

Certified Cervical & Temporomandibular Therapist (CCTT) - Non-Compliance & Reinstatement Policy

This policy applies to all Certified Cervical & Temporomandibular Therapists (CCTTs) who fail to meet annual dues or Continuing Education Unit (CEU) requirements.

I. Annual Dues Non-Compliance

Due Date: April 15 of the 1st year of a 2-year reporting period.

Amount: \$150 (USD) per year.

Grace Period:

- 60 days (until June 15) to pay outstanding dues without losing certification.

Reinstatement:

- If paid in full by June 15, the CCTT is deemed compliant and restored to the PTBCCT directory.
- If not paid by June 15, a **late fee of \$150** is added.
- All outstanding dues and fees must be paid **before** submitting CEUs for the next reporting period.

Revocation:

- If dues and late fees remain unpaid for 2 consecutive years, CCTT status is revoked.
 - Reinstatement after revocation requires re-application, payment, and passing the CCTT examination.
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II. CEUs Submitted but Denied

Review Timeline:

- CEU Committee reviews submissions within 4 weeks and notifies CCTT of approval or denial.

Grace Period:

- 4 months (until August 15) to acquire and resubmit required CEUs.
- CEUs obtained during this grace period **cannot** be applied to the next reporting period.
- During the grace period, the CCTT is removed from the PTBCCT directory.

Reinstatement:

- If all CEUs are approved by August 15, the CCTT is deemed compliant and restored to the directory.

Revocation:

- If the required CEUs are not submitted by August 15, CCTT status is revoked.
 - Reinstatement requires re-application, payment, and passing the CCTT examination.
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III. CEUs Not Submitted

Due Date: April 15 of the current 2-year reporting period.

Grace Period:

- 60 days (until June 15) to submit CEUs obtained **before** April 15.
- CEUs acquired after April 15 **cannot** be counted for the current period.

Reinstatement:

- If all CEUs are submitted and approved by June 15, the CCTT is deemed compliant and restored to the directory.

Revocation:

- If the 30 CEUs are not submitted by June 15, CCTT status is revoked.

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- Reinstatement requires re-application, payment, and passing the CCTT examination.
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Related Documents:

- *CEU Policy – Category 1 & 2 Criteria*
- *Maintaining Your Certification*