

## NBC Continuing Education Credit Discrepancy Form

NBC tracks credits obtained through attendance at NBC approved courses as a service to CDTs, course speakers and sponsors. Course speakers and sponsors are responsible for applying for course approval, and for obtaining and returning the roster forms. Once returned, NBC is responsible for entering the attendees into the database. NBC suggests that CDTs keep a record of the courses they attend in order to expedite the correction of any discrepancies.

If you attended an NBC approved course and filled in an NBC Continuing Education Bubble Scan Sheet, but your course does not appear on your credit record either on the website ([www.nbccert.org](http://www.nbccert.org)) or the record sent by NBC with your renewal, follow these steps.

**Step 1:** Read the reasons listed below as to why your course may not have appeared on your credit report. If none of these reasons apply, go to Step 2.

- **Not Enough Elapsed Time:** The NBC approved courses are listed in the database several weeks after the actual events. Please allow time for meeting planners to collect their roster information and mail the rosters to NBC. Once NBC receives the roster forms, it will be approximately 4 weeks before the data appears on the tracking system on the website. The website database is updated on the 15<sup>th</sup> of each month so please check back often to obtain the latest information.
- **Non-NBC Approved Scientific Courses:** The courses you attended were not NBC approved. If you attend a course which is not NBC approved, for example ADA or AGD courses, you will need to obtain documentation (who, what, when, where, and how many credits earned). Submit any documentation along with your renewal fee and invoice at your designated renewal date. These courses will not be listed on your credit report.
- **Non-Scientific Courses:** All credits obtained from college courses, magazine articles read or written, etc., and non-NBC-approved courses will not be posted on your credit report. You must provide documentation for the above-mentioned and submit with your renewal.
- **Courses Prior to 2001:** The courses you attended were held prior to January 2001. The new continuing education tracking system began in 2001 and will not record your credits prior to 2001. Any credits obtained prior to 2001 need to be documented and submitted with your renewal fee and invoice.

**Step 2:** Contact the course provider (speaker or sponsor) to determine if they had the course approved by NBC and if the sponsor submitted the roster form to NBC for processing.

**Step 3:** If the sponsor did submit the roster form, wait 6 weeks for the roster to be processed and downloaded to the website. The website is download once a month around the 15<sup>th</sup> of the month.

**Step 4:** If, after 6 weeks of the sponsor submitting the roster form, your attendance has still not been recorded, please complete the information on page 2 of this form and submit it to NBC.

If it is time for your CDT/REG renewal and your credit report doesn't show all the NBC-approved courses you attended, simply complete the back of this form and return it with your renewal notice. To avoid late fees, do not wait for the on-line tracking information to appear prior to sending in your renewal.

**NBC Continuing Education Credit Discrepancy Form**

CDT/RG Name: \_\_\_\_\_ CDT/RG Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**List the courses you attended which are not recorded in our database. Make copies of this form as needed.**

Course title: \_\_\_\_\_

Course speaker: \_\_\_\_\_

Course sponsor: \_\_\_\_\_

Conference name/location of conference: \_\_\_\_\_

Course date: \_\_\_\_\_ Number of credits: \_\_\_\_\_

Course title: \_\_\_\_\_

Course speaker: \_\_\_\_\_

Course sponsor: \_\_\_\_\_

Conference name/location of conference: \_\_\_\_\_

Course date: \_\_\_\_\_ Number of credits: \_\_\_\_\_

Course title: \_\_\_\_\_

Course speaker: \_\_\_\_\_

Course sponsor: \_\_\_\_\_

Conference name/location of conference: \_\_\_\_\_

Course date: \_\_\_\_\_ Number of credits: \_\_\_\_\_

Please complete this form and return to NBC by fax at 850/222-0053, or mail at 325 John Knox Rd L103., Tallahassee, FL 32303. If your renewal is due, return this form with your renewal. NBC will contact you if necessary, otherwise your record will be updated within 6 weeks.

NBC • 325 John Knox Rd L103. • Tallahassee, FL • 32303 • 800/684-5310(ph) • 850/222-0053(fax)