



Process for Retesting

Participant Instructions:

Visit our website <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 **Tobacco Treatment Specialist Certification** web page and select the **DATABASE Login** link.

Look for the heading **Existing Users**

- Enter your email address and password. Select **Retrieve Your Password** if you are a first-time user or you have forgotten your password.
- Select **Edit Profile** to change your password and update your contact information.

Look for information under **Next Steps:**

- Select **Retest Application**.
 - On the Retest application form, indicate the proctor (supervisor) who will administer the exam(s).
 - Complete and print the form and mail directly to us with a check payment.
 - If you prefer to pay by credit card, please fax the Retest Application form to us at 507-255-0652 or scan and email the form to ndep@mayo.edu
**Mailing address: Mayo Clinic, Nicotine Education Program; Colonial Bldg 3-10;
200 First Street, SW; Rochester, MN 55905**
 - The participant will contact the proctor to coordinate a date/time to retest.

NDC Education Program/Test Proctor:

1. The proctor will be contacted via email by the Mayo Clinic Nicotine Education Program to confirm the exam date/time.
2. Rules for administering the exam will be communicated to the proctor (see below).
3. A packet will be sent to the proctor that includes the exam(s), **Certification Test Proctoring form**, and a self-addressed envelope.
4. After testing, the proctor will complete, sign, and return the **Certification Test Proctoring form** along with the completed exam(s) in the self-addressed envelope. This must be returned to the Mayo Clinic Nicotine Education Program within 45 days of the date the application was originally sent to the proctor.

Test Proctor - Rules for administering the exam:

1. The participant will need to be supervised by the proctor at all times during testing.
2. The participant is allowed a time limit of one hour to complete each separate exam(s).
3. The participant may not reference any materials such as books or notes during testing.
4. Under no circumstances may copies of the test be reproduced. These materials are copyrighted and we need to maintain the integrity of our TTS Program.