



Step-by-Step Recertification Instructions

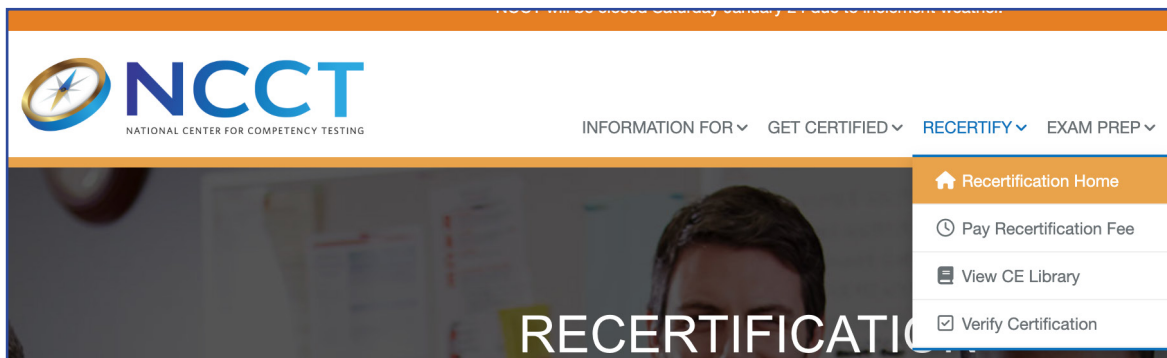
(RECERTIFICATION YEAR 2024 AND LATER)

Introduction

Follow these instructions to recertify using NCCT's new recertification process. The new process applies to recertification years 2024 and later.

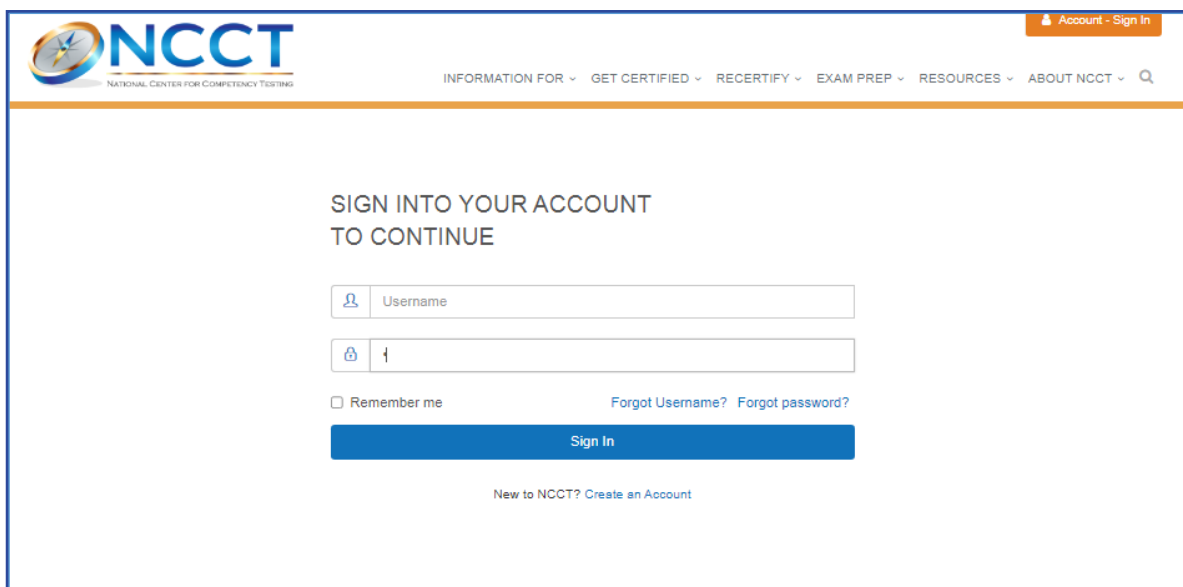
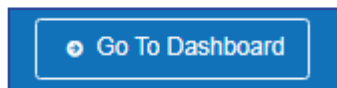
Go to www.ncctinc.com

- Click on the "RECERTIFY" drop down tab
- Click on "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

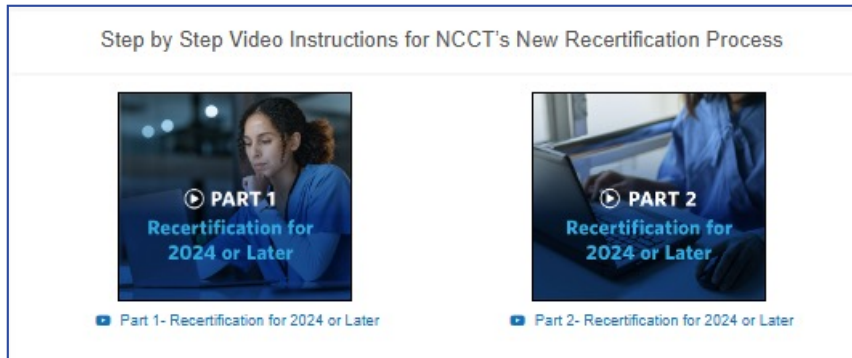


Additional Resources

NCCT also offers videos (part 1 and 2) to demonstrate this process. The videos are linked from the recertification dashboard. You can also view them by clicking the links below.

[Part 1 - Recertification for 2024 or Later](#)

[Part 2 - Recertification for 2024 or Later](#)



Your personalized recertification dashboard is dynamic and has everything you need: step-by-step instructions, your credential and expiration date, your required CE hours for the year due, and a link to update your contact information.

Recertification is completed one year at a time. If your certification becomes inactive, overdue years will be completed first, one year at a time.

Dashboard

Admin

Board Member Portal

Review System/Practice Exam

Certifications

Recertification

Recertification Dashboard

Recertification Information

Recertification History

Outside CE History (opens in new window)

CE Transcript / P.A.C.E.® Certificates

ASCLS P.A.C.E.® Information

ASCLS P.A.C.E.® Course List

Upload Documents

Order History

Settings

Contacts

INFORMATION FOR - GET CERTIFIED - RECERTIFY - EXAM PREP - RESOURCES - ABOUT NCCT -

How to Recertify

- 1 Complete your Contact Hours (CH)**
Either with NCCT's online courses or by submitting outside CE.
- 2 Submit Your Application**
Once all CH are applied for that year, complete the Recertification Application and submit the Recertification Fee.
- 3 Check for Updates**
While you wait for your application to be processed, monitor your email and Recertification Dashboard for updates.

Keep Your Contact Info Up-to-Date

To ensure that you are receiving your NCCT certification information, please make sure that your information is up-to-date.

Update Your Information

Certifications

NCMA - 11/18/2025 Inactive

CE Hours required

Year	CH Required	CH Applied	CH Needed
2025	12	10	2

Example

In this example, the 2025 recertification year is due; 10 CH have been applied and 2CH are still needed. Your dashboard auto-tabulates as you complete NCCT CE or submit outside CE.

CE Hours required			
Year	CH Required	CH Applied	CH Needed
2025	12	10	2


Completing/Submitting CE


- Click **“Complete NCCT CE Courses”** to access and complete courses from NCCT’s complimentary online CE library. Follow the online instructions for choosing courses and completing the post tests.
- Click **“Add Outside CE”** to add non-NCCT CE activities one at a time.

2025

Progress

Date	Activity	Hours	
7/12/2024	Phlebotomy Order of Draw	1	
8/6/2024	Venous Blood Specimen Collection - Updated Standards	1	
9/25/2024	Fake OCE	1	Remove
10/8/2024	Sexually Transmitted Diseases, part 1	1	
10/9/2024	Sexually Transmitted Diseases, part 2	1	
10/31/2024	Injections - Safe Practices and More	3	
1/3/2025	Sepsis and Blood Culture Specimen Collection	1	
5/22/2025	An Overview of Point of Care Testing (POCT) and CLIA	1	
	Total:	10	

 **Complete NCCT CE Courses**



 **Add Outside CE**

Adding Outside CE

Additional Details

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.”

Add Outside CE

 [2024 Outside CE Policy](#)  [Outside CE Checklist](#)

NCCT audits a portion of all recertification applications containing outside CE. Supporting documents of completion are required if your application is selected for audit. To prevent processing delays, NCCT strongly recommends submitting all supporting documents with your application. Documents can be uploaded at <https://www.nctinc.com/profile/documents> or emailed to conted@nctinc.com.

Choose activity type that best describes the course being submitted.

Activity Type

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

Date of Activity (MM/dd/yyyy)

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.


Activity Title/Course Name

Who gave the course?

Course Sponsor/College

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.

Number of Contact Hours



 **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.

NCCT audits a portion of all recertification applications containing outside CE. Supporting documents of completion are required if audited. To avoid delays, NCCT strongly recommends submitting all outside CE supporting documents with your application.




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



CE Hours required			
Year	CH Required	CH Applied	CH Needed
2025	12	11	1

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. You may need to refresh your browser for the “remove” button to properly display.

NCCT CE courses cannot be removed.



2025			
Progress			
Date	Activity	Hours	
7/12/2024	Phlebotomy Order of Draw	1	
8/6/2024	Venous Blood Specimen Collection - Updated Standards	1	
9/25/2024	Fake OCE	1	Remove
10/8/2024	Sexually Transmitted Diseases, part 1	1	
10/9/2024	Sexually Transmitted Diseases, part 2	1	
10/31/2024	Injections - Safe Practices and More	3	
11/5/2024	Bloodborne Pathogens	1	Remove
1/3/2025	Sepsis and Blood Culture Specimen Collection	1	
5/22/2025	An Overview of Point of Care Testing (POCT) and CLIA	1	
	Total:	11	

[Complete NCCT CE Courses](#)

[Add Outside CE](#)

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



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.


CE Hours required			
Year	CH Required	CH Applied	CH Needed
2025	12	12	0

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

2025

Progress

Date	Activity	Hours	
7/12/2024	Phlebotomy Order of Draw	1	
8/6/2024	Venous Blood Specimen Collection - Updated Standards	1	
9/25/2024	Fake OCE	1	Remove
10/8/2024	Sexually Transmitted Diseases, part 1	1	
10/9/2024	Sexually Transmitted Diseases, part 2	1	
10/31/2024	Injections - Safe Practices and More	3	
11/5/2024	Bloodborne Pathogens	1	Remove
1/3/2025	Sepsis and Blood Culture Specimen Collection	1	
5/22/2025	An Overview of Point of Care Testing (POCT) and CLIA	1	
7/22/2025	Geriatric Care	1	Remove
	Total:	12	

 [Apply for Recertification](#)

Notice all outside CE entries have a “remove” button to the right. You may still change your mind and remove any outside CE entries at this step.

Apply for Recertification

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

Click “Continue to Payment” to pay the recertification fee with a credit card or Paypal.

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 certify that all information provided in this recertification application is true and correct to the best of my knowledge and that I have personally completed all listed continuing education activities. I understand that falsifying this application, any CE documents, or any NCCT-issued correspondence may lead to disciplinary action, up to and including revocation of my credential, and that NCCT will contact me at my email address on file if discrepancies are found. I acknowledge that annual recertification is required to maintain an active certification status, and that failing to meet recertification requirements for five years will invalidate my credential. I also understand that any overdue recertification years must be submitted individually.

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 activity (if not, I will remove the entry and replace it with eligible CE). I will upload or email corresponding documents of completion issued by the training provider that contain all required information set forth within the Outside CE Policy. I understand NCCT audits a portion of all recertification applications containing outside CE, and recertification applications found to contain non-compliant outside CE will be assessed a \$10 audit fee and will be placed on hold until all CE hours are met and the audit fee is paid. I authorize NCCT to contact my employer or CE provider for verification of any submitted outside activities.

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.

Has any state licensing authority or board ever taken action to suspend, revoke, or restrict your healthcare practitioner license? If you do not hold a state license, select 'No'.

No – No licensing authority has ever taken action against my license, OR I do not hold a state license.

Yes – A licensing authority has taken action against my license.

If yes, please explain.



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 becomes available the business day after NCCT updates your active expiration date. If the new expiration date is more than one calendar year in the future, the next recertification year will open after January 1. The recertification application and fee payment cannot be submitted earlier than 6 months before the current active expiration date.