

Recertification Application Instructions and Checklist

Review this instructional sheet, along with full details in the Recertification Manual, prior to beginning the application process. The checklist below can be used to prepare and navigate the requirements for recertification. 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](#). For assistance with technical issues related to the application, please contact support@rsnlcreative.com.

Application Instructions and Tips:

1. Recertification is required every five years. Application cycles occur biannually: January 1–March 31 and July 1–September 30, based on the certification expiration date.
2. Recertification applicants must submit documentation supporting the recertification requirements through the established applicant portal. Use the email and password associated with the original certification process.
3. 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.
4. Follow the steps in the portal to complete all necessary components in the application.
5. After the application has been uploaded and submitted, a \$370 recertification fee must be paid. Upon payment completion, the fee receipt will be emailed, and the application will be reviewed by the Neonatal Therapy Certification Board (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.
7. Upon successful completion of all recertification requirements, an updated printable CNT certificate will be available on the applicant portal.
8. Individuals who do not submit the necessary Neonatal Intensive Care Unit (NICU) related practice hours and continuing education hours, or let certification expire, will have to retake the certification exam.

Application Checklist:

1. Documentation of NICU clinical practice

- A minimum of 2000 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.
- Provide the start and end dates, details about the organization, and supervisor information (name, phone number, and email address).

2. Documentation of Professional Education

- A minimum of 60 hours of continuing education in neonatal care must be completed during the 5-year certification period.
- Include the title, dates, instructor name, and website URL if applicable.

3. Additional Items

- Proof of current licensure or registration
- A recent professional-style headshot photograph (similar to a passport photo)
- An updated resume or curriculum vitae (CV)