



# National Center for Competency Testing

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Office Hours M-F 8:30am - 5:00pm CST  
www.ncctinc.com

CE-0001

## Outside CE Approval for Recertification Credit Application Form

- 1 Use the Application for Outside CE Approval Form to submit documentation of completion of outside CE courses. This form is also located at [www.ncctinc.com](http://www.ncctinc.com).
- 2 Submit a copy of the certificate of completion for each CE course. The certificate must include the date, program title, agency accrediting the program (P.A.C.E.®, AMA, AAPC, etc.), number of CE credit/hours earned, and signature of an approved program official. Do not send original documents. If you are submitting college coursework, submit a copy of your transcript.
- 3 Submission of the form and documentation does not mean that the CE coursework is automatically acceptable for NCCT recertification credit. This information will be reviewed and you will be contacted regarding acceptability.
- 4 Individuals requesting recertification credit for outside CE courses must still pay the annual NCCT recertification fee.
- 5 Submit the Application for Outside CE Approval Form with the NCCT recertification application and recertification fee.
- 6 Submit all documentation at one time. In other words, do not submit documentation throughout your renewal cycle.

Name \_\_\_\_\_ Date \_\_\_\_\_ NCCT ID # \_\_\_\_\_ NCCT Certification \_\_\_\_\_  
 Address \_\_\_\_\_ Apt # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Work Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ For Recertification Year \_\_\_\_\_

INSTRUCTIONS: Please complete columns 1-4. Print legibly.

1 DATE OF ACTIVITY	2 PROGRAM TITLE	3 PROGRAM ACCREDITING AGENCY	4 NUMBER OF CE HOURS EARNED	NCCT USE ONLY	
				NCCT APPROVAL	
				YES	NO
			TOTAL CE CH REQUESTED		
NCCT USE ONLY			TOTAL NCCT CH REQUESTED		