

Certification Renewal FAQs

How can I prepare for certification renewal?

Please visit our website to review current renewal policies and guidelines for credit approval <http://ndc.mayo.edu>. Select the "Education" link, and then select the "Tobacco Treatment Specialist Certification" link. There you will find information to assist with the renewal process.

When I am ready to renew, what are my next steps?

Please access our database at <https://www.ndc-registration.com/>. You are considered an existing user, and you will log in using your email address and password. If you have forgotten your password select the "Reset" button. Look for the heading "Next Steps" and select the link "Apply for Recertification". There you will find the Recertification Application form which includes a checklist of items required for submission. Payment options will include payment by check or online payment with a credit card.

Will the certificate of attendance received for attending the NDC Annual Conference automatically be forwarded on to the Nicotine Dependence Center Education Program?

No. Because the Continuing Professional Development (CPD) department hosts our conference, they maintain these certificates in their department.

What should I do at the time of certification renewal if I am unable to find my certificate of attendance for the NDC Annual Conference?

Please call the CPD Department to request a duplicate copy (1-800-323-2688) or request to have a copy faxed to the NDC Education Program at (507-255-0652).

What does it cost to re-certify?

Please visit our website <http://ndc.mayo.edu> to view current renewal rates which are subject to change.

How many continuing education hours do I need to acquire in order to re-certify?

Our Renewal policy requires a minimum of 18 continuing education hours.

If I attend a Motivational Interviewing course, will all continuing education hours acquired be considered tobacco-focused?

Do not assume that all hours obtained will be approved as tobacco-focused continuing education hours. For non-tobacco courses that meet our approval guidelines, we will approve 50% credit.

What if the Certificate of Attendance does not clarify whether or not the course/conference is tobacco-focused?

I recommend submitting learning objectives along with course agenda to assist with credit approval.

**** If you have further questions, feel free to stop by our booth exhibit at your convenience.**