

Exam Registration for CTRS Recertification

CTRSs applying for Recertification: Applicants may use the NCTRC exam as one of two required recertification components. Certificants who choose to take the NCTRC exam for recertification may only take the last scheduled exam prior to their recertification expiration date. For example, certificants within the November recertification cycle can only take the October exam for recertification. Certificants within the May recertification cycle can only take the May exam for recertification. If a passing score is not obtained, the CTRS certification will be forfeited. An individual who does not pass the exam for recertification will have the opportunity to regain the CTRS credential by taking the exam through the Reentry program. Please review the *NCTRC Certification Standards* for specific information on recertification.

APPLICATION DEADLINES:

Exam Registration forms for CTRSs completing the exam for Recertification are accepted throughout the year. However, there are deadlines for the specific exams given each year. The NCTRC Exam is offered three times a year during a five (5) day testing window for the months of January, May and October. The following list provides the scheduled deadlines and exam dates for the next series of test administrations for CTRSs taking the exam for recertification:

- February 1 for the May exam
- July 1 for the October exam

Your cooperation with NCTRC deadlines is appreciated. If you wish to verify the date NCTRC received your application, please send the application by certified mail with return-receipt requested. If your application is incomplete it will be returned to you and your requested test date may be postponed until the next available test period.

CHECKLIST: PREPARING YOUR APPLICATION FOR RECERTIFICATION

- Review the Certification Standards before completing the Exam Registration Form.
- Type or print all application materials in ink, not in pencil. Complete all forms as required.
- Be sure to list a current address, daytime and home number, fax number and email address.
- Keep a copy of your completed Exam Registration Form for your records.
- Send your Exam Registration Form by certified, return-receipt mail to confirm when NCTRC receives it.

NCTRC RECERTIFICATION FEE SCHEDULE:

CTRS Annual Renewal Fee	\$80.00
Exam Registration Fee	\$300.00
CTRS Reinstatement Fee	
• for first year of inactivity	\$25.00
• for years 2-5 of inactivity	\$50.00
CTRS Recertification Late Fee*	\$50.00
Continuing Education Pre-Approval Review fee	\$35.00
CTRS Replacement Pin	\$10.00
CTRS Replacement Certification Card	\$10.00
CTRS Replacement Certificate	\$10.00
Fee for Returned Check	\$50.00
Fee for Bank Checks from Foreign Countries	\$25.00
Fee for Rejected Credit Card	\$20.00

* Please review the section on Recertification to determine if these fees apply to your application.

Note: The total fee for recertification by the exam component is \$380.00.