

Initial Application Instructions and Checklist

Review this instructional sheet, along with full details in the candidate handbook and exam manual, prior to beginning the application process. The checklist below can be used to prepare and navigate the requirements for the Neonatal Therapy Certification. Items 1–4 must be completed in full to be eligible to take the examination. All required documentation must be uploaded to the applicant portal at [My Applicant Portal - NTCB](#). The application must be submitted by May 15th or November 15th to be reviewed in that cycle. For assistance with technical issues related to the application, please contact support@rsnlcreative.com.

Application Instructions and Tips:

1. The application portal is optimized for use with the most recent versions of Google Chrome, Internet Explorer, Safari, and Firefox. Users may experience reduced performance or limited functionality on older browser versions.
2. Scan each required document separately and save it as a PDF, JPEG, or Word file.
3. The estimated time of completion is less than one hour if the required documents are sorted and prepared. The application does not need to be completed in a single session, and applicants may return as many times as needed to finish it.
4. The first page of the application will require biographical information and the creation of a portal login. Keep this information in a safe and secure place for future reference. Use the secure username and password you created each time you log into the applicant portal. Follow the steps in the portal to complete all necessary components in the application.
5. After the application has been uploaded and submitted, a \$250 application fee must be paid. Upon payment completion, an email confirmation containing the application fee receipt will be issued, and the application will be reviewed by the NTCB.
6. The review period can be up to 90 days from each application deadline. During this time, the NTCB will contact you if the application information is incomplete. Incomplete applications will require extra time for processing and may delay eligibility determination for the examination.
7. Upon review of the application, the NTCB will email confirmation of eligibility. Upon fulfillment of all certification requirements, a link to submit the examination fee and an applicant identification number will be provided. The applicant ID number, along with the username and password, should be kept secure and available for future reference.
8. After payment of the examination fee, the third-party testing center (Pearson VUE) will

send an email containing instructions for scheduling the examination date, time, and location. The certification examination may be scheduled at a convenient testing site. Candidates have six months from the date of eligibility notification to pay for and complete the examination.

9. Upon successful completion of all certification requirements, including a passing score on the examination, a printable CNT certificate and the examination score report will be available in the applicant portal.

Application Checklist:

1. Professional Credentialing:

The applicant must be an occupational therapist (OT), physical therapist (PT), or speech-language pathologist (SLP) who has maintained a professional credential for at least 3 years. A copy of a current license or credential is required.

- The professional credential may consist of a license or registration, depending on the legal requirements in the location where the applicant practices.
- If the applicant practices in a country that does not issue a professional credential to practice, the applicant must provide information about what is required to practice in that location and evidence of compliance with those requirements.

2. Documentation of NICU Clinical Experience:

A minimum of 3500 hours of direct clinical practice hours as an OT, PT, or SLP in the Neonatal Intensive Care Unit (NICU) setting must be accrued prior to applying for certification.

- Practice hours must be accrued from work in a level II, III, or IV NICU (based on criteria for NICU level in the US) or a setting that is equivalent to these levels.
- Up to 1000 of the required hours may be from working with neonates less than 3 months of age in the hospital setting, outside the NICU.
- Hours completed under a provisional, temporary, intern, or clinical fellowship authorization, including during a Clinical Fellowship (CF) year, are not eligible.
- Provide the name and address of the hospital employer, the level of NICU in which employment is held, the start date at each hospital listed for NICU experience (including the start date in the NICU), the average number of NICU hours worked per week, and the

supervisor's name and contact information.

- If direct NICU practice has occurred at more than one location, provide details for the most recent position totaling 3,500 hours.

3. Documentation of Professional Education:

40 hours of continuing education in neonatal care must be completed within 3 years prior to applying for certification, with appropriate documentation required.

- Provide the name of each course, presenter, location, and date completed to total 40 hours of professional education, the number of hours related to NICU practice, and a brief description of the course content.
- If audited, an attendance certificate, receipt of attendance, or evidence of attendance or participation will be required.

4. Mentoring:

A minimum of 40 hours of mentorship provided by an experienced NICU provider (i.e., neonatologist, neonatal nurse practitioner, neonatal nurse, and/or neonatal therapist) who has assisted the applicant to develop clinical skills and knowledge important to the delivery of neonatal therapy services. No specific documentation of mentoring is needed. The applicant will be asked to briefly describe the hours spent on mentorship.

- Mentorship hours may date back to when the applicant began practicing in the NICU or may have occurred recently.
- Includes in-person, online, and/or virtual mentoring
- Some experiences may be applicable for use as education or mentoring hours, but cannot be used to meet both requirements.

5. Additional Items:

- A recent professional-style headshot photograph (similar to a passport photo) is required (no larger than 5 megabytes). No other people or pets in the image.
- An updated resume or curriculum vitae (CV)