



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

www.NCTRC.org

Fax ♦ (845) 639-1471

NCTRC Continuing Education Approval Process

The Continuing Education Approval Process is designed to assist certificants to obtain approval of pending or completed continuing education prior to the submission of a recertification or specialty certification/ recertification application. This process will allow for formal confirmation of continuing education to certificants who are not certain if specific continuing education opportunities will meet NCTRC recertification or specialty certification/ 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

- Select continuing education or academic coursework that 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.)
- Please list the title of the continuing education course(s) you would like to have reviewed under the appropriate section on the application.
- The 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 pertinent descriptive information and/or original, official certificates or transcripts of the continuing education (if the continuing education is completed) describing the content of the course(s). This request pertains to courses in which the title is not clearly defined on the advertised material or the certificate/transcript or if the course content is not clearly presented.

Review Process

- Continuing Education review will be completed by a NCTRC Credentialing Specialist using current NCTRC 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".
- Pre-Approved CE credit will be valid for up to one (1) year or the designated date of the submitted continuing education opportunity (i.e., conference).
- An official notification will be sent by NCTRC regarding the outcome of the 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 Approval Process is not intended to replace the formal recertification or specialty certification/ recertification application process.
- Failure to complete the designated CE sessions as submitted will invalidate the results of the NCTRC Continuing Education Approval.
- 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 or specialty certification/ recertification and use the formal appeal process associated with this application procedure to present their case.



NCTRC CONTINUING EDUCATION APPROVAL PROCESS

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 _____
 E-mail Address _____

Attach all available information regarding the sessions listed below

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 **DOC** Documentation **ADM** Administration of TR/RT Service
ASP Assessment Process **IMP** Implementation **ADV** Advancement of the Profession

Continuing Education Title (Only CEUs listed on this form will be reviewed)	Sponsor	Date	Knowledge Code	CEUs/ Hours	Review Decision (Date) Accepted ___ of 50 continuing education hours Accepted for Specialty Certification? Yes or No Which area?
Academic Course Title (Only courses listed on this form will be reviewed)	College/ University	Date	Knowledge Code	Credit Hours	Review Decision (Date) Accepted ___ of 50 continuing education hours Accepted for Specialty Certification? Yes or No Which area?

Date Received	<i>NCTRC OFFICE USE ONLY</i> Amount and Date Paid	ID#
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Please submit a check or money order payable to NCTRC in US funds 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 _____

Failure to complete the designated CE sessions as submitted will invalidate the results of the NCTRC Continuing Education Approval.