



# National Center for Competency Testing

**UPDATED FOR 2017**

## **PRINTED CE COURSES & RECERTIFICATION ORDER FORM**

Use this form to select and order printed CE courses, and to submit the recertification fee payment. CE courses are listed in alphabetical order; new courses are marked as new.

### ***PLEASE READ THIS IMPORTANT INFORMATION!***

1. There is an *additional charge of \$3.00 per contact/clock hour* to purchase printed CE courses. This cost must be included with your recertification fee payment or your order will not be fulfilled.
2. There is a *shipping fee* when you order printed CE courses. The shipping fee must be included with your payment or your order will not be mailed.
3. Use the following guidelines to select CE courses. **Note:** NCCT offers certification for many entry-level professions. Not all CE courses are applicable to everyone.
  - Identify course content related to the critical job competencies identified in the detailed test plan for your certification exam.
  - Identify courses based on your daily job tasks.
  - Select courses that are of interest to you or that will enhance your overall knowledge.
  - Select CE courses with course numbers you have not successfully completed. You can complete CE courses with the same titles that have different course numbers, as this indicates the courses and tests have been updated. If you have completed NCCT CE courses, you can view/print your CE transcript from the NCCT webpage, or you can email [conted@nctinc.com](mailto:conted@nctinc.com) or call Customer Service at 800-875-4404 to have a copy of your CE transcript mailed or emailed to you.
4. To order CE courses, place a  $\surd$  in the box to the left of the course title on pages 2 and 3 of this form. Add the costs of each printed course together and place the total below. Return this form to NCCT with the Recertification Order Form on page 4.

**TOTAL COST FOR INDIVIDUAL PRINTED COURSES\***

\$ \_\_\_\_\_

\*Add this amount to the recertification fee and the shipping fee on the Recertification Order Form on page 4.

**PRINTED CE COURSES ORDER FORM**

<b>Course Title</b>	<b>Course #</b>	<b>CH</b>	<b>Printing Cost</b>
2007 Certified Postsecondary Instructor© (CPI) Activity NOTE: This course requires the internet to access the reading materials†	1221007	6	\$18.00
2009 Bookkeeper Topics	1221309	5	\$15.00
2015 Procedure Billing Codes Update <b>NOTE: This course requires access to a 2015 Current Procedural Terminology Code book.</b>	1220615	5	\$15.00
A Guide to Wound Repair Coding	1221207	3	\$9.00
A Review of Arterial Blood Gases - P.A.C.E.® (approval expires 12/31/2018)	1220417	1	\$3.00
A Review of the Cardiovascular System and ECG Performance, Troubleshooting, and Interpretation	1220909	6	\$18.00
A Review of the Hematologic and Lymphatic Systems - P.A.C.E.® (approval expires 12/31/2017)*	1220116	4	\$12.00
A Review of the Muscular System	1221113	3	\$9.00
A Review of the Respiratory System	1220214	3	\$9.00
A Review of the Urinary System - P.A.C.E.® (approval expires 12/31/2017)*	1220416	2	\$6.00
An Introduction to Cancer - P.A.C.E.® (approval expires 12/31/2017)*	1220516	4	\$12.00
An Introduction to Cultural Competency	1229814	2	\$6.00
<b>*new*</b> An Introduction to Transfusion Medicine - P.A.C.E.® (approval expires 12/31/2018)*	1220117	4	\$12.00
An Overview of Labor, Delivery, and Dystocia	1220612	1	\$3.00
An Overview of Payroll Management	1221313	2	\$6.00
Anatomy & Physiology of the Ear, Eye, Nose, & Throat	1220713	3	\$9.00
Anatomy & Physiology of the Nervous System	1220613	3	\$9.00
Antibiotic Resistance	1229614	2	\$6.00
Anxiety Disorders - P.A.C.E.® (approval expires 12/31/2017)*	1220616	2	\$6.00
Aseptic Technique: Past and Present	1229414	3	\$9.00
Aspects of Professionalism - P.A.C.E.® (approval expires 12/31/2017)*	1221116	1	\$3.00
Attention Deficit Hyperactivity Disorder - P.A.C.E.® (approval expires 12/31/2017)*	1220716	2	\$6.00
Autism Spectrum Disorders - P.A.C.E.® (approval expires 12/31/2017)*	1220816	2	\$6.00
Bariatric Surgery	1220813	3	\$9.00
Bipolar Disorders in Adults - P.A.C.E.® (approval expires 12/31/2017)*	1220916	2	\$6.00
Bipolar Disorders in Children & Adolescents - P.A.C.E.® (approval expires 12/31/2017)*	1221016	2	\$6.00
Body Fluids – The Ins and Outs -P.A.C.E.® (approval expires 12/31/2017)*	1221216	5	\$15.00
Bookkeeper Tips for 2007-Revised NOTE: This course requires the internet to access the reading materials†	1221707	4	\$12.00
Brain Brawn - How Memory Works and Tips for Improving It	1229214	4	\$12.00
Chagas Disease After Organ Transplantation	1229014	2	\$6.00
Classroom Management for the Postsecondary Instructor	1221307	2	\$6.00
CLIA & Point of Care Testing - P.A.C.E.® (approval expires 12/31/2017)*	1220316	2	\$6.00
Coagulation Demystified - P.A.C.E.® (approval expires 12/31/2017)*	1221316	1	\$3.00
Common Laboratory Tests and Their Uses - P.A.C.E.® (approval expires 12/31/2018)	1220617	2	\$6.00
Common Sports Injuries	1221308	4	\$12.00
Computer Workstation Ergonomics	1221206	1	\$3.00
Coronary Artery Disease: Risk Factors, Diagnosis, & Treatment	1221806	3	\$9.00
Current Phlebotomy Topics	1222314	2	\$6.00
Current Surgical Topics	1220609	6	\$18.00
Denied and Rejected Claims-How to Get Them Paid	1222616	2	\$6.00
Depression 2014	1223514	2	\$6.00
Diabetes – Truths and Misconceptions - P.A.C.E.® (approval expires 12/31/2017)*	1221616	3	\$9.00
<b>*new*</b> Domestic Violence, Sexual Assault, & Crisis Intervention	1220817	2	\$6.00
Eating Disorders	1223614	1	\$3.00
Ebola and Other Viral Hemorrhagic Fevers - P.A.C.E.® (approval expires 12/31/2018)	1220717	3	\$9.00
ECG Update <b>NOTE: This course requires an internet connection to access the reading material.†</b>	1221013	4	\$12.00
Electronic Medical Records: Preparation & Implementation	1220411	2	\$6.00
Fair Labor Standards Act	1228814	1	\$3.00
Family Medical Leave Act	1228714	1	\$3.00
FDA Update: Approvals, Recalls, and Safety Alerts 1/07 – 6/07	1221607	5	\$15.00
Fires in the Operating Room	1221208	2	\$6.00
Frequently Asked Questions about Phlebotomy	1228614	5	\$15.00
Frequently Prescribed Drugs	1220511	6	\$18.00
<i>Fusarium</i> Keratitis	1228514	2	\$6.00
Gaining Rapport with Students on the First Day of Class	1220309	1	\$3.00
Getting the Red Out – An Introduction to Hemolysis - P.A.C.E.® (approval expires 12/31/2017)*	1221816	1	\$3.00
Hazardous Materials Safety	1228414	3	\$9.00
Heart Block Dysrhythmias	1221107	3	\$9.00
HIP, HIP, HUH? A Review of HIPAA Privacy and Security Laws	1221506	2	\$6.00
HIV & AIDS-The Anatomy of A Pandemic - P.A.C.E.® (approval expires 12/31/2017)*	1221516	3	\$9.00
How Much Do You Know Hepatitis?	1228214	2	\$6.00
Human Papillomavirus	1221507	2	\$6.00
Human Salmonellosis Associated with Animal-Derived Pet Treats	1228314	2	\$6.00
<b>*new*</b> ICD-10-CM Tips for Coders	1220917	2	\$6.00
Injections – Safe Practices and More	1221214	3	\$9.00

\*No P.A.C.E.® credit awarded for this course # after expiration date

† Contact Customer Service at 800-875-4404 if you want to complete this course and you do not have access to the internet.

Course Title	Course #	CH	Printing Cost
Instructor Tools for Teaching Postsecondary Students	1220209	1	\$3.00
Introduction to Employment Law	1228014	1	\$3.00
Introduction to ICD-10-CM: Part 1	1221212	3	\$9.00
Introduction to ICD-10-CM: Part 2	1221312	6	\$18.00
Introduction to ICD-10-CM: Part 3	1221412	6	\$18.00
Introduction to Procedure Codes – Medical Billing 101	1220409	4	\$12.00
Laboratory Panels Explained - P.A.C.E.® (approval expires 12/31/2017)*	1222116	3	\$9.00
Laboratory Specimen Collection for Doctor Office Personnel	1227914	6	\$18.00
Laparoscopic Surgery Fundamentals	1221706	4	\$12.00
Laws Prohibiting Employment Discrimination	1227814	3	\$9.00
Lice! A Problem for Millions of Years	1227714	3	\$9.00
Medical Malpractice	1227614	2	\$6.00
Medical Terminology 1: Basics	1227514	1	\$3.00
Medical Terminology 2: Anatomy	1227414	1	\$3.00
Medical Terminology 3: Suffixes	1227314	1	\$3.00
Medical Terminology 4: Prefixes	1227214	2	\$6.00
Medical Terminology Advanced Review	1227114	4	\$12.00
Medicare Billing Update for Outpatient Therapy	1220211	3	\$9.00
Methicillin-Resistant <i>Staphylococcus aureus</i> Skin Infections Among Tattoo Recipients	1227014	2	\$6.00
More Frequently Asked Questions About Phlebotomy	1226914	6	\$18.00
Needle Phobia - P.A.C.E.® (approval expires 12/31/2017)*	1222016	1	\$3.00
Newborn Screening Programs - P.A.C.E.® (approval expires 12/31/2018)	1220317	1	\$3.00
Nuts and Bolts for Bookkeepers	1222406	2	\$6.00
On the Job Safety	1226814	5	\$15.00
Outbreak of Mesotherapy-Associated Skin Reactions	1221406	1	\$3.00
Overview of Inventory Management and Cost of Goods Sold	1221314	2	\$6.00
Pacemakers <b>NOTE: This course requires an internet connection to access the reading material.†</b>	1220715	4	\$12.00
Patient Safety and Medical Errors	1221906	2	\$6.00
Phlebotomy - It's a Risky Business - P.A.C.E.® (approval expires 12/31/2017)*	1222416	3	\$9.00
Phlebotomy & Age Related Competencies	1226614	3	\$9.00
Phlebotomy Order of Draw - P.A.C.E.® (approval expires 12/31/2017)*	1221716	2	\$6.00
Phlebotomy Potpourri	1226514	3	\$9.00
Phlebotomy Preanalytic Variables - P.A.C.E.® (approval expires 12/31/2017)*	1220216	2	\$6.00
Post-Traumatic Stress Disorder	1222914	1	\$3.00
Prescription Drug Safety	1221606	2	\$6.00
Preventing Surgical Site Infections	1222306	3	\$9.00
Preventing Wrong Site Surgery	1221306	2	\$6.00
Probiotics: The Inside Story	1220311	2	\$6.00
Resumes, Applications, & Cover Letters	1223014	1	\$3.00
Safe Work Practices for Healthcare Professionals - P.A.C.E.® (approval expires 12/31/2018)	1220517	3	\$9.00
Schizophrenia	1223114	1	\$3.00
Sepsis and Blood Culture Specimen Collection - P.A.C.E.® (approval expires 12/31/2017)*	1222316	1	\$3.00
Sexual Harassment	1226414	3	\$9.00
Sexually Transmitted Diseases - P.A.C.E.® (approval expires 12/31/2017)*	1222216	3	\$9.00
Skeletal Anatomy and Fractures of the Lower Arm, Wrist, and Hand	1226314	1	\$3.00
Skin Cancer: Identification, Treatment, and Prevention	1222106	3	\$9.00
Test Writing Tips for Teachers	1222006	3	\$9.00
The "Bird Flu" & You	1226214	3	\$9.00
The "What Ifs" of Venipuncture - P.A.C.E.® (approval expires 12/31/2017)*	1221416	2	\$6.00
The Legal Concept of Negligence	1226114	2	\$6.00
The Patient Friendly Billing® Project	1222206	2	\$6.00
The Structures and Functions of the Integumentary System	1220914	2	\$6.00
*new* The Zika Virus & Other Diseases Spread by Mosquitoes - P.A.C.E.® (approval expires 12/31/2018)*	1220217	2	\$6.00
Tips for Pediatric Phlebotomy and Injections - P.A.C.E.® (approval expires 12/31/2017)*	1221916	1	\$3.00
Tomorrow's Jobs 2006-2016 - Outlook, Employment Sources, and Finding a Job	1220810	4	\$12.00
Tuberculosis: From Consumption to Molecular Diagnosis	1225914	3	\$9.00
Understanding Dyslexia in Education and Industry	1222516	1	\$3.00
Ventricular Dysrhythmias	1220911	3	\$9.00
Vitamin D-The Hormone from the Sun	1225814	2	\$6.00
West Nile Virus	1225714	2	\$6.00
Working Together-Strategies for Superior Internal Customer Service	1225614	2	\$6.00
Working with Difficult People	1225514	2	\$6.00
Workplace Violence	1225414	2	\$6.00

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## RECERTIFICATION ORDER FORM

Please complete & return to NCCT with recertification fee payment & other applicable costs.

### Personal Information

Name: \_\_\_\_\_ NCCT ID#: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

### Check the CE testing format you will use

<input type="checkbox"/> Online CE Course Download & Testing (no additional charges)	<input type="checkbox"/> CE CD-ROM (\$5.00 charge for CE CD-ROM + shipping*) <b>Mark one of the following.</b> <input type="checkbox"/> Online testing <input type="checkbox"/> Paper/pencil testing (includes answer sheets to return for grading)	<input type="checkbox"/> Printed CE Courses with Paper/Pencil Testing (\$3.00 charge per CH + shipping*; includes answer sheets to return for grading)
<input type="checkbox"/> Outside CE Submission (recertification fee required)	<p>*Include the cost of the CE CD-ROM or Printed CE Courses (from the <i>Printed CE Courses Order Form</i>) and shipping below.</p> <p style="text-align: center;"><b>These costs plus the shipping fee must be included with the recertification payment or your order will be delayed!</b></p>	

TOTAL HOURS NEEDED	
<ul style="list-style-type: none"> <li><i>Do you have 1 certification? You need 14 CH</i></li> <li><i>Do you have 2 or more certifications? You need 19 CH</i></li> </ul>	_____ CH
RECERTIFICATION FEE	
<ul style="list-style-type: none"> <li><i>Do you have 1 certification? You need to pay \$77.00</i></li> <li><i>Do you have 2 or more certifications? You need to pay \$104.50</i></li> </ul>	\$ _____
ITEM ORDERED, IF APPLICABLE	
Cost for Individual Courses (\$3.00 /CH; include <i>Printed CE Course Order Form</i> )	\$ _____
Cost for CE CD (\$5.00)	\$ _____
<b>Item Subtotal</b>	\$ _____
SELECT *ONE* SHIPPING FEE	
CE CD-ROM (online testing)	\$2.67
CE CD-ROM (paper/pencil testing; answer sheets included)	\$2.53
Printed CE courses (paper/pencil testing; answer sheets included)	\$3.43
<i>SHIPPING FEE</i>	
<b>PAYMENT TOTAL</b>	\$ _____

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

### *For Credit Card Use Only:*

Credit Card No. \_\_\_\_\_ Exp Date: \_\_\_\_\_

Address of Cardholder: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_