NCCT
NATIONAL CENTER FOR COMPETENCY TESTING

11020 King St, Suite 400 Overland Park, KS 66210
Hours: M-F 7:30 a.m. – 5:00 p.m. CDT/CST
(p) 800.875.4404 | www.ncctinc.com

RECERTIFICATION INFORMATION & ORDER FORM

This form can be used to submit the recertification fee payment by mail for **recertification years 2024 and later**. (Do **NOT** use this form to recertify for 2023 and prior as the requirements and form are different).

ANNUAL RECERTIFICATION REQUIREMENTS FOR 2024 and LATER

	Credential(s) Held	Annual required contact hours (CH)		Recertification Fee	To recertify a single credential	To recertify 2+ credentials
CE	NCMA, NCPT, NCMOA, NCPCT, NCICS, NCET, CPI	12	+	NCMA, NCPT, NCMOA, NCPCT, NCICS, NCET, CPI, TS-C	$89 per year	$118 per year
	TS-C (NCCT)*	14				
	CHHA only*	6		CHHA	$40 per year	$118 per year

* For certificants holding multiple credentials with different annual CE requirements, the highest required number of CH applies. Ex: CHHA + NCMA must complete 12CH; TS-C + NCMA must complete 14CH.

How to Recertify

Recertification is completed online by logging into your NCCT user account and accessing your personalized Recertification Dashboard at www.ncctinc.com/profile/ce.

Steps

1. Fulfill CE requirement.
2. Click “Apply for Recertification” to complete the online application.
3. Submit the recertification fee payment.
4. Wait the normal processing times.

More information

- The CE requirement can be fulfilled with NCCT CE courses or with the submission of outside CE courses (subject to audit). Follow the online instructions.
- The recertification fee can be paid through your NCCT user account or by calling NCCT. If you prefer to pay by check or money order, complete and return the form on the following page along with your payment.

RECERTIFICATION FEE PAYMENT FORM

(Use only for recertification years 2024 and later)

If paying the annual recertification fee by check or money order, mail your payment + this completed form to:

NCCT
11020 King St Suite 400
Overland Park, KS 66210

Name: _____NCCT ID#: _____

Address:_____

City:_____ State:_____ Zip:_____

Phone: (_____)_____ Email _____

Recertification Fee Payment- recertification year 2024 and later	
Recertification Year	_____
Single credential: NCMA, NCPT, NCMOA, NCPCT, NCICS, NCET, CPI, TS-C – pay **$89.00 / year** Single credential: CHHA only – pay **$40.00 / year** 2+ credentials (any combination of the above) – pay **$118.00 / year**	Amount paid $ _____

By initialing, I understand the following: Recertification is completed online. When paying by check or money order, NCCT will convert your payment to an online credit that you'll claim when submitting your recertification application. The required CE hours described on page 1 of this form must first be completed before your application can be submitted. *Your initials* _____

If you have no internet capability, contact NCCT customer service at 800-875-4404.

If paying the recertification fee by credit card or PayPal, you must pay through your NCCT user account or by calling NCCT. Do not transcribe credit card information onto this form.

Form of payment (Circle One): Check Money Order

*Note- do not transcribe credit card information onto this form. Call Customer Service at 800-875-4404 during business hours if you require assistance with accessing your account.