

Outside CE Policy

OUTSIDE CE POLICY

NCCT offers outside CE review and acceptance as a courtesy to its certificants and may not be able to perform rushed reviews or edits of submitted outside CE activities. Turnaround times should be considered before submission. Access to NCCT's online CE is restricted while outside CE is pending.

In cases of repeated non-compliance with this policy, NCCT reserves the right to revoke an individual's privilege of fulfilling the recertification requirements with outside CE.

1. Outside CE activities must have a clear objective to develop new or improve current credential-related skills and knowledge. Topics unrelated to the credential will not be accepted.
2. An outside CE course must have been completed no earlier than the calendar year immediately preceding the recertification year (i.e., a course completed in 2020 can apply to the 2021 recertification year but not 2022).
3. The recertification fee payment is required prior to outside CE submission.
4. Outside CE is submitted online through the NCCT user account using the *Online Submission Form for Outside CE*. Outside CE can only be submitted through the primary user account with a valid certification.
5. The online instructions within the *Online Submission Form for Outside CE* must be followed or the submission can not be approved.
6. Supporting documents of completion are required for each submitted activity and must be **uploaded or emailed** immediately upon submitting activities via the *Online Submission Form for Outside CE*. NCCT discourages faxing of documents and may reject faxes if the quality of the documents is affected.
7. Supporting documents of completion must be generated by the provider of the CE activity (primary-sourced). NCCT cannot accept modified or copied/pasted content.
8. All submitted activities are reviewed by NCCT staff for compliance with this *Outside CE Policy* and online instructions. Reviews are conducted within 3-10 business days and compliant submissions are approved at the time of review. Submissions at risk of non-compliance are audited. The *Outside CE History* on the user account should be monitored for status updates.
9. If audited, any requested information must be provided to NCCT within fifteen (15) days from the submission date of the activity. After 15 days the activity's status will be changed to "not approved".
10. NCCT recertification staff may edit any submissions determined to contain an error.
11. Excess outside CE hours cannot carry over into future recertification years and will be discarded.
12. NCCT accepts contact hour values that are based on the International Association for Continuing Education and Training (IACET) official standard. Not all CE providers utilize this standard for the determination of their continuing education credits. Therefore, some submitted outside CE activities may be approved for a contact hour value that differs from the CE credit value assigned to the activity by the CE provider.
13. **Healthstream activities:** Healthstream transcripts containing administrator-assigned estimated time of completion or CE credit are required. Estimated times of completion that are not administrator-assigned by the employer are not accepted for CE credit.
14. **Up-To-Date activities** - require an activity log that lists each completed course, date of completion, and CH value.
15. Falsification of any recertification documents may lead to disciplinary action including, but not limited to, revocation of credentials. NCCT may contact employers/CE providers for verification of submitted activities.

TYPES OF CE ACTIVITIES

Types of Outside CE Activities	
Acceptable	NOT Acceptable
- Continuing education courses approved by the state, professional organizations, continuing education providers, etc. - Professional workshops, seminars, conferences, etc. - In-services - Completed college courses with a grade of "C" or better; course subjects must relate to professional development for the credential held; i.e., a medical assistant pursuing a nursing degree* - Activities that require periodic renewal such as CPR, BLS, PALS, first aid, spirometry, etc.** - Accepted once every 5 years: recurring employer-required training (compliance, HIPAA, fire safety, bloodborne pathogens, infection control, hazard communication, MRI safety, regulatory requirements, etc.) - Information systems/EHR/EMR can count for no more than 50% of annual CH requirement	- Teaching/instruction - Presentations - Skills fairs or work at health fairs/similar activities - Skills competency assessments or proficiency testing - Employer-specific training such as facility orientation, time keeping systems, employee performance reviews, staff meetings, town halls, new hire onboarding, etc. - Activities with the same content and objectives taken twice during the same recertification year - Activities completed before; i.e., repeat/duplicate - Volunteer work - Activities less than 0.50 CH (30 minutes) in length - Curriculum review - Activities completed earlier than the calendar year immediately preceding the recertification year (i.e., a course completed in 2021 cannot apply to 2023) - Activities completed prior to NCCT exam date - Work experience - Inspections/site visits - Handbook or policy acknowledgment/attestation - Courses/training for which no standardized expected time of completion or formal CE credit value has been assigned by the trainer/educator - College courses not related to the credential held. - In-progress college courses* - Lab courses when the corresponding lecture portion was not passed with a C or better

* See page 3 for college course information

** Courses that require periodic recertification/renewal can be submitted to NCCT once for full training credit. Renewal courses are awarded 50% of their training credit.

BLS - 4.5CH (AHA and ARC), renewal 2.25CH, many are fewer. NCCT does not accept some online CPR

ACLS and PALS - 9CH (AHA), renewal 4.5CH

BLS + ACLS + PALS - When multiple CPR courses are submitted to NCCT for the same recertification year, credit is reduced to subtract overlapping content. Ex: ACLS + PALS = 9CH + 2CH, renewals 50% each. BLS + ACLS or PALS = 4.5CH + 4.5CH, renewals 50% each

First Aid - 1CH, renewal 0.5CH

HeartSaver CPR/AED - 3CH (AHA), renewal 1.5CH

HeartCode BLS online - 1CH, **HeartCode ACLS** online - 2CH, **HeartCode PALS** online - 3.75CH (all renewals 50%)

RQI - 1CH up to 4x per year for one year, all future years are .05CH up to 4x per year

Crisis Prevention (CPI) - max of 8CH for initial (unless fewer assigned by training administrator), renewals max 4CH

Spirometry - max of 16CH for initial (unless fewer assigned by training administrator), renewals max 8CH

DOT BAT - max of 4CH (unless fewer assigned by training administrator), renewals max 2CH

Urine drug screen collector - max of 4CH (unless fewer assigned by training administrator), renewals max 2CH

Instructor training - no credit is awarded for "train the trainer" courses or instructor training courses.

COLLEGE COURSE INFORMATION

College Course Information	
For NCCT's healthcare certifications, college courses must apply to healthcare. These generally include core classes for many healthcare-related majors. Even for acceptable majors, some of the program prerequisites will not be acceptable for NCCT recertification credit. Not all healthcare majors are considered professional development for all NCCT certifications, and partial credit may be awarded. For example, a phlebotomy technician learning radiological imaging or emergency medical technology cannot fulfill more than 50% of their annual CE requirement with courses from these programs, and credit will be reduced. However, full credit can be awarded to a phlebotomy technician learning medical laboratory science. College courses must be completed and passed with a "C" or better. Note: Co-requisite labs for biology and chemistry courses will not be awarded credit if the lecture portion was not passed with a "C" or better.	
Examples of acceptable college courses (list is not exhaustive)	Examples of <u>not</u> acceptable college courses (list is not exhaustive)
Core classes for healthcare-related programs, excluding Health Information Technology (HIT) and Healthcare Administration (HCA) majors. Most biology courses (must relate to human/mammalian biology or microbiology. Evolutionary biology, wildlife biology, and earth sciences are not acceptable) Medical Terminology Chemistry (general, organic, or biochemistry - up to two courses per degree program) Psychology (up to one course total) Math/Statistics (up to one course total) Leadership/management (up to one course total) Ethics (up to one course total, must relate to healthcare ethics) Nutrition (up to one course total) Sign language (up to one course total) Health Information Systems (up to one course total)	Humanities (English, history, religious studies, philosophy, and art history - one healthcare ethics course can be accepted) Social science (anthropology, economics, political science, or sociology, One psychology course can be accepted) Composition/writing/scientific writing/public speaking Foreign language unless specifically related to healthcare communication Electives such as music, physical education, acting, dance, photography Business (such as accounting, finance, marketing) Earth sciences/ecology/geology/meteorology/astronomy/evolutionary biology Arts/fine arts Computer/information systems (one health information systems course can be accepted) Teaching/education courses

REQUIRED PROOF OF COMPLETION - *must accompany all outside CE submissions*

Acceptable Supporting Documents of Completion (documents must be generated by the CE provider)

CE Activities	College Courses
▪ Certificate of completion ▪ Transcript ▪ If the above documents are unavailable, or they are not acceptable due to missing information, a letter from the clinical educator or training provider may be submitted. The letter must be on company letterhead and contain the educator/trainer signature, their title and direct company email address, and all information listed below. Documents must contain all of the following: - Certificant name - Activity Name - Date of completion - Provider of CE activity - Contact hour (CH) or course length of time*** - Signature of activity presenter	▪ Unofficial transcript or grade report Must contain all of the following: - Certificant name - College name - Term/date of course completion - Course title - Final grade

NOT Acceptable Supporting Documents of Completion

CE Activities	College Courses
Announcements of upcoming activities, payment receipts, registration confirmation/notification, third-party list/CE tracker, spreadsheets, or content that has been copied/pasted into a document or email.	Class schedule, tuition payment, course syllabus, testing out of course, course audit, in-progress courses, mid-term grades.

*** CH/CEU values and/or course length of time must be an integral part of the document of completion. Handwritten or typed values added to the document are not acceptable as official time values.

ADDITIONAL INFORMATION

CH Values

One (1) contact/clock hour (CH) is assigned to a course that is expected to require one hour (approximately 60 minutes) to read the course material and complete the post-test. **The CH/CEU value assigned to a course is determined by the training provider or educator.** Some online courses track a "time of completion" or a "duration attended" that represents the length of time an individual was logged into the course. These vary from person to person and can be inflated if an individual walks away from the computer with the course in progress. Therefore, these times are not convertible to CH and are not acceptable for recertification credit.

Employer-Required Training

Employer-required training is a condition of employment and is recorded by the employer using a method that may not meet this Outside CE Policy. Thus, not all employer-required training is eligible for use for recertification of an NCCT credential. Recurring training (i.e., bloodborne pathogens) is acceptable for new recertification credit once every five (5) years.