
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

Dues Open: October 15-January 15 of the 1st year of a 2-year reporting period.

Late Fee: If not paid by January 15, a **late fee of \$25** will be added

Amount: \$180 (USD) per year.

Reinstatement:

- If paid in full with late fee by **February 1**, the CCTT is deemed compliant and restored to the PTBCCT directory.
- If not paid by February 1, the CCTT will now need to follow the reinstatement policy in order to return to current status.
 - The dues of \$180, the late fee of \$25, and a reinstatement fee of \$50 will be required totalling \$255.
- 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 (for the non-ceu renewal years).
 - If you do not pay your dues and late fees on the odd years, then you are responsible for all of the fees and dues before you can submit your CEU renewal on the even year.
 - If you do not submit your dues, fees, and CEUs on the even year, your status is revoked.
- Reinstatement after revocation requires re-application, payment, and passing the CCTT examination.
 - Medical reasons are determined case-by-case by the CEU & Review committee regarding reinstatement without examination.

II. CEUs Submitted but Denied

Review Timeline:

- CEU Committee reviews submissions within 4 weeks and notifies CCTT of approval or denial.
- Renewal review begins January 1 of the even year of submission.
 - If you submit early, thank you.
 - Your early submission may not start to be reviewed until January 1 and results will be given by February 1 of the renewal year.

Grace Period:

- 30 days (until April 1) to acquire and resubmit required CEUs.
 - CEU Renewal is due February 1 (we have 4 weeks to review-March 1) and then you would have until April 1 to gather 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 May 1 (4 weeks from final submission of April 1), the CCTT is deemed compliant and restored to the directory.

Revocation:

- If the required CEUs are not submitted by April 1, the CCTT status is revoked.
 - Reinstatement requires re-application, payment, and passing the CCTT examination.
-

III. CEUs Not Submitted

Due Date: February 1 of the current 2-year reporting period.

Grace Period:

- 30 days (until March 1) to submit CEUs obtained **before** January 1.
- **This incurs a late fee of \$50.**
- CEUs acquired after January 1 and before April 1 will be counted for the current period only.

Reinstatement:

- If all CEUs are submitted and approved by May 1, the CCTT is deemed compliant and restored to the directory.

Revocation:

- If the 30 CEUs are not submitted by April 1, the CCTT status is revoked.
- Reinstatement requires re-application, payment, and passing the CCTT examination.

Related Documents:

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