NCCT Recertification Fee Amounts	
Recertifying a **single** credential at a time	**$89**
Recertifying **multiple** credentials **simultaneously**	**$118** (multi-certification discount)

NON-RENEWAL REQUESTS

If you hold multiple NCCT certifications but are choosing to recertify only a single certification, you must request in writing for NCCT to place a **non-renewal** status on the certification(s) you wish to not recertify. Please follow steps below to be charged the single recertification fee of $89 rather than the multi-certification fee of $118.

NON-RENEWAL INSTRUCTIONS

1. Send your written request for non-renewal status to conted@ncctinc.com . Clearly state your name, NCCT ID number, and which certification(s) you do not want to recertify. For your protection, NCCT will only comply with requests that are sent from the email address associated with your NCCT user account.
2. Once the request is received, NCCT will place the non-renewal on your unwanted certification(s) within 1-2 business days.
3. Once the non-renewal is placed on your account, you may continue with the process of submitting your recertification application and paying the single recertification fee of $89.
4. The non-renewal status is permanent unless you request in writing to reinstate the certification.

IMPORTANT INFORMATION

- Placing a certification into non-renewal eliminates eligibility for the multi-certification discount. This should be considered if you're planning to reinstate the certification at a later date.

- No recertification reminders will be sent regarding the non-renewable certification(s) unless you request to lift the non-renewal before the certification is invalid. NCCT certifications become invalid after a failure to recertify for five consecutive years. You must monitor your invalid date, as NCCT is not responsible for notifying you about a credential in a non-renewal status.

REINSTATEMENT OF A CERTIFICATION IN A NON-RENEWABLE STATUS

1. If you later decide to reinstate a valid non-renewable certification, the reinstatement request must be made in writing to conted@ncctinc.com.
2. Call Customer service to pay the outstanding portion of the recertification fees (at the single certification rate of $89) for all non-renewal years (note- the $118 multi-certification discount does not apply when recertifying multiple certifications separately). All overdue recertification years must be paid to gain access to the current recertification year. At this time, the payment cannot be made online.
3. If reinstating an NCCT credential with a higher CE requirement than the credential you have previously maintained, you must also fulfill the CE difference from the non-renewal years before gaining access to the current recertification year.
4. NCCT staff will process the reinstatement within 1-2 business days.