



# National Center for Competency Testing

7007 College Blvd., Ste. 385, Overland Park, KS 66211  
Phone 800.875.4404; Fax 913.498.1243  
**Office Hours:** M-F 7:30am - 7:00pm CST  
Saturday 9:00am - 3:00pm CST

CE-0310

## Instructor Verification for Complementary Recertification Fee

***This form must be submitted each year to receive the complementary recertification fee.***

NCCT certified instructors at NCCT validated test sites are eligible to receive annual complementary recertification fee payment of \$77.00. The required continuing education CH must still be met either through completion of NCCT continuing education courses and/or through the approval of outside continuing education activities for recertification credit.

**NOTE:** Individuals holding CPI® certification are not eligible for this offer.

### Instructions

- 1 Complete the form in the area indicated.
- 2 Obtain the information required on the form from the Verifier.
- 3 Return the form to NCCT via fax, mail, or email ([contactus@ncctinc.com](mailto:contactus@ncctinc.com)). The form can be returned with an order for NCCT continuing education materials or with an outside continuing education application form.

### To be completed by the Certificant

Name \_\_\_\_\_ Recertification Year \_\_\_\_\_

NCCT ID# \_\_\_\_\_ NCCT Certification \_\_\_\_\_

School/College \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### To be completed by the Verifier

Today's Date (MM/DD/YYYY) \_\_\_\_\_

Verifier Signature \_\_\_\_\_

Verifier Printed Name & Title \_\_\_\_\_

School/College \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_