



2024
GUIDE TO
RECERTIFICATION



Guide to the Recertification Process

Table of Contents

RECERTIFICATION GENERAL INFORMATION	1
• Purpose	1
• Rationale	1
• Recertification Notices	1
• Recertification Requirements	1
• Recertification Fee Breakdown	2
• Active Expiration Date	2
• Recertification Period	2
• Reactivation of an Inactive Status	2
• Failure to Recertify	3
RECERTIFICATION PROCESS	3
CONTINUING EDUCATION REQUIREMENT	4
• NCCT CE Courses (Option 1)	4
- Online	
- ASCLS P.A.C.E® approved CE Courses	
- Course Corrections and Updates	
• Outside CE Submission and Approval (Option 2)	6
- Outside CE Submission Process	
- Outside CE Policy	
NCCT CE TRANSCRIPTS AND CERTIFICATES OF COMPLETION	13
INVALID CERTIFICATIONS AND APPEAL FOR REINSTATEMENT OF RECERTIFICATION PRIVILEGES	13
CHARGES FOR RECERTIFICATION-RELATED REQUESTS	15

Customer Service
800-875-4404

Hours:
Monday - Friday 7:30 am - 5:00 pm cst
Saturday 9:00 am - 3:00 pm cst
Sunday - Closed

Email: Contactus@ncctinc.com

Recertification - General Information

Once a credential is earned, maintenance of that credential is achieved through recertification. Recertification with NCCT is required annually (every year).

PURPOSE

NCCT requires the continuing professional development of its certificants to ensure that individuals who hold NCCT credentials maintain an ongoing commitment to learning, keep pace with developments in the field of healthcare, and strengthen their knowledge and skills. The mandatory recertification process provides certificants with the opportunity to demonstrate the reinforcement and expansion of their knowledge and skills, retain their knowledge of current practice, and assure the public that they have met current professional standards of qualifications and knowledge for practice required to maintain certification.

RATIONALE

The one-year recertification period established for retention of active status is based on both the scope of issues that face healthcare professionals and the Board of Testing's acknowledgment that new practices, research, and information are introduced in the field with enough frequency that professional development activities should be conducted routinely. The one-year requirement is to encourage certificants to remain up-to-date with both current best practices and emerging knowledge.

The five-year time period established for the full recertification cycle is based upon the Board of Testing's acknowledgment of the frequency of substantive changes in the field in keeping with the rationale for the job analysis cycle. It is the Board of Testing's belief that an individual who fails to recertify for five consecutive years no longer retains a valid NCCT credential.

The CH requirements were selected after researching benchmarks in all disciplines tested by NCCT.

RECERTIFICATION NOTICES

Certificants are sent three reminder notifications annually to the last known verified email address. Certificants can also opt in to receive a reminder by text message one month before the active expiration date. Certificants are responsible for notifying NCCT of any changes in address, including email address and phone number. Recertification is the responsibility of each NCCT certificant. NCCT is not responsible for notices that fail to reach certificants.

RECERTIFICATION REQUIREMENTS

The annual recertification requirements are the payment of a recertification fee and the completion of continuing education (CE) contact/clock hours (CH). Certificants are also required to adhere to the Code of Ethics and to notify NCCT of any felony convictions. The Code of Ethics can be found in the *Candidate Handbook*. Failure to comply with the Code of Ethics or failure to notify NCCT of a felony conviction may result in Board of Testing sanctions up to and including the revocation of credentials.

Annual CE Requirement

Credential	Annual required CE contact hours (CH)	Additional CE required for 2+ certifications
NCMA NCPT NCMOA NCPCT NCICS NCET CPI	12	0
TS-C (NCCT)*	14	0

* Annual CH requirement defaults to 14 if TS-C (NCCT) certification is held alongside another certification

Annual Recertification Fee

To Recertify a Single Certification	To Recertify 2+ Certifications
\$89	\$118

RECERTIFICATION FEE BREAKDOWN

The recertification fee payment supports the following activities:

- Development of NCCT CE Courses.
- Review/audit/approval of outside CE courses and the associated administrative duties.
- Other administrative activities associated with the recertification process, such as email assistance, account review, database management, recertification notices, website upgrades, accreditation compliance, and more.
- Other professional development activities required for continued recognition of NCCT credentials.

REQUEST TO RECERTIFY ONLY ONE CREDENTIAL

Certificants with more than one NCCT credential can request in writing to recertify only one of their credentials (e.g. an NCMA and NCPT who only wishes to recertify NCMA).

- A “non-renewal” status must be requested. No recertification reminders will be sent unless the certificant requests to lift the non-renewal in writing before the credential is invalid. NCCT is not responsible for notifying a certificant about a credential in a non-renewal status. Instructions for requesting a non-renewal are found in the file titled “Non-renewal Request Instructions” under the Forms/Docs tabs on the NCCT website.

ACTIVE EXPIRATION DATE

NCCT certifications are assigned an active expiration date one year (twelve months) from the initial certification issue date. The expiration date is noted on the certificate and ID card. In the event a certificant obtains multiple NCCT credentials, the active expiration month and day of all credentials will be moved to match the credential with the later calendar month/date. This is so all credentials for that certificant expire on the same day each year. Otherwise, the expiration month and day will always remain the same.

Once annual recertification requirements are fulfilled, the active expiration date will be moved ahead one year and if an active status was achieved, an updated ID card that reflects the new active expiration date will be issued.

RECERTIFICATION PERIOD

NCCT uses the terms **validity** and **status** in connection with the recertification period.

Following initial certification, NCCT credentials are in an *active status* for one year from the certification issue date and remain *valid* for five years from the certification issue date. Recertification is required annually to maintain an active status. Valid certifications can be held in an active or inactive status. Valid certifications in an inactive status become invalid if no annual recertification requirements are fulfilled for five consecutive years. A valid certification permits the individual to claim and use the credential.

Active status - A certificant who completes the annual recertification requirements prior to the active expiration date has maintained an active status.

Inactive status - A certificant who fails to fulfill the annual recertification requirements prior to the active expiration date moves into an inactive status.

REACTIVATION OF INACTIVE STATUS

Certificants may activate a valid credential in an inactive status by completing the annual recertification requirements for all missing years. Once the requirements are fulfilled the active expiration date will be the same as if the recertifications had been completed on time. NCCT imposes no penalty or fee for reactivation of an inactive status or for recertifying after the active expiration date has passed. However, applications for overdue recertification years must be submitted to NCCT one year at a time.

FAILURE TO RECERTIFY

If a certificant fails to recertify for five consecutive years after the most recent certification/recertification issue date, the credential becomes invalid and that individual can no longer use the NCCT credentials. Recertifications will not be processed for invalid credentials. Once a credential is invalid the individual has lost recertification privileges and must reapply for certification, meet the eligibility criteria for initial certification, and pass the certification examination in order to reinstate certification. Individuals who are ineligible to retake the examination have 90 days in which to file an appeal with the Board of Testing. NCCT credentials may not be used from the invalid date until the credential is fully instated.

See the *Invalid Certification and Appeal for Reinstatement of Recertification Privileges* section of this guide for more information.

The Annual Recertification Process - New for 2024!

NCCT certification holders with a 2024 active expiration date (and beyond) will use the updated recertification process listed below.

Stay aware of your annual active expiration date and keep your contact information current. NCCT sends recertification reminder notices via email and text messaging. Certification holders can opt-in to receive a text message notification one month before their active expiration date. Changes can be made through your Recertification Dashboard.

To Recertify:

1. Begin completing the required contact hours (CH) of CE at your convenience using one or both of the following options:
 - a. Complete NCCT's CE courses using our complementary online CE library; or
 - b. Submit non-NCCT CE courses by visiting your Recertification Dashboard
2. Complete all required CE hours for the recertification year you're working on. Your Recertification Dashboard will automatically tabulate your CE hours as you complete NCCT CE or submit outside CE. You are no longer required to complete additional CE for multiple NCCT certifications.
3. Click "Apply to Recertify" once all required CH have been applied for the certification year you are working on. You must be within six(6) months of your active expiration date to apply to recertify, and you can only apply to recertify one recertification one year at a time.
4. Complete the online application form no earlier than 6 months before your active expiration date. A separate application must be completed for each recertification year. Submission of this application form only applies to the recertification year for which you just completed the required CE hours.
5. Click "continue to payment" no earlier than 6 months before your active expiration date.
6. Wait 2-3 business days, or 9-13 business days if submitting outside CE, for NCCT to update your active expiration date. If any outside CE entries are non-compliant with NCCT's Outside CE Policy, you will be assessed a \$10 audit fee and given instructions for rectifying any discrepancies. Your recertification will be on hold until the fee is paid and all discrepancies are resolved.
7. View your updated electronic card once you've achieved an active certification status at www.ncctinc.com>profile>certification card. Your certification status can also be verified online using the "verify certification" function on the NCCT website if you have agreed to release the information to the public.
8. Failure to recertify before your active expiration date has passed results in an inactive certification status. A certification holder can regain an active status by fulfilling the missed recertification requirements for all missing years (one year at a time). The active expiration date will be the same as if the certification had renewed on time. NCCT imposes no penalty or fee for recertifying after the expiration date has passed.
9. However, failure to recertify for five consecutive years results in an invalid certification and the loss of NCCT credentials.

Continuing Education Requirement

The continuing education requirement can be fulfilled two ways; completion of NCCT CE or submission of eligible non-NCCT CE ("outside CE").

The full recertification fee payment is due for both methods and is non-refundable.

NCCT CE ONLINE

NCCT offers complimentary online continuing education to valid NCCT certification holders. Individual NCCT CE courses typically range from 1-6 contact hours (CH) in length and generally cover a wide variety of healthcare-related topics. To receive passing credit, a score of 70% or higher is required.

How to Choose NCCT CE Courses

NCCT CE is available through a certification holder's recertification dashboard on their NCCT user account.

To select which NCCT CE courses to complete, certificants should consider the following:

- Choose course content related to the critical job competencies identified in the certification exam detailed test or based on daily job tasks.
- Select courses that are of interest to the certificant or will enhance the certificant's overall knowledge.
- Note that NCCT offers certification for many entry-level professions and not all CE courses are applicable to everyone.
- Credit is not given for an NCCT CE course number that has already been successfully completed.
- If completed CH amounts add up to more than needed for that recertification year, the excess CH cannot be applied to future recertification years.
- Some CE courses require internet access for the reading material.
- A contact hour (CH) is the length of time required for completion of a CE activity. A course that is 1 CH should require approximately one hour to read the course material and complete the test, a 2 CH course should require two hours, etc.. The CH value is determined using the Mergener Formula, which is based on the number of words (excluding references) and test questions, and the difficulty of the material for the target audience.

How to search for NCCT CE courses

- Drop down by certification type
- Sort by newest (note- that last two digits of the course number represents the year that course was newly released, i.e., a course that ends in "23" was released in 2023).
- Sort alphabetically, or search by keyword, course number, or title
- Show only ASCLS P.A.C.E.® approved courses. note - NCCT's testing system is unable to distinguish between CURRENT and EXPIRED P.A.C.E.® courses. If you require P.A.C.E.® credit for state licensure (such as California CPTs) be sure to check the P.A.C.E.® expiration date. However, expired courses are still acceptable for NCCT recertification credit.
- Note - ASCLS P.A.C.E.® courses are not required but NCCT provides them as a option for NCCT certification holders who also must meet state licensing requirements (i.e. CPT holders in California).

a. NCCT CE Online (con't)**Completing NCCT Courses - New for 2024**

The online courses are in .pdf format and require Adobe Reader to view them. An online CE test that has been started must be finished before another online CE test can be opened. A successfully passed CD course number will show as "completed" and cannot be retaken. A course that is failed twice (<70%) will become locked and certificants must notify NCCT at conted@ncctinc.com to request the test be reopened. After four failures the course will remain locked permanently.

1. NCCT certification holders with a valid certification and a 2024 (or beyond) active expiration date can complete NCCT CE courses at their convenience. Payment of the recertification fee is not required until the final step of the recertification process.
2. Access NCCT's online CE through the recertification dashboard on the NCCT user account .
3. Use the information in the previous section to guide the CE course selection process.
4. Read the course material and review the test at the end of the course material. Make written documentation of the answers, if desired.
5. Open the corresponding online CE test.
6. Select the answer to each question by clicking in the circle to the left of the answer option. Once all test questions are answered, click "finish and grade". The score will be displayed as well as all the missed questions. To preserve test security, the correct answers are not given for missed questions.
7. Complete the online post-test survey for P.A.C.E.® approved courses.
8. The recertification dashboard will auto tabulate as contact hours of CE are successfully completed. Completed CH will apply only to the recertification year that is being worked on. Excess hours do not carry over.
9. Continue to complete the additional contact hours (CH) on NCCT CE until the CH requirement is met for that recertification year.
10. Once the CH are fulfilled for that recertification year, the recertification application and recertification fee payment can be submitted (no earlier than 6 months prior to the active expiration date).

ASCLS P.A.C.E.® APPROVED NCCT CE COURSES

Through the American Society for Clinical Laboratory Science (ASCLS) Professional Acknowledgment for Continuing Education (P.A.C.E.®) program, NCCT is an accepted provider of CE by the state of California Laboratory Field Services for the purpose of CPT license renewal. NCCT offers several P.A.C.E.® approved CE courses. NCCT-certified phlebotomy technicians in California should include some ASCLS P.A.C.E.® approved CE courses when recertifying with NCCT to enable them to meet both NCCT and state requirements (note - renewal of state requirements must be accomplished through the state, as this is separate from NCCT).

Additional information about P.A.C.E.® program:

1. The Accrediting Agency (AA) number for ASCLS P.A.C.E.® is #0001.
2. ASCLS P.A.C.E.® courses may be eligible for renewal credit in other states that require phlebotomy licensure. Check with your state.
3. ASCLS P.A.C.E.® courses may be completed by any NCCT certificants for NCCT recertification credit.
4. ASCLS P.A.C.E.® assigns a two-year expiration date for courses they have approved. This expiration date is on the front page of the course.
5. Courses completed after the expiration date has passed cannot receive P.A.C.E.® credit for the course, but still receive NCCT recertification credit.
6. Once a P.A.C.E.® expiration date is approaching, NCCT reviews the course and updates it as necessary. The updated version is resubmitted to ASCLS P.A.C.E. for re-approval consideration. If granted, a new course number and new two-year expiration date is assigned.
7. ASCLS P.A.C.E.® assigns the contact hour (CH) value of approved courses, not NCCT.
8. P.A.C.E.® certificates of completion can be downloaded and/or printed after successful completion of a P.A.C.E.® approved course. See the *CE Transcripts and Certificates of Completion* section for instructions.
9. To comply with P.A.C.E.® requirements, NCCT requests post-course evaluations after completion of any P.A.C.E.® approved courses.

NCCT CE COURSE CORRECTIONS AND UPDATES

Occasionally a CE course must be corrected or updated without the course number changing. If a suspected discrepancy is found within an NCCT CE course, please go to <https://www.ncctinc.com/forms-and-documents> and review the file titled *CE Updates and Revisions*. If no entry is found that pertains to the discrepancy in question, please email the concerns to conted@ncctinc.com.

OUTSIDE CE SUBMISSION AND APPROVAL PROCESS - New for 2024

NCCT accepts some non-NCCT CE activities for recertification credit. These "outside CE" activities must comply with the Outside CE Policy and are reviewed for acceptability when the recertification application is submitted alongside the recertification fee payment.

- If a certification holder wishes to meet the annual CH requirements with any non-NCCT CE, the outside CE activity information must be submitted one activity at a time through the recertification dashboard on the user's account. Outside CE activities cannot be reviewed for acceptability on-the-spot. Outside CE is only reviewed by NCCT once all CH are fulfilled for the certification year and the recertification application is submitted alongside the recertification fee payment for that year. It is the responsibility of the certification holder to ensure all the submitted outside CE activities comply with the Outside CE Policy. NCCT certification holders are given the opportunity to remove previously entered non-compliant outside CE entries and replace them with eligible CE before submitting the application to NCCT.
- NCCT offers outside CE review/approval as a courtesy to its certificants for no additional charge beyond the recertification fee. Submitted outside CE activities that are compliant with the Outside CE Policy will be approved at the time of initial review. However, if at the time of review, any outside CE entries are determined to be out of compliance with the Outside CE Policy, that certification holder will be assessed a \$10 audit fee and will be emailed instructions for rectifying any discrepancies. The recertification will be on hold until the audit fee is paid and all CE discrepancies are resolved or NCCT CE is instead completed.
- Consider turnaround times before submitting a recertification application that contains any outside CE entries. Outside CE undergoes a review and approval step that prolongs the recertification process. If a recertification must be completed in less than two weeks from the date of submission, the NCCT certification holder should instead consider completing NCCT CE.
- A recertification that is delayed beyond the active expiration date will cause the certification to move into an inactive status.

OUTSIDE CE SUBMISSION PROCESS

1. Prior to entering any outside CE activities via the recertification dashboard, read the Outside CE Policy and review the Outside CE Checklist. It is the responsibility of the certification holder to ensure all submitted outside CE activities comply with the policy.
2. Within the recertification dashboard, click the tab to add outside CE.
3. Complete all five fields of the online submission form for each outside CE activity. Each course must be entered one-by-one with its own date of completion and CH value - for proper evaluation of eligibility toward recertification credit. Click "Add Activity" for each outside CE activity.
4. Be sure to enter one activity at a time. The entries become a list that shows the outside CE submission history.
5. As each outside CE activity is added, the CE tracker on the dashboard will automatically tabulate and the outside CE entry will appear on that year's CE progress on the dashboard. This does not mean the activity has been accepted. The CE tracking feature is a dashboard feature for the certification holder's use.
6. The system will limit the amount of CH that can be entered to the amount required to fulfill the year's CE. Excess hours cannot be rolled into future recertification years and will be discarded.
7. All corresponding supporting documents of completion are required before submitting the recertification application and recertification fee payment. The documents can be directly uploaded to the user account or emailed as attachments to conted@ncctinc.com.
8. Once all CE CH for the recertification year have been applied, the certification holder must then complete the recertification application (no sooner than 6 months before the active expiration date).
9. Prior to submitting the application and making the recertification fee payment, the certification holder will be given the opportunity to remove any outside CE entries that may be non-compliant with the Outside CE Policy, and replace them with either new outside CE or NCCT CE.
10. All recertification applications containing outside CE submissions undergo a separate review/approval step. This step is completed within 7-10 business days, but the final review and subsequent updating of the active expiration date requires an additional 2-3 business days. Therefore, the entire recertification process when submitting outside CE can take up to 9-13 total business days.
11. At the time of review, compliant outside CE activities will be approved. Outside CE activities that are found to be non-compliant are audited. The certification holder will be assessed a \$10 audit fee and will be instructed by email of the steps needed to rectify any discrepancies.
12. The recertification will remain pending until the certification holder addresses the non-compliant CE or otherwise fulfills the necessary requirements.
13. The specific non-compliance issue will be documented on the certification holder's Outside CE History.
14. The Outside CE History on the user account should be monitored for status updated on all submitted outside CE activities. Certificants should also monitor the email address associated with their NCCT user accounts for correspondence from the recertification department, however emails are only sent regarding non-compliant CE activities.

OUTSIDE CE POLICY - 2024 Recertification and Later

- NCCT accepts some non-NCCT CE activities for recertification credit as a courtesy to our certification holders for no additional charge. These “outside CE” activities must comply with this Outside CE Policy and are reviewed for acceptability when the recertification application is submitted alongside the recertification fee payment. It is the responsibility of the certification holder to ensure all submitted outside CE activities comply with this Policy.
- Turnaround times should be considered before submission of outside CE, as all outside CE undergo a separate review and approval that prolongs the recertification process. NCCT reviews all outside CE submissions once the recertification application has been submitted. Any outside CE entry determined to be non-compliant with policy will be audited, a \$10 audit fee will be assessed, and the certification holder will be notified by email of the corrective action to take. The recertification will remain pending until the certification holder addresses the non-compliant CE or otherwise fulfills the necessary requirements.
- In cases of repeated non-compliance with the policy, NCCT reserves the right to revoke an individual’s privilege of fulfilling the recertification requirements with outside CE. The certification holder would be required to complete NCCT’s complementary online CE.
- 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.

1. Outside CE Activities must have a clear objective to develop new or improve current credential-related skills and knowledge. Topics unrelated to the credential will not be accepted.
2. Outside CE is submitted online through the NCCT user account. The outside CE online submission form is found on the Recertification Dashboard. Outside CE can only be submitted through the primary user account with a valid certification.
3. The online instructions within the online submission form must be followed or the outside CE activity cannot be approved.
4. Supporting documents of completion are required for each submitted activity and must be uploaded to the NCCT user account or emailed to conted@ncctinc.com. Upload is the recommended method. Documents must be uploaded PRIOR to submission of the recertification application to avoid the \$10 audit fee from being imposed. NCCT discourages faxing of documents and may reject faxes if the quality of the documents is affected.
5. An outside CE activity must have been completed no earlier than the calendar year immediately preceding the recertification year to be considered for recertification credit (i.e., a course completed in 2023 can apply to the 2024 recertification year but not 2025).
6. Supporting documents of completion must be generated by the provider of the CE activity (primary-sourced). NCCT cannot accept modified or copied/pasted content.
7. NCCT recertification staff may edit any submissions determined to contain an error.
8. **ONLY ONE RECERTIFICATION YEAR CAN BE COMPLETED AT A TIME.** Excess outside CE hours cannot carry over into future recertification years and will be discarded.
9. NCCT accepts contact hour values that are based on the International Association for Continuing Education and Training (IACET) official standard. Not all CE providers utilize this standard for the determination of their continuing education credits. Therefore, some submitted outside CE activities may be approved for a contact hour value that differs from the CE credit value assigned to the activity by the CE provider.
10. **Healthstream activities:** Healthstream transcripts containing administrator- assigned estimated time of completion of CE credit are required. Estimated times of completion that are not administrator-assigned by the employer are not accepted for CE credit.
11. **Up-to-date activities:** require an activity log that lists each completed course, date of completion, and CH value.

TYPES OF CE ACTIVITIES

Types of Outside CE Activities	
Acceptable	NOT Acceptable
<ul style="list-style-type: none"> Continuing education courses approved by the state, professional organizations, continuing education providers, etc. Professional workshops, seminars, conferences, etc. In-services Completed college courses with a grade of "C" or better; course subjects must relate to professional development for the credential held; i.e., a medical assistant pursuing a nursing degree* Activities that require periodic renewal such as CPR, BLS, PALS, first aid, spirometry, etc.** Accepted once every 5 years: recurring employer-required training (compliance, HIPAA, fire safety, bloodborne pathogens, infection control, hazard communication, MRI safety, regulatory requirements, etc.) Information systems/EHR/EMR can count for no more than 50% of annual CH requirement 	<ul style="list-style-type: none"> Teaching/instruction Presentations Skills fairs or work at health fairs/similar activities Skills competency assessments or proficiency testing Employer-specific training such as facility orientation, time keeping systems, employee performance reviews, staff meetings, town halls, new hire onboarding, etc. Activities with the same content and objectives taken twice during the same recertification year Activities completed before; i.e., repeat/duplicate Volunteer work Activities less than 0.50 CH (30 minutes) in length Curriculum review Activities completed earlier than the calendar year immediately preceding the recertification year (i.e., a course completed in 2021 cannot apply to 2023) Activities completed prior to NCCT exam date Work experience Inspections/site visits Handbook or policy acknowledgment/attestation Courses/training for which no standardized expected time of completion or formal CE credit value has been assigned by the trainer/educator College courses not related to the credential held. In-progress college courses* Lab courses when the co-requisite lecture portion was not passed with a C or better

* See page 3 for college course information

** Courses that require periodic recertification/renewal can be submitted to NCCT once for full training credit. Renewal courses are awarded 50% of their training credit.

BLS Provider - 4.5CH for AHA (4CH for ARC), renewal 2.25CH, many are fewer. NCCT does not accept most online CPR courses

ACLS and PALS - 9CH (AHA), renewal 4.5CH

BLS + ACLS + PALS - When multiple CPR courses are submitted to NCCT for the same recertification year, credit is reduced to subtract overlapping content. Ex: ACLS + PALS = 9CH + 2CH, renewals 50% each. BLS + ACLS or PALS = 4.5CH + 4.5CH, renewals 50% each

First Aid - 1CH, renewal 0.5CH

HeartSaver CPR/AED - 3CH (AHA), renewal 1.5CH

HeartCode BLS online - 1CH, **HeartCode ACLS** online - 2CH, **HeartCode PALS** online - 3.75CH (all renewals 50%)

RQI - 1CH up to 4x per year for one year, all future years are 0.5CH up to 4x per year

Crisis Prevention (CPI) - max of 8CH for initial (unless fewer assigned by training administrator), renewals max 4CH

Spirometry - max of 16CH for initial (unless fewer assigned by training administrator), renewals max 8CH

DOT BAT - max of 4CH (unless fewer assigned by training administrator), renewals max 2CH

Urine drug screen collector - max of 4CH (unless fewer assigned by training administrator), renewals max 2CH

Instructor training - no credit is awarded for "train the trainer" courses or instructor training courses.

COLLEGE COURSE INFORMATION

College Course Information

For NCCT's healthcare certifications, college courses must apply to healthcare. These generally include core classes for many healthcare-related majors. Even for acceptable majors, some of the program prerequisites will not be acceptable for NCCT recertification credit.

Not all healthcare majors are considered professional development for all NCCT certifications, and partial credit may be awarded. For example, a phlebotomy technician learning radiological imaging or emergency medical technology cannot fulfill more than 50% of their annual CE requirement with courses from these programs, and credit will be reduced. However, full credit can be awarded to a phlebotomy technician learning medical laboratory science.

College courses must be completed and passed with a "C" or better. Note: Co-requisite labs for biology and chemistry courses will not be awarded credit if the lecture portion was not passed with a "C" or better.

Examples of acceptable college courses (list is not exhaustive)	Examples of <u>not</u> acceptable college courses (list is not exhaustive)
<p>Core classes for healthcare-related programs, excluding Health Information Technology (HIT) and Healthcare Administration (HCA) majors.</p> <p>Most biology courses (must relate to human/mammalian biology or microbiology. Evolutionary biology, wildlife biology, and earth sciences are not acceptable)</p> <p>Medical Terminology</p> <p>Chemistry (general, organic, or biochemistry - up to two courses per degree program)</p> <p>Psychology (up to one course total)</p> <p>Math/Statistics (up to one course total)</p> <p>Leadership/management (up to one course total, must relate to healthcare)</p> <p>Ethics (up to one course total, must relate to healthcare ethics)</p> <p>Nutrition (up to one course total)</p> <p>Sign language (up to one course total)</p> <p>Health Information Systems (up to one course total)</p>	<p>Humanities (English, history, religious studies, philosophy, and art history - one healthcare ethics course can be accepted)</p> <p>Social science (anthropology, economics, political science, or sociology, One psychology course can be accepted)</p> <p>Composition/writing/scientific writing/public speaking</p> <p>Foreign language unless specifically related to healthcare communication</p> <p>Electives such as music, physical education, acting, dance, photography</p> <p>Business (such as accounting, finance, marketing)</p> <p>Earth sciences/ecology/geology/meteorology/astronomy/evolutionary biology</p> <p>Arts/fine arts</p> <p>Computer/information systems (one health information systems course can be accepted)</p> <p>Teaching/education courses</p>

How to convert time values to contact hours (CH)

*note all decimals must be rounded to the nearest 0.25. If less than 1 CH, a zero must be entered before the decimal point

Course length	Number of Contact Hours
0-29 minutes	do not enter course
30-39 minutes	0.5
40-54 minutes	0.75
55-69 minutes	1
70-84 minutes	1.25
Etc.	

How to convert college credits to contact hours (CH)

1 semester hour = 15CH
1 quarter hour = 10CH
1 trimester hour = 12CH

Only a single recertification year can be completed at a time. Excess CHs cannot carry over into future recertification years. For college courses that are worth more CH than required for recertification, enter a single eligible course for 12CH (or 14CH if TS-C). In most cases, a single college course will cover the required CH for a recertification year.

REQUIRED PROOF OF COMPLETION - must accompany all outside CE submissions - upload to NCCT user account**Acceptable Supporting Documents of Completion
(documents must be generated by the CE provider)**

CE Activities	College Courses
<ul style="list-style-type: none"> ▪ Certificate of completion ▪ Transcript ▪ If the above documents are unavailable, or they are not acceptable due to missing information, a letter from the clinical educator or training provider may be submitted. The letter must be on company letterhead and contain the educator/trainer signature, their title and direct company email address, and all information listed below. <p>Documents must contain all of the following:</p> <ul style="list-style-type: none"> - Certificant name - Activity Name - Date of completion - Provider of CE activity - Contact hour (CH) or course length of time*** - Signature of activity presenter 	<ul style="list-style-type: none"> ▪ Unofficial transcript or grade report <p>Must contain all of the following:</p> <ul style="list-style-type: none"> - Certificant name - College name - Term/date of course completion - Course title - Final grade

NOT Acceptable Supporting Documents of Completion

CE Activities	College Courses
Announcements of upcoming activities, payment receipts, registration confirmation/notification, third-party list/CE tracker, spreadsheets, or content that has been copied/pasted into a document or email.	Class schedule, tuition payment, course syllabus, testing out of course, course audit, in-progress courses, mid-term grades.

*** CH/CEU values and/or course length of time must be an integral part of the document of completion. Handwritten or typed values added to the document are not acceptable as official time values.

ADDITIONAL INFORMATION**CH Values**

One (1) contact/clock hour (CH) is assigned to a course that is expected to require one hour (approximately 60 minutes) to read the course material and complete the post-test. **The CH/CEU value assigned to a course is determined by the training provider or educator.** Some online courses track a "time of completion" or a "duration attended" that represents the length of time an individual was logged into the course. These vary from person to person and can be inflated if an individual walks away from the computer with the course in progress. Therefore, these times are not convertible to CH and are not acceptable for recertification credit.

Employer-Required Training

Employer-required training is a condition of employment and is recorded by the employer using a method that may not meet this Outside CE Policy. Thus, not all employer-required training is eligible for use for recertification of an NCCT credential. Recurring training (i.e., bloodborne pathogens) is acceptable for new recertification credit once every five (5) years.

Recertification Application - New for 2024

NCCT certification holders with a 2024 active expiration (and later) are required to complete and submit an online recertification application for each recertification year. NCCT's system will guide the completion of a single recertification year at a time.

Instructions:

1. Complete all required CE hours for the recertification year.
2. Click "Apply for Recertification" no earlier than 6 months prior to the certification holder's active expiration date.
3. Read and click each required check box. The outside CE attestation check box is required of all recertification applicants even if no outside CE is included at the time of application.
4. Failure to adhere to NCCT's Code of Ethics may result in Board of Testing sanctions up to and including revocation of credentials.
5. Report any felony conviction since the last reporting period (reporting of felony convictions is an NCCT Board of Testing requirement). Failure to report a felony conviction may result in Board of Testing sanctions up to and including revocation of credentials.
6. Acknowledge the processing times for recertification applications. If outside CE is included but the turnaround time is too long, consider one of the following actions:
 - a. If a recertification must be completed in less than two weeks from the date of submission of the application, the NCCT certification holder should instead consider going back and removing the outside CE entries and fulfilling the CH with NCCT CE instead.
 - b. NCCT certification holders can also elect to pay the \$20 rush fee. Payment of the rush request fee places your application in the front of the queue for that day and does not guarantee your application will be processed immediately. If any discrepancies are found in your application, NCCT will contact you at your email address on file with instructions for rectifying the problem(s). Payment of the rush fee does not guarantee a recertification will be completed by a specified date.
7. Click "Continue to Payment" to pay the applicable amount. Only one recertification year can be paid for at a time. Each recertification year requires its own application. Recertification fees are non-refundable.
8. Once all steps are completed, the CE, application, and payment are all submitted to NCCT for processing. The recertification dashboard will display a confirmation message with further instructions.

NCCT CE Transcripts and Certificates of Completion

Unofficial NCCT CE transcripts are free and can be downloaded for NCCT CE courses only (no transcripts can be downloaded for outside CE submissions; certificants should instead refer to the *Outside CE History* on the user account). Free certificates of completion are also available for download for ASCLS P.A.C.E.® approved NCCT CE courses. Transcripts and certificates of completion completed during a recertification year only become available once the recertification application and recertification fee payment for that year have been submitted and processed.

1. Log in to user account at www.ncctinc.com/ce
2. Go to the *Recertification/CE Dashboard*
3. From left-hand menu, click *CE Transcript/P.A.C.E.® Certificates*
4. Click *Download/Print Your CE Transcript* and/or generate a P.A.C.E.® certificate pdf.

If maintaining an active status with NCCT, certificants may request one free official NCCT CE transcript per year by calling Customer Service or sending an email to conted@ncctinc.com. Additional requests for transcripts are \$12.

Invalid Certifications and Appeal for Reinstatement of Recertification Privileges

An NCCT certification becomes invalid if the annual recertification requirements are missed for five recertification years. The invalid date is five (5) years from the most recent active expiration date.

Individuals with an invalid certification who do not qualify to retake the exam, and can demonstrate evidence that qualifying extenuating circumstances prevented them from fulfilling their recertification requirements, may request an appeal for reinstatement of recertification privileges.

- Once a certification becomes invalid due to a failure to recertify, a decision to determine if the individual can be allowed to recertify, must be made by the NCCT Board of Testing.

- Those who qualify to take the certification exam via routes 2 or 3 are not eligible for reinstatement of recertification privileges. They must instead take the certification exam.
- Appeal requests must be received by NCCT within 3 months (90 days) of the invalid date.
- A non-refundable appeal request fee of \$100 is due when filing an appeal. The appeal request fee covers the costs associated with processing the appeal.
- NCCT's Board of Testing will only consider appeals if provable extenuating circumstances prevented an individual from meeting their recertification requirements.

Qualifying Extenuating Circumstances

- Military assignment overseas (copy of military orders required)
- Serious Illness (documentation required)
 - All appeal decisions are issued by NCCT's Board of Testing based on the evidence presented. Not all claims of qualifying extenuating circumstances will result in an approved appeal.
 - Even in the event of qualifying extenuating circumstance, NCCT's Board of Testing will not approve appeals for individuals who have not worked in their credentialed discipline for the past five years. The Board believes these individuals have not kept up with the changes in the field.

The following are not considered extenuating circumstances and appeals will not be approved:

- Financial hardship
- Family/personal hardships or responsibilities
- Misunderstanding published recertification policies and processes
- Recertification notices that failed to reach the certificant
- Any other circumstances not listed as a qualifying extenuating circumstance

RECERTIFICATION APPEAL INSTRUCTIONS

1. Determine if the reason for appeal qualifies as an extenuating circumstance.
 - a. If so, continue to step 2.
 - b. If not, do not file an appeal (the \$100 appeal request fee is non-refundable). The only way to regain a valid certification is to qualify apply, and retest. See the NCCT website for qualifying criteria.
2. Contact NCCT at conted@ncctinc.com to initiate the recertification appeal process within 90 days of the invalid date. The appeal window closes after 90 days.
3. NCCT will prepare and email the *Appeal for Reinstatement of Recertification Privileges* form, along with specific instructions.
 - a. Complete the form and return it to NCCT within 30 days along with the following:
 - i. \$100 appeal request fee
 - ii. All required supporting proof of extenuating circumstances
 - b. If mailed, send the documents to the attention of the Director of Recertification. The supporting documentation must thoroughly demonstrate an inability to meet the recertification requirements for five years.
4. Upon receipt of the completed form, supporting proof, and \$100 fee, the Director of Recertification will prepare the appeal case and submit it to the Board of Testing. The Director may request additional information if needed to properly establish the case.
5. The Board of Testing will review the case at the next regularly scheduled Board meeting and will vote to either approve or deny the appeal. The individual will be notified of the Board decision by the Director via email and mail.
6. If denied, the individual can only regain certification through qualification, application, and successful passing of the certification exam. The \$100 appeal request fee is not refundable.
7. If the appeal is approved, the individual has 90 days to fulfill all missing recertification requirements to bring the certification back to a valid, active status as stated on the appeal request form. An approved appeal reinstates recertification privileges; the recertification must still be paid for and completed. The use of NCCT credentials is not allowed until the certification is again valid. Note - the appeal request fee will be applied toward **one year** of the overdue recertification fees. If there are no overdue recertification fees, a credit will be placed on the account for use toward the next year's fees.
8. Failure to fulfill the requirements within 90 days results in the credential(s) remaining invalid. NCCT will not refund the appeal request fee. No further appeals are allowed and the individual cannot use NCCT credentials unless the exam is retaken and passed.

Charges for Recertification-Related Requests

Item	Cost
Resend certificate or ID card (due to non-receipt)*	\$15.00 each
Replacement certificate or ID card (due to name change or lost document)	\$15.00 each
Official NCCT CE transcript of P.A.C.E.® certificates sent by mail**	\$12.00
Appeal Fee	\$100.00
Rush Request Fee	\$20.00

* If the original mailed certificate/ID card was sent to the correct address but not received, a second mailing will be provided free of charge. If the second mailing is also not received, the \$15.00 resend fee will be imposed for the third attempt and must be mailed to an alternate address.

If the original mailed certificate/ID card was not received because the mailing address was not updated with NCCT, the \$15.00 charge will be imposed.

Note: ID cards are available electronically through NCCT user account. Physical ID cards are only mailed on request.

** One free mailing per year if certified by NCCT and maintaining an active status.