



# Natural Therapies Certification Board

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## NTCB ACCREDITATION PROCEDURES

### APPLICATION:

Organizations seeking accreditation with the NTCB must submit a nonrefundable application fee of \$175. The application fee covers the costs of the initial accreditation evaluation by the Executive Board and first year's fee.

Educational accreditation is a type of quality assurance process for our members, under which services and operations of an educational institution or program are evaluated by the NTCB Executive Board to determine if standards are met according to the NTCB Blueprint.

Any natural therapies educational organization may petition the NTCB Executive Board to be recognized as an accredited NTCB educational organization. The requirements for an organization to become accredited and maintain that accreditation are:

1. Submit to the Executive Board a copy of your curriculum vitae, mission statement for your education business and an outline for all of the courses you plan to teach during the next twelve months to meet requirements of the NTCB Blueprint. Please enclose a check and/or money order for \$175.00.
2. Operate with the highest ethical and professional standards.
3. Follow the outline of the required elements of the NTCB Blueprint for all courses preparing students for the certification examination.
4. Follow your own outline and NTCB Blueprint for all other courses intended to confer CEU for re-certification.
5. Maintain an excellent, certified or licensed instructional staff. Please provide a list and credentials.

6. Charge a reasonable fee for all your products and services.
7. Payment of yearly Accreditation Fee of \$100.00.

Organizations that violate the above guidelines will have their accreditation revoked by the authority of the NTCB Executive Director. Fees will not be refunded.

## **ORGANIZATIONAL AUTHORITY:**

Organizations selected by the NTCB Executive Board to become accredited have the authority to:

- Have their affiliation announced in the NTCB News.
- Receive an appropriate listing on the NTCB website.
- Receive appropriate student referrals from the NTCB.
- Issue continuing education units on the basis of one CEU for each 50 minutes of instruction or supervision applicable under the NTCB Blueprint.
- Maintain sole ownership for all curriculums developed by your organization without any interference from NTCB, unless there is a violation of professional ethics.
- Control course content of any courses you teach and develop whether to satisfy requirements of the NTCB Blueprint or not.
- Include any NTCB materials in your courses with our permission.
- Develop new courses for the NTCB community and any other communities you decide to include without any interference from NTCB.

Note: Current NTCB certified Supervisors, Instructors and Diplomates in good standing need not apply for accreditation status when offering CEU's to their students, unless they have formed an educational organization and wish to be accredited. Please see CEU guidelines.

## **RENEWAL:**

- Organizations in good standing will receive a yearly invoice to renew their accreditation at the current renewal.
- Non-payment will result in their accreditation and NTCB affiliation being revoked.
- Students will be allowed to use organizational CEUs up until the time of revocation.

## **GRANDFATHERED ORGANIZATIONS**

Organizations in good standing and accredited prior to January 1, 2010 will not need to reapply and will receive one year of goodwill accreditation. Beginning January 1, 2011, all organizations will be asked to pay their yearly accreditation fees. Organizations may opt out at any time. Fees are not refunded.