

## SELECTING CE COURSES

There are no required CE courses for a specific certification. You may select and complete any CE course with some exceptions (see below). The following guidelines to select CE courses may be used.

1. Select courses that are applicable to your profession as your first choices.
2. Select courses that are of interest to you or that will enhance your overall knowledge as second choices, as needed to complete your required number of Clock Hours for renewal.
3. Note that NCCT offers certification for many entry-level professions. Not all CE courses are applicable to everyone.
4. Do not repeat a course you have taken before. Credit is not given for a course you have already successfully completed. If you cannot locate your transcript from the previous year, you can review and/or print your transcript from the NCCT website.
  - a. Go to [www.ncctinc.com](http://www.ncctinc.com).
  - b. Log in. If you have not logged in to the NCCT website before, click on *User Login* (horizontal menu bar). Select *Create User Account* from the dropdown menu and follow the instructions to register and create an account.
  - c. After you have logged in, follow the instructions to print your transcript.
5. You will only earn credit for the number of Clock Hours you have purchased. Select courses whose Clock Hours will be equal to or slightly more than your required number when added together.
  - We know that not every combination of courses will add up evenly to your required number of Clock Hours. That is fine. As long as your total is at least your required Clock Hours number and only a couple of Clock Hours over, you will receive credit for your required number.
  - Excess number of completed Clock Hours cannot be held over to the next renewal cycle.


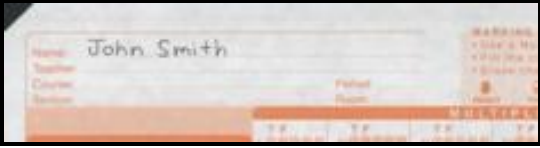
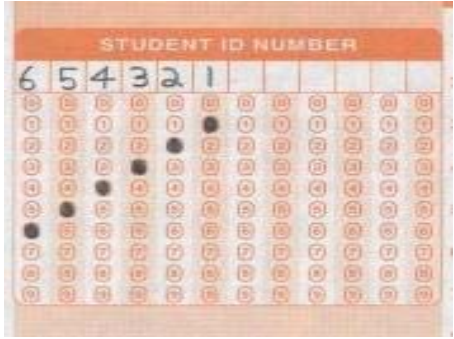
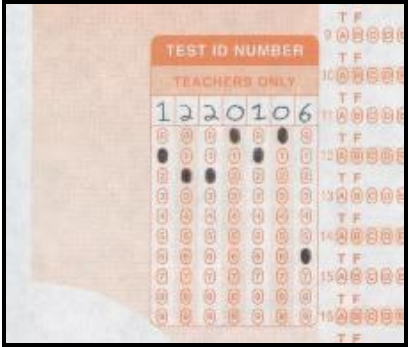
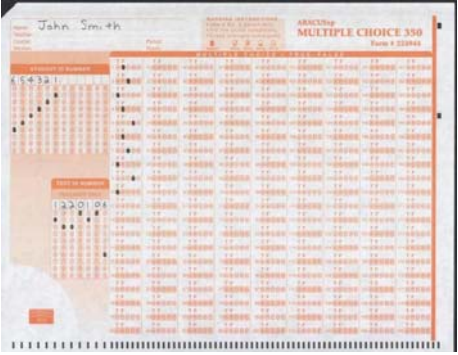
## COMPLETING CE ANSWER SHEETS\*

You will receive answer sheets with your CE order request. If you order a book, the answer sheets are found at the back of the book. Other important information about completing answer sheets follows. See the following page for pictures demonstrating correct completion of answer sheets.

- Use only the answer sheets provided (NCS Pearson Form #224944).
- Use one answer sheet per CE course.
- Use only a #2 pencil to complete the answer sheets.
- Fill out the answer sheet EXACTLY as described in Attachment E.
- For True/False questions, fill in response (a) for a true statement (this is the oval under the "T") and response (b) for a false statement (this is the oval under the "F").
- The computer grading system can accurately grade only original answer sheets. Please do not photocopy answer sheets. If you need more answer sheets, send an email to [conted@ncctinc.com](mailto:conted@ncctinc.com) and request a specific number. If you cannot send email, call Customer Service.
- Do not staple answer sheets together. The perforations made in the paper can cause the computer system to grade the tests incorrectly.
- The computer grading system will not accurately grade faxed answer sheets.
- Mail the answer sheets to NCCT at 7007 College Blvd., Suite 705, Overland Park, KS 66211.
- Answer sheets that are photocopied, incomplete, inaccurate, and/or incorrectly completed will be returned and a \$12.00 reprocessing fee will be charged.
- Do not return the printed CE books or the CD. These are yours to keep.

\*CE tests can be completed online, avoiding the use of answer sheets.

## CE ANSWER SHEET INSTRUCTIONS

<b>STEP 1</b>		<ul style="list-style-type: none"> <li>• Use a Number 2 pencil <b>ONLY</b>.</li> <li>• Answer sheets completed with ink pen or pencils that do not have Number 2 lead cannot be properly graded.</li> </ul>
<b>STEP 2</b>		<ul style="list-style-type: none"> <li>• Print your name clearly on the line indicated in the top left corner of the answer sheet.</li> <li>• Do not fill in any more information.</li> </ul>
<b>STEP 3</b>		<ul style="list-style-type: none"> <li>• Locate the <b>STUDENT ID NUMBER</b> box on the answer sheet.</li> <li>• Print your six-digit <b>Student ID Number</b> in the boxes, starting in the first box.</li> <li>• There will be 6 empty boxes after you enter your number.</li> <li>• Below each number, darken in the oval containing that number.</li> <li>• NOTE: You may use your nine-digit Social Security Number instead of your Student ID Number. Do not include dashes or spaces. There will be 3 empty boxes after you enter your number.</li> </ul>
<b>STEP 4</b>		<ul style="list-style-type: none"> <li>• Locate the seven-digit <b>COURSE NUMBER</b> for the CE test you are taking.</li> <li>• Locate the <b>TEST NUMBER</b> box on the answer sheet. <b><u>Ignore the fact that this box says TEACHERS ONLY.</u></b></li> <li>• Print the course number in the boxes, starting with the first box.</li> <li>• Below each number, darken in the oval containing that number.</li> </ul>
<b>STEP 5</b>		<ul style="list-style-type: none"> <li>• Do not use photocopied answer sheets.</li> <li>• Be sure to check that every question is answered on the answer sheet.</li> <li>• To answer True/False questions, fill in the "A" oval under "T" for a true answer and fill in the "B" oval under "F" for a false answer.</li> <li>• Please mail the answer sheets for grading. Faxed answer sheets cannot be accurately graded.</li> <li>• If the CE course you took was P.A.C.E.® approved, complete the evaluation form and return it with the answer sheet.</li> </ul>