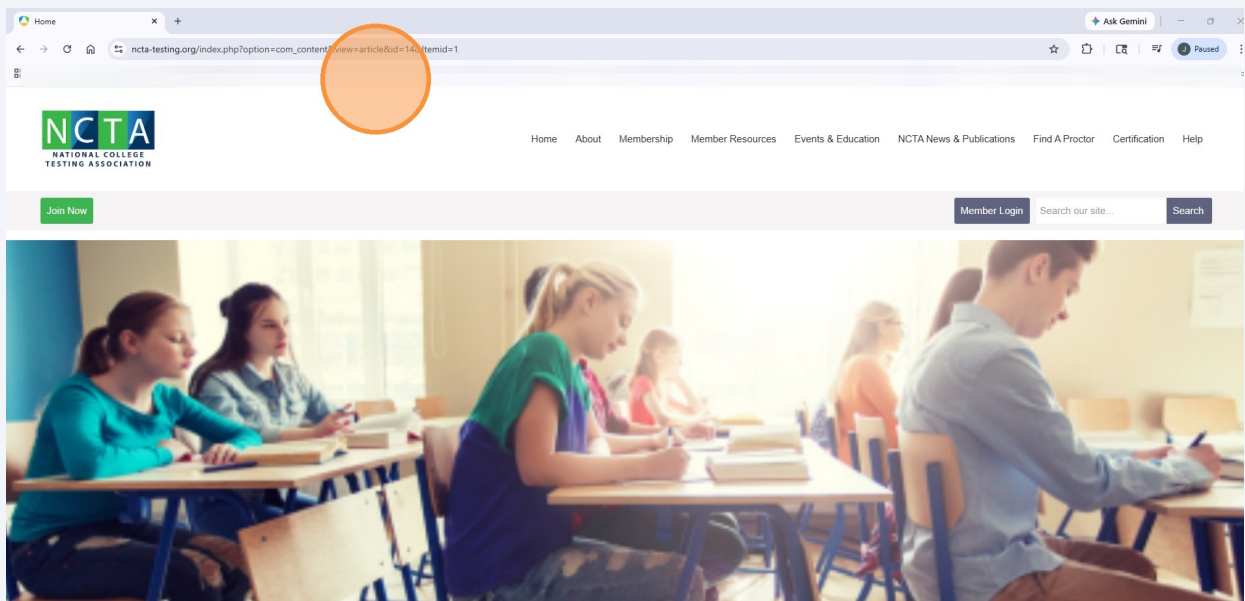


Upload Continuing Education



Follow this guide to successfully upload your continuing education certificate to your membership profile. This process ensures your professional development is accurately recorded.

1 Go to: <https://www.ncta-testing.org/>



2 Click "My Membership"

The screenshot shows the NCTA website homepage. The navigation menu includes Home, About, Membership, Member Resources, Events & Education, NCTA News & Publications, Find A Proctor, Certification, and Help. The 'Membership' menu is open, and 'My Membership' is highlighted with an orange circle. A large banner for the 'Proctor Certification Exam' is visible, with a green handwritten note 'Now Open!' and registration deadlines: 4/30/2026, 4/15/2026, and 6/1/2026 - 6/26/2026.

What is NCTA?
The National College Testing Association (NCTA) is a non-profit organization of testing professionals working in post-secondary institutions, in companies with test-related products and services, and in other professional testing venues. NCTA was organized in 2000.

3 Click "LOG IN"

The screenshot shows the NCTA website login page. The login form includes fields for Username and Password, a 'Keep me logged in' checkbox, and a 'LOG IN' button highlighted with an orange circle. The page also features a 'News Updates' section with a 'SAVE THE DATE' announcement for the 2026 NCTA Conference on September 14-15 at the Hyatt Regency Sacramento.

News Updates
SAVE THE DATE
2026 NCTA Conference
September 14-15
Hyatt Regency Sacramento

Conference registration opens Monday
Proctor Certification
June 1-26, 2026
Registration Open: Monday, April 14, 2026

4 Click "My Membership"

The screenshot shows the NCTA website's navigation menu. The 'Membership' dropdown menu is open, and the 'My Membership' option is circled in orange. The website header includes links for Home, About, Membership, Member Resources, Events & Education, NCTA News & Publications, Find A Proctor, and Certi. Below the navigation, there is a 'Member Logout' button and a search bar. The main content area features a large 'Welcome' message and a profile for Jade Saeger, Technical Community College - Springfield Campus, COLLEGIATE INSTITUTIONAL REP. A news update section on the right highlights 'SAVE THE DATES!' for the '2026 NCTA Conferer' (sic) from September 14-17, 2026, at the Hyatt Regency Sacramento, accompanied by a photo of the hotel.

5 Click "Continuing Education"

The screenshot shows the NCTA website's user profile page. The 'Continuing Education' menu item is circled in orange. The page displays the user's profile information, including their name, joined date (9/13/2018), last renewal date (8/1/2025), and expiration date (8/31/2026). The 'Continuing Education' section shows a balance of \$0.00 and a 'Member Status' of 'Active'. There is a 'Change Password' link. The 'About Me' section lists the user's group as 'Collegiate Institutional Rep' and their member type as 'Collegiate Institutional Rep'. The right sidebar contains news updates, including 'SAVE THE DATES!' for the '2026 NCTA Conference' (sic) from September 14-17, 2026, at the Hyatt Regency Sacramento, and 'Proctor Certification' for June 1-26, 2026, with registration details.

6 Click "ADD CREDIT"

Home About Membership Member Resources Events & Education NCTA News & Publications Find A Proctor Certification Help

Member Logout Search our site... Search

RETURN

Hours total: 3
Event / Session total: 1

2/27/2026 - 2/27/2026
CE Meeting
3
Proctor Certification Exam
Self

DOWNLOAD

Chair of CE Committee.

ADD CREDIT EXPORT PDF

7 Fill out form with the Event information

NCTA NATIONAL COLLEGE TESTING ASSOCIATION

Home About Membership Member Resources Events & Education

Join Now

Continuing Education Tracking

SORT

Filter Credits

APPLY FILTERS

RESET FILTERS

Date Range

Choose a start date

To

Choose an end date

Date Range

Event / Session

Hours

Category

Added By

Location

Instructor

Expiration

Certificate

Description

Add Education Credit

Event / Session Name *

Event Name

Credit Hours

Credit Hours

Location

Location

Instructor

Instructor Name

Expiration Date

Choose an expiration date

Date Range *

Choose a start date

Choose an end date

Category

Select a Category

Description

Description

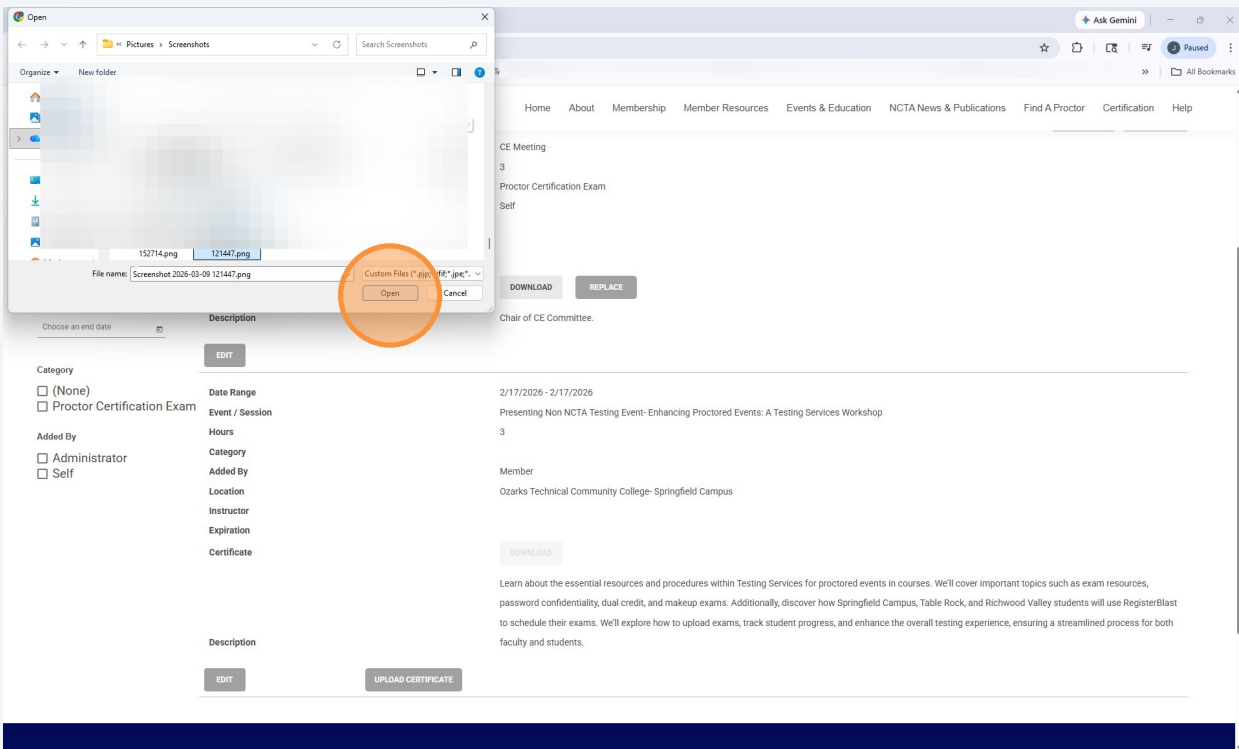
8 Click "SAVE"


Event / Session Name *	Date Range *	RETURN
Presenting Non NCTA Testing Event- Enhancing Proctored	2/17/2026 - 2/17/2026	
Credit Hours	Category	ADD CREDIT EXPORT PDF
3	Select a Category	
Location	Description	
Ozarks Technical Community College- Springfield Campu	Learn about the essential resources and procedures within Testing Services for proctored events in courses. We'll cover important topics such as exam resources, password confidentiality, dual credit, and makeup exams. Additionally, discover how Springfield Campus, Table Rock, and Richwood Valley students will use RegisterBlast to schedule their exams. We'll explore how to upload exams, track student progress, and enhance the overall testing experience, ensuring a streamlined process for both faculty and students.	
Instructor		
Instructor Name		
Expiration Date		
2/17/2029		
	CANCEL SAVE	

9 Click "UPLOAD CERTIFICATE" - To add documentation.

Choose a start date	Expiration	DOWNLOAD REPLACE
To	Certificate	
Choose an end date	Description	Chair of CE Committee.
Category	EDIT	
<input type="checkbox"/> (None) <input type="checkbox"/> Proctor Certification Exam	Date Range	2/17/2026 - 2/17/2026
Added By	Event / Session	Presenting Non NCTA Testing Event- Enhancing Proctored Events: A Testing Services Workshop
<input type="checkbox"/> Administrator <input type="checkbox"/> Self	Hours	3
	Category	Member
	Added By	
	Location	Ozarks Technical Community College- Springfield Campus
	Instructor	
	Expiration	
	Certificate	DOWNLOAD
	Description	Learn about the essential resources and procedures within Testing Services for proctored events in courses. We'll cover password confidentiality, dual credit, and makeup exams. Additionally, discover how Springfield Campus, Table Rock, and Richwood Valley students will use RegisterBlast to schedule their exams. We'll explore how to upload exams, track student progress, and enhance the overall testing experience, ensuring a streamlined process for both faculty and students.
	EDIT	UPLOAD CERTIFICATE

10 Click "Open" to select the documentation to add.



 If you have any questions please reach out to the CE Committee