

The Connecticut Certification Board, Inc.

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CCB Eliminates Application Submission Deadlines & Implements New Application Status Reporting System

Wallington, CT – The CCB is pleased to announce the elimination of all CCB application submission deadlines and the implementation of a new web-based application status reporting system. Historically, all CCB applications were processed according to four deadlines each year (March, June, September & December). Until recently, these deadlines were required due to the IC&RC testing cycles which also occurred four times per year during the same months. Since the CCB is now offering IC&RC testing year round using on demand computer based testing, the deadlines are no longer necessary. This will significantly reduce the processing time of applications and allow for not only year round submission of applications but also ongoing processing of completed applications.

Frequently Asked Questions – Elimination of Application Submission Deadlines

1. *When can I file my application for a CCB credential?*

Applications can be filed at any time during the year. In order to file a new credential application with the CCB, all applicants must first complete a **CCB Registry Application** and include the registry number on all new applications. For more information about the **CCB Registry**, please see the **CCB Registry** eNews posting.

2. *How long until I hear about the status of my application?*

Once a new application is received, candidates will be sent delivery confirmation and given information about how to access the new web-based application status system. Within 4 weeks, candidates will also receive a written determination about the status of their application (i.e., application acceptance or additional info needed).

3. *Does payment need to be made before my application will be processed and reviewed?*

Yes. Application will not be processed or reviewed without payment. Credit cards, checks, money orders or payment plans are all available to assist you to pay for CCB application fees. For more information about payment options, please contact Lisa at lhague@ctcertboard.org

4. *Can I call the CCB for updates on my application?*

Any requests for information about the status of your application need to be done in writing and directed via email to jquamme@ctcertboard.org or by us mail. Information about the status of your application will not be given over the telephone and we strongly encourage candidates to access this information using the new Application Status Reporting System on the CCB website.

New Application Status Reporting System - The CCB has developed a new Application Status Reporting System that will allow candidate to monitor their progress while applying for new CCB credentials. The system will be available to all candidates that have a new pending application with the CCB after in April, 2011 which will provide candidates detailed information about the status of their application. All new applicants will be sent information about the new system upon receipt of new CCB applications. In order to use the system, candidates must have a working email address and have internet access. For information about the new system, please email Scott at sschaefer@ctcertboard.org

For more information about CCB application submission requirements, please visit the CCB website at www.ctcertboard.org or email info@ctcertboard.org for assistance.