



**National Center for Competency Testing**  
 7007 College Blvd., Suite 385, Overland Park, KS 66211  
 Telephone 800-875-4404 Fax 913-498-1243  
 Office Hours 8:30am-5:00pm CST  
 Website [www.ncctinc.com](http://www.ncctinc.com)

## RECERTIFICATION INFORMATION

Completion of continuing education (CE) courses is required for annual recertification. CE courses/tests are available for completion online or with paper/pencil. Many CE courses are P.A.C.E.® approved, making them also acceptable for state certification (license) requirements such as, but not limited to, those for California phlebotomists (CPT 1 and CPT 2).

### Instructions

- Please fill out the information in this form, and submit it along with your recertification fee.
- Remember to allow time to complete your courses before your expiration date.
- Please note there are no refunds on continuing education purchases.

### Recertification Fees

- CE courses are purchased on a clock hour (CH) basis. Each CH is \$5.50. Examples:
  - \$77.00 for 14 Hours of Continuing Education Courses for 1 Certification for 1 year
  - \$27.50 for 5 Hours of Continuing Education Courses (for each additional certification each year)
- NOTE: If purchasing CE for state certification only, multiple the CH for the courses you are purchasing times \$5.50 to determine your cost. (***Purchasing CE for state certification only does NOT recertify you with NCCT.***)

We require 14 hours every year of continuing education for one certification. If you are certified in more than one field, any additional certifications require 5 hours each. It is mandatory that 14 hours be met first.

*Please use the chart below to determine the number of clock hours you need to remain or become current with your certification.*

	1 Certification	2 Certifications	3 Certifications	4 Certifications	5 Certifications
<b>1 year</b>	14 hrs	19 hrs	24 hrs	29 hrs	34 hrs
<b>2 years</b>	28 hrs	38 hrs	48 hrs	58 hrs	68 hrs
<b>3 years</b>	42 hrs	57 hrs	72 hrs	87 hrs	102 hrs

CE courses/tests are available as follows:

- **Online CE Testing:** You may order and complete your CE requirements online. Account (or login to your Existing User Account), purchase your CE clock hours, and follow the instructions to read your CE courses and complete the tests online. No shipping fees are required.
- **Paper/Pencil CE Testing:** The CE course materials are available in printed form (individual courses or preset collections of courses in CE books) and on CD-ROM for you to read or print. Answer sheets are provided to complete the tests. To order printed materials or a CD-ROM, complete the enclosed form (or order online) and return it with your payment to NCCT in the enclosed postage paid envelope. *Please note there is an additional charge for printed materials.*

**RECERTIFICATION CE ORDER FORM**

\*Please return with your payment\*

**Personal Information**

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone:(\_\_\_\_\_) \_\_\_\_\_ Email\*: \_\_\_\_\_

**Do you want to sign up for email recertification notices and stop receiving letters in the mail? If yes, √ here \_\_\_\_\_**

**Employer Information**

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Work Phone:(\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Check the CE testing format you will use**

- Online CE Testing:
- Paper/Pencil CE Testing:

For **Paper CE testing**, check the CE format you will use: **(Incomplete payment and/or order forms will result in delay of shipping CE materials).**

- CD-ROM
- Individual Courses\*\*
- Book(s)\*\*

\*\*Include the Individual Printed CE Courses or CE Book Volumes from the *Printed CE Materials Order Form* and be sure to add the extra cost to your renewal fee in the table below. **SHIPPING FEE MUST BE INCLUDED WITH RECERTIFICATION PAYMENT WHEN DOING PAPER/PENCIL TESTING OR ORDER WILL BE DELAYED!**

<b>TOTAL HOURS NEEDED</b>		
<b>RECERTIFICATION FEE \$5.50 per Clock Hour</b>		
Cost for Individual Courses \$1.00 p/CH**		
Cost for Book(s)		
<i>Item Subtotal</i>		
<b>SELECT ONE SHIPPING FEE BELOW</b>		
CE with CD-Rom		\$2.40
CE with/or individual printed courses		\$3.20
CE with/or <i>ONE</i> book		\$3.20
CE with/or <i>TWO</i> books		\$4.00
CE with/or <i>THREE</i> books		\$5.20
CE with/or <i>FOUR</i> books		\$6.00
CE with/or <i>FIVE</i> books		\$6.80
CE with/or <i>SIX</i> books		\$7.60
<b>SHIPPING FEE</b>		
<b>PAYMENT TOTAL</b>		

Form of payment (Circle One):    Check                      Money Order                      Visa                      Master Card

***For Credit Card Use Only:***

Credit Card No. \_\_\_\_\_ Exp Date: \_\_\_\_\_

Address of Cardholder: \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_