



7 Elmwood Drive ♦ New City, New York 10956 ♦ (845) 639-1439

[www.NCTRC.org](http://www.NCTRC.org)

Fax ♦ (845) 639-1471

## **NCTRC Continuing Education Pre-Approval Review Process**

The Pre-Approval Review Process is designed to assist certificants to determine whether completed continuing education will meet current recertification requirements before submitting a formal recertification application. This process will allow for confirmation of continuing education to certificants who are not certain if previously completed continuing education will meet NCTRC recertification requirements. This process is available to all current CTRSs and can be utilized at any time during the five-year certification cycle.

### **Application Process**

- Completed continuing education or academic coursework will qualify for review.
- Complete the application form. Type or print all information in ink. Do not use pencil. (Note: a copy of this application is available online at [www.NCTRC.org](http://www.NCTRC.org).)
- Please list the title of the continuing education course(s) you would like to have reviewed under the appropriate section on the application.
- The Pre-Approval Review fee is \$35.00 per application submission (multiple course listings per application are permissible). Please submit the \$35.00 fee with the application.
- Please attach original, official certificates and/or transcripts of the continuing education and all related information (as necessary) describing the content of the course(s). This request pertains to courses in which the title is not clearly defined on the certificate or if the course content is not clearly presented.

### **Review Process**

- Continuing Education Pre-Approval applications will be reviewed by a NCTRC Credentialing Specialist using current NCTRC recertification review procedures. The application review will be completed within 4 weeks of receipt.
- Acceptance of submitted continuing education will be noted on the application form under "Review Decision".
- An official notification will be sent by NCTRC regarding the outcome of the pre-approval review.
- All documents will be returned upon completion of the review by postal mail.
- If a CTRS is selected for a recertification audit review, then a copy of the official notification review form should be submitted with all pertinent recertification materials.

### **Please Note:**

- The Continuing Education Pre-Approval Review Process is not intended to replace the formal Recertification application process.
- Certificants who receive notice that submitted continuing education was not approved will have no formal process of appeal. However, the certificant can submit an application for Recertification and use the formal appeal process associated with this application procedure to present their case.
- It is the certificant's responsibility to monitor changes in the *NCTRC Certification Standards*. Continuing education pre-approval is limited to the current 5 year recertification cycle and the application of the current *NCTRC Certification Standards*.



# CONTINUING EDUCATION (CEU) PRE-APPROVAL REVIEW FORM

**NCTRC**  
7 Elmwood Drive  
New City, NY 10956  
call (845) 639-1439  
fax (845) 639-1471  
email nctrc@NCTRC.org

Full Name \_\_\_\_\_  
 Current Full Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
 Work Phone (include area code) \_\_\_\_\_ Home Phone (include area code) \_\_\_\_\_  
 Certification ID# \_\_\_\_\_ Recertification Due Date \_\_\_\_\_

**Job Analysis Knowledge Codes**—Please consult the NCTRC Certification Standards, Part V: NCTRC National Job Analysis for further explanation of the codes.

**FKW** Foundational Knowledge  
**PTR** Practice of TR/RT

**ORG** Organization of TR/RT  
**ADV** Advancement of the Profession

Continuing Education Title (Only CEU's listed on this form will be reviewed)	Sponsor	Date	Knowledge Code	CEU's/ Hours Attended	Review Decision Accepted ___ of 50 continuing education hours
Academic Course Title (Only courses listed on this form will be reviewed)	College/ University	Date	Knowledge Code	Hours Credit	Review Decision Accepted ___ of 50 continuing education hours
Date Received	<i>NCTRC OFFICE USE ONLY</i> Amount and Date Paid			ID#	

Please submit a check or money order payable to NCTRC, or provide credit card information for \$35.00.

Visa  MasterCard  American Express

Name as it appears on card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_ / \_\_\_

By signing below I do hereby authorize NCTRC to charge \$\_\_\_\_\_ to the above  
 Visa/MasterCard/American Express Account

Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_