



National Center for Competency Testing

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CE-0309

Outside CE Course Submission and Acceptance Policy

Rev: January 2019

OUTSIDE CONTINUING EDUCATION (CE) REQUIREMENTS

- 1 Outside CE activities/courses should have a clear objective to improve current skills and knowledge or to develop new relevant skills and knowledge.
- 2 CE activities/courses must be completed after the NCCT certification exam date.
- 3 Courses cannot be older than the year immediately preceding the recertification year, i.e. for the 2019 recertification year, courses cannot have been completed prior to 2018.
- 4 Those choosing to recertify with any outside CE must still pay the entire recertification fee.
- 5 The recertification fee is required prior to submitting outside CE.
- 6 All outside CE is submitted online at www.ncctinc.com/ce by logging into your Recertification/CE Dashboard and following the online instructions.
- 7 All outside CE submissions are subject to audit. Supporting documents of completion are required and may be reviewed for acceptability. Outside CE submissions may not be approved if the supporting documents of completion do not meet policy requirements. Please see online instructions for submitting supporting documents of completion.
- 8 NCCT's Recertification Department may modify online outside CE submissions prior to approval if submission errors are detected.
- 9 Outside CE cannot be submitted until approximately 6 months prior to the active expiration date.

Examples of <i>Acceptable</i> Outside CE	Examples of <i>Not Acceptable</i> Outside CE
<ul style="list-style-type: none"> • Continuing education courses approved by the state, professional organizations, continuing education providers, etc. • Professional workshops, seminars, conferences, etc. • Inservices • College courses with a grade of "C" or better; courses must be related to professional development • Courses that require periodic renewals, such as BLS, ACLS, Spirometry, etc.* • Accepted once every 5 years: employer-mandated training in areas such as infection control, fire safety, etc. • Information system/electronic health record training: can be no more than 50% of required annual CH requirement 	<ul style="list-style-type: none"> • Teaching/Instruction • Presentations • Annual skills fairs • Skills competency assessments • Employer-specific training such as those designed to familiarize employees with the institution's policies and procedures; i.e. facility orientation • College courses not related to professional development • Course with identical content and objectives taken twice during the same renewal cycle • Courses taken before, i.e., duplicate/repeat courses • Volunteer work • CE courses less than 0.25 CH (15 minutes) in length • Curriculum review • Courses/Activities not completed during the recertification year or the immediate preceding year • Work experience • Work at health fairs/similar activities

Acceptable Documents of Completion- Activities	Acceptable Documents of Completion- College Courses
<ul style="list-style-type: none"> • Certificate of completion • Transcript • Attendance form/sign-in roster • Letter from employer/supervisor/educator (The letter must be on company letterhead and must list the activity title, date of completion and the amount of time spent in the activity. It must be signed by an authorized individual and their contact information provided.) • All documents must contain: <ul style="list-style-type: none"> ▪ Certificant name ▪ Title of activity ▪ Date of completion ▪ Provider of CE activity ▪ CH/CEU value or course length of time** ▪ Signature of activity presenter 	<ul style="list-style-type: none"> • Unofficial transcript or grade report • These documents must contain: <ul style="list-style-type: none"> ▪ Certificant name ▪ College name ▪ Term/Date of course completion ▪ Final grade for the submitted course(s)
Not Acceptable	Not Acceptable
<ul style="list-style-type: none"> • Announcements of seminars/workshops/conferences • Payment receipts • Registration confirmation 	<ul style="list-style-type: none"> • Class schedule • Tuition payment • Registration notification • Course syllabus

* Courses that require periodic recertification/renewal such as BLS, ACLS, AED, Spirometry, breath alcohol, urine collector, etc., are awarded 100% of the training time the first time the activity is submitted for NCCT recertification credit. When the individual completes the renewal course, 50% of the full training time will be awarded for NCCT recertification credit. The rationale for this policy is that the training curriculum does not change enough to meet the definition of a new continuing education activity. Exceptions to this policy may apply.

** CH/CEU values and/or course length of time must be an integral part of the document of completion. Handwritten or typed times added to the document are not acceptable as official time values. If the documents of completion lack official time/CH/CEU values, email conted@ncctinc.com or call Customer Service for instructions.

This is an excerpt of the outside CE policy. The complete policy is in the Guide to the Recertification Process handbook located in the Forms/Docs section of the NCCT website.