

## Continuing Education FAQ

### **If attendees do not need continuing education (CE) credit, can they still receive a certificate of completion?**

Yes, if attendees do not need CE credit but would like a certificate of completion, they can find their certificates in the certificates tab of their Student profile.

### **Which NICTA courses have been approved for CE credit, and how many hours are the NICTA courses approved for?**

Most of the training courses are approved for CE credit in selected states. Please refer to the [complete list of states and course approval status](#).

Unless noted different on the above link, each course is approved for 1 CE credit in selected states.

### **Are there any CE processing fees?**

Yes, several states require providers/students pay a CE processing fee when credit is submitted. See list below for processing fees.

#### **Processing fee schedule per course/per credit hour:**

Arkansas	\$1.00
Delaware	\$1.00
Indiana	\$4.00
New Hampshire	\$1.00
Oklahoma	\$1.00
Texas	\$0.88
Utah	\$1.00
Wyoming	\$1.00

### **Can the same course be used for multiple states?**

Yes, as long as all states requested have approved that course.

### **Is an examination proctor form required for every state?**

No, the only states that require an evaluation form be completed are Arkansas, Georgia, Montana and Wyoming.

### **What happens if requests are not submitted within the required time?**

If CE requests are not submitted within the required time, NICTA will require the student to retake the exam/course and resubmit their request within correct time frame. All requests are asked to be submitted within three days of completion in order to allow enough time for submission.

#### **Credit reporting deadlines:**

**Florida**—Credit has to be reported within **21 days** of course completion

**Georgia**—Credit has to be reported within **30 days** of course completion

**Louisiana**—Credit has to be reported within **60 days** of course completion

**New Hampshire**—Credit has to be reported within **15 days** of course completion

**Oklahoma**—Credit has to be report within **10 days** of course completion

**Texas**—Credit has to be reported within **30 days** of course completion

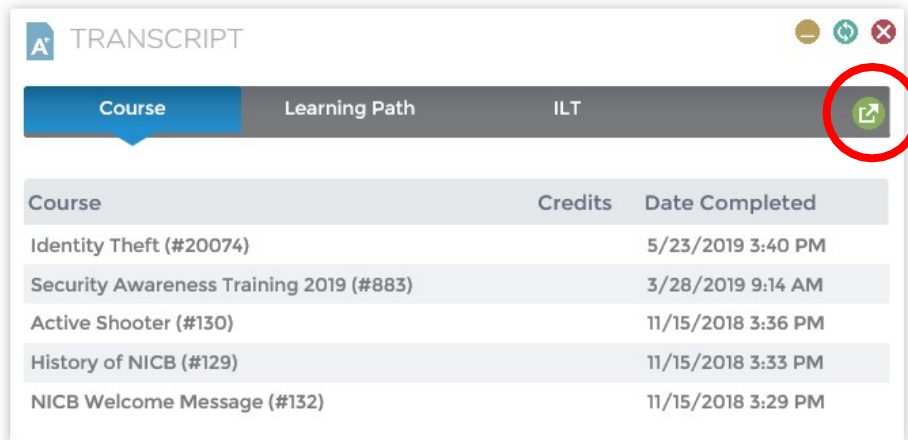
If you have additional questions regarding the FAQ document or CE-related questions, please contact Learning and Development at [learning@nicb.org](mailto:learning@nicb.org).

## How do I attach my course transcript for proof of completion?

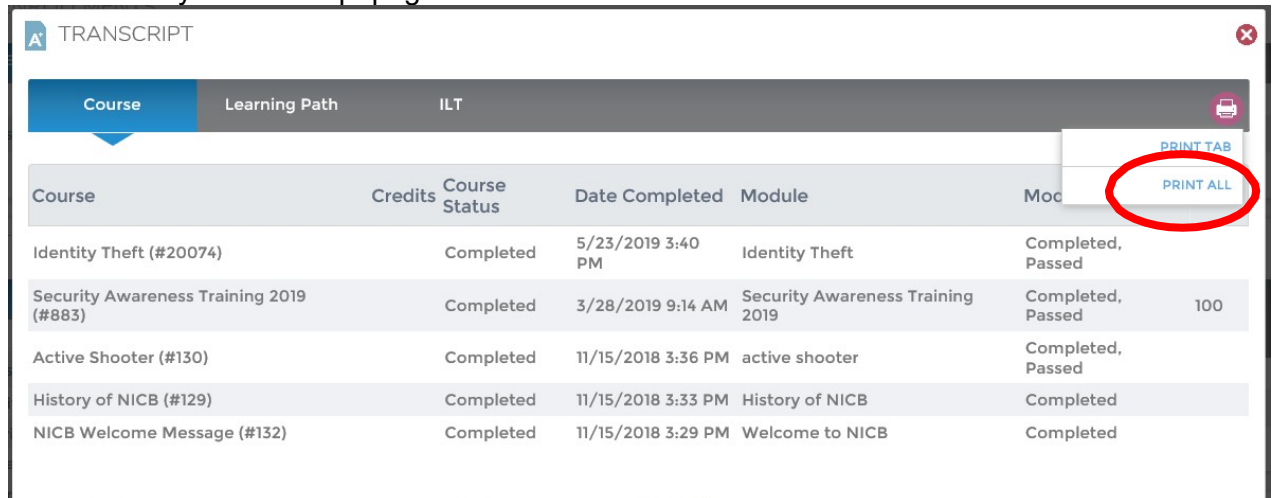
- 1) Log into your NICTA user profile.



- 2) Open your transcript tab.



- 3) "Print All" on your transcript page.



- 4) When you "Print All," you can turn this into a PDF and then attach it to your request. In order to process your request, your transcript must include the following:

- Student's first and last name
- Name of the course requested
- Course status "Completed"
- Course completion date
- Course score (passing score is 76%)