

RECERTIFICATION INFORMATION AND ORDER FORM FOR 2023 AND PRIOR

1. The **annual** recertification requirements for **2023 and prior** are:
 - The payment of a \$77.00 recertification fee and the completion of 14 contact/clock hours (CH) of continuing education (CE) for one certification
 - The payment of a \$104.50 recertification fee and the completion of 19 contact/clock hours (CH) of continuing education (CE) for two or more certifications
2. The CE requirement can be fulfilled with NCCT CE courses, the submission of outside CE courses (subject to audit and approval), or a combination of the two.
 - NCCT CE courses are included with the cost of the recertification fee. This is the fastest way to recertify with NCCT.
 - Outside CE is submitted online through the NCCT user account. For outside CE submission instructions, review the *Outside CE Policy* located at www.ncctinc.com/forms-and-documents > Recertification Documents (specific to active expiration dates of 2023 and prior). The recertification fee payment must be made prior to submission of any outside CE courses. Outside CE undergoes a separate review that prolongs the recertification process.
3. When ready to make the recertification fee payment, please visit our website or use the form on page 2.



RECERTIFICATION ORDER FORM

Recertification years 2023 and prior

Do not use this form to recertify for 2024 and later. The requirements have changed

Payment can be made online at www.ncctinc.com or by including a check or money order with this form

Personal Information

Name: _____ NCCT ID#: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: (____) _____ Email _____

Check the CE testing format(s) you will use.

<input type="checkbox"/> Online NCCT CE Courses (included with recertification fee)	<input type="checkbox"/> Outside non-NCCT CE Submission (recertification fee still required)	(Printed NCCT CE courses with paper/pencil testing must be ordered separately. The <i>Printed CE Materials Order Form</i> is mailed upon request by calling Customer Service at 800-875-4404 or sending an email to conted@ncctinc.com . Additional charges apply.)
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Recertification Fee	
<ul style="list-style-type: none"> <i>Do you have 1 certification? You need to pay \$77.00/year</i> 	\$ _____
<ul style="list-style-type: none"> <i>Do you have 2 or more certifications? You need to pay \$104.50/year</i> 	
PAYMENT TOTAL	\$ _____

Form of payment (Circle One):

Check

Money Order

*Note- do not transcribe credit card information onto this form. Payments by card can be made through your NCCT online user account. Call Customer Service at 800-875-4404 during business hours if you require assistance with accessing your account.