Outside CE Policy
2024 Recertification and Later

Rev. January 2026

- 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, contact hour value, or CEU 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.

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TYPES OF CE ACTIVITIES

Types of Outside CE Activities	
Acceptable	**NOT 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	• 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 3 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 below. NCCT does not accept most online CPR courses.

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.

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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.

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COLLEGE COURSE INFORMATION

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 acceptable college courses (list is not exhaustive)	Examples of <u>not</u> acceptable college courses (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.	Humanities (English, history, religious studies, philosophy, and art history - one healthcare ethics course can be accepted)
Most biology courses (must relate to human/mammalian biology or microbiology. Evolutionary biology, wildlife biology, and earth sciences are not acceptable)	Social science (anthropology, economics, political science, or sociology, One psychology course can be accepted)
Medical Terminology	Composition/writing/scientific writing/public speaking
Chemistry (general, organic, or biochemistry - up to two courses per degree program)	Foreign language unless specifically related to healthcare communication
Psychology (up to one course total)	Electives such as music, physical education, acting, dance, photography
Math/Statistics (up to one course total)	Business (such as accounting, finance, marketing)
Leadership/management (up to one course total, must relate to healthcare)	Earth sciences/ecology/geology/meteorology/ astronomy/ evolutionary biology
Ethics (up to one course total, must relate to healthcare ethics)	Arts/fine arts
Nutrition (up to one course total)	Computer/information systems (one health information systems course can be accepted)
Sign language (up to one course total)	Teaching/education courses
Health Information Systems (up to one course total)	
Physics (up to one course total)	
Interpersonal Communication or equivalent (up to one course total)	

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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

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.

*** 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.

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.