National Center for Competency Testing

AUTHOR FORM
FOR
CE COURSE SUBMISSION

Name: _____

Credentials: _____

Employer: _____

Proposed Topic: _____

Brief Description of Course: _____

_____

_____

_____

_____

Anticipated Submission Date: _____

☐ **CV or resume attached**

☐ **Example of writing attached**

Return to conted@ncctinc.com

For NCCT Use Only
☐ CE course submission approved
☐ CE course submission not approved

CE COURSE SUBMISSION GENERAL GUIDELINES

1. General Information

   - Only original writing clear of plagiarism, libel, breach of privacy, and misrepresentation of facts is acceptable.
   - Use Microsoft Word 2010 or higher and single spacing to write the course.
   - Submit the course via email to conted@ncctinc.com.
   - Submit non-copyrighted photos and other graphics in .jpeg or .gif format. If you use copyrighted graphics or photos, please inform NCCT so similar graphics or photos can be created or purchased.
   - Use literature and references published within the past five years to develop the course content.
   - NCCT provides editing and formatting assistance.

2. CE Course Format: Structure the CE course as follows.

   - Title
   - Author name, title, credentials
   - Objectives
   - Introduction
   - Course content
   - Conclusion
   - References
   - Exam questions/key: Multiple choice questions with 4 responses only

3. Following submission, the course is reviewed and may be returned to the author with suggestions for revisions and/or editing. The course may also be revised and edited by NCCT with the updated course returned to the author for review/approval.

4. NCCT provides an honorarium based on the length of the course and the need for editing. One contact/clock hour is equal to 3000 words of content. Objectives, references, and test questions are not part of the word count. However, test questions are calculated at 1.5 minutes per question and added to the word count.

5. After the author is compensated for the course, the course is copyrighted by NCCT and it is NCCT's property from that point.

6. If questions arise from a course reader regarding the correctness of a response or comprehension of the course content, NCCT will contact the course author for clarification.

7. Detailed information on course organization and writing is provided upon request.