

Exam Registration for CTRS Reentry

Individuals previously certified applying for the Reentry Program: For those individuals who held active CTRS certification for five years and did not recertify within the specified time frame, it is possible to sit for and pass the national exam to regain the CTRS credential. The Reentry period extends for two-years immediately following the five-year active certification cycle. Review the *NCTRC Certification Standards* for exact information on reentry requirements.

APPLICATION DEADLINES:

Exam Registration forms for Reentry 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.

- October 1 for the January exam
- 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 REENTRY

- 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 REENTRY CERTIFICATION FEE SCHEDULE:

Reentry Application	\$80.00
Exam Registration Fee	\$300.00
CTRS Annual Renewal Fee *	\$80.00
CTRS Reinstatement Fee	
• for first year of inactivity	\$25.00
• for years 2-5 of inactivity	\$50.00
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 base fee for reentry is \$380.00.