



RECERTIFICATION INFORMATION

To maintain a credential in an active status, certificants are required to recertify **annually**. The annual recertification requirements are the payment of a recertification fee and the completion of continuing education (CE) contact/clock hours (CH). The fee amount and number of CH vary depending on the number of certifications held.

Note: NCCT is the CE provider for individuals certified through MMCI or NCCT.

Please review the *Guide to the Recertification Process* (located in the Forms/Docs section of the NCCT website or contact Customer Service to have a copy mailed to you free of charge) to assure you have a thorough understanding of the process and policies about the recertification requirements. These are briefly reviewed below.

Annual recertification fee requirement:

The *Guide to the Recertification Process* provides information about making the fee payment, including a payment plan option. The fee can be paid online, by calling Customer Service, or by completing and mailing/faxing the recertification order form(s) to NCCT.

- The recertification fee payment for 1 certification is \$77.00.
- The recertification fee payment for 2 or more certifications is \$104.50.

Annual continuing education requirement:

- The CE requirement for 1 certification is the successful completion of 14 CH.
- The CE requirement for 2 or more certifications is the successful completion of 19 CH.

There are three ways in which you can fulfill the CE requirements. The pros and cons of each option are described in the *Guide to the Recertification Process*. Review this information to select the method that will work best for you.

- NCCT CE courses online (included with the recertification fee)
- Printed NCCT CE courses (see#4 below)
- Outside non-NCCT CE activities (recertification fee still required)

Many NCCT CE courses are P.A.C.E.[®] approved, making these CH acceptable for state certification (license) requirements such as California CPT 1 and CPT 2 phlebotomists. Information on outside non-NCCT CE submission is located in the *Guide to the Recertification Process* and in the *Outside CE Policy*.

Important Information

1. Recertification policies are subject to change and the changes are posted in the recertification guide on the website. Certificants are held to compliance with the current requirements.
2. When you recertify you agree to continue to follow the NCCT Code of Ethics, and to notify NCCT of any felony conviction.
3. Allow sufficient time to meet the recertification requirements before your active status expiration date.
4. Printed CE courses can be ordered using the *Printed CE Materials Order Form*. This order form can be downloaded from the Docs/Forms section at www.ncctinc.com or mailed by request by calling Customer Service at 800-875-4404 or emailing conted@ncctinc.com. Additional charges apply.
5. There are no refunds on recertification fee payments or purchases of CE products.

RECERTIFICATION ORDER FORM

Payment can be made online at www.ncctinc.com, by calling 800-875-4404, or by using 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 available for download at www.ncctinc.com , or call Customer Service at 800-875-4404 or email conted@ncctinc.com to receive order form by mail. Additional charges apply.) |
|--|---|--|

| 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 Visa Master Card

For Credit Card Use Only:

Credit Card No. _____ Exp Date: _____

Address of Cardholder: _____

Signature of Cardholder: _____