



# HOW TO MAINTAIN YOUR NCP CERTIFICATION



Electronic Payments Core of Knowledge



## CERTIFICATION PERIOD

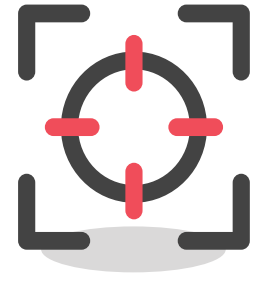
- January 1st of the year following your exam
- Valid for **5 years**



## CONTINUING EDUCATION CREDITS (CECs) REQUIRED TO RENEW CERTIFICATION

- Must earn **50 CECs** & participate in **3 ECCHO-hosted NCP Workshops** over the 5-year certification period
- **GOAL is 10 CECs annually PLUS 1 NCP Workshop** over three years! And you can begin earning credits immediately in the year you obtain your NCP.
- Maximum of 30 CECs & 2 NCP Workshops\* may be reported in a single year

\*NCP Workshop attendance is automatically tracked by ECCHO



## WAYS TO EARN CECs

- In-person training events, including conferences
- Webinars
- Web-based learning systems, such as EPCOR's *Electronic Resource License*
- EPCOR's *NCP Continuing Education Package*
- ECCHO's *Guide an NCP* program



[EPCOR's Online Store](#)

[ECCHOEd](#)



## REPORTING YOUR CECs

- **Report annually by March 31st**
- Reported CECs are earned January 1 - December 31 of the previous year
- Reporting fee & instructions can be found [here](#)
- You are not required to submit supporting documentation with the CEC reporting form. However, for audit purposes, you must retain records documenting your CEC activity. Examples of acceptable documentation include certificates of completion, training handouts noting date and length of program, copies of registration forms, etc.
  - Member Discount Code (MDC) to ensure member pricing can be found in the [EPCOR Knowledge Community](#)

FOR MORE DETAILED INFORMATION ON MAINTAINING YOUR ACCREDITATION, VISIT [ECCHO'S CERTIFICATION MAINTENANCE WEBPAGE.](#)



# TRACKING NCP CECs



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YEAR 1: \_\_\_\_\_ to \_\_\_\_\_

CERTIFICATION AREA	ACTIVITY/EVENT TITLE	DATE	CREDITS

Total CECs:

YEAR 2: \_\_\_\_\_ to \_\_\_\_\_

CERTIFICATION AREA	ACTIVITY/EVENT TITLE	DATE	CREDITS

Total CECs:

YEAR 3: \_\_\_\_\_ to \_\_\_\_\_

CERTIFICATION AREA	ACTIVITY/EVENT TITLE	DATE	CREDITS

Total CECs:



# TRACKING NCP CECs



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YEAR 4: \_\_\_\_\_ to \_\_\_\_\_

CERTIFICATION AREA	ACTIVITY/EVENT TITLE	DATE	CREDITS

Total CECs:

YEAR 5: \_\_\_\_\_ to \_\_\_\_\_

CERTIFICATION AREA	ACTIVITY/EVENT TITLE	DATE	CREDITS

Total CECs: