



National Center for Competency Testing

UPDATED FOR 2012

PRINTED CE MATERIALS ORDER FORM – PART 1

Use this form to order CE Book(s) or individual printed CE courses. CE courses are listed by book.

PLEASE READ THIS IMPORTANT INFORMATION!

1. There is an additional charge to purchase printed books or individual CE courses. This fee must be included with your recertification payment to receive your CE package.
2. There is a shipping fee when you order printed books or individual CE courses. Shipping fees must be included in your payment or you will not receive your CE package.
3. Select courses you have not already successfully completed. Credit is not given for duplicate course completion. Your transcript is a list of courses you have taken. If you cannot locate your transcript, you can download one from the NCCT webpage, email conted@ncctinc.com, or call Customer Service at 800-875-4404 to determine courses you have successfully completed.
4. If you are ordering individual CE courses, place a \checkmark in the box to the left of the course title on Part 2 of this form. Add the costs of each individual printed course together and place the total below. Return Parts 1 and 2 of this form to NCCT with the Recertification CE Order Form.

TOTAL COST FOR INDIVIDUAL PRINTED COURSES* \$ _____
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*Add this amount to the recertification fee and the shipping fee on the Recertification CE Order Form.

5. If you are ordering a CE Book or Books, complete the information below and return Part 1 of this form to NCCT with the Recertification CE Order Form.

<input type="checkbox"/> Volume 1 CE Book-2006 Courses <input type="checkbox"/> Volume 5 CE Book-2010 Courses <input type="checkbox"/> Volume 2 CE Book-2007 Courses <input type="checkbox"/> Volume 6 CE Book-2011 Courses <input type="checkbox"/> Volume 3 CE Book-2008 Courses <input type="checkbox"/> Volume 7 CE Book-2012 Courses <input type="checkbox"/> Volume 4 CE Book-2009 Courses	BOOK(S) TOTAL AMOUNT PRINTING COST* _____
<ul style="list-style-type: none"> • Are you buying 1 book? The cost is \$24.95 • Are you buying 2 books? The cost is \$44.96 • Are you buying 3 books? The cost is \$59.97 • Are you buying 4 books? The cost is \$74.96 • Are you buying 5 books? The cost is \$89.95 • Are you buying 6 books? The cost is \$104.94 • Are you buying 7 books? The cost is \$115.00 	

*Add this amount to the recertification fee and the shipping fee on the Recertification CE Order Form.

PRINTED CE MATERIALS ORDER FORM – PART 2

THESE COURSES ARE IN VOLUME 7 CE BOOK				
Course Title	Course #	CH	Printing Cost	
Post-Traumatic Stress Disorder (P.A.C.E.®)	1220112	3	3.00	
Working with Difficult People (P.A.C.E.®)	1220212	2	2.00	
Body Fluids – The Ins and Outs (P.A.C.E.®)	1220312	5	4.00	
Depression	1220412	2	2.00	
An Introduction to Sepsis (P.A.C.E.®)	1220512	2	2.00	
An Overview of Labor, Delivery, and Dystocia	1220612	1	1.00	
Attention Deficit Hyperactivity Disorder (P.A.C.E.®)	1220712	3	3.00	
Schizophrenia (P.A.C.E.®)	1220812	3	3.00	
Phlebotomy Order of Draw (P.A.C.E.®)	1220912	5	5.00	
2012 Update: CPT Codes	1221012	4	4.00	
Autism Spectrum Disorders (P.A.C.E.®)	1221112	3	3.00	
THESE COURSES ARE IN VOLUME 6 CE BOOK				
Laboratory Panels Explained (P.A.C.E.®)	1220111	6	6.00	
Medicare Billing Update for Outpatient Therapy	1220211	3	3.00	
Probiotics: The Inside Story	1220311	2	2.00	
Electronic Medical Records: Preparation & Implementation	1220411	2	2.00	
Frequently Prescribed Drugs	1220511	6	6.00	
An Introduction to Cancer (P.A.C.E.®)	1220611	4	4.00	
Sexually Transmitted Diseases (P.A.C.E.®)	1220711	4	4.00	
2011 Update: CPT and ICD-9 Codes	1220811	6	6.00	
Ventricular Dysrhythmias	1220911	3	3.00	
2012 ICD-9-CM Codes Update	1221711	2	2.00	
THESE COURSES ARE IN VOLUME 5 CE BOOK				
Medical Malpractice (P.A.C.E.®)	1220110	2	2.00	
The Legal Concept of Negligence (P.A.C.E.®)	1220210	2	2.00	
Laws Prohibiting Employment Discrimination (P.A.C.E.®)	1220310	3	3.00	
Bipolar Disorder	1220410	1	1.00	
Needle Phobia (P.A.C.E.®)	1220510	3	3.00	
Brain Brawn: How Memory Works & Tips for Improving It (P.A.C.E.®)	1220610	4	4.00	
2010 Update: CPT and ICD-9-CM Codes	1220710	6	6.00	
Tomorrow's Jobs 2006-2016: Outlook, Employment Sources, & Finding a Job	1220810	4	4.00	
Resumes, Applications, & Cover Letters (P.A.C.E.®)	1220910	3	3.00	
Current Phlebotomy Topics (P.A.C.E.®)	1221010	3	3.00	
Aseptic Technique: Past and Present (P.A.C.E.®)	1221310	3	3.00	
Lice! A Problem for Millions of Years (P.A.C.E.®)	1221410	3	3.00	
Vitamin D-The Hormone from the Sun Revised (P.A.C.E.®)	1221510	2	2.00	
THESE COURSES ARE IN VOLUME 4 CE BOOK				
Arterial Blood Gases-Diagnostic Use, Interpretation, & Specimen Collection (P.A.C.E.®)	1220109	6	6.00	
Instructor Tools for Teaching Postsecondary Students	1220209	1	1.00	
Gaining Rapport with Students on the First Day of Class	1220309	1	1.00	
Introduction to CPT®: Medical Billing 101	1220409	4	4.00	
Introduction to ICD-9: Medical Billing 102	1220509	4	4.00	
Current Surgical Topics	1220609	6	6.00	
More Frequently Asked Questions About Phlebotomy (P.A.C.E.®)	1220709	6	6.00	
An Introduction to Cultural Competency (P.A.C.E.®)	1220809	2	2.00	
A Review of the Cardiovascular System and ECG Performance, Troubleshooting, and Interpretation	1220909	6	6.00	
Working Together-Strategies for Superior Internal Customer Service (P.A.C.E.®)	1221009	2	2.00	
2009 Update: CPT and ICD-9-CM Codes	1221109	6	6.00	
2009 Exceptions to Medicare Therapy Caps	1221209	2	2.00	
2009 Bookkeeper Topics	1221309	5	5.00	
Fair Labor Standards Act (P.A.C.E.®)	1221409	1	1.00	
Introduction to Employment Law (P.A.C.E.®)	1221509	1	1.00	
Family Medical Leave Act (P.A.C.E.®)	1221609	1	1.00	
Workplace Violence (P.A.C.E.®)	1221709	2	2.00	
Sexual Harassment (P.A.C.E.®)	1221909	3	3.00	
THESE COURSES ARE IN VOLUME 3 CE BOOK				
Aspects of Professionalism 1 (P.A.C.E.®)	1220108	1	1.00	
Aspects of Professionalism 2 (P.A.C.E.®)	1220208	1	1.00	
Aspects of Professionalism 3 (P.A.C.E.®)	1220308	1	1.00	
Medical Terminology 1: Basics (P.A.C.E.®)	1220408	1	1.00	
Medical Terminology 2: Anatomy (P.A.C.E.®)	1220508	1	1.00	
Medical Terminology 3: Suffixes (P.A.C.E.®)	1220608	1	1.00	
Medical Terminology 4: Prefixes (P.A.C.E.®)	1220708	2	2.00	
Medical Terminology Advanced Review (P.A.C.E.®)	1220808	4	4.00	
Tips for Pediatric Phlebotomy and Injections (P.A.C.E.®)	1220908	2	2.00	
How Much Do You Know Hepatitis? (P.A.C.E.®)	1221008	2	2.00	
Common Lab Tests and Their Use in Diagnosis and Treatment (P.A.C.E.®)	1221108	3	3.00	

THESE COURSES ARE IN VOLUME 3 CE BOOK-continued				
Course Title	Course #	CH	Printing Cost	
Fires in the Operating Room	1221208	2	2.00	
Common Sports Injuries	1221308	4	4.00	
2008 CPT and ICD-9-CM Codes Update	1221408	5	5.00	
A Guide to Coding V Codes	1221508	1	1.00	
THESE COURSES ARE IN VOLUME 2 CE BOOK				
Frequently Asked Questions about Phlebotomy (P.A.C.E.®)	1220107	5	5.00	
West Nile Virus (P.A.C.E.®)	1220207	2	2.00	
Laboratory Specimen Collection for Doctor Office Personnel (P.A.C.E.®)	1220307	6	6.00	
The Phlebotomist and Newborn Screening Programs (P.A.C.E.®)	1220407	4	4.00	
2007 Update: CPT and ICD-9-CM Codes	1220507	4	4.00	
Human Salmonellosis Associated with Animal-Derived Pet Treats (P.A.C.E.®)	1220607	2	2.00	
Chagas Disease After Organ Transplantation (P.A.C.E.®)	1220707	2	2.00	
<i>Fusarium</i> Keratitis (P.A.C.E.®)	1220807	2	2.00	
Methicillin-Resistant <i>Staphylococcus aureus</i> Skin Infections Among Tattoo Recipients (P.A.C.E.®)	1220907	2	2.00	
2007 Certified Postsecondary Instructor® (CPI) Activity	1221007	6	6.00	
Heart Block Dysrhythmias	1221107	3	3.00	
A Guide to Wound Repair Coding	1221207	3	3.00	
Classroom Management for the Postsecondary Instructor	1221307	2	2.00	
Bookkeeper Tips for 2007-Revised	1221707	4	4.00	
Human Papillomavirus	1221507	2	2.00	
FDA Update: Approvals, Recalls, and Safety Alerts 1/07 – 6/07	1221607	5	5.00	
Thin Prep Pap Smears (2005 CE Course)	5240303	3	3.00	
Stress in the Workplace (2005 CE Course)	5110505	5	5.00	
THESE COURSES ARE IN VOLUME 1 CE BOOK				
On the Job Safety (P.A.C.E.®)	1220106	5	5.00	
CDC Hand Hygiene Guideline (P.A.C.E.®)	1220206	3	3.00	
Phlebotomy & Age Related Competencies (P.A.C.E.®)	1220306	3	3.00	
The "Bird Flu" & You (P.A.C.E.®)	1220406	3	3.00	
Personal Protective Equipment (P.A.C.E.®)	1220506	3	3.00	
Hazardous Materials Safety (P.A.C.E.®)	1220606	3	3.00	
Infection Control (P.A.C.E.®)	1220706	3	3.00	
Antibiotic Resistance (P.A.C.E.®)	1220806	2	2.00	
Bloodborne Pathogens Safety (P.A.C.E.®)	1220906	3	3.00	
Tuberculosis: From Consumption to Molecular Diagnosis (P.A.C.E.®)	1221006	3	3.00	
Phlebotomy Potpourri (P.A.C.E.®)	1221106	3	3.00	
Computer Workstation Ergonomics	1221206	1	1.00	
Preventing Wrong Site Surgery	1221306	2	2.00	
Outbreak of Mesotherapy-Associated Skin Reactions	1221406	1	1.00	
HIP, HIP, HUH? A Review of HIPAA Privacy and Security Laws	1221506	2	2.00	
Prescription Drug Safety	1221606	2	2.00	
Laparoscopic Surgery Fundamentals	1221706	4	4.00	
Coronary Artery Disease: Risk Factors, Diagnosis, & Treatment	1221806	3	3.00	
Patient Safety and Medical Errors	1221906	2	2.00	
Test Writing Tips for Teachers	1222006	3	3.00	
Skin Cancer: Identification, Treatment, and Prevention	1222106	3	3.00	
The Patient Friendly Billing® Project	1222206	2	2.00	
Preventing Surgical Site Infections	1222306	3	3.00	
Nuts and Bolts for Bookkeepers	1222406	2	2.00	