



NCEA Commission on Accreditation (COA)

The NCEA Commission on Accreditation (COA) was formed to facilitate and supervise the continuing education requirements of the skin care professional for recertification and/or relicensure.



Purpose

Since 2000, the National Coalition of Estheticians, Manufacturers/Distributors & Associations (NCEA) has been defining and conveying standards of practice, while educating the industry and the public. In May 2007, the National NCEA Certification Program was launched to recognize the professional credential of *NCEA Certified* awarded to a skin care professional that has met the competency standards as set-forth by the NCEA's 1200 hour Esthetician Job Task Analysis. It represents the highest skin care credential available in the United States, and adherence to the code of ethics of the profession.

NCEA Continuing Education (CEs) is required to be maintained by NCEA Certified professionals and some state regulatory boards may also require CEs for relicensure.

Goals

- Provide educational activities that will increase the skin care professional's knowledge, skills and competency.
- Provide local, regional, national and international accredited educational activities, and learning opportunities.
- Raise the standard of educational delivery methods and utilize faculty disclosure(s) to improve quality of educational activities.
- To meet or exceed state regulatory board's continuing education requirements for relicensure.
- Provide state regulatory boards a quality commission on accreditation for skin care professionals.



**National Coalition of Estheticians,
Manufacturers/Distributors & Associations**



Code of Ethics

Client Relationships

Estheticians* will serve the best interests of their clients at all times and will provide the highest quality service possible.

Estheticians will maintain client confidentiality, keep treatment and documentation records, and provide clear, honest communication.

Estheticians will provide clients with clear and realistic goals and outcomes and will not make false claims regarding the potential benefits of the techniques rendered or products recommended.

Estheticians will adhere to the scope of practice of their profession and refer clients to the appropriate qualified health practitioner when indicated.

Scope of Practice

Estheticians will offer services only within the scope of practice as defined by the state within which they operate, if required, and in adherence with appropriate federal laws and regulations.

Estheticians will not utilize any technique/procedure for which they have not had adequate training and shall represent their education, training, qualifications and abilities honestly.

Estheticians will strictly adhere to all usage instructions and guidelines provided by product and equipment manufacturers, provided those guidelines and instructions are within the scope of practice as defined by the state, if required.

Professionalism

Estheticians will commit themselves to ongoing education and to provide clients and the public with the most accurate information possible.

Estheticians will dress in attire consistent with professional practice and adhere to the Code of Conduct of their governing board.

**For the purpose of the NCEA Code of Ethics, the use of the term Esthetician applies to all licensed skin care professionals as defined by their state law.*



**National Coalition of Estheticians,
Manufacturers/Distributors & Associations**



Continuing Education Credits

It is the position of the NCEA that:

It is NCEA's position that all states that regulate esthetician licensees should mandate a minimum of 12 hours of Continuing Education credits (CEs)—before an esthetician can renew their license.

Position passed on June 9, 2005



FREQUENTLY ASKED QUESTIONS

1. Am I required to maintain Continuing Education (CEs)?

Yes. Every 3 years NCEA Certified professionals are required to maintain 12 hours of NCEA COA Approved CEs in order to re-certify. In some states you may be required to obtain CEs for relicensure of your professional licenses and/or instructor license.

2. Where can I find out if my state licensure requires I maintain Continuing Education (CEs)?

Your state regulatory board will be able to provide you with the most up-to-date requirements of your licensure renewal requirements. The NCEA website (www.ncea.tv) under the Legislation tab, will have your state regulatory board contact information.

3. Are NCEA CEs recognized in my state?

If your state regulatory board requires CEs for relicensure but does pre-approve CEs, you will need to maintain documentation of the individual credits you have earned. This is usually in the form of NCEA CE Certificates.

4. How can I obtain more information about the NCEA COA?

Contact the NCEA Commission on Accreditation at (201) 670-4100 or visit www.ncea.tv

5. How can I tell if the NCEA COA recognizes a CE activity?

The NCEA COA Approved Provider will have the NCEA COA Continuing Education "Approved Provider" logo along with the number of CEs awarded for the approved educational activity on their marketing material. This information is also required to be provided on the CE Certificate given at the completion of the educational activity.

If you have a question regarding the NCEA COA Approved Provider, contact our office at (201) 670-4100 or nceacoa@aol.com



NCEA COMMISSION ON ACCREDITATION APPLICATION INSTRUCTIONS

NCEA COA has two different approval processes to obtain continuing education (NCEA CEs) for programs that they provide.

- 1) Single Education Activity (SEA) approval;
- 2) Provider Education Activity (PEA) approval.

Single Education Activity (SEA)

A Single Education Activity shall be an educational program that will be provided once or ongoing by a single individual. Example: Individual educator.

Provider Education Activity (PEA)

A Provider Education Activity shall be an educational program that will be ongoing in a facility or provided at an industry event.
Example: Association meeting and/or educational conference.

NCEA COA Continuing Education Provider Statement

The NCEA Commission on Accreditation has approved this educational activity.

NCEA COA Submission of Documents

Two (2) copies of the application (with supporting documents) and a disk must be submitted to the NCEA Commission on Accreditation office **60 calendar days prior to the date the activity is to be presented**. Applications submitted later than the 90-day deadline will **not** be reviewed.

NCEA Continuing Education (CE) Approval

The NCEA CE approval is good for three (3) years from date of acceptance. (provided that no changes have occurred in the educational activity originally given approval) Within 90 days of expiration, a new application *must* be received to ensure CE activity credit. CEs cannot be awarded retroactively.

NCEA Provider Web Directory

NCEA Approved Providers that want their Single Educational Activity listed in the online directory on the NCEA website located at www.ncea.tv must pay \$60 fee per listing of their approved educational activity. (This listing does not include dates of each activity)

Provider Educational Activities will be listed one-time at no charge.



NCEA Continuing Education (CE)

A NCEA CE is 45 minutes of a learning activity, either classroom/theory or demonstration/practical, journal-based or web-based.

Determining NCEA CE

Minimum CE unit to be awarded is 1.0. After the first CE, no fractions of the 45-minute CE shall constitute a CE. For example, a 75 minute session will be calculated as 1.0 CE. No rounding up of minutes will be permitted. A 120 minute session will be calculated as 2.0 CE.

Time allowed for introductions, breaks and meals should not be included.

Table for determining CEs:

45 minutes = 1.0	90 minutes (1 hour, 30 minutes) = 2.0
135 minutes(2 hours, 15 minutes)= 3.0	180 minutes (3 hours) = 4.0
225 minutes(3 hours, 45 minutes)= 5.0	270 minutes (4 hours, 30 minutes) = 6.0
315 minutes(5 hours, 15 minutes)= 7.0	360 minutes (6 hours) = 8.0
405 minutes(6 hours, 45 minutes)= 9.0	

Fee Schedule and Payment Information

A NCEA CE Application is required to apply for NCEA CE approval of a continuing education program for either a Single Education Activity (SEA) or to obtain Provider Education Approval (PEA).

Application Fees

The application must be accompanied with the appropriate application fee.

	<u>NCEA Members</u>	<u>Non Members</u>
Single Education Activity	\$70.00 (Individual Membership)	\$150
Provider Education Activity	\$175 (Corporate Membership)	\$350

Continuing Education

1- 5 CEs	\$150
6 - 12 CEs	\$250
13 - 20 CEs	\$350
21 - 30 CEs	\$450
31 - 50 CEs	\$550
51 or more CEs	\$650



APPLICATION FOR CONTINUING EDUCATION APPROVAL

Is this a Single Education Activity (SEA)? _____
Or a Provider Education Activity (PEA)? _____

1. Contact Name: _____
(Person completing application)

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Tel: _____ Fax: _____

Provider Education Information:

Sponsoring Organization: _____

CE Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Tel: _____ Fax: _____

2. Proposed Type of Activity: (Check all that apply)

Classroom/Theory activity ___ Demonstration/Practical activity ___

Web-based Activity ___ Journal Activity ___

*Other ___ Please provide explanation: _____

3. Name/Title of educational activity: _____

4. Activity date(s): _____ Location(s): _____

*Attached additional sheet if necessary

or Journal activity date(s): _____ # of Pages: _____

If journal – Date of Expiration of the activity? _____



5. Number of Expected Participants _____

6. Length of Educational Activity: _____

7. Number of NCEA CEs Requested: _____

8. Method for Assessing Educational needs of the activity: (Check all that apply)

Esthetician survey(s) ___

Evaluations from previous activities ___

Reports from State regulatory/government agencies ___

Expert opinion ___

Other ___ Please explain _____

9. Provide four (4) educational objectives for the educational activity:

1.

2.

3.

4.

10. Provide the following for Instructor/Educator of educational activity:

a) Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Tel: _____ Fax: _____

b) Profession Designation/Type: e.g. State license/certification, permit etc.

c) 100 Word Biography

d) Copy of Signed Faculty Disclosure Form.

11. Sample of Certificate of Completion.

12. Sample Evaluation Form.

13. Copy of Test showing questions & answers. (If applicable.) Test must be of multiple choice design.



POLICIES AND PROCEDURES

Please read each statement below and indicate with initials that you will comply per NCEA COA policies and procedures.

Certificate of Completion

The provider of the NCEA COA approved activity must designate that at the end of the activity a certificate of completion will be given to participants that have registered and attended the entire educational activity.

The Certificate must contain the following:

- 1) Number of CEs awarded for the educational activity;
- 2) NCEA COA Logo;
- 3) NCEA COA Continuing Education Provider Statement;
- 4) NCEA COA CE approval Educational Activity number. (EA#)

____ I agree to issue a certificate of completion per NCEA COA policy.

Continuing Education Transcripts

The provider of the NCEA COA approved activity must be able to produce a written transcript of the activity for up to three years past the date of obtaining approval for the educational activity.

____ I understand that upon request, I will issue transcripts to participants.

____ I understand that transcripts for continuing education must be titled "Continuing Education Transcript" and at minimum include:

- 1) Number of CEs awarded for the educational activity;
- 2) NCEA COA Logo;
- 3) NCEA COA Continuing Education Provider Statement;
- 4) NCEA COA CE approval Educational Activity number. (EA#)
- 5) Provider's contact information, i.e., address, phone number, email, name of the participant, participant's contact information.

Content

The content contained in the educational activity should be relevant to the skin care professional. It may involve a wide body of knowledge and skills generally recognized. Due to state regulatory board scope of practice regulations, it is recognized that not all educational activities will be permitted in all states. It is further recognized that due to specialty and subspecialties found in the skin care industry, all audiences may be not be suitable for the educational activity.

____ I agree that this educational activity is in compliance with local, state regulatory board and federal laws, rules and regulations.



Educational Objectives

All approved educational activities must provide four (4) educational objectives that define the expected outcome for the learner. These objectives must be behaviorally stated. (See included form with examples)

Method of Monitoring Attendance & Attendee Requirements

The provided is required to give attendees a form instructing them on how to receive their NCEA CEs. The form must contain:

- a) What content is approved for NCEA CEs;
- b) What is required for the attendee to receive their CEs:
 - sign-in/sign-out
 - return completed evaluation form

_____ I agree to comply with monitoring of attendance sign-in/sign-out sheet as per NCEA COA policy.

Evaluation Forms

An evaluation form is mandatory for all NCEA COA approved activities. For each NCEA CE approved activity, the attendee must return an Evaluation form in order to receive the CE. Customization of the evaluation form is allowed, provided that the criteria contained below are met. A summarized report of the evaluation forms collected must be provided the NCEA COA office within 30 days after the conclusion of the approved educational activity.

The Evaluation form must contain the following criteria:

- 1) Number of CEs awarded for the educational activity;
- 2) NCEA COA Logo;
- 3) NCEA COA Continuing Education Provider Statement;
- 4) NCEA COA CE approval Educational Activity number. (EA#)

_____ I agree to comply with evaluation form collection and summary as per NCEA COA policy.

On-site Support

The NCEA COA does not currently require the Approved Provider to have a NCEA COA designee onsite for the educational activity. However, they reserve the right for educational activities that are approved for more than 50 hours of CEs. The onsite designee will review all presentations, ensure full disclosure of faculty and monitor the educational activity for compliance.

Should an Approved Provider request an onsite designee; the rate of \$500 per day plus all expenses will be required.



Tests

Although tests are not a NCEA COA requirement for CEs (except journal-based CE activities), it is always a good measure of attendee comprehension. If a test is to be included in the educational activity, all questions and answers must be included with the NCEA COA Application. A multiple choice test design must be used. A passing score of 75% or higher is the standard set by the National NCEA Certification Examination and is recommended.

Faculty Disclosure Form

A Faculty Disclosure form is required with the application. All participating faculty must disclose to the activity attendees any real or apparent conflict(s) of interest that has bearing on the educational activity matter or pertains to commercial relationships such as support for the activity or materials presented.

- 1) Commercial Support: i.e. financial contributions to given by commercial Interest, which was used to pay all or part of the CE activity.
- 2) Conflicts of Interest: i.e. individual has commercial interest in CE content.
- 3) Financial Interest: i.e. relationships that the individual benefits by receiving a salary, royalty, intellectual property rights, consulting fee, honoraria, ownership interest, etc.

_____ Yes I understand that if I am applying for a Provider Education Activity that we are required to have all faculty complete the disclosure form.

Liability Waiver

The NCEA COA (or any of their affiliated entities) makes no representation or warranty of any kind, including but not limited to, the warranties of fitness for particular purpose or merchantability, nor are any such representations implied with respect to the materials granted CE accreditation, and the NCEA takes no responsibility with respect to such material. The NCEA COA shall not be liable for any special, consequential, or exemplary damages resulting from, in whole or part, from the attendee's use of, or reliance upon educational material contained in a CE educational activity.

_____ Yes, I understand that the NCEA COA shall not be liable for any special, consequential, or exemplary damages resulting, in whole or part, from the use of, or reliance upon, the educational material granted CE accreditation.



EDUCATIONAL OBJECTIVES

ANALYSIS

Analyze
Appraise
Calculate
Categorize
Compare
Contrast
Criticize
Debate
Diagram
Differentiate
Distinguish
Examine
Experiment
Inspect
Inventory
Questions
Relate
Separate
Solve
Summarize
Test

APPLICATION

Apply
Complete
Demonstrate
Dramatize
Employ
Examine
Illustrate
Interpret
Operate
Order
Practice
Predict
Restate
Schedule
Shop
Sketch
Treat
Use

COMPREHENSION

Classify
Compare
Describe
Discuss
Estimate
Explain
Express
Identify
Locate
Recognize
Report
Restate
Review
Tell
Translate

EVALUTE

Appraise
Assess
Choose
Compare
Estimate
Evaluate
Judge
Measure
Rate
Revise
Score
Select
Value

KNOWLEDGE

Count
Define
Identify
List
Name
Recall
Recognize
Record
Relate
Repeat
Select
Tabulate
Underline

SYNTHESIS

Arrange
Assemble
Collect
Compose
Construct
Create
Design
Detect
Formulate
Generalize
Integrate
Manage
Organize
Plan
Prepare
Set up
Specify



Application Fees

The application must be accompanied with the appropriate application fee.

	NCEA Members	Non Members
Single Education Activity	\$70.00	\$150
Listing in Online Directory	60.00 each approved activity	
Provider Education Activity	<i>(Individual Membership)</i> \$175	\$350
	<i>(Corporate Membership)</i>	

Continuing Education

1- 5 CEs	\$150
6 - 12 CEs	\$250
13 - 20 CEs	\$350
21 - 30 CEs	\$450
31 - 50 CEs	\$550
51 or more CEs	\$650

TOTAL \$ _____

Please make check payable to NCEA COA Check # _____

Or use Visa/MC/Amex

Name on Card: _____

Credit Card #: _____ Exp. Date: ____/____

Authorized Signature: _____ Total: \$ _____



SAMPLE SIGN IN SHEET:

This educational activity is jointly sponsored by SDSS & NCEA COA



CONTINUING EDUCATION SIGN-IN SHEETS - Wednesday, March 11th, 2012

NAME (Print Clearly)	BADGE NUMBER	TIME IN	TIME OUT



SAMPLE EVALUATION FORM:

Please evaluate the effectiveness of this activity by circling your choice on a scale of 1 to 5, with 1 the lowest, and 5 the highest.

The NCEA Commission on Accreditation has approved this educational activity for 1.0 CE

Title: Cosmetic Ingredients **EA#1234**

Faculty:

Objectives:

1. Understand skin structure and function as it relates to cosmetic ingredients
2. Understand the changes occurring in skin structure and function when exposed to environmental damage
3. Understand common cosmetic and skincare ingredients and their function with the skin
4. Examine ingredient labels to determine efficacy of products.

a) Did the speaker meet the stated objectives?	1	2	3	4	5
b) Did the speaker provide a balanced presentation on the subject matter?	1	2	3	4	5
c) Did the speaker present a well-balanced perspective?	1	2	3	4	5
d) Did the speaker seem knowledgeable on the subject matter?	1	2	3	4	5
e) Was the speaker prepared?	1	2	3	4	5
f) Please rate the speaker's presentation/speaking skills:	1	2	3	4	5

Was the information presented to be fair, objective, balance, and free of bias in the discussion of any commercial product or service? Yes No

If not, please describe _____

Suggested topics for future activities: _____

Suggested faculty for future activities: _____

Would you be willing to participate in a phone, or in-person discussion exploring ways to improve our CE activities? Yes No

Required CE Participant Information:

Name: _____ Signature: _____

Address: _____ City: _____ State: _____

Email: _____ Tel: _____

Number of hours in attendance: _____



SAMPLE FORM TO BE GIVEN TO EACH ATTENDEE:

The NCEA Commission on Accreditation has approved this educational activity.

WHAT CONTENT IS APPROVED FOR NCEA CES?

A NCEA CE is 45 minutes of a learning activity, either classroom/theory or demonstration/practical, journal-based or web-based.

Each approved class will be allocated the number of approved CEs. Attendees should only claim those CE credits that he/she actually spends in the educational activity.

WHAT IS REQUIRED TO RECEIVE MY CE CERTIFICATE?

You will receive 1 CE for every 45 minutes approved learning activity. To receive proper credits you must do the following:

- You MUST sign in/sign out on the Continuing Education Sign-In Sheet
- You MUST complete the evaluation form; including your signature and the number of hours you attended the conference.

**FAILURE TO COMPLETE THE ABOVE STEPS WILL DELAY
YOUR RECEIPT OF THE CE CERTIFICATE**

WHEN AND HOW WILL I RECEIVE MY CE CERTIFICATE?

CE Certificates will be mailed/emailed out 10-12 weeks after the close of the educational activity.