

Insurance & Coding Specialist Eligibility Criteria

CHOOSE YOUR ROUTE

There are **FIVE (5)** routes of eligibility to take the NCICS exam. Select your route of eligibility from the following:

1. Current High School Student

Are you a **CURRENT** High School Student in an Insurance & Coding program from an NCCT (authorized) school?

- You must be a United States high school student.
- Upon obtaining a passing score on the National Certified Insurance & Coding Specialist certification exam, you will receive a provisional certification.
- Upon graduation you must submit a copy of your Insurance & Coding diploma, certificate of completion, or official (signed) transcript with graduation date to obtain full certification.
- All required documents must be submitted within two years after successful program completion in order for your certification to be released.

2. Current Non-High School Student

Are you a **CURRENT** Non-High School Student in an Insurance & Coding program from an NCCT (authorized) school?

- You must be a United States high school graduate or hold equivalent credentials (e.g., GED).
- You must submit a copy of your Insurance & Coding diploma, certificate of completion, or official (signed) transcript with graduation date to obtain full accreditation.
- All required documents must be submitted within two years after successful program completion in order for your certification to be released.

3. Graduate

Are you a **GRADUATE** from an Insurance & Coding program from an NCCT (authorized) school, within the past **FIVE (5)** years?

- You must be a United States high school graduate or hold equivalent credentials (e.g., GED).
- You must submit a copy of your Insurance & Coding Specialist diploma, certificate of completion, or transcript with graduation date. This includes U.S. Department of Labor Registered Apprenticeship programs.

4. Experience

You have one year of verifiable full-time experience as an Insurance & Coding practitioner within the past **FIVE (5)** years.

- You must be a United States high school graduate or hold equivalent credentials (e.g., GED).
- You must have one (1) year of full-time employment or equivalent (2080 hours) as an Insurance & Coding Specialist under the direct supervision of a certified/licensed physician or primary care provider within the past **FIVE (5)** years.
- You must submit a copy of your high school diploma (or equivalent) and the **Insurance & Coding Certification Qualification by Experience form** completed by your employer.

NOTE: Working as an instructor is not equivalent to working as a practitioner.

5. Military

Have you completed Insurance & Coding training or its equivalent during U.S. Military service within the past **FIVE** years?

- You must be a United States high school graduate or hold equivalent credentials (e.g., GED).
- You must provide a copy of a SMART transcript or DD214 indicating you have successfully completed a formal medical services training program of the United States Armed Forces relating to the discipline for which you are testing. The DD214 or SMART transcript must be current within the past **FIVE (5)** years.

