

NCOWCICB Steps to Getting Re-Certified

1. Complete an application for re-certification, do not leave any blanks you must complete the former certification information at top
2. Mail re-certification application along with appropriate fee to NCOWCICB
3. Take the hours required for Grade Level:
 - Grade Level I 6 hours
 - Grade Level II 6 hours
 - Grade Level III 9 hours
 - Grade Level IV 12 hours
 - Inspector 12 hours
 - Combo 12 hours
4. Fax in attendance hours of required courses to 866 651 8102
5. Exam is required for Grade Level III, IV, Inspector or Combo, fax in exam application to 866 651 8102
6. Take Exam for Grade Level III, IV, Inspector or Combo
7. Take required continuing education by November 1st for Grade Level
 - Grade Level I 3 hours
 - Grade Level II 6 hours
 - Grade Level III 9 hours
 - Grade Level IV 12 hours
 - Inspector 12 hours
 - Combo 12 hours
8. Send in renewal fee to NCOWCICB for upcoming year by November 15th
Renewal Fee \$75.00 for all levels except Combo. Combo renewal fee Is \$125

IMPORTANT Any fees that may be charged by the class provider **DOES NOT** include the renewal and/or certification fees that are to be paid to NCOWCICB