



Recertification Information and Order Form 2024

1. The **annual** recertification requirements for 2024 and later are:

- Completion of contact hours (CH) of continuing education (CE)
- Payment of a recertification fee
- Certification holders will also complete a recertification application where they must:
 - Agree to adhere to NCCT's Code of Ethics
 - Report any new felony conviction

If you are <i>not</i> certified by NCCT or MCCI	Annual required CE contact hours (CH)	Additional CE required for 2+ certifications
NCMA, NCPT, NCMOA, NCPCT, NCICS, NCET, CPI	12	0
TS-C (NCCT)*	14	0

*Annual CH requirement defaults to 14 if TS-C (NCCT) certification is held alongside another certification

To Recertify a Single Certification	To Recertify a 2+ Certification
\$89	\$118

2. The CE requirement can be fulfilled with NCCT CE courses or with the submission of outside CE courses (subject to audit and approval).

- 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 recertification dashboard. For outside CE submission instructions, review the Outside CE Policy and the Outside CE Checklist located at www.ncctinc.com/forms-and-documents > 2024 Recertification Documents (specific to active expiration dates of 2024 and later). Outside CE undergoes a separate review that prolongs the recertification process.

3. When ready to make the recertification fee payment, please visit your recertification dashboard or use the form on page 2 to send a payment by mail.



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Do not use this form to recertify for 2023 and prior. 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 Printed CE Materials Order Form 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	
<p>1 certification - \$89.00/year</p> <p>2 or more certifications - \$118.00/year*</p> <p><small>*If you have 2+ NCCT certifications but choose to recertify only one, follow the Nonrenewal Request Instructions. Certifications placed in non-renewal remain that way until a written request is made to place the certification back into renewable status.</small></p>	\$ _____
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.