

Checklist for Outside CE

Follow this checklist as a guide to help ensure your outside CE entries are compliant with NCCT's *Outside CE Policy*. NCCT audits a portion of all recertification applications containing outside CE. A \$10 audit fee is charged if non-compliant CE is identified during the audit process.

Before you begin...

- a. The below checklist is intended for use as guidance and does not replace the *Outside CE Policy*. Adherence to the *Outside CE Policy* is the responsibility of the NCCT certification holder.
- b. On NCCT's new recertification system (2024 and later), you may enter outside CE activities into your dashboard at your convenience. You'll submit them to NCCT in their entirety once all the required CH are applied for that recertification year.
- c. Submitting any outside CE with your recertification application prolongs the processing time. Refer to NCCT's posted processing times for details. If you're in a hurry, the fastest way to recertify is through the completion of NCCT's complementary online CE.
- d. If non-compliant outside CE submissions are identified during audit, the certification holder will be notified by email of the audit status and will be given instructions. They will also be assessed a \$10 audit fee. The recertification will remain pending until the certification holder addresses the non-compliant CE or otherwise fulfills the necessary requirements, and pays the audit fee.
- e. 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.
- f. All supporting documents of completion are required if audited. NCCT recommends submitting all supporting documents alongside your recertification application. Upload directly to your NCCT user account at <https://www.ncctinc.com/profile/documents> (recommended method). Ensure you're using a valid file name. If you experience trouble uploading, you may email your documents to conted@ncctinc.com.

Outside CE Acceptance Checklist (guidance only; not exhaustive)

1. Does your outside CE activity have a clear objective to develop new or improve current credential-related skills and knowledge? Topics unrelated to the credential held will not be accepted.
2. Did you review page 2 of the *Outside CE Policy* for 'acceptable' vs 'not acceptable' types of CE activities? If submitting college courses, also review page 4.
3. Were your corresponding **documents of completion** [uploaded](#) or [emailed](#) for each outside CE entry you made into the online submission form? (Recommended; only required if audited.) Review page 5 of the *Outside CE Policy* for details about acceptable types of documentation. Each document must contain the following information:
 - a. Your name – does it match the name on your NCCT user account?
 - b. The CE activity's title

- c. Date of completion – no older than the year immediately preceding the recertification year.
 - d. Name of the training provider
 - e. CH/CEU/estimated time of completion (see #5 below for more information)
 - f. If a college course has been submitted, does your unofficial transcript contain proof that you passed the course?
4. Are your documents **primary-sourced** (the exact file issued by the training provider)? Any content that's been copied/pasted or otherwise appears to be modified will not be accepted. Also, CE documents in Word or Excel (or other modifiable mediums) cannot be accepted.
5. Does each course's corresponding document contain **proof of the CH** you're claiming?
 - a. CH/CEU values, or estimated times of completion, must be an integral part of the document.
 - b. Values or times that are handwritten or added to the document will not be accepted.
 - c. A CH is a contact/clock hour, meaning a course worth 1CH should require approximately 1 hour to complete.
 - d. Contact hour/credit values and times must be standardized and assigned to the course by the training provider so that the amount of NCCT recertification credit awarded for the course is the same for everyone who submits it. One (1) contact hour represents 60 minutes of instructional time.
 - e. "Estimated duration" or "view time" does not represent a standardized value/time, and often represents the length of time logged into an online activity, which varies by learner.
 - f. Conversion tables are available in the *Outside CE Policy* for converting minutes-to-contact hours and college credits-to-contact hours.
6. **CPR**- credit is limited. Be sure to review page 2 of the *Outside CE Policy* before submitting CPR. NCCT does not accept most online-only CPR providers.
7. **Healthstream** trainings – provide your Healthstream transcript. Be sure the version you submit contains your name and the estimated times of completion as integral parts of the document. The estimated times of completion must be administrator-assigned. Some estimated times of completion may be rejected if NCCT determines them to not be administrator-assigned.
8. **UpToDate** training – include an Activity Log that lists each course.
9. **Recurring employer-required training**, such as BBP, infection control, MRI safety, HIPAA, compliance, POCT, and other annual refreshers are accepted for recertification credit once every 5 years. If resubmitted prior to that, NCCT will reject as a repeat. Monitor your outside CE history to avoid submitting repeats.
10. **Employer-specific training** (such as facility orientation, language services, security, time-keeping, human resources) are not accepted for NCCT recertification credit.
11. **EHR/EMR** and other computer-based training is limited to 50% of the annual CH requirement for NCCT's clinical certifications.
12. **College courses** – see page 4 of the *Outside CE Policy* for details about eligible college courses.

13. Are you a Tech in Surgery (NCCT)? We've partnered with Pfiedler Education to provide you with comprehensive and relevant surgical topics at no additional cost to you. Visit <https://www.pfiedlereducation.com> . Be sure to avoid submitting repeat activities to NCCT.
14. REPEATS – monitor your outside CE history to avoid submitting repeat or duplicate courses.

If any outside CE entries you've made do not meet these requirements, you will have the opportunity to delete any offending entries from your recertification dashboard and replace with eligible CE **before** submitting your recertification application to NCCT.

Reminder: Outside CE submissions that are found to be non-compliant with the *Outside CE Policy* will be rejected and the certification holder will be assessed a \$10 audit fee that must be paid before recertification can be granted. Certification holders will be given the opportunity to correct any non-compliant outside CE submissions, or they may instead complete NCCT's online CE or submit new, eligible outside CE.