



Neonatal Therapy Certification Recertification Handbook

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This Recertification Handbook documents the requirements and procedures established by the Neonatal Therapy Certification Board (NTCB[®]) to ensure that certificants continue to demonstrate ongoing professional competence in neonatal therapy. The handbook outlines approved pathways for recertification, eligibility requirements, submission procedures, application review processes, audit procedures, and certification status options.

Information related to initial certification eligibility and candidate responsibilities can be found in the Candidate Handbook. Examination development, administration, and scoring procedures are documented in the Exam Manual.

Recertification Handbook

Recertification Cycle and Fees

Recertification is required every five years to maintain active Certified Neonatal Therapist[®] (CNT[®]) status. This requirement supports continued competency by ensuring therapists maintain current knowledge, remain aligned with evolving evidence-based practice, and demonstrate ongoing professional development through documented continuing education.

Recertification applications are accepted during two application cycles each year, from January 1 through March 31 and from July 1 through September 30, based on the certificant's certification expiration date. For certifications expiring between January and June, the recertification application must be submitted during the January–March cycle of that year. For certifications expiring between July and December, the application must be submitted during the July 1–September 30 cycle of that year. Upon approval, expiration dates will be adjusted to align with the biannual cycle end dates of June 30 or December 31. Failure to recertify before the current certification period expires will result in the status being changed to inactive. Those with inactive status who wish to recertify must initiate the process again, including reapplying and retaking the certification examination.

The recertification fee is \$370.

The recertification application is completed online and typically takes approximately 60 minutes to complete when all required documentation is available at the time of submission. Application reviews may take up to three months to complete and may require additional processing time for international applicants. Recertification fees, application timelines, and review periods are subject to change.

Pathways to Recertification

There are two options to achieve CNT recertification:

1. Proof of 2000 hours of NICU-related practice and 60 hours of NICU professional education
2. Retake the certification exam and achieve a passing score

Requirements

Review, prepare, and organize the requirements provided below prior to beginning the application, and provide the following:

- Email address used for original certification
- Current and future email address (for later recertification communications)
- Current name, address, and phone number
- Professional style photograph taken in the last year (passport-style, no pets or other persons in the photo)
- Updated Curriculum Vitae (CV) to include the past five years:
 - Specific time dedicated to NICU practice
 - Activities performed in the NICU
 - Other certifications held
- Current licensure and professional credential information (required from each state where license is held):
 - License or registration number
 - Phone number, email, and web address of the licensing board
 - Must have an online public registry for licensed therapists
- Paid fee
- **Pathway 1 applicants** must also provide:
 - Completed application with listed practice and education hours over the last 5-year certification period
 - NICU Specific Practice Requirements - Minimum of 2000 hours, may include:
 - Direct patient care in the NICU
 - Teaching or clinical instruction
 - Mentoring other neonatal therapists
 - Professional presentations (i.e., presentations to NICU staff or conferences)
 - Research, quality improvement projects, and/or publications
 - NICU program development
 - Leadership, board membership, or advisory team role
 - NICU-related product development, training, or testing
 - Professional Education Requirements - Minimum of 60 hours of professional education related to NICU clinical practice
- **Pathway 2 applicants must:**
 - Achieve a passing score at or above 80% (72/90) on the certification exam

How to Submit a Recertification Application

Applications can be accessed and submitted through the [online applicant portal](#). For assistance with technical issues related to the application, please contact support@rsnlcreative.com.

1. Log in to the account using the email the candidate provided at initial certification
 - a. Have documentation prepared prior to beginning the application, and ensure ample time (~60 minutes) to complete the application to avoid losing information
 - b. Save progress and receive a link to continue later:
 1. Select “Save and Continue Later” to save progress
 - a. For best results, “Save and Continue Later” after each page or when entering a large amount of data.
 2. Enter the registered email address
 3. Select “Send Link” to receive a continuation link by email
2. Submit information in the order stated above (requirements)
3. Pay fee

Application Audits

The NTCB randomly audits 10% of recertification applications. An audit may also be issued if missing information is noted within the submitted application. Audits only apply to applicants who submit clinical practice and continuing education hours (Pathway 1). Randomly chosen applicants will be notified of an audit through email. Audits include verification of practice hours through supervisor communications and the candidate uploading continuing education completion certificates. Certificates must be uploaded within 14 days of the audit request. If the NTCB is unable to contact the supervisor through the provided contact information, the candidate may be asked to assist.

CNT-Retired Status

CNTs who plan to retire from NICU practice and are in good standing may apply for CNT-Retired status. This designation is intended for therapists who have fully retired from NICU-related practice with no plans to return and remains valid indefinitely. The current fee for CNT-R status is \$35.00..

If that individual later returns to practice and wishes to attain certification, the standard initial application and examination process must be followed.