

# NATIONAL CERTIFICATION CAREER ASSOCIATION



## Candidate Handbook

Phone: 815-315-8721

Fax: 858-256-7671

[info@nccanow.com](mailto:info@nccanow.com)

[www.nccanow.com](http://www.nccanow.com)

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# About

## NATIONAL CERTIFICATION CAREER ASSOCIATION

### NCCA

A professional certification agency certifying candidates on the basis of a national certification exam after fulfilling the requirements set forth by the association. Our certifications are offered in many fields of expertise.

#### Why are we different?

We offer certifications in various areas

- Allied Healthcare
- Rehabilitation Healthcare
- Sports/Fitness
- Administrative
- Technology

A survey showed that the majority of the healthcare employers are looking for candidates who are clinically trained as well as tested the same way. Since the candidates are going to perform various different techniques, hence they should be evaluated both clinically and theoretically before being certified. This is where National Certification Career Association NCCA comes in to raise the standards of clinical testing by assessing the skills of the candidate by providing the academic institutions with competency checklist on the basis of which the candidate will be graded on each competency checklist. This would give out a strong message to the employer that the candidate is clinically tested on the basis of both competency checklist and multiple choice exam, before being granted a certification.

We assess candidates on the basis of clinical skills and multiple choice exams for the following certifications

- Clinical Medical Assistant Specialist or Medical Assistant
- Patient Care Technician / Assistant
- Phlebotomy Technician
- EKG Technician

#### Mission:

Our main mission is to certify candidates on the basis of knowledge gained from the training program from an institution or by experience in the field, thereby playing a responsible role in improving the quality of services rendered by the chosen career.

#### Vision:

To add recognition in the field of certifications and upgrade the quality of exam security and development.

#### Values:

Our values are based on integrity, commitment, leadership & teamwork.

# Certification

## Certification Details & Eligibility

### Nationally Certified Medical Assistant

**Credentials:** NCMA-NCCA

**Cost:** Member Exam Fee \$75 Non-Member Exam Fee \$135

**Duties:** Perform clinical and administrative duties under the direction of a physician.

**Eligibility:**

- Must be 18 years of age
- Eligible via training program or by experience
- High school diploma or equivalent

**Note:** (may vary on a state by state basis, refer page 17 for Specific State Eligibility Requirements Section for updated information)

### Certified Clinical Medical Assistant Specialist

**Credentials:** CCMAS

**Cost:** Member Exam Fee \$75 Non-Member Exam Fee \$135

**Duties:** Perform clinical and certain administrative duties under the direction of a physician. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood & EKG application as directed by the physician.

**Eligibility:**

- Must be 18 years of age
- Eligible via training program or by experience
- High school diploma or equivalent

**Note:** (may vary on a state by state basis, refer page 17 for Specific State Eligibility Requirements Section for updated information)

### Certified Patient Care Technician/Assistant

**Credentials:** CPCT/A

**Cost:** Member Exam Fee \$75 Non-Member Exam Fee \$135

**Duties:** Provide basic patient care under direction of nursing staff. Perform duties such as feed, bathe, dress, groom, or move patients, or change linens. May transfer or transport patients. Includes nursing care attendants, nursing aides, and nursing attendants, drawing blood and EKG application.

**Eligibility:**

- Must be 18 years of age
- Eligible via training program or by experience
- High school diploma or equivalent

**Note:** (may vary on a state by state basis, refer page 17 for Specific State Eligibility Requirements Section for updated information)

### Certified Phlebotomy Technician-NCCA

**Credentials:** CPT-NCCA

**Cost:** Member Exam Fee \$75 Non-Member Exam Fee \$90

**Duties:** Draw blood for tests, transfusions, donations, or research. May explain the procedure to patients and assist in the recovery of patients with adverse reactions.

**Eligibility:**

- Must be 18 years of age
- Eligible via training program or by experience
- High school diploma or equivalent

**Note:** (may vary on a state by state basis, refer page 17 for Specific State Eligibility Requirements Section for updated information)

### Certified EKG Technician-NCCA or Certified Cardiac Monitor Telemetry Technician (CCMTT) or Certified Cardiac Arrhythmia Technician (CCAT)

**Credentials:** CET-NCCA / CCMTT / CCAT

**Cost:** Member Exam Fee \$75 Non-Member Exam Fee \$90

**Eligibility:**

- Must be 18 years of age
- Eligible via training program or by experience
- High school diploma or equivalent

**Note:** (may vary on a state by state basis, refer page 17 for Specific State Eligibility Requirements Section for updated information)

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**Certified Personal Trainer Specialist**

**Credentials:** CPTS

**Cost:** Member Exam Fee \$75 Non-Member Exam Fee \$135

**Duties:** Perform and conduct fitness assessments and personal training sessions.

**Eligibility:**

- Must be 18 years of age
  - Eligible via training program or by experience
  - High school diploma or equivalent
- 

**Sports/Fitness Nutrition Specialist Certification**

**Credentials:** CSFNS

**Cost:** Member Exam Fee \$75 Non-Member Exam Fee \$135

**Duties:** Sports nutritionists focus on the effects of nutrition on exercise and sports performance. They analyze the costs to the athlete when training, competing or exercising in terms of calories, nutrients and fluids. Nutritionists then develop a dietary plan that may include nutritional supplements. Some sports nutritionists work with professional sports teams, schools or public agencies. Others devote their careers to research and education.

**Eligibility:**

- Must be 18 years of age
  - Eligible via training program or by experience or by having a valid personal trainer specialist certification.
  - High school diploma or equivalent
- 

**Certified Coding Professional Physician - Hospital**

**Credentials:** CMBC

**Cost:** Member Exam Fee \$75 Non-Member Exam Fee \$90

**Duties:** Includes coding for physician's office and hospitals using the coding systems (CPT, ICD-9-CM, HCPCS LEVEL II)

**Eligibility:**

- Must be 18 years of age
  - Eligible via training program or by experience
  - High school diploma or equivalent
- 

**Certified Medical Billing & Coding**

**Credentials:** CMBC

**Cost:** Member Exam Fee \$75 Non-Member Exam Fee \$135

**Duties:** Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards in a manner consistent with the healthcare industry's numerical coding system (CPT, ICD & HCPCS Level II).

**Eligibility:**

- Must be 18 years of age
  - Eligible via training program or by experience
  - High school diploma or equivalent
- 

**Certified Medical Administrative Assistant/Office Specialist**

**Credentials:** CMAA/OS

**Cost:** Member Exam Fee \$75 Non-Member Exam Fee \$135

**Duties:** Perform administrative duties under the direction of a physician. Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence. May include duties that entails medical billing/coding & electronic health records.

**Eligibility:**

- Must be 18 years of age
- Eligible via training program or by experience

- High school diploma or equivalent

### Certified Electronic Health Record Professional

**Credentials:** CEHRP

**Cost:** Member Exam Fee \$75 Non-Member Exam Fee \$135

**Duties:** Perform administrative duties under the direction of a physician. Perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures and compiling records electronically. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence. Maintaining records electronically and having hands on practice of electronic health records applications.

**Eligibility:**

- Must be 18 years of age
- Eligible via training program or by experience
- High school diploma or equivalent

### Certified Medical Software / Insurance / Pre-authorization Specialist

**Credentials:** CMIPS

**Cost:** Member Exam Fee \$75 Non-Member Exam Fee \$135

**Duties:** Knowledge of Medical software's (Medisoft), Compile, process, and maintain data in medical software for billing purposes, Knowledge of different types of insurance, pre-authorization.

**Eligibility:**

- Must be 18 years of age
- Eligible via training program or by experience
- High school diploma or equivalent

### Certified Rehabilitation Therapy Assistant

**Credentials:** CRTA

**Cost:** Member Exam Fee \$75 Non-Member Exam Fee \$135

**Duties:** Under close supervision of a Physical/Occupational therapist, chiropractor & physical therapy assistant, perform only delegated, selected, or routine tasks in specific situations. These duties include preparing the patient and the treatment area.

**Eligibility:**

- Must be 18 years of age
- Eligible via training program or by experience
- High school diploma or equivalent
- Check your state requirements

### Certified Physical Therapy Aide

**Credentials:** CPTA

**Cost:** Member Exam Fee \$75 Non-Member Exam Fee \$135

**Duties:** Works directly under the supervision of a Physical Therapist or Physical Therapy Assistant. Performs duties as instructed by the Physical Therapist or Physical Therapy Assistant.

**Eligibility:**

- Must be 18 years of age
- Eligible via training program or by experience [Physical Therapy Aide / Technician]
- High school diploma or equivalent
- Check your state requirements

### Certified Rehabilitation Therapy Technician

**Credentials:** CRTT

**Cost:** Member Exam Fee \$75 Non-Member Exam Fee \$135

**Duties:** Under close supervision of a Physical/Occupational therapist, chiropractor & physical therapy assistant, perform only delegated, selected, or routine tasks in specific situations. These duties include preparing the patient and the treatment area.

**Eligibility:**

- Must be 18 years of age
- Eligible via training program or by experience [Physical Therapy Aide / Technician or Rehabilitation Therapy Aide / Technician]
- High school diploma or equivalent
- Check your state requirements

### **Certified Restorative Care Assistant Specialist**

**Credentials:** CRAS

**Cost:** Member Exam Fee \$75 Non-Member Exam Fee \$135

**Duties:** A restorative aide assists with therapeutic exercises and occupational therapy, and focuses less on direct nursing care. These duties include preparing the patient and the treatment area.

**Eligibility:**

- Must be 18 years of age
- Eligible via CNA Program approved by the state or training program or by experience
- High school diploma or equivalent

### **Certified Clinical Massage Therapist**

**Credentials:** CCMT

**Cost:** Member Exam Fee \$75 Non-Member Exam Fee \$135

**Duties:** Perform therapeutic massages of soft tissues and joints. May assist in the assessment of range of motion and muscle strength, or propose client therapy plans.

**Eligibility:**

- Must be 18 years of age
- Eligible via training program or by experience
- High school diploma or equivalent
- Check your state requirements before applying

### **Certified Strength & Conditioning Rehab Specialist**

**Credentials:** CSCRS

**Cost:** Member Exam Fee \$75 Non-Member Exam Fee \$135

**Duties:** Instruct or coach groups or individuals in exercise activities. Demonstrate techniques and form, observe participants, and explain to them corrective measures necessary to improve their skills with conditioning and strengthening program development.

**Eligibility:**

- Must be 18 years of age
- Bachelor's Degree in Physical Therapy, Exercise Physiology, Kinesiology or Exercise Science or Applied Health Physiology.  
or
- Minimum of 600 hours if a graduate of a Strength & Conditioning Rehabilitation Specialist Program.
- High school diploma or equivalent

### **Certified Computer Skills Specialist**

**Credentials:** CCSS

**Cost:** Member Exam Fee \$75 Non-Member Exam Fee \$135

**Duties:** Individuals report increased competence and productivity with Microsoft Office programs as well as increased credibility with their employers, co-workers, and clients.

**Eligibility:**

- Must be 18 years of age
- Eligible via training program or by experience
- High school diploma or equivalent

### **Certified Community Health Worker (CCHW)**

**Credentials:** CCHW

**Cost:** Member Exam Fee \$75 Non-Member Exam Fee \$135

The umbrella term "community health worker" (CHW) embraces a variety of community health aides selected, trained and working in the communities from which they come. A widely accepted definition was proposed by a WHO Study Group (WHO 1989). Community health workers should be members of the communities where they work, should be selected by the communities, should be answerable to the communities for their activities, should be supported by the health system but not necessarily a part of its organization, and have shorter training than professional workers.

**Eligibility:**

- Must be 18 years of age
- Eligible via training program or by experience
- High school diploma or equivalent

# Examination Layout & Requirements

## PHLEBOTOMY TECHNICIAN

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Standard Eligibility Requirements:

Certification exam are divided into two sections  
(Clinical Competency Check + Theory)

### Two Sections:

#### 1) Practical Components

- A. Average sticks 30-40 ( check your state requirements for minimum live sticks)
  - o Academic Institution has to submit the minimum number of sticks practiced on the NCCA practical log sheet or must have it stored within schools records.
- B. Competency checklist as a part of the final practical test assessed by the instructor.
  - o The instructor has to assess the candidate on the basis of the competency checklist allotted by NCCA to the academic institution.

#### 2) Theory Components

- A. Final multiple choice exam. (100 Questions)

*It is the institutions responsibility to maintain the practical log sheet and the proof of training for each candidate.*

*The Practical log sheet and the competency checklist will not replace any standards being considered by the academic institution, however maintaining and submitting the practical log sheet and competency checklist is a part of the standard requirements for each candidate to be certified. Practical Log Sheet & Competency Checklist will be provided to the academic institution.*

Re-attempting the Certification exam can be done after 30 days of the 1st attempt, only the failed component has to be re-attempted.

On successful completion of the above two sections the candidate will be certified.

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## EKG TECHNICIAN

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Standard Eligibility Requirements:

Certification exam are divided into two sections  
(Clinical Competency Check + Theory)

### Two Sections:

#### 1) Practical Components

- A. Average 15 Test Strips ( check your state requirements for minimum strips)
  - o Academic Institution has to submit the minimum number of test strips practiced on the NCCA practical log sheet or must have it stored within schools records.
- B. Competency checklist as a part of the final practical test assessed by the instructor.
  - o The instructor has to assess the candidate on the basis of the competency checklist allotted by NCCA to the academic institution.

#### 2) Theory Components

- A. Final multiple choice exam. (100 Questions)

*It is the institutions responsibility to maintain the practical log sheet and the proof of training for each candidate.*

*The Practical log sheet and the competency checklist will not replace any standards being considered by the academic institution, however maintaining and submitting the practical log sheet and competency checklist is a part of the standard requirements for each candidate to be certified. Practical Log Sheet & Competency Checklist will be provided to the academic institution.*

Re-attempting the Certification exam can be done after 30 days of the 1st attempt, only the failed component has to be re-attempted.



On successful completion of the above two sections the candidate will be certified.

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## PATIENT CARE TECHNICIAN / ASSISTANT

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Standard Eligibility Requirements:

Certification exam are divided into two sections  
(Clinical Competency Check + Theory)

### Two Sections:

#### 1) Practical Components

- A. Patient Care Skills - checklist
  - EKG – Average 15 Test Strips ( check your state requirements for minimum strips)
  - Phlebotomy- Average 30 - 40 sticks ( check your state requirements for minimum live sticks)
    - o Academic Institution has to submit the minimum number of test strips practiced on the NCCA practical log sheet or must have it stored within schools records.
- B. Competency checklist as a part of the final practical test assessed by the instructor.
  - o The instructor has to assess the candidate on the basis of the competency checklist allotted by NCCA to the academic institution.

#### 2) Theory Components

- A. Final multiple choice exam. (100 Questions)

*It is the institutions responsibility to maintain the practical log sheet and the proof of training for each candidate.*

*The Practical log sheet and the competency checklist will not replace any standards being considered by the academic institution, however maintaining and submitting the practical log sheet and competency checklist is a part of the standard requirements for each candidate to be certified. Practical Log Sheet & Competency Checklist will be provided to the academic institution.*

Re-attempting the Certification exam can be done after 30 days of the 1st attempt, only the failed component has to be re-attempted.

On successful completion of the above two sections the candidate will be certified.

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## CLINICAL MEDICAL ASSISTANT SPECIALIST OR MEDICAL ASSISTANT

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Standard Eligibility Requirements:

Certification exam are divided into two sections  
(Clinical Competency Check + Theory)

### Two Sections:

#### 1) Practical Components

- A. Medical Assistant Skills - checklist
  - EKG – Average 10 Test Strips ( check your state requirements for minimum strips)
  - Phlebotomy- Average 30 - 40 sticks ( check your state requirements for minimum live sticks)
    - Academic Institution has to submit the minimum number of test strips practiced on the NCCA practical log sheet or must have it stored within schools records.
- B. Competency checklist as a part of the final practical test assessed by the instructor.
  - The instructor has to assess the candidate on the basis of the competency checklist allotted by NCCA to the academic institution.

#### 2) Theory Components

A. Final multiple choice exam. (100 Questions)

*It is the institutions responsibility to maintain the practical log sheet and the proof of training for each candidate.*

*The Practical log sheet and the competency checklist will not replace any standards being considered by the academic institution, however maintaining and submitting the practical log sheet and competency checklist is a part of the standard requirements for each candidate to be certified .Practical Log Sheet & Competency Checklist will be provided to the academic institution.*

Re-attempting the Certification exam can be done after 30 days of the 1st attempt, only the failed component has to be re-attempted.

On successful completion of the above two sections by the candidate will be certified.

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Certification Exam	Multiple Choice Questions
Coding Professional Physician - Hospital	100
Medical Billing & Coding	100
Medical Software /Insurance/Pre-Authorization Specialist	100
Medical Administrative Assistant / Office Specialist	100
Electronic Health Record Professional	100
Personal Trainer Specialist	200
Sport & Fitness Nutrition Specialist	100
Rehabilitation Therapy Assistant	200
Rehabilitation Exercise Specialist	100
Rehabilitation Therapy Technician	100
Restorative Aide	100
Clinical Massage Therapy	200
Strength & Conditioning Rehabilitation Specialist	100
Computer Skills Specialist	100
Community Health Workers	

*Numbers on each certification exam represents the maximum number of multiple choice questions.*

## Certification Exam Registration Fee

Certification Exam	Member Exam Fee	Non-Member Exam Fee
1. Medical Assistant	\$75	\$135
2. Clinical Medical Assistant Specialist	\$75	\$135
3. Patient Care Technician /Assistant	\$75	\$135
4. Phlebotomy Technician	\$75	\$90
5. EKG Technician	\$75	\$90
6. Coding Professional Physician - Hospital	\$75	\$90
7. Medical Billing & Coding Professional	\$75	\$135
8. Medical Software/Insurance/Pre-Authorization Specialist	\$75	\$135
9. Medical Administrative Assistant / Office Specialist	\$75	\$135
10. Electronic Health Record Professional	\$75	\$135
11. Personal Trainer Specialist	\$75	\$135
12. Sport & Fitness Nutrition Specialist	\$75	\$135
13. Rehabilitation Therapy Assistant	\$75	\$135
14. Rehabilitation Exercise Specialist	\$75	\$135
15. Rehabilitation Therapy Technician/Physical Therapy Aide	\$75	\$135
16. Restorative Care Assistant	\$75	\$135
17. Clinical Massage Therapy	\$75	\$135
18. Strength & Conditioning Rehabilitation Specialist	\$75	\$135
19. Computer Skills Specialist	\$75	\$135
20. Community Health Workers	\$75	\$135

# Exam Process

## Registration Steps

The candidate can challenge the exam through an exam administering testing site or approved testing site. For more information on testing sites ([click here](#)).

## Examination Registration Process

### Route 1: Education

Link to register: [http://www.nccanow.com/certification\\_exam\\_based\\_on\\_education.html](http://www.nccanow.com/certification_exam_based_on_education.html)

### Route 2: Experience

Link to register: [http://www.nccanow.com/certification\\_exam\\_based\\_on\\_experience.html](http://www.nccanow.com/certification_exam_based_on_experience.html)

### Route 3: Veterans (Military)

Link to register: [http://www.nccanow.com/certification\\_exam\\_for\\_veterans.html](http://www.nccanow.com/certification_exam_for_veterans.html)

## Scheduling

Depending on the type of your testing site, your proctor will be contacted for scheduling dates for administering exams.

## Cancellation

Scheduled exam cannot be cancelled by the candidate or proctor; however it can be transferred to another date.

## Re-Scheduling

Re-scheduling can be done within 6 months of the exam originally scheduled. A \$25 fee applies for re-scheduling

## Refund Policy

There are no refunds available on any exams administered or study material purchased from National Certification Career Association NCCA.

## Re-Taking

Failed exam attempts can be retaken at a later date by waiting for 30 days between each attempt for route1 and 15 days for route 2 or route 3.

Medical Assistant  
Clinical Medical Assistant  
Patient Care Technician  
Phlebotomy Technician  
EKG Technician

### **Certifications with two (2) exam sections (Clinical & Multiple Choice Exams)**

If a candidate failed on any on the following section whether clinical or multiple choice exam, only the failed section of the exam has to be re-taken.

All other certifications

If a candidate failed the multiple choice exam, the exam can be retaken by waiting for 30 days between each attempt for route 1 and 15 days for route 2 or route 3

## Examination

### Before Examination

Study and review all the contents of the examination section. Have a good night sleep before the night of the exam & come well prepared. You should appear at the testing site 30 minutes before the scheduled exam time, bring two forms of government identification.

### During Examination

Strict proctor monitoring will be maintained at all times during the exam, Do not answer any questions asked by another candidate sitting in the examination room during the exam. If the proctor finds you in any such circumstances, the proctor has the right to ask both the candidates to leave the examination room. Maintaining the security & quality is our main aim, we do not want students to make a copy of the exam or leak the questions on the internet as this will lead to an infringement of private property. The institutions has the obligation to avoid helping candidates in any way to answer questions on the examination.

### After Examination

The exam has to be returned with the original examination booklet and any written rough sheet used along with it during the exam. Candidates are not allowed to record or copy the exam questions in any form manually or electronically. Once the exams are collected the proctors and the academic institutions are advised not to copy any questions on the exam for any matter without a written consent to the National Certification Career Association NCCA. A violation of this type will lead to a liability on proctors and/or the academic institution.

### Results

Scored results will be released within 3 business days.

### Appealing for Score: Re-evaluation

The students will not be able to retrieve copy of the questions and the answers scored by National Certification Career Association NCCA, as these questions are a private property and cannot be given out to the candidate. If a student feels that exam score should be rechecked, the student can appeal for a re-evaluation, the form for this service can be found at [http://nccanow.com/form\\_docs.html](http://nccanow.com/form_docs.html) under the candidate forms

### Candidate Package

Package the candidate will receive on successfully passing the exam within 7-20 business days.

1. Certification
2. ID Card
3. General Score Sheet

## Continuing Education or Recertification

The validity of certification for the National Certification Career Association NCCA is for a period of One (1) year. The candidate has to renew the certification by attending continuing education credits for each certification within a years from the date of the certification exam. The cost of renewal is \$50 for each certification renewed.

For specific requirement about our continuing education please visit our webpage  
[http://nccanow.com/uploads/NCCA\\_Continuing\\_Education\\_Units\\_OFFICIAL\\_MANUAL.pdf](http://nccanow.com/uploads/NCCA_Continuing_Education_Units_OFFICIAL_MANUAL.pdf)

Continuing Education can be attended by going online and registering for online continuing education course and attend the course. The link for registration can be found on [http://nccanow.com/continuing\\_education.html](http://nccanow.com/continuing_education.html)

Questions in regards to continuing education and renewal can be directed at email [info@nccanow.com](mailto:info@nccanow.com)

## Certification Exam

### Security

Exam security has always been the most important concern. We strive hard to maintain security of the exam questions, and we also advice all our affiliates and candidates to help us maintain the exam integrity by not copying exam questions in any form manually or electronically. Copying will lead to deterioration of grades to our mission and eventually the knowledge and skills of your future candidate also. National Certification Career Association NCCA has the right to revoke the scores of a candidate without any notice under any circumstance. The student exam record is stored for 5 years securely in an electronic secured unit. If you have been informed or know about any security breach that has occurred during an NCCA exam, please inform NCCA by emailing us at [info@nccanow.com](mailto:info@nccanow.com).

### Development

Creating an exam pattern with industry based standard questions is the most crucial step for National Certification Career Association NCCA. We have subject matter experts in each area of our certifications with experience in the field or are currently working in the same industry. We develop a pool of questions and choose selected questions according to the exam content outline under each certification. We update our academic institutions about any changes for the new exam developed. Industry standard analysis is performed by interviewing employers and candidates.

## Student Forms

[Code of Ethics .pdf](#)  
[Exam Comment Application .pdf](#)  
[Lost or Stolen Certification or Card .pdf](#)  
[Name Change Notification .pdf](#)  
[Request for Additional Copy .pdf](#)  
[Credit Card Authorization Form .pdf](#)  
[Additional or Replacement Card or Certificate.pdf](#)  
[Employment Verification Form](#)  
(Eligibility form for exam via experience)

## Employer

[Letter to Employer](#)

## Exam Content Outline & Exam Reference Books

### Allied Healthcare Certifications

[Clinical Medical Assistant Exam Content Outline / Curriculum / Syllabus](#)  
[Phlebotomy Technician Exam Content Outline / Curriculum / Syllabus](#)  
[EKG Technician Exam Content Outline / Curriculum / Syllabus](#)  
[Patient Care Technician Exam Content Outline / Curriculum / Syllabus](#)

### Medical Administration Certifications

[Medical Coding & Billing Professional Exam Content Outline / Curriculum / Syllabus](#)  
[Coding Professional - Physician & Hospital Exam Content Outline / Curriculum / Syllabus](#)  
[Medical Software/Insurance/Pre-authorization Specialist Exam Content Outline / Curriculum / Syllabus](#)  
[Electronic Health Record Professional Exam Content Outline / Curriculum / Syllabus](#)  
[Medical Administrative Assistant Exam Content Outline / Curriculum / Syllabus](#)

### Rehabilitation Healthcare Certifications

[Rehabilitation Therapy Technician Exam Content Outline / Curriculum / Syllabus](#)  
[Physical Therapy Aide Exam Content Outline / Curriculum / Syllabus](#)  
[Restorative Care Exam Content Outline / Curriculum / Syllabus](#)  
[Strength & Conditioning Rehabilitation Specialist Exam Content Outline / Curriculum / Syllabus](#)  
[Rehabilitation Exercise Specialist Exam Content Outline / Curriculum / Syllabus](#)

### Sports/Fitness Certification

[Personal Trainer Specialist Exam Content Outline / Curriculum / Syllabus](#)

### Technology Certifications

[Computer Skills Specialist](#)

## Discrimination

National Certification Career Association NCCA does not discriminate against any candidate/applicant on the basis of caste, religion, creed, color, sex or marital status.

The candidate has to understand the following statements about the certification exam.

- It is the responsibility of the candidate to check their state regulations in terms of testing for a certification exam
- The liability of National Certification Career Association NCCA and its agents is limited to examination fee only.
- Scores can be released to any individual requesting for the score release, with the correct certification name, candidate name, and candidate certification number. Hence the certified candidates are advised to keep the certification and the ID card in a secured place.
- National Certification Career Association NCCA has the right to change the policies of the candidate's handbook at any time during the year, and update will be posted on the website about the changes.
- If the candidate is convicted of a felony the candidate needs to attach an official document stating the felony details, also the certification review department will review the candidates case and give a final decision. If the candidate fails to prove the felony details, the candidate will permanently be disqualified from taking the exam or may lead to inactivation of the certification number if the exam was already taken in the past.

## Candidates Applying Based on Experience or Military

Candidate applying on the basis of experience or military:

- Employer verification form for the candidate with minimum 6 months of experience in the field (full time), must be filled by the employer, supervisor or manager.
- Employers Recommendation (if available)

Candidate will be notified electronically via email or by mail about the eligibility.

## Exam Administration

Candidate can take the exam at their employer's facility under the supervision of the employer (Proctor)

## Candidate Result

Candidate will be notified about the results within 3 business days. In cases where a test taker, candidate or student does not pass the exam, NCCA will not release the entire exam to the candidate or third party, only the candidates scores will be released to the test taker, candidate or student.

## Specific State Eligibility Requirements

### Eligibility Set by NCCA

The eligibility routes set by NCCA only applies to NCCA certifications and are not a part of the requirements set by the state regulations, laws or rules to practice in a particular field of certification.

There may be laws and regulation pertaining to the field of certification that may differ from state to state, if any. Test Takers, Students and Candidates are advised, recommended and suggested to do their own research as to the laws and regulations of a particular area of profession in which they seek to practice.

Test Takers, Students and Candidates must perform an independent research on any law or regulation set by the state for the area of profession.



Obtaining a NCCA certification does not in any way guarantee that you have fulfilled a particular state requirements that has been set by the state, if any. Test Takers, Students and Candidates must follow their state law and regulation if any pertaining to the area of profession in which they seek to practice.

Test Takers, Students and Candidates are strongly advised, recommended and suggested to stay current with their state law or regulation that must be followed in order to practice a particular profession.

## Violation of Exam Security

Misconduct and Unethical Behaviors would involve the following but not limited to:

- Assistance provided by the proctor in answering questions on the certification exam. The proctor's duty is to monitor the session of the exam, not to assist test taker, student or candidate in answering questions on the certification exam.
- Open book certification exam is not permitted by NCCA. Exception for Coding Manuals on Coding Exams.
- Use of cellphones or websites for answering questions by any test taker, student, candidate or proctor is prohibited.
- Cheating from another test taker, student or candidate who is also taking the exam is prohibited.
- Test taker, student or candidate helping each other is not permitted.
- Any staff member of the facility helping the test taker, student or candidate answering the questions on the certification exam is prohibited.
- Exam not taken on the site as mentioned on the application by the test taker, student or candidate is not permitted.

Any information brought to NCCA will be investigated and may result in a Disciplinary Action by NCCA against the responsible party.

## Breach of Exam Security or Falsifying Information

NCCA will not accept breach of exam security by a test taker, candidate, students, proctor or any other individual that is involved in administering an exam session. All individuals including the test takers, candidate, students and proctors are required to provide true information to NCCA. It is the test takers, candidate, students and proctors responsibility to inform NCCA of any breach that may have occurred before, during or after the exams are administered.

## Disciplinary Action

by NCCAs disciplinary committee

**Breach of Exam Security or Falsifying Information to obtain NCCA Certification is a violation of the NCCA Codes of Ethics which in turn results in a misconduct that leads to a Disciplinary Action by NCCAs disciplinary committee:**

### **For test taker(s), candidate(s), student(s)**

If one or several test taker(s), candidate(s), student(s) are found to be involved in breach of exam security or providing false information in order to obtain a NCCA certification, the scores of such test taker(s), candidate(s), student(s) will be disqualified and the certification numbers if issued will be terminated. NCCA may further not allow the candidates to test with NCCA in future.

### **For proctor(s)**

If the proctor is found to be involved in breach of security of NCCA exam and in providing false information to NCCA to administer the exams for the test taker(s), candidate(s), student(s), such proctor or proctor(s) will be not be allowed to proctor any NCCA exam in future, moreover the facility will be notified about such behavior or misconduct if the facility is not aware of the proctors unethical activity.

**Note:** Proctors must verify the identification of test taker(s), candidate(s), student(s) before they administer an NCCA exam. In cases where a test taker(s), candidate(s), student(s) fails to provide identification, the proctor must not allow test taker(s), candidate(s), student(s) to attempt the exam. Moreover they must notify NCCA immediately about such event. The proctor

during the exam if finds a test taker(s), candidate(s), student(s) is violating the exam rules and breaching the exam security, the proctor has the right to end the exam session and report NCCA of such incident in writing (email) within 3 business days.

NCCA reserves the right to take appropriate actions against test taker(s), candidate(s), student(s) involved in violating the exam rules and/or breaching of exam security and/or providing false information and may also report of such actions to the facility or other appropriate licensing body.

#### Violation Notification

The test taker(s), candidate(s), student(s) will be notified by USPS priority mail about the outcome of the investigation and possible solution(s) (if applicable) that the test taker(s), candidate(s), student(s) may considered. The test taker(s), candidate(s), student(s) may consider the possible solutions communicated in the letter.

### IMPORTANT TERMS AND CONDITIONS FOR TEST TAKER(S), CANDIDATE(S), STUDENT(S)

## Test Takers, Students and Candidates

#### ATTEMPTING CERTIFICATION EXAM TERMS & CONDITIONS AGREEMENT

#### DURING

If NCCA is informed of any misconduct or unethical behavior involved in passing this exam. NCCA has the right to revoke or invalidate your (test taker, student or candidate) test results and (test taker, student or candidate) may not be able to retest with NCCA again.

#### **Misconduct and Unethical Behaviors would involve the following but not limited to:**

- Assistance provided by the proctor in answering questions on the certification exam. The proctor's duty is to monitor the session of the exam, not to assist test taker, student or candidate in answering questions on the certification exam.
- Open book certification exam is not permitted by NCCA. Exception for Coding Manuals on Coding Exams.
- Use of cellphones or websites for answering questions by any test taker, student, candidate or proctor is prohibited.
- Cheating from another test taker, student or candidate who is also taking the exam is prohibited.
- Test taker, student or candidate helping each other is not permitted.
- Any staff member of the facility helping the test taker, student or candidate answering the questions on the certification exam is prohibited.
- Exam not taken on the site as mentioned on the application by the test taker, student or candidate is not permitted.

#### AFTER

If NCCA in future is informed or notified or finds that any activity mentioned above took place during a test session or any other activity that breached the exam security. NCCA may terminate the testing site, invalidate the results of the test taker, student or candidate exam, may inform their employer about the breach of security and result invalidation and may not allow the test taker, student or candidate to attempt any NCCA exams in future. Moreover the student may be responsible for the damages to the NCCA due to the breach in the exam security.

**We strongly recommend test taker, student or candidate to refrain from such activities and its legal consequences.**

Upon discovery of any suspected unauthorized use or disclosure of Confidential Information, the test taker, candidate or student will promptly inform NCCA in writing of such unauthorized use or disclosure. The test taker,

candidate or student will cooperate with NCCA in every reasonable way to help NCCA regain possession of Confidential Information and prevent its further unauthorized use or disclosure.

By attempting this exam, the test taker, student or candidate understands, acknowledges and are in agreement with the above mentioned activities and that the test taker, student or candidate will refrain from any such activities to maintain the integrity of the exam.

## Candidate Oath

**Please read carefully before registering:**

1. I am eligible to register and attempt this exam.
2. I have appropriate training or experience in the field of profession.
3. I agree that, I will not perform any misconduct and unethical behavior or violate any exam rules.
4. I agree to allow NCCA to release my information such as certification credential, certification number and certification expiration date to employer for verification purposes.
5. I also understand that NCCA reserves the right to disqualify my exam score and terminate, invalidate or revoke my certification, more over NCCA also reserves the right inform the exam testing facility and my employment facility of such actions.
6. I understand that once my certification is terminated, invalidated or revoked, it cannot be verified by any employers request, also I will not be able to renew my certification again, I may also not be able to retest with NCCA in future.
7. I agree that if my certification number is terminated, invalidated or revoked, I will not use the terminated, invalidated or revoked credentials to attain employment.
8. I also understand that the information i have provided is true to the best of my knowledge. National Certification Career Association NCCA and its directors officers, employees, representatives, affiliated, and agents shall not be liable to me or any third party for any loss, cost, punitive, consequential, incidental, exemplary, direct or indirect damage, or other injury, of any kind whatsoever, whether in contract, tort (including negligence), or otherwise, arising out of or caused in whole or in part by arising out of my actions after getting certified by National Certification Career Association NCCA. Some jurisdictions do not allow the limitation or exclusion of liability for certain damages, in which case the liability of national certification career association NCCA and its members, managers, directors, officers, employees, representatives, affiliates, and agents shall be limited to the examination fee only.
9. I also agree that all the information that I am submitting on this application is true and I understand that NCCA has the right to revoke my credentialing status with NCCA at any time if I am found to have submitted false information or breached exam security or violated any exam policy in order to obtain certification through National Certification Career Association NCCA.

If you do not agree with any of the statements mentioned above, please do not proceed and you must discontinue this session and inform NCCA about your disagreement with the **exam administration terms and condition** in writing by emailing at [info@nccanow.com](mailto:info@nccanow.com)

However if you agree with the above mentioned attempting certification exam terms & conditions agreement, you may proceed to register for the certification exam.

I have read the above statements and understand that by registering for an NCCA exam, I accept all responsibilities listed. **I have read and understood the NCCA candidate handbook entirely and agree to abide by all rules, regulations, policies and procedures stated in the NCCA candidate handbook. I also understand that in the event that I do not abide by these attempting certification exam terms & conditions agreement that my test results will be invalidated and if certified my certification status will be revoked with NCCA.**

### **NOTICE TO TEST TAKER(S), CANDIDATE(S) & STUDENT(S)**

**Test taker(s), Candidate(s) & Student(s) must read and understand the candidate handbook entirely before registering for a certification exam.**