



NCP Contact Information

Name: _____
Organization: _____
Title: _____
Email: _____
Phone 1: _____ Phone 2: _____
Current Mailing Address: _____

Fee Remittance Info: Extension Fee applies in addition to standard CE Submission fee. Click [here](#) to complete payment. The fees is \$75 in addition to your normal filing fee (\$50 member/\$75 Non-Member)

Submission Info: Please submit electronically via email to ncp@theclearinghouse.org (not faxed, scanned or mailed). Application will be considered once fees have been received. Contact Nicole Hanlin at nicole.hanlin@theclearinghouse.org or 214-273-3218 with any questions. Signature below is electronic.

- Extension Program Guidelines:**
- Extension Filing (Credits earned after year end) – To earn and file credits after the normal December 31st deadline for earning Credits, an application for extension for that year’s Credits(s) must be filed no later than April 15th of the following year to extend prior year earning period.
 - The extension filing fee must be paid when requesting the extension.
 - The credits must be earned and filed no later than June 30th of the next year.
 - Additionally, the annual filing fee must be paid when the Credits are filed.

(Electronic) NCP Signature

Application Date