

Program Integrity & Disciplinary Action: NCCPT CB requires providers to follow the terms and conditions expressed in this application. NCCPT CB retains the right to revoke and terminate provider status to any individual or organization who misrepresents themselves or course content or abuses the provider system, use of logo, trademarks, or NCCPT CB copyrighted materials.

The NCCPT CB will investigate complaints regarding providers' courses or inappropriate advertising materials. If the problem cannot be rectified, NCCPT CB retains the right to suspend, revoke and/or terminate the provider status.

Application Instructions: All necessary forms for submitting your application are included in the booklet. Make copies of all forms before completing them, so you can re-use them throughout the year. NCCPT CB's Provider Program is based on the calendar year, You may submit your application at any time during the year; however, the **fees will not be prorated**. You may also submit additional courses throughout the year by submitting a Course Application Form. All courses and convention applications must be submitted at least six weeks prior to the course or event date. **Retroactive credits will NOT be approved for courses that were offered prior to application submission or approval.**

When renewing providership, please include the Instructor Application along with a copy of your current NCCPT CB certification, or list your 4-year health related degree.

To expedite your application, please make sure the following items are included in your package

- Appropriate fees
- Provider Application form
- Instructor Application(s) (one for each individual instructor who will present courses)
- Course or Convention Application(s) (one for each course title)
- Signed Provider Agreement
- Outlines, sample CEU validation form, agendas, detailed itineraries (with break periods), brochures and recommended reading lists
- Copy of college diploma, license, or other credentials and a current NCCA approved certification
- Any additional documents to prove relevant expertise or training
 - Type or print clearly.
 - Documents cannot be returned.
 - Allow 4 weeks for processing.
 - Send complete package to:

**NCCPT CB
3481 Old Conejo Rd #102
Newbury Park, CA. 91320**

**Or online option, scan and email to:
certification-board@nccpt.com**

RETURN TO NCCPT CB

First Time **Renewal** If renewal, please attach 2009 Provider Approval Form(s).

Applicant (check one): Individual Group Convention Convention date: _____ City/State _____

Today's Date _____ Social Security # (or taxpayer i.d.) _____ - _____ - _____

Name of Individual Applicant or Administrator for Group Applicant _____

Name of Company/Organization or Convention _____

Mailing Address _____

City _____ State/Province _____ Zip/Post Code _____ Country _____

Daytime Phone (_____) _____ Fax (_____) _____ Email _____

Summary of Courses (This summary does not take the place of completing course and convention applications.)

Course Title (or Name of Convention)	Instructor	Office Use
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Continue on back if necessary.

2018 Fees:

- Annual Provider Base Fee \$200* (includes up to 2 instructors) \$ _____
- Courses up to 8 hours long at \$25 each (_____ X \$25) \$ _____
- Courses over 8 hours long at \$100 each (_____ X \$100) \$ _____
- Additional Instructor Fee at \$20 each (for each additional instructor over 2) \$ _____
- Convention Base Fee at \$200 \$ _____
- Convention Sessions at \$15 each \$ _____
- Provider Rush Fee \$75 (to receive your Provider number within 3 weeks) \$ _____

TOTAL ENCLOSED \$ _____

CHECK VISA M/C AMEX DISCOVER

Credit Card Number _____ Exp. Date _____ CVC: _____

Signature _____

Photocopy forms for repeated use.

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Submit one course application form for each course. Attach instructor application(s).

Course Title _____

Provider Name _____ Instructor _____

Daytime Phone (____) _____ Fax (____) _____ Email _____

COURSE LEVEL COURSE FORMAT COURSE TOPIC CODES (Up to 3)

____ 1 – Refresher

____ L – Lecture

____ 2 – Advanced

____ W – Workshop

____, _____, _____

____ C – Convention

Lecture Time _____ Hours / _____ Minutes

Practical Application Time _____ Hours / _____ Minutes

Masterclasses (Not applicable for CEUs) _____ Hours / _____ Minutes

Total Course Length _____ Hours / _____ Minutes

Course Description

Provide a brief description of the course.

Course Objectives

1. _____
2. _____
3. _____

Attach the Following:

- 1. Participant handouts.
- 2. Brochure or Flyer (mock-ups acceptable)
- 3. Outline and brochure (if applicable).
- 4. Detailed agenda showing when each subject matter will be presented, as well as when breaks/meals are permitted.
- 5. Recommended reading list and/or list of related sources.
- 6. Signed provider agreement.
- 7. Documentation of completed education
- 8. Include Provider course numbers along with the corresponding session number to avoid being charged for pre-approved courses (conventions only).

I, _____, accept responsibility for adhering to all NCCPT CB Provider Program standards and requirements, including accurate keeping and submitting attendance roster, advertising flyer/material and validation forms within four weeks of each course presented.

Signature

Date

2018 Provider Program Instructor Application

For individual applicants, fill out your own information. For group applicants and conventions, submit one application for each instructor.

Today's Date _____

Instructor Name _____

Names of Associated Group or Company _____

Name of Associated Convention _____

NCCA Approved Certifications (must be valid at least 3 months past application date)

TYPE OF CERTIFICATION	CI#	EXP. DATE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Related Educational Background

DEGREE/SUBJECT	INSTITUTION
_____	_____
_____	_____
_____	_____
_____	_____

Related Professional Licenses

Frequently Asked Questions

When do I renew?

You must renew your provider status each year. Once approved, your provider status will be effective through December 31 of the year. No prorating is available for end-of-year applicants.

Does the provider base fee cover the first course?

No.

How many instructors can I have before additional charges are applied?

Two.

Do all of my organization's instructors need to be approved?

Yes. The instructors must also qualify to be providers in order to teach your course and give NCCPT credits.

What do I pay for a workshop?

\$200 for the base fee, \$25 for each course under eight hours, and \$100 for those over eight hours.

What do I pay for a convention?

\$200 for base fee, \$15 per session. Fees will not apply to sessions that are already approved provider courses.

Should I fill out a form for every convention session and presenter?

Yes, a form should be filled out for every convention session and presenter. Otherwise, it will not be processed.

When I provide the validation form with the statement "This course has been approved by NCCPT CB for continuing education units. It was not developed by NCCPT CB." Does this mean instructors won't receive credits for my course?

This statement means that instructors will qualify to receive credits for the course (see category B in the continuing education packet,) but they still need to meet the NCCPT CB recertification in order to become recertified by NCCPT CB.