

Program Director Guide

The new all-inclusive resource for Program Directors on everything NBCOT from applying for the certification examination to renewing your certification with a practice area of emphasis.

This online portion compliments the links referenced in your guide.

Program Director

[01: Portal](#) [01: Transcripts and ACVFs](#)
[02: FAQs](#) [02: Fieldwork Verification](#)
[03: ATT Letter](#)

Compliance Review

[Examination](#)

[01: Qualifications and Compliance Review](#) [05: Name and Address Changes](#)
[02: Complaint Process](#)
[03: Code of Conduct](#) **Testing Centers (PTC)**
[04: Procedures for the Enforcement of the NBCOT Candidate/Certificant Code of Conduct](#)

[01: Prometric Test Centers](#)

[02: Video – “What to Expect on Test Day”](#)

[05: DAIEN Using Biometric-enabled Check-in”](#)
[06: Early Determination Review](#)
[07: Character Review](#) **Certification Exam**

[01: Acceptable Forms of Identification](#)

Certification & Licensure

[01: Certification & Licensure](#) [03: Examination Content](#)
[04: Practice Analysis Study](#)

Eligibility

[01: Eligibility](#) [06: Simulation Question Tutorial](#)
[02: OTED](#) [07: Simulation Practice Question](#)
[03: Appeals Process](#)

After the Exam

Study Tools

[Certification Examination](#)

[01: OTR and COTA Blueprints](#) [02: Scoring Calendar](#)
[02: OTR and COTA Matrix Studies](#) [03: Visa Credential Verification Certification \(VCVC\)](#)
[03: Entry-level Self-Assessment Tools](#)
[04: Self-Assessment Tools](#) **Repeating Exam Candidates**
[05: NBCOT Facebook Page](#) [01: Repeating Exam Candidates](#)
[06: OTKE FAQ](#) [02: Name Change – Repeating Candidates](#)
[07: Online Practice and Content Tests](#)
[08: Simulation Tutorial](#) **Certification Renewal**
[09: Study Guides](#) [01: PDU Chart](#)
[10: Publications](#) [02: Certificant Attestation Statement](#)

After the Application

[04: Scheduling the Certification](#)

[02: Arriving at the Test Center](#)

[05: Foundations Document](#)

[01: Foundations of the NBCOT](#)

[03: Renewal application](#)

Submitting the Application

[04: PDU Log Portal](#)

[01: Online Application](#) [05: Provider Registry](#)

[02: Paper Application and Payment Form](#) [06: Online Self-Assessment](#)

[03: School Codes](#) [07: Volunteer Opportunities](#)

[04: Fees](#) [08: Volunteer Application](#)

[05: Character Review](#)

[06: Confirmation of Examination Registration and Eligibility to Exam Notice](#)

Forms & Publications

[01: Forms](#)

[07: Official Score Transfer](#) [02: Publications](#)

Special Testing Accommodations

[01: Intro](#)

[02: Section 1 Completed by Applicant](#)

[03: Section 2 Completed by Professional](#)

[04: The Review Process](#)

[05: STA Handbook and Request Form](#)