's Board of Testing will not approve appeals for individuals who have not worked in their credentialed discipline for the past five years. The Board believes these individuals have not kept up with the changes in the field.

The following are <u>not</u> considered extenuating circumstances and appeals will not be approved:

- Financial hardship
- Family/personal hardships or responsibilities
- Misunderstanding published recertification policies and processes
- Recertification notices that failed to reach the certificant
- Any other circumstances not listed as a qualifying extenuating circumstance

Recertification Appeal Instructions

1. Determine if the reason for appeal qualifies as an extenuating circumstance.
   a. If so, continue to step 2.
   b. If not, do not file an appeal (the $100 appeal request fee is non-refundable). The only way to regain a valid certification is to qualify apply, and retest. See the NCCT website for qualifying criteria.
2. Contact NCCT at conted@ncctinc.com to initiate the recertification appeal process within 90 days of the invalid date. The appeal window closes after 90 days.
3. NCCT will prepare and email the Appeal for Reinstatement of Recertification Privileges from, along with specific instructions.
   a. Complete the form and return it to NCCT within 30 days along with the following:
      i. $100 appeal request fee
      ii. All required supporting proof of extenuating circumstances
   b. If mailed, send the documents to the attention of the Director of Recertification. The supporting documentation must thoroughly demonstrate an inability to meet the recertification requirements for five years.
4. Upon receipt of the completed form, supporting proof, and $100 fee, the Director of Recertification will prepare the appeal case and submit it to the Board of Testing. The Director may request additional information if needed to properly establish the case.
5. The Board of Testing will review the case at the next regularly scheduled Board meeting and will vote to either approve or deny the appeal. The individual will be notified of the Board decision by the Director via email and mail.

6. If denied, the individual can only regain certification through qualification, application, and successful passing of the certification exam. The $100 appeal request fee is not refundable.
7. If the appeal is approved, the individual has 90 days to fulfill all missing recertification requirements to bring the certification back to a valid, active status as stated on the appeal request form. An approved appeal reinstates recertification privileges; the recertification must still be paid for and completed. The use of NCCT credentials is not allowed until the certification is again valid.
   Note - the appeal request fee will be applied toward one year of the overdue recertification fees. If there are no overdue recertification fees, a credit will be placed on the account for use toward the next year's fees.
8. Failure to fulfill the requirements within 90 days results in the credential(s) remaining invalid. NCCT will not refund the appeal request fee. No further appeals are allowed and the individual cannot use NCCT credentials unless the exam is retaken and passed.

Charges for Recertification-Related Requests

Item	Cost
Resend certificate or ID card (due to non-receipt)*	$15.00 each
Replacement certificate or ID card (due to name change or lost document)	$15.00 each
Official NCCT CE transcript or P.A.C.E.® certificates sent by mail**	$12.00
Appeal Fee	$100.00
Expedite Request Fee	$20.00

*If the original mailed certificate/ID card was sent to the correct address but not received, a second mailing will be provided free of charge. If the second mailing is also not received, the $15.00 resend fee will be imposed for the third attempt and must be mailed to an alternate address.

If the original mailed certificate/ID card was not received because the mailing address was not updated with NCCT, the $15.00 charge will be imposed.

Note: ID cards are available electronically through NCCT user account. Physical ID cards are only mailed on request.

** One free mailing per year if certified by NCCT and maintaining an active status.