

NCTA Certification Comparison Matrix

Initial Certification vs. Recertification

Process Area	Initial Certification	Recertification
Process begins	Testing Center prepares application and all required appendices.	Recertification Vice Chair begins monthly notifications 9 months before certification expiration; Testing Center then prepares application and updates appendices.
Readiness notification	Testing Center emails certification@ncta-testing.org indicating readiness to begin certification.	Testing Center emails certification@ncta-testing.org indicating readiness to begin recertification.
Fee timing	Initial certification fee is addressed during site visit requirements; \$200 must be paid for certification to be complete.	\$100 recertification fee must be paid in advance before Dropbox instructions are provided.
Application materials	Vice Chair provides Dropbox instructions; Testing Center uploads all required materials within 7 days.	After payment notification is received, Vice Chair provides Dropbox instructions; Testing Center uploads all required materials within 7 days.
Completeness review	Vice Chair reviews submission; incomplete submissions are returned for corrections; complete submissions move to Advisor review.	Vice Chair reviews submission; incomplete submissions are returned for corrections; complete submissions move to Advisor review.
Advisor assignment	Vice Chair assigns an Advisor within 1 week.	Vice Chair assigns an Advisor within 1 week.
Advisor review	Advisor has 2 weeks to review and coordinates with Testing Center until requirements are met; correction cycle repeats as needed.	Advisor has 2 weeks to review and coordinates with Testing Center until requirements are met; correction cycle repeats as needed.
Advance to evaluation	Advisor notifies Vice Chair when submission is ready for evaluation.	Advisor notifies Vice Chair when submission is ready for evaluation.
Evaluator assignment	Vice Chair assigns 2 Evaluators within 1 week.	Vice Chair assigns 2 Evaluators within 1 week.
Independent evaluation	Evaluators complete independent review within 2 weeks; revisions are coordinated through Vice Chair and Advisor until NCTA Professional Standards and Guidelines are met.	Evaluators complete independent review within 2 weeks; revisions are coordinated through Vice Chair and Advisor until NCTA Professional Standards and Guidelines are met.
Recommendation for site visit	Evaluators recommend Testing Center for site visit stage.	Evaluators recommend Testing Center for site visit stage.
Site visit coordination	Vice Chair notifies Site Visit Coordinator to initiate final review process.	Vice Chair notifies Site Visit Coordinator to initiate final review process.
Site visit requirements	Testing Center identifies 2 site reviewers and submits required initial certification fee.	Testing Center identifies 2 site reviewers; requirement must be completed before certification expiration date.

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Site visit reports	Site reviewers submit reports to Site Visit Coordinator within 2 weeks.	Site reviewers submit reports to Site Visit Coordinator within 2 weeks.
Final approval	Site Visit Coordinator notifies NCTA President after receiving reports and verifies fee has been paid.	Site Visit Coordinator notifies NCTA President after receiving reports.
Certification announcement	NCTA President announces certification and Testing Center is listed on NCTA website.	NCTA President announces recertification and Testing Center information is updated on NCTA website.