

Checklist for Outside CE

Follow this checklist as a guide to help ensure your outside CE entries are compliant with NCCT's *Outside CE Policy*. NCCT reviews all outside CE entries before approval.

Before you begin...

- a. The below checklist is intended for use as guidance and does not replace the *Outside CE Policy*. Adherence to the *Outside CE Policy* is the responsibility of the NCCT certification holder.
- b. **New for 2024** - you no longer are required to pay the recertification fee before entering outside CE. You may enter outside CE activities into your dashboard at your convenience. You'll submit them to NCCT in their entirety once all the required CH are applied for that recertification year.
- c. The submission of outside CE prolongs the recertification process, as all outside CE entries undergo a separate review step and are audited if deficiencies are found. If you're in a hurry, the fastest way to recertify is through the completion of NCCT's complementary online CE.
- d. If non-compliant outside CE submissions are identified, the certification holder will be notified by email of the audit status and will be given instructions. They will also be assessed a \$10 audit fee. The recertification will remain pending until the certification holder addresses the non-compliant CE or otherwise fulfills the necessary requirements, and pays the audit fee.
- e. Falsification of any recertification documents may lead to disciplinary action including, but not limited to, revocation of credentials. NCCT may contact employers/CE providers for verification of submitted activities.
- f. Upload your outside CE documents of completion directly to your NCCT user account at <https://www.ncctinc.com/profile/documents> (recommended method). Ensure you're using a valid file name. If you experience trouble uploading, you may email your documents to conted@ncctinc.com.

Checklist

1. Does your outside CE activity have a clear objective to develop new or improve current credential-related skills and knowledge? Topics unrelated to the credential held will not be accepted.
2. Did you review page 2 of the *Outside CE Policy* for 'acceptable' vs 'not acceptable' types of CE activities? If submitting college courses, also review page 4.
3. Were your corresponding **documents of completion** [uploaded](#) or [emailed](#) for each outside CE entry you made into the online submission form? Review page 5 of the *Outside CE Policy* for details about acceptable types of documentation. Does each document contain the following information?
 - a. Your name – does it match the name on your NCCT user account?
 - b. The CE activity's title
 - c. Date of completion – no older than the year immediately preceding the recertification year.
 - d. Name of the training provider
 - e. CH/CEU/estimated time of completion (see #5 below for more information)
 - f. If a college course has been submitted, does your unofficial transcript contain proof that you passed the course?

4. Are your documents **primary-sourced** (the exact file issued by the training provider)? Any content that's been copied/pasted or otherwise appears to be modified will not be accepted. Also, CE documents in Word or Excel (or other modifiable mediums) cannot be accepted.
5. Does each course's corresponding document contain **proof of the CH** you're claiming?
 - a. CH/CEU values, or estimated times of completion, must be an integral part of the document.
 - b. Values or times that are handwritten or added to the document will not be accepted.
 - c. A CH is a contact/clock hour, meaning a course worth 1CH should require approximately 1 hour to complete.
 - d. Values and times must be standardized and assigned to the course by the training provider so that the amount of NCCT recertification credit awarded for the course is the same for everyone who submits it.
 - e. "Estimated duration" or "view time" does not represent a standardized value/time as assigned by the training provider.
 - f. Conversion tables are available in the *Outside CE Policy* for converting minutes-to-contact hours and college credits-to-contact hours.
6. **CPR**- be sure to review page 2 of the *Outside CE Policy* before submitting CPR
7. **Healthstream** trainings – provide your Healthstream transcript. Be sure the version you submit contains your name and the estimated times of completion as integral parts of the document. The estimated times of completion must be administrator-assigned. Some estimated times of completion may be rejected if NCCT determines them to not be administrator-assigned. Instructions for obtaining your Healthstream transcript can be found here: http://www.healthstream.com/HLCHelp/Student/Printing_a_Student_Transcript.htm
8. **UpToDate** training – include an Activity Log that lists each course.
9. **Recurring employer-required training**, such as BBP, infection control, MRI safety, HIPAA, compliance, POCT, and other annual refreshers are accepted for recertification credit once every 5 years. If resubmitted prior to that, NCCT will reject as a repeat. Monitor your outside CE history to avoid submitting repeats.
10. **Employer-specific training** (such as facility orientation, language services, security, time-keeping, human resources) are not accepted for NCCT recertification credit.
11. **EHR/EMR** and other computer-based training is limited to 50% of the annual CH requirement for most NCCT certifications.
12. **College courses** – see page 4 of the *Outside CE Policy* for details about eligible college courses.
13. Are you a Tech in Surgery (NCCT)? We've partnered with Pfiedler Education to provide you with comprehensive and relevant surgical topics at no additional cost to you. Visit <https://www.pfiedlereducation.com> . Be sure to avoid submitting repeat activities to NCCT.
14. **REPEATS** – monitor your outside CE history to avoid submitting repeat or duplicate courses.

If any outside CE entries you've made do not meet these requirements, you will have the opportunity to delete any offending entries from your recertification dashboard and replace it with eligible CE **before submitting your recertification application to NCCT.**



Reminder: Outside CE submissions that are found to be non-compliant with the *Outside CE Policy* will be rejected and the certification holder will be assessed a \$10 audit fee that must be paid before recertification can be granted. Certification holders will be given the opportunity to correct any non-compliant outside CE submissions, or they may instead complete NCCT's online CE or submit new, eligible outside CE.