

Frequently Asked Questions Regarding Certificates and Continuing Education

Q: What is Continuing Education, and how do I know if I need it?

A: Continuing Education is training that is often required by state (and local) licensing boards, in order to renew one's license. Most states that require licensees to take continuing education also require that the class be pre-approved by their board. If you have a professional license, contact your licensing board to find out if they require contact hours (continuing education), and how many hours.

Q: What are NTT Contact Hours?

A: Contact hours refer to the actual time spent in an NTT seminar. This is also what many state licensing boards consider as approvable hours for license renewal. Some states use different terminology, such as Training Course Hours, Continuing Education Credits, Training Units, etc., but essentially these terms are interchangeable. When our seminars are approved by licensing boards, it is the Contact Hour that we submit, and it is the Contact Hour that the board approves. However, some states may ask that their verbiage (i.e. TCHs, TUs, etc.) be used on the certificates. Therefore, it is always important to check with your licensing board to determine their exact requirements so we can print your certificate accordingly.

Q: Is this class approved for Continuing Education in my state?

A: Soon we will post a detailed reference page, here at the NTT website, where you will be able to easily look up that information. Until then, your state licensing board may have postings, or contact me and I can tell you exactly what classes are approved for your profession, in your state.

Q: I took one of your classes and I haven't seen the credit applied to my license yet. How do I get that?

A: Sometimes I receive rosters without license numbers on them; I can't report anything without those. So, if you haven't seen credit you knew you were supposed to get, call or email me with as much information about the class as possible (i.e. date, city, type of class, type of license and number). With that information I can verify that you took the class and as long as that class was approved at the time you took it, I can contact your state licensing board and make sure you get the credit right away.

Q: I lost my certificate (or didn't receive one), can I get another one?

A: Yes. As long as I can verify that you took the class (I will need information about the class in order to look you up), I can reprint your certificate and send it out to you the same day. Also, if your state board is requesting additional information on your certificate (i.e. your license number, course approval ID, location etc.), contact me and I will reprint it for you with that information on it.

Q: What if the class I'm going to take isn't approved by my licensing board?

A: The only thing I can say about that, is that some boards will allow the licensee to submit a syllabus and show your book after the class, in order to post-approve it for credit. It is very rare that one our classes be denied approval based on content.