Recertification Instructions

To recertify:

1.) Go to http://ndc.mayo.edu

Select Education Program

On the right side of the page look for *Online Registration System* and select *TTS Certification Updates*

You may also access by going to the TTS Certification web page and selecting the *Database Login* link

2.) Locate the heading Existing Users

Enter your email address and password.*

Select *Edit Profile* if you choose to change your password and/or review/change your current contact information. Please remember to keep your email address current as all recertification reminder notifications are sent to the email address listed.

- * By Forgotten Password select *Reset it here* if you have forgotten your password.
- 3.) Find information under Next Steps:

Select Recertification Application (Continuing Education Hours form).

Complete and print the form.

Payment can be made online with a credit card. We do not accept American Express. Please submit copies of your certificates of attendance and Continuing Education Hours form by fax at 507-255-0652 or mail to:

Mayo Clinic, Nicotine Education Program, Colonial Bldg 3-10, 200 First Street, SW; Rochester, MN 55905

To pay by check, please mail payment, copies of your certificates of attendance, and the Continuing Education Hours form to the address above.

Once check or credit card payment is received and credits are approved, you will receive notification by email that you are recertified and your new certificate will be mailed to you.

Provisional Status: If you currently have a "Provisional" certificate, you will be directed to fill out a Service Hours Update form and/or also have your official transcripts submitted.

Participants with a Provisional Certificate cannot recertify unless one or both of these forms are submitted.

Please contact the Education Program if you need further assistance at 507-266-1093 or email ndep@mayo.edu.