



National Board for Certification in
Dental Laboratory Technology



Office Use Only

Course Approval Number: _____

Date Approved: _____

Initials: _____

2021 NBC Course Renewal Request Form

Please complete and submit this form *at least 30 business days* before the program date.

General Information

Course Provider Organization: _____

Contact Name: _____

Contact Email: _____ **Contact Phone:** _____

Courses to be Renewed

In order for a course to be renewed, **nothing** can have changed about the course content. By signing below you are attesting that your 2021 course will cover the same information and be the same length as your previously approved course. In turn you will receive new course approval numbers for each individual course. Please discontinue use of retired course numbers.

If you are seeking renewal for more than 5 courses, please create an excel spreadsheet with the following information and email to ekelsay@executiveoffice.org, along with the payment portion of this form.

| Previous Course Approval Number | Is your Speaker Changing? Indicate with Y or N | NEW Speaker Name | NEW Speaker Credentials (attach Bio/CV if the Speaker is new to your organization) | Program Date if seeking Single-Date Approval |
|---------------------------------|--|------------------|--|--|
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All content for courses listed above has remained exactly the same from previous approval

(Sign and Date)

Fee Information

NADL Members and CDTs/RGs receive a 50% discount for course approvals

Speaker a member of NADL? Yes No

Course Provider Organization a member of NADL? Yes No

- Single Date Course** – \$50 per course
Course will be offered only once, on a specific date
- Multi-Date Course** – \$94 per course
One course held multiple times during a calendar year, featuring the same speaker and content
- Recognized Educational Provider Course (single OR multi-date)** – \$26 per course
NADL Component members and non-profit groups formed for the express purpose of providing education within dentistry receive this special rate
- Qualified Course Provider**
Qualified Course Providers register with NBC yearly and receive up to 200 course approvals during the calendar year for flat registration fee. If you are interested in becoming a Qualified Course Provider, please contact our office.
- Rush Fee** – \$25 per course
Any course provider requiring the completion of their course approval within 10 business days of submission should pay this fee.

Payment Information

- Check:** Please make check payable to NBC.
- Credit Card Payment:** (MC, VISA or AMEX)

Credit Card Number: _____ Expiration Date: _____

CCV or CVV2 / Security Code (*This is the 3 digit number that appears on the reverse side of your credit card. For Amex cards only, this is the 4 digit number on the front of your card*): _____

Name on Credit Card: _____

Street Number and Zip Code for Credit Card: _____

Authorized Signature: _____ Amount Authorized: \$ _____

Cardholder Name: _____ Signature: _____

Signature and Date

By submitting this Approval Request Form, you are acknowledging that Certified Dental Technicians (CDT) and Recognized Graduates (RG) will be eligible to receive continuing education credits for attending this program if approved.

- It is your responsibility to provide attendees with NBC **certificates of attendance**, which will be emailed to you with your course approval information.
- It is your responsibility to ensure that **electronic submission** of credits is completed using the NBC CE Reporting Sheet, which will be emailed to you with your course approval information.

I certify by my signature that I understand the responsibilities of the Course Provider and agree to adhere to this information. Additionally, I verify that the information supplied herein is true and complete to the best of my knowledge.

Authorized Signature: _____ Date: _____