

RECERTIFICATION INFORMATION & ORDER FORM FOR 2024 AND LATER

1. The **annual** recertification requirements for 2024 and later are:
 - Completion of contact hours (CH) of continuing education (CE)
 - Payment of a recertification fee
 - Certification holders will also complete a recertification application where they must:
 - Agree to adhere to NCCT's [Code of Ethics](#)
 - Report any new felony conviction

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

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

2. The CE requirement can be fulfilled with NCCT CE courses or with the submission of outside CE courses (subject to audit and approval).
 - NCCT CE courses are included with the cost of the recertification fee. This is the fastest way to recertify with NCCT.
 - Outside CE is submitted online through the recertification dashboard. For outside CE submission instructions, review the *Outside CE Policy* and the *Outside CE Checklist* located at www.ncctinc.com/forms-and-documents > 2024 Recertification Documents (specific to active expiration dates of 2024 and later). Outside CE undergoes a separate review that prolongs the recertification process.
3. When ready to make the recertification fee payment, please visit your [recertification dashboard](#) or use the form on page 2 to send a payment by mail.



RECERTIFICATION ORDER FORM

Recertification years 2024 and later

Do not use this form to recertify for 2023 and prior. The requirements have changed

Payment can be made online at www.ncctinc.com or by including a check or money order with this form

Personal Information

Name: _____ NCCT ID#: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ Email _____

Check the CE testing format(s) you will use.

<input type="checkbox"/> Online NCCT CE Courses (included with recertification fee)	<input type="checkbox"/> Outside non-NCCT CE Submission (recertification fee still required)	(Printed NCCT CE courses with paper/pencil testing must be ordered separately. The <i>Printed CE Materials Order Form</i> is mailed upon request by calling Customer Service at 800-875-4404 or sending an email to conted@ncctinc.com . Additional charges apply.)
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Recertification Fee	
<ul style="list-style-type: none"> <i>1 certification - \$89.00/year</i> <i>2 or more certifications - \$118.00/year*</i> <p style="font-size: small;">*If you have 2+ NCCT certifications but choose to recertify only one, follow the Non-renewal Request Instructions. Certifications placed in non-renewal remain that way until a written request is made to place the certification back into renewable status.</p>	\$ _____
PAYMENT TOTAL	\$ _____

Form of payment (Circle One): Check Money Order

*Note- do not transcribe credit card information onto this form. Payments by card can be made through your NCCT online user account. Call Customer Service at 800-875-4404 during business hours if you require assistance with accessing your account.