



# National Center for Competency Testing

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GE-0404

## Letter to Employers

Rev: December 2013

### **An Open Letter to Employers:**

The National Center for Competency Testing (NCCT) would like to familiarize you with its organization and credentials. You may be receiving this letter as part of a job application submission, as we recommend our certificants include it. NCCT is an independent certifier that has tested more than 380,000 individuals throughout the United States since 1989. We currently offer certification examinations to qualifying candidates in these fields/roles:

- Medical Assistant
- Medical Office Assistant
- Phlebotomy Technician
- Insurance and Coding
- ECG Technician
- Patient Care Technician
- Tech in Surgery - Certified (NCCT)
- Certified Postsecondary Instructor®

Because our certifications are national in scope by design, our examinations are aligned to essential job competencies identified by practitioners and instructors throughout the United States. Content outlines based upon those competencies can be located from the Forms/Docs tab of our homepage at [www.ncctinc.com](http://www.ncctinc.com). These are of value in determining alignment of our credentials with your job descriptions and/or comparing credentials from multiple providers.

Although there is no requirement for certifying bodies to be accredited, we have made it a goal. The National Commission for Certifying Agencies (NCCA) of the Institute for Credentialing Excellence\* accredits individual "certification programs" rather than certifying bodies. This means we must seek a separate accreditation for each NCCT exam program. To do this with some efficiency, we are submitting applications as each job analysis is updated according to our scheduled cycles for exam review. When our medical assistant and phlebotomy technician job analyses were updated, we applied to NCCA and earned accreditation for both certification programs. We are updating three additional exams during 2013.

To assist Human Resource Departments with decisions about credential recognition, points of reference may be helpful. For example, the NCCA accreditation held by our National Certified Medical Assistant (NCMA) is the same accreditation held by both the CMA (AAMA) and the RMA (AMT) certification programs. There are also other avenues of recognition that vary by exam. Our phlebotomy technician certification, as an example, was the first to be approved by California's Laboratory Field Services for state certification use, and we are listed among "nationally recognized organizations" recommended on the Center for Phlebotomy Education, Inc. website ([www.phlebotomy.com](http://www.phlebotomy.com)). As a third example, our certification for Certified Postsecondary Instructors (CPI)® is recommended by the Center for Excellence in Education, an initiative developed by the Imagine America Foundation and MaxKnowledge, Inc. for employee/faculty development.

Finally, while some certifying agencies offer lifetime certification to applicants who pass a single exam, NCCT does not. NCCT certificants are required to complete a minimum of 12-14 clock hours of continuing education annually to maintain active status, which provides employers with an assurance of their commitment to remain up-to-date in their professions.

Our certificants have worked hard to earn their NCCT credentials, and we are proud to let prospective employers know that they are credentials of value. To confirm that any applicant from NCCT has a current certification, please visit our website at [www.ncctinc.com](http://www.ncctinc.com) and click on the "Verify Certification" link at the top of the page.

We welcome the opportunity to provide you with any additional information you may seek.

Sincerely,

**The Staff at NCCT**

\*<http://www.credentialingexcellence.org>