



Non-renewal Requests

If you hold multiple NCCT certifications but are choosing to recertify only a single certification, you must request in writing for NCCT to place a non-renewal status on the certification(s) you wish to not recertify. You will be charged the recertification fee for multiple certifications unless you follow the instructions below.

Reminder: For 2024 active expiration dates and beyond, certification holders are no longer required to complete additional hours of CE for recertifying multiple NCCT certifications. They are only required to pay a higher recertification fee.

NON-RENEWAL INSTRUCTIONS

1. Send your written request for non-renewal status to conted@ncctinc.com . Clearly state which certification(s) you do not want to recertify. For your protection, NCCT will only comply with requests that are sent from the email address associated with your NCCT user account.
2. Once the request is received, NCCT will place the non-renewal on your unwanted certification(s) within 1-2 business days.
3. Once the non-renewal is placed on your account, you may continue with the process of submitting your recertification application and paying the recertification fee for a single certification. Until the non-renewal is placed on your account, our payment system will reflect the multi-certification fee.
4. The non-renewal status is permanent. If you later decide to reinstate a valid non-renewable certification, the reinstatement request must be made in writing to conted@ncctinc.com.
5. After your user account's non-renewal status is lifted and your certification is reopened, you must pay the outstanding portion of the recertification fee before proceeding with the current recertification year. Furthermore, if you are reinstating an NCCT certification with a higher CE requirement than the one you have previously maintained, you must fulfill the CE difference from the non-renewal years before gaining access to the current recertification year.

IMPORTANT INFORMATION

No recertification reminders will be sent regarding the non-renewable certification(s) unless you request to lift the non-renewal before the certification is invalid. NCCT certifications become invalid after a failure to recertify for five consecutive years. You must monitor your invalid date, as NCCT is not responsible for notifying you about a credential in a non-renewal status.