



National Center for Competency Testing

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Office Hours M-F 8:30am - 5:00pm CST
www.nctinc.com

Recertification Information

Recertification Information

Completion of continuing education (CE) courses is required for annual recertification. CE courses/tests are available for completion online or with paper/pencil. Many CE courses are P.A.C.E. approved, making them also acceptable or state certification (license) requirements such as, but not limited to, those for California phlebotomists (CPT 1 and CPT 2).

Instructions

- Please fill out the information in this form, and submit it along with your recertification fee.
- Remember to allow time to complete your courses before your expiration date.
- Please note there are no refunds on continuing education purchases.

Recertification Fees

- CE courses are purchased on a clock hour (CH) basis. Each CH is \$5.50. Examples:
 - \$77.00 for 14 Hours of Continuing Education Courses for 1 Certification for 1 year.
 - \$27.50 for 5 Hours of Continuing Education Courses (for each additional certification each year)
- NOTE: If purchasing CE for state certification only, multiple the CH for the courses you are purchasing times \$5.50 to determine your cost. (*Purchasing CE for state certification only does NOT recertify you with NCCT.*)

We require 14 hours every year of continuing education for one certification. If you are certified in more than one field, any additional certifications require 5 hours each. It is mandatory that 14 hours be met first.

Please use the chart below to determine the number of clock hours you need to remain or become current with your certification.

	1 Certification	2 Certifications	3 Certifications	4 Certifications	5 Certifications
1 year	14 hours	19 hours	24 hours	29 hours	34 hours
2 years	28 hours	38 hours	48 hours	58 hours	68 hours
3 years	42 hours	57 hours	72 hours	87 hours	102 hours

CE courses/tests are available as follows:

- **Online CE Testing:** You may order and complete your CE requirements online. Account (or login to your Existing User Account), purchase your CE clock hours, and follow the instructions to read your CE courses and complete the tests online. No shipping fees are required.
- **Paper/Pencil CE Testing:** The CE course materials are available in printed form (individual courses or preset collections of courses in CE books) and on CD-ROM for you to read or print. Answer sheets are provided to complete the tests. To order printed materials or a CD-ROM, complete the enclosed form (or order online) and return it with your payment to NCCT in the enclosed postage paid envelope. *Please note there is an additional charge for printed materials.*

RECERTIFICATION CE ORDER FORM

Please return with your payment

Personal Information

Name _____ Student ID# _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____ Email _____

Do you want to sign up for email recertification notices and stop receiving letters in the mail? If yes, ✓ here _____

Employer Information

Employer's Name _____

Employer's Address _____

Work Phone _____ Email _____

Check the CE testing format you will use

- Online CE Testing
 Paper/Pencil CE Testing

For *Paper CE testing*, check the CE format you will use: (Incomplete payment and/or order forms will result in delay of shipping CE materials).

- CD-ROM Individual Courses** Book(s)**

** Include the Individual Printed CE Courses or CE Book Volumes from the Printed CE Materials Order Form and be sure to add the extra cost to your renewal fee in the table below. *Shipping fee must be included with recertification payment when doing paper/pencil testing or order will be delayed!*

Total Hours Needed	
Recertification Fee \$5.50 per Clock Hour	
Cost for Individual Courses \$1.00 p/CH**	
Cost for Book(s)	
<i>ITEM SUBTOTAL</i>	
Select One Shipping Fee Below	
CE with CD-ROM	\$2.40
CE with/or individual printed courses	\$3.20
CE with/or <i>ONE</i> book	\$3.20
CE with/or <i>TWO</i> books	\$4.00
CE with/or <i>THREE</i> books	\$5.20
CE with/or <i>FOUR</i> books	\$6.00
CE with/or <i>FIVE</i> books	\$6.80
<i>SHIPPING FEE</i>	
<i>PAYMENT TOTAL</i>	

Form of payment (Circle one): Check Money Order Visa Master Card

For Credit Card Use Only:

Credit Card # _____ Expiration Date _____

Address of Cardholder _____

Signature of Cardholder _____