



# National Center for Competency Testing

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**Office Hours:** M-F 7:30am - 7:00pm CST  
Saturday 9:00am - 3:00pm CST

CE-0301

## Outside CE Approval for Recertification Credit Application Form

Rev: September 2016

**HAVE YOU READ THE OUTSIDE CE POLICY? If you have not, please do! It contains important information, some of which follows.**



- It may take up to 10 working days to review your application & supporting documents.
- Incomplete application forms and/or supporting documents may delay the review process.
- Copy your application form & documents for your records if you are mailing them to NCCT.
- The recertification fee must be paid before approved outside CE credit is applied to your account.
- Falsifying information on the application and/or supporting documents may lead to revocation of your certification.

**CHECK EACH SUPPORTING DOCUMENT FOR THE FOLLOWING INFORMATION! If any information is missing on the document, refer to the policy to identify acceptable methods to obtain.**

- Your name
  - Title of the activity
  - Provider of the activity
  - Date of the activity
  - Official\* documentation of time (CH, CEU, hours, minutes, etc)
- \*printed as part of the document, not handwritten*

Name \_\_\_\_\_ Date \_\_\_\_\_ NCCT ID # \_\_\_\_\_ NCCT Certification \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_ Recertification Year \_\_\_\_\_

Home Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Work Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

**INSTRUCTIONS: Please complete columns 1-4. Print legibly.**

1	2	3	4
DATE OF ACTIVITY	PROGRAM TITLE/COURSE NAME	PROGRAM ACCREDITING AGENCY/COLLEGE	NUMBER OF CE/CREDIT* HOURS EARNED
<b>NCCT USE ONLY</b>		<b>TOTAL CH APPROVED</b>	
		<b>APPLIED TO ACCOUNT/YEAR</b>	

\*For college courses: Are the credits \_\_\_\_\_ semester hours, \_\_\_\_\_ quarter hours, or \_\_\_\_\_ other?