
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 this 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:

- *Full Eligibility Requirements*

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