



# **CONTINUING EDUCATION UNITS (C.E.U.s)**



**C.E.U OFFICIAL MANUAL**

**FOR CERTIFIED CANDIDATES**

# NATIONAL CERTIFICATION CAREER ASSOCIATION (NCCA)

## CONTINUING EDUCATION UNITS FOR CERTIFIED CANDIDATES

Answer the following questions to determine the number of continuing education units (C.E.U.s) you may need to attend in order to re-certify.

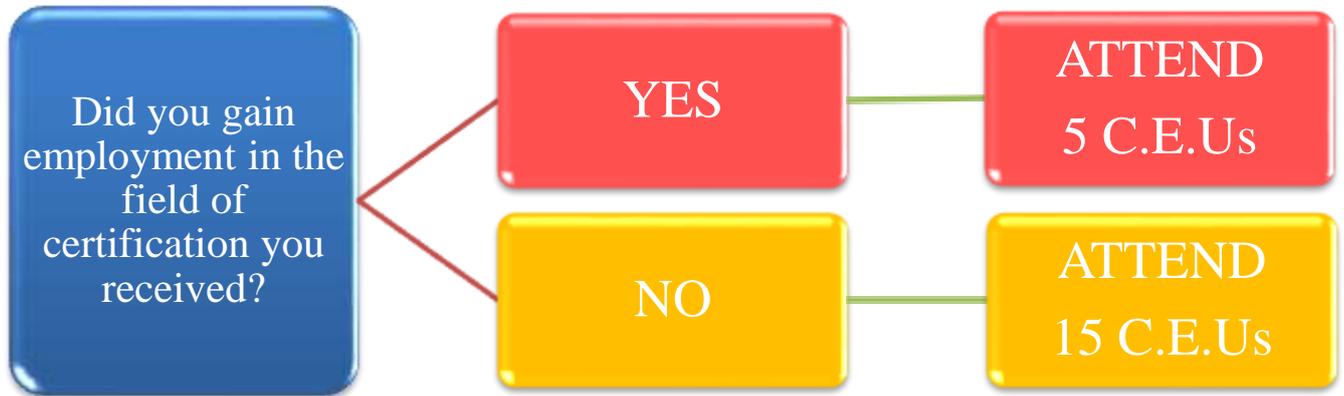


Figure 1.1

Did you gain employment in the field of certification you received? Figure 1.1	
YES	NO
<p>If your answer is <b>YES</b>, then you will have to attend 5 C.E.U.s, in addition to C.E.U.s you will have to provide us with information in regards to your employment, the information required would be as follows:</p> <ol style="list-style-type: none"> <li>1. Organization name</li> <li>2. Employer contact name</li> <li>3. Employers address</li> <li>4. Length of employment</li> <li>5. Position or job descriptions</li> <li>6. Current employment if different from above</li> <li>7. Are you currently employed?  <input type="checkbox"/> Yes    <input type="checkbox"/> No  <i>If yes than provide information of current employer which would be as follows:</i> <ul style="list-style-type: none"> <li>• Organization name</li> <li>• Employer contact Name</li> <li>• Employers address</li> <li>• Length of employment</li> <li>• Position or job descriptions</li> </ul> </li> </ol> <p>Each candidate is advised to fill in the most accurate information.</p>	<p>If your answer is <b>NO</b> that you did not gain employment in the field of certification you received, then you will have to attend 15 C.E.U.s to re-certify.</p>



## Procedure to sign up for continuing education unit

### STEP 1

Click the link [http://nccanow.com/continuing\\_education.html](http://nccanow.com/continuing_education.html) to access the online application for attending Continuing Education Units (C.E.U.s).

### STEP 2

Fill and submit the application on the basis of the employment related question you answered on page 1.

### STEP 3

Wait for an email verification of your application, usually takes 24-48 hours. An email with details about how to complete your continuing education will be provided to you, read the instruction and follow the link provided.

### STEP 4

On receiving the email, log on to the provided link using your username and password.

**Route 1.** For candidate who have employment in the most recent year while they were certified will have to attend only 5 Continuing Education Units (C.E.U.s).

**Note:** *If you are applying for re-certification through this route, you will have to provide information about employment in the field.*

**Route 2.** For candidate who have not gained employment in the areas of their certification will have to attend 15 Continuing Education Units (C.E.U.s).

### STEP 5

Attend the continuing education and on successful completion the candidate will be certified for 1 more year.

# FAQ

## **Why am I attending 15 continuing education units (C.E.U.s)?**

Candidate who did not gain employment in the area of their certification are required to attend 15 C.E.U.s.

### **Evaluation:**

At the end of the continuing education units the candidates will need to attempt a continuing education exam.

### **Rationale:**

- To ensure that the candidate is proficient with the knowledge.
- To ensure that the candidate is covering the majority of the content areas of the certification.

*All these steps are taken to ensure that the candidate stays current with the knowledge.*

## **Will it cost me extra fee to recertify if i am attending 15 C.E.U.s instead of 5 C.E.U.s?**

No, you will be paying the same fee as would a person with 5 C.E.U.s pay.

*Future fee: an increase in fee will be posted in the **CUE OFFICIAL MANUAL**.*

## **What if I am eligible for just 5 C.E.U.s, can I still take 15 C.E.U.s to refresh my knowledge?**

Yes, just make sure you let us know about your intentions in the application process for recertification.

## **What is the difference between the 5 C.E.U.s and 15 C.E.U.s programs?**

- **5 C.E.U.s:** Includes information about a particular topics which can be selected by the candidate.
- **15 C.E.U.s:** Includes information about a particular topics which can be selected by the candidate, in addition to this the candidate has to complete a particular section of the certification content. The entire section on the continuing education program will be online. Certification requiring hands on skills will have videos that can be accessed while in the system to have a refresher on how the skills are performed.

## **What is the estimated time required to complete 5 C.E.U.s programs vs 15 C.E.U.s programs?**

- **5 C.E.U.s programs:** 20 Hours
- **15 C.E.U.s programs:** 70 Hours

## **When should a candidate apply for recertification?**

Recommended 60 days before expiration.

## **What if my certification is expired?**

Email: [renewal@nccanow.com](mailto:renewal@nccanow.com) for further information.

## **Whom should I contact for renewal related questions?**

To get the appropriate answer it would be best to email [renewal@nccanow.com](mailto:renewal@nccanow.com), we have staff which particularly specializes in renewal process.

## **How much fee should the candidate pay for recertification?**

\$50.

## **How often do I need to recertify my certification?**

Every year.

*Rationale: to remain current with the knowledge and avoid fading of knowledge.*

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# **LITERATURE REVIEW**

## **“KNOWLEDGE FADE DUE TO NON-USE”**

### **What is skill maintenance?**

Skill maintenance is the process of preventing skills from deteriorating below an acceptable performance level.

### **Retention interval**

It is widely accepted that the longer the period of non-use the greater the probability of decay (Annett, (1979); Farr, (1987); Gaurlin & Sitterly, (1972); Hurlock & Montague, (1982); Naylor & Briggs, (1961); Prophet (1976) cited in Arthur et al. (1998)).

### **Skill re-acquisition**

Skill re-acquisition is the concept relating to the re-training of a skill that has deteriorated below an acceptable criterion. The greater the skill loss the greater the effort required to bring the individual up to proficiency. Summers et al. state that the considerations for skill re-acquisition include: the nature, timing, amount and frequency of training.

- The nature of the training may simply be to remind the individual of the information.
- The timing is concerned with operational requirement and the availability of the necessary facilities.
- The amount and frequency of training is related to the level of skill loss, task difficulty, the level of skill proficiency required and the purpose for the training.

*It is the sincere effort by **NATIONAL CERTIFICATION CAREER ASSOCIATION (N.C.C.A)** to refresh the individual with majority of knowledge possible through our online continuing education portal. Employers and educators are welcome to participate in our continuing education program development team to bring the most efficient program required for candidates to retain their skills. Employers or educators can contact us at [renewal@nccanow.com](mailto:renewal@nccanow.com) showing an intent to participate in our continuing education program development.*

*Disclosure notice: The online continuing education units program of 15 C.E.Us is in no way a substitute for an actual program offered by an educational institution, it is just a part of continuing education which is available only for candidates who have already been through a training program or course and on successful completion got certified by attempting a certification exam. Employment data may be reported to the education institution from where you received your training.*

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**CEU OFFICIAL MANUAL**

**FOR CERTIFIED CANDIDATES**



# continuing education

According to the U.S. Department of Education's National Center for Education Statistics, demand for continuing education for adults aged 35 or older should grow by 7 percent until 2016.

**CONTACT INFORMATION  
CONTINUING EDUCATION UNITS**

Email: [renewal@nccanow.com](mailto:renewal@nccanow.com)

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

Phone: 862-621-5727