HOW TO RECERTIFY FOR THE 2024 RECERTIFICATION YEAR (and later)
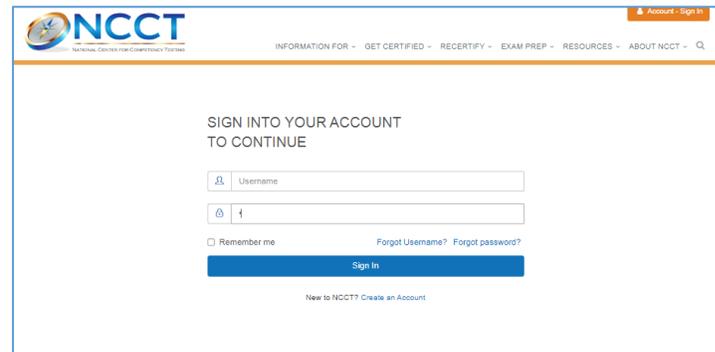
Go to www.ncctinc.com
> RECERTIFY
> Recertification Home

Click "Go To Dashboard"

Log in with your NCCT username and password. Contact Customer Service at 800-875-4404 if you need assistance with the login process

Everything you need to recertify is on your **recertification dashboard**. Here you'll find step-by-step instructions, your credential title and active expiration date, your CE hours required for the recertification year that's due, as well as a link for keeping your contact information up to date.
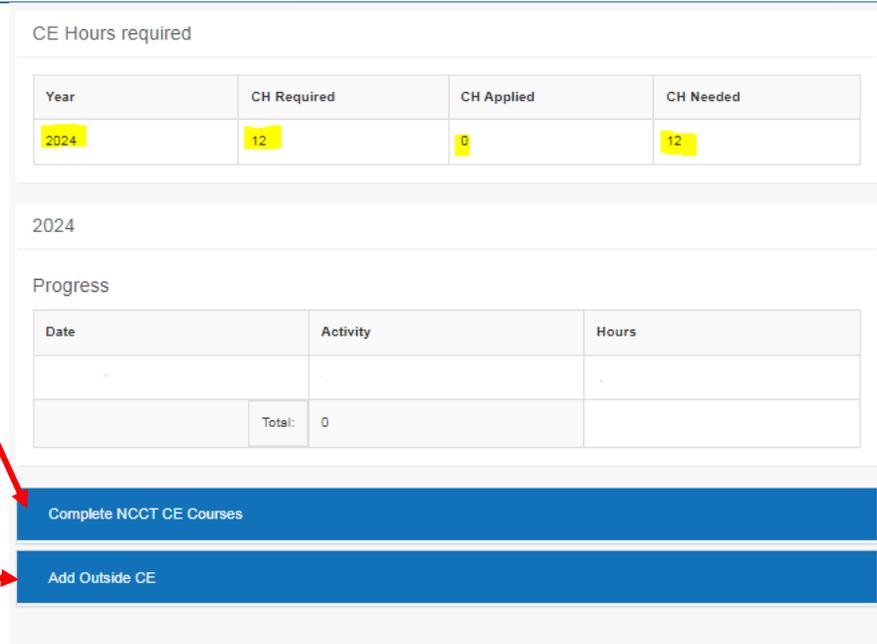
It's important to note that a single recertification year is completed at a time. If you enter an inactive status, the overdue years must be completed first, one at a time.
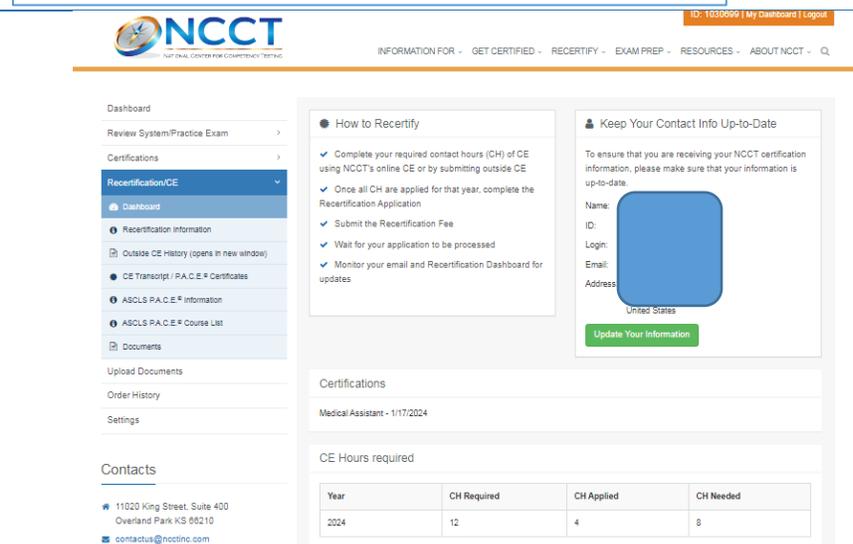
In the example to the right, the 2024 recertification year is due. No CE hours have been completed or submitted yet.

Click "complete NCCT CE courses" to access and complete courses from NCCT's complementary online CE library.

Click "add outside CE" to add non-NCCT CE activities one at a time.

CE Hours required

Year	CH Required	CH Applied	CH Needed
2024	12	0	12

2024

Progress

Date	Activity	Hours
	Total:	0

Complete NCCT CE Courses

Add Outside CE

ADDING OUTSIDE CE

To add outside CE, review the *Outside CE Policy* and *Checklist* to ensure your outside CE activities are compliant. Submit compliant activities one-by-one by completing all five fields and clicking "add activity."

NCCT will not review outside CE entries until all CH are applied and the recertification application is submitted with the recertification fee payment.

Add Outside CE

📄 2024 Outside CE Policy   📄 Outside CE Checklist

Choose activity type that best describes the course being submitted.

Formal CE Courses ⬍

Cannot be older than the year immediately preceding the recertification year. Must be after your NCCT exam date.

📅 08/01/2023

Enter each course separately. DO NOT enter transcript totals. DO NOT enter duplicate or repeat courses. Review your Outside CE History prior to making new submissions.

📖 Bloodborne Pathogens and Standard Precautions

Who gave the course?

🏛 Quality CE USA

Enter hours, not minutes. Activities must be at least 0.5 hours (30 minutes in length) to receive credit. Use the conversion table within the Outside CE Policy to convert minutes to contact hours or college credits to contact hours.

🕐 1.5

Add Activity

*Supporting documents of completion must accompany all submitted activities or recertification credit will not be given. Documents can be uploaded at https://www.ncctinc.com/profile/documents or emailed to conted@incctinc.com.

As NCCT CE courses are completed or outside CE activities are entered, the **CE Hours Required** will auto-tabulate.

The Progress tracker will list each completed or submitted CE course for the recertification year. Erroneous, non-compliant, or otherwise unwanted outside CE entries can be removed by clicking "remove" to the right of the entry.

NCCT CE courses cannot be removed.

Note- If an outside CE entry shows in red with a strikethrough, this means that entry was marked "not approved" on NCCT's end. This only occurs after the recertification application has been submitted and the entry was determined to be non-compliant.

CE Hours required

Year	CH Required	CH Applied	CH Needed
2024	12	4	8

2024

Progress

Date	Activity	Hours	
~~7/15/2023~~	~~Test~~	~~+~~	
7/31/2023	Personal Protective Equipment (PPE)	0.5	Remove
8/1/2023	Bloodborne Pathogens and Standard Precautions	1.5	Remove
8/2/2023	NCCT INSIGHTS Volume 1 Issue 1	1	
8/2/2023	NCCT INSIGHTS Volume 1 Issue 5	1	
	Total: 4		

Complete or submit more CE hours until all contact hours (CH) are applied.

Excess hours (as demonstrated in the Progress tracker) will be discarded and cannot be applied toward the next recertification year.

Once all CH are applied for the recertification year, click "**Apply for Recertification**" no earlier than 6 months before the active expiration date.

CE Hours required

Year	CH Required	CH Applied	CH Needed
2024	12	12	0

2024

Progress

Date	Activity	Hours	
5/15/2023	Nursing Concepts	12	Remove
7/15/2023	Test	4	
7/31/2023	Personal Protective Equipment (PPE)	0.5	Remove
8/1/2023	Bloodborne Pathogens and Standard Precautions	1.5	Remove
8/2/2023	NCCT INSIGHTS Volume 1 Issue 1	1	
8/2/2023	NCCT INSIGHTS Volume 1 Issue 5	1	
	Total:	16	

Read all the information within the recertification application and click all required checkboxes.

Click "**Continue to Payment**" to pay the recertification fee with a credit card or Paypal.

The submission of the payment also submits the recertification application. NCCT will process the application within our published turnaround times. The recertification dashboard will display a message that your recertification application has been submitted.

The next recertification year's CE will become available the business day after NCCT updates the active expiration date. However, the recertification application and fee payment cannot be submitted until 6 months before the new active expiration date.

Apply for Recertification

Note- if you hold multiple NCCT certifications but are choosing to recertify a single certification, you must make that request in writing before submitting this application. Click here for instructions

☐ I understand that falsification of this online application or any other recertification document may lead to disciplinary action up to and including revocation of my credential. I understand NCCT may contact my employer or CE provider for verification of any submitted outside activities.

☐ OUTSIDE CE ATTESTATION (click the checkbox even if no outside CE is included in this application.) I have read NCCT's Outside CE Policy and I understand that adherence to it is my responsibility. I attest that any submitted outside CE has been made in accordance with this policy and that the contact hour values I'm claiming align with verifiable CH/CEU values or estimated times of completion assigned by the training provider/educator for each course (if not, go back and delete the entry and replace it with eligible CE). All courses must have a corresponding document of completion issued by the training provider that contains all required information set forth by the Outside CE Policy. All outside CE submissions are reviewed by NCCT staff and recertification applications that contain non-compliant outside CE submissions will be charged a $10 audit fee. The recertification will be on hold until the audit fee is paid.

☐ I agree to adhere to the NCCT Code of Ethics. Code of Ethics

☐ Upon submission of this recertification application, I understand the following:
- There is a 2-3 business day processing time for applications consisting of NCCT CE;
- Up to 9-13 business days may be required for processing applications that contain any outside CE entries.

Were you convicted of a felony since the date of your NCCT certification or most recent recertification (as applicable)?

○ Yes
○ No

If yes, please explain.

[   ]

☐ Pay $20 rush request to be placed at the front of the queue
NCCT charges a $20 fee for rush requests. Payment of the rush request fee places your application in the front of the queue and does not guarantee your application will be processed immediately. If any discrepancies are found in your application, NCCT will contact you at your email address on file with instructions for rectifying the problem(s).

Continue to Payment