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
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

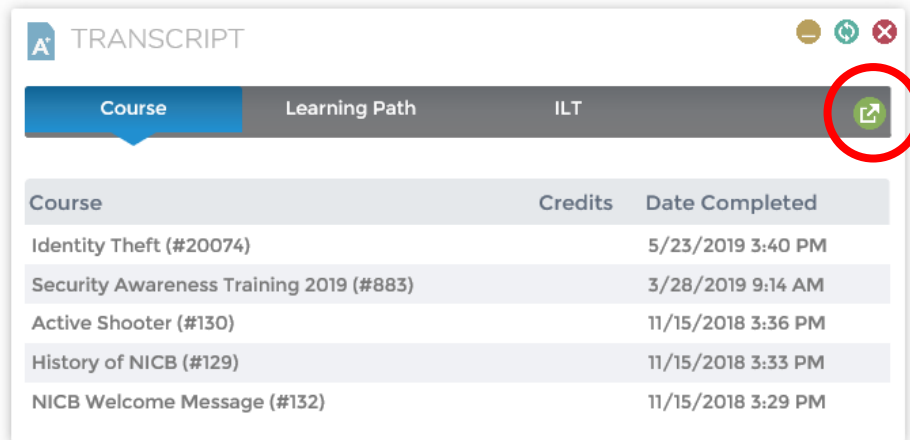**Texas**—Credit has to be reported within **30 days** of course completion

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

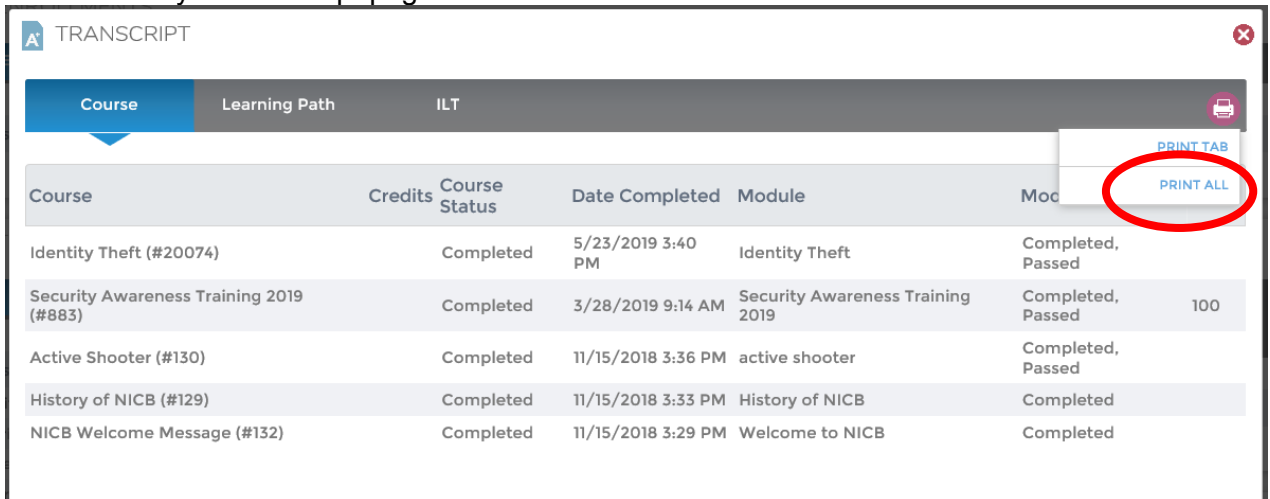**How do I attach my course transcript for proof of completion?**

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%)