



National College Testing Association Continuing Education and Proctor Recertification Policy

Overview

National College Testing Association (“NCTA”) Proctor Certification is valid for three years from the date it is granted. In order to maintain NCTA Proctor Certification after the initial three-year period, certificants must comply with the Continuing Education and Proctor Recertification Policy (“Recertification Policy”) provided below.

NCTA Proctor certificants must meet two requirements prior to the conclusion of the three-year initial term of certification, and each subsequent three-year period of recertification in order to maintain their certification: (1) pay a certification maintenance fee and (2) submit evidence of 15 hours of continuing education (“CE”) credits over the course of each three-year certification term. The certification maintenance fee is due prior to the expiration of a certificant’s initial certification and covers the three-year recertification term. Recertification is required every three years thereafter, with the same requirements for each three-year recertification period.

The intent of this policy is to ensure that NCTA certificants are remaining up to date with the latest developments in the field of professional test administration, while also allowing them the freedom to pursue testing and test security education that is most relevant to their interests and job requirements. By earning continuing education credits, certificants do not have to retest to renew their certifications. There are a few features of the policy that merit particular attention:

- The number of available CEs for certain activities are capped to encourage certificants to pursue a variety of educational opportunities.
- The Events tab and calendar on the NCTA website provides certificants with numerous identified CE opportunities.
- NCTA is not the only authorized provider of continuing education. Events, seminars, training, and web conferences hosted by other professional organizations that relate to testing and test security are often CE eligible. Non-NCTA events can be added to the CE listings by submitting the event on this form. Events do not require listing through NCTA to be eligible for CEs.
- **NCTA Proctor Certificants who do not submit evidence of 15 CE units over the course of the three-year term will have their certification designated as “suspended” and will be required to retake and pass the certification exam in order to have their certification reinstated.**

Continuing Education Certification

Definition

A continuing education (CE) credit is generally defined as a one-hour unit earned from participating in or attending any program, event, or forum, reading, or writing any published written material, creating, and administering a presentation, course of instruction, or other activity that relates to testing and test security. Attendance of at least 45 minutes is required to receive each one-hour credit. The number of credits that can be earned per activity type are more clearly defined later in this policy.

Certification Term

The NCTA Certified Proctor certification is considered “active” beginning on the date that the certificant has met all of the following requirements: demonstrated eligibility in accordance with all NCTA certification policies, paid all applicable fees and received a passing and valid score on the NCTA Proctor Certification examination.

The certification term is three years from the date the certification was issued by NCTA and, if the certification is maintained in accordance with this Policy, the term of each renewal period will be three years.

Certification Maintenance

To maintain the certification(s), the certificant must meet the minimum requirement of 15 CEs for each three-year term, as well as pay the certification maintenance fee of \$100.00. The certificant has a 30-day grace period once their three-year term ends to submit CEs and/or pay the maintenance fee. If the certificant fails to meet either of these obligations, the certification will be suspended and the individual must cease and desist all use of the NCTA Certified Proctor designation and trademark; furthermore, the NCTA Membership Directory will not represent the member as an NCTA certificant.

Certificants will receive three email reminders to submit their required CEs— 30, 14, and 1 days before their certification term is set to expire. The Certification Maintenance Fee must be paid through the NCTA website. No refunds of Certification Maintenance Fees will be provided for any reason.

Certification Verification

Should a certificant need proof of active certification, they may contact proctorcertainment@ncta-testing.org and NCTA will email official proof of certification.

CE Submission

It is the certificant’s responsibility to ensure that CEs earned from NCTA and non-NCTA programming and events have been applied correctly to their accounts.

Certificants must use the CE Submission Form to self-report all CE activities **within 90 days of the event, otherwise the CEs will not be accepted.** No exceptions will be granted to this deadline.

CE Listings of Events

NCTA has created a calendar for NCTA CE-eligible activities. Certificants can search by certification designation, activity type, and CE amount. Please note that some NCTA events or resources that are eligible may not be posted. Certificants may refer to chart or consult to confirm eligibility.

Non-NCTA events can be submitted by using this form and will be added to the Events tab at the NCTA website and added to the NCTA Calendar of Events. A minimum of two-weeks' notice is required to review submissions and add them to the calendar.

Suspension and Reinstatement

NCTA will suspend the certification of any certificant who fails to timely complete and provide evidence of the required continuing education credits and/or fails to timely pay the Certification Maintenance Fee ("CMF").

Suspension for Lack of CPE's:

If, at the end of a three-year certification term, a certificant has not completed and submitted the required number of CEs, NCTA will suspend the person's certification. When certification is suspended for lack of CEs, the person will receive a grace period of 30 calendar days to submit required documentation to establish sufficient CE credits earned during the relevant time period. If sufficient documentation is not provided within 30 calendar days, the certification will be revoked and the certificant will need to retake and pass the NCTA Proctor Certification Exam in order to have their certification reinstated.

Suspension for Lack of CMF:

If, at the end of a three-year certification term, a certificant has not paid the CMF for the next term, NCTA will suspend the person's certification. Once suspended, the certificant will receive a 30-day grace period in which to pay. The certification will become active once the individual pays the CMF. If payment is not received within 30 calendar days, the certificant will need to retake and pass the NCTA Proctor Certification Exam in order to be reinstated.

An individual's certification will be suspended if any of the following events occur:

1. If, at the end of an individual's three-year certification term, he or she has been suspended for failure to pay the CMF, and at the end of the 30-day grace period the fee has not been paid, the certification will be revoked.
2. If, at the end of a three-year certification term, an individual is suspended for failure to submit the required CEs and does not do so by the end of their 30-day grace period the certification will be revoked.

Certificants with revoked certifications will be required to retake and pass the certification exam to regain Certified Proctor status.

Documentation

Certificants must use the CE Submission Form to self-report all CE activities- and should upload proof of attendance such as a registration ticket, completion certificate, an email from the event organizers or a work supervisor, or other such evidence.

Certificants must self-report all activities within 90 days of the event, otherwise the CEs will not be accepted.

Audit

NCTA will, in its sole discretion, conduct periodic audits of CE accounts and request documentation for events and activities credited to a certificant's account (those submitted by the certificant) should documentation already submitted not meet requirements.

Certificants selected for an audit will be notified by e-mail. Audits may result in any of the following findings:

1. Acceptable documentation and verification of CE credit hours submitted.
2. Unacceptable documentation and request for further documentation. Further documentation must be received by NCTA within 30 days of the request.
3. CE credit hours will be denied for either (a) unacceptable documentation or (b) failure to respond within the specified period, and the credit hours will be subtracted from the certificant's CE account.

If, during an audit or by any other means, NCTA determines that a certificant has submitted CE credit hours for activities that (1) did not occur, or (2) were not approved for CE credit, or (3) in which the certificant did not participate (collectively, "CE Misrepresentation"), the certificant's certification will be immediately revoked. **Persons who lose their certification due to CE Misrepresentation may re-apply for certification after a period of one year and must retake the exam to obtain certification.**

Eligible Activities for Continuing Education Credit

The following programs are eligible for CEs. NCTA-certificants are responsible for reviewing the requirements for submitting a CE request for these programs.

- **ATTENDING ANNUAL NCTA CONFERENCE - Up to 10 CEs per event, per attendee.**

One CE credit will be awarded for each concurrent session or sponsor workshop attended at the NCTA annual conference, whether the annual conference is held in person or virtually. Certificant will list the name of each session attended on the CE Submission Form. A maximum of 10 CE credits can be earned per NCTA conference.

- **SPEAKING OR PRESENTING AT AN NCTA EVENT OR ONLINE PROGRAM - 3 CE credits per hour of speaking/presenting for the first delivery of the presentation; 1 CE credit per hour for redelivery of the same material.**

Awarded CE credits from speaking or presenting at an NCTA event or online program will be applied for you to your NCTA account upon completion of the event and CE submission form.

- **ATTENDING NON-NCTA TESTING OR TEST SECURITY EVENTS OR ONLINE PROGRAMS - 1 CE credit per hour, up to 10 CE credits per event, per attendee**

CE credits are awarded to NCTA Certified Proctor holders who attend events, webinars, and online programs that are provided by other organizations and agencies if the event relates to testing or test security. One CE credit will be awarded for each concurrent session or sponsor workshop attended at the event, whether in person or virtual. State or regional testing association events are eligible to receive CE credit under this category.

The certificant should upload *one or more* of the following forms of documentation: the program agenda, speaker profile and/or panel description.

- **SPEAKING OR PRESENTING AT NON- NCTA EVENTS OR ONLINE PROGRAMS - 3 CE credits per hour of speaking/presenting for the first delivery of the presentation; 1 CE credit per hour for redelivery of the same material.**

CE credits are awarded to NCTA Certified Proctor holders who speak before an audience or present a program provided that such an appearance, presentation, or course covers content in testing or test security. State and regional testing organization events are eligible for CE credits under this category.

The certificant should upload *one or more* of the following forms of documentation: the program agenda, speaker profile and/or panel description.

- **NON-NCTA TRAINING, INCLUDING WORKPLACE-REQUIRED TRAINING - 1 CE credit per hour for attendees and presenters.**

CE credits are awarded to NCTA Certified Proctor holders for testing and test security trainings attended or presented at their place of work. Examples include but are not limited to studying for and taking certification exams for test vendors, staff trainings, and training non-testing personnel such as faculty on proctoring best practices.

The certificant should upload one or more of the following forms of documentation: the program agenda, certificate of completion, letter from staff providing the training.

- **TESTING-SPECIFIC READING MATERIALS (NOT NCTA BOOK STUDIES) - 1 CE credit per 50 pages of text/max of 5 CE credits per book.**

CE credits are awarded to NCTA Certified Proctor holders in recognition of reading efforts and self-study activities based on a formula where 1 CE credit is awarded for every 50 pages of written text that is read by the applicant. For example, a 300-page book on test security is eligible for the maximum of 5 CE credits. To earn reading CEs, certificants will upload a one-page synopsis of the reading material.

- **NCTA BOOK STUDIES - 2 CE credits per meeting attended**

CE credits are awarded to NCTA Certified Proctor holders in recognition of reading NCTA book study materials and participating in group discussion sessions. To earn CE credits, certificants will upload a brief synopsis of the session's discussion topic(s).

- **PUBLISHED MATERIALS**

CE credits are awarded to NCTA Certified Proctor certificants who produce publicly accessible writing on testing or test security. The published materials should be research-based and reflect testing or test security knowledge or the dissemination of testing or test security knowledge. Eligible examples include white papers, articles, newsletters, and blogs. To receive CE credits, the certificant must provide a link to the published materials or a link to the location where the published materials are sold.

- 1 CE credit for an employer-issued newsletter, an article for the NCTA LinkedIn page, or a blog related to testing or test security
- 5 CE credits for an article in a publication of general circulation
- 7 CE credits for an article published in JNCTA or a book chapter in the field of testing or test security
- 15 CE credits for an entire book in the field of testing or test security.

- **NCTA COACHING/MENTORING - 3 CE credits per mentoring relationship**

CE credits are awarded to NCTA Mentors and Mentees. Certificants must be registered through the NCTA Mentoring Program and should submit a CE form listing their mentor/mentee relationship as well as meeting times/dates.

Certification Disputes

In the event of a dispute regarding certification status, CE status or CE credit value, concerned certificants may contact proctorcertainment@ncta-testing.org to resolve the matter informally. If the dispute is not resolved within 30 days of contacting the Proctor Certification Committee, formal complaints and appeals may be made by contacting NCTA at info@ncta-testing.org to share with NCTA Governing Council. The email submission shall include sufficient objective evidence to substantiate the claims and allow for a decision to be made and the appropriate action to be taken. Please review the appropriate policies and forms [here](#) for more information.

Activity	CE Credit Award for Attending	Max CE Credits per 3-year Term	CE Credit Award for Speaker/Presenter/Teacher
NCTA event or NCTA partner event	1 per hour*	9 per event	3 per hour for the first delivery of the presentation; 1 per hour for redelivery of the same material
Events not hosted or sponsored by NCTA	1 per hour*	9 per event	3 per hour for the first delivery of the presentation; 1 per hour for redelivery of the same material
Non-NCTA training	1 per hour*	5 per certification period	3 per hour for the first delivery of the presentation; 1 per hour for redelivery of the same material
Reading materials related to testing or test security (not NCTA book studies)	1 per 50 pages with maximum of 5 per item	10 per certification period	n/a
NCTA Book Studies	2 per meeting attended	9 per term	Leading an NCTA Book Study = 4 per meeting with a 12 max per term
Publishing materials related to testing or test security	Varies by length	15 per term	<ul style="list-style-type: none"> • 1 per newsletter or blog • 5 per article in publication of general circulation • 7 per article published in JNCTA or a book • 15 for an entire book

Activity	CE Credit Award for Volunteering	Maximum CE Credits per 3-year Term
NCTA Governing Council *	5	15
NCTA Committee Chair *	3	9
NCTA Committee Member *	1	3
NCTA Mentor/Mentee Program	3 per relationship	9
NCTA Conference Volunteer (non-Governing Council or committee service, such as moderator, volunteer at resource)	2 total per conference	6
NCTA Test Center Certification Evaluator or Reviewer	1 per 3 schools completed	6

*** Only 1 volunteer position can count per year of service on Governing Council, Committee Chairing, and Committee Membership (select highest level of service per year to submit for CE credits)**