

## NON-RENEWAL REQUESTS

If you hold multiple NCCT credentials but are choosing to recertify only one, and your credentials are eligible for non-renewal per the below table, you must request in writing for NCCT to place a **non-renewal** status on the certification(s) you wish to not recertify.

### IMPORTANT INFORMATION- Read before proceeding

- Non-renewal is permitted only when doing so does not reduce the certificant’s applicable continuing education obligation for the 5-year valid cycle. Certifications with higher CE requirements may not be placed into non-renewal status while maintaining a credential with a lower CE requirement.
- Placing a certification into non-renewal removes 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 for 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 years. You must monitor your invalid date, as NCCT is not responsible for notifying you about a credential in a non-renewal status.

Credential Held	Annual Recertification Fee	Annual CE Requirement	
To recertify a single credential at a time – <b>NCMA, NCPT, NCMOA, NCPCT, NCICS, NCET, CPI</b>	<b>\$89</b>	<b>12 CH</b>	
To recertify a single credential at a time – <b>TS-C(NCCT)</b>	<b>\$89</b>	<b>14 CH</b>	
To recertify a single credential at a time – <b>CHHA only</b>	<b>\$40</b>	<b>6 CH</b>	
To recertify <b>multiple</b> credentials <b>simultaneously</b> (any combination of the above)	<b>\$118</b> (multi-certification discount)	Defaults to <b>highest</b> required number of CH per the credentials held	
I have multiple NCCT credentials. Am I eligible to recertify only one? Refer to table to the right.  If yes, you may request non-renewal per the instructions on pg. 2.	<b>Annual CE requirement the same</b>	<b>Different CE requirement but keeping the higher</b>	<b>Different CE requirement but keeping the lower</b>
	<b>YES</b>	<b>YES</b>	<b>NO</b>

## NON-RENEWAL INSTRUCTIONS

1. Send your written request for non-renewal to [conted@ncctinc.com](mailto: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 sent from the email address associated with your NCCT user account.**
  2. Once the request is received, NCCT will ask you to agree to stipulations. If agreed, NCCT will proceed with placing 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.
  4. The non-renewal status is permanent unless you request in writing to reinstate the certification.
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## 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](mailto: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 reinstatement payment cannot be made online.
3. NCCT staff will process the reinstatement within 1-2 business days.