



Recertification Instructions

All tobacco treatment specialists can recertify using our online database. Even if you are a first-time user of this database, your information has been imported and you are considered to be an “Existing User” and **not** a “New User.”

If you need assistance, please call 507-266-1093 or email bennett.susan@mayo.edu.

To recertify online:

- 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 to change your password and update your contact information.

* By Forgotten Password click on “Reset it here” if you are a first-time user or 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. 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.