



I, \_\_\_\_\_, NCP agree to become an NCP Guide and support an NCP candidate in their journey to becoming an NCP in the 2024 exam year.

I agree to and understand the following:

- **NCP Guide Program Objective:** To promote industry knowledge and education about the importance and intricacies of the check payments system by supporting the development of expert level education in the NCP Blueprint areas;
- **NCP Guide Objective:** To provide guidance and support towards expertise in the check payments system for individual(s) in pursuit of their NCP qualification;
- I am forbidden from discussing specific exam questions and/or content with NCP candidates. While I cannot pass along any specific question(s) and/or answers (including what is/is not on the exam) to an NCP candidate, I can walk a candidate through the exam blueprint which covers both content and approximate numbers of questions by topic. I realize that failure to comply with this guideline will result in revocation of my NCP status;
- I will provide encouragement and I will also be a resource to the candidate, but I am not responsible for training on the subject matter and instead am to guide the candidate towards the materials where the candidate can learn independently;
- I am responsible for tracking my time with the candidate and am aware the candidate has an opportunity to verify with ECCHO the time spent;
- I am responsible for turning in Guide time following the standard annual NCP CE Credit submission process to obtain NCP Credit;
- I realize breaching this oath will cause ECCHO to terminate my NCP Guide status;
- I must maintain my NCP certification in good standing to participate in this program;
- I must spend a minimum of 50 minutes with the NCP candidate to receive any NCP continuing education Credits;
- I have read and understand the general NCP continuing education Credit guidelines for NCP Guides (detail will also be in the NCP Guide Handbook emailed upon registration); and
- I understand there is no guarantee I will be paired with a candidate and that pairing is based on a first-come, first-served and demand basis.

\_\_\_\_\_, NCP  
Signature

\_\_\_\_\_  
Date

**Submission Info: Please sign and email scanned image to [ncp@theclearinghouse.org](mailto:ncp@theclearinghouse.org) You will receive an acknowledgement of receipt and program information when you are entered into the NCP Guide program. Please call NCP Connection 214-273-3218 with any questions.**

*Note: This NCP Guide Oath is effective for one NCP exam cycle only*