

Certified Cervical & Temporomandibular Therapist (CCTT) – Full Application Instructions

Step 1 – Pay the Application Fee

- **Fee:** \$750 (USD) (proctoring will add an additional \$150 paid at the same time).
 - **Deadline for Payment: October 1** at 8:00p Eastern Time of the year you wish to sit for the exam.
 - Payment is made securely by credit card and an email with the link for the application will be sent to you.
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Step 2 – Complete the Application Form

- The payment and form will open on **August 15** each year and the form will close **October 15 at 8p EST**.
 - You must pay the \$750 fee **before** you can access the form (and any additional proctoring fee).
 - Provide all required documentation:
 - Proof of eligibility (see *Full Eligibility Requirements*)
 - Information regarding your PT license, professional credentials, and photo
 - Letters of recommendation (Dated and Signed)
 - CEU documentation meeting Category 1 requirements
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Step 3 – Application Review

- All application information is securely transmitted and stored on a secure server within the website.
 - The PTBCCT Application Committee will review your submission.
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Step 4 – Sit for the Examination

- **Onsite Testing:** Conducted the day before the annual **American Academy of Orofacial Pain (AAOP)** Conference.
- **If Offsite** proctoring is desired, you must notify the exam committee via the provided email link prior to applying for the exam. This approval will be contingent on the Exam Committee. The Exam committee will provide you with a code to add the proctoring fee to your Application fee prior to purchasing.
- Upon acceptance, you will receive an **Authorization Notification** from the PTBCCT via email and follow-up information from the CCTT Exam Committee via email within 48 hours. Please watch spam or junk email folders to ensure you do not miss these emails.
- You will be asked to sign a and return an exam confidentiality agreement before you may sit for the exam, present a photo ID at your exam site, and be prepared to show your exam acceptance notification if asked

Refund & Retake Policy

- **If your application is denied:** \$600 of the \$750 fee will be refunded.
- **If you fail the exam:** You may retake it within one year for a fee of **\$375**.
- After one year, you must reapply and pay the full application fee.

Important Dates

- **August 15:** Application form and fees opens
- **October 1:** Application fee closure
- **October 15:** Application closes at **8p EST**.
- **AAOP Conference (Annual):** Examination date
- **Proctoring:** an additional \$150 must be set up prior to fees and form.

Related Documents:

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- *Full Eligibility Requirements*
 - *CEU Policy – Category 1 & 2 Criteria*
 - *Sample Questions*
 - *Full Study Guide & Reading List*