



ASTM NCATT Recertification Policy

The ASTM NCATT certifications are valid for five years from issuance. Additionally, as part of ISO 17024 Accreditation, Credential Testing Services (CTS) must demonstrate the ability to locate and verify the status of each certification holder so contact information updates are also requested at recertification. The recertification requirement is 5 years for all ASTM NCATT certifications.

Certificate holders will be notified prior to certification expiration (after five years), based on contact information supplied at time of registration. To capture evidence of currency in 18 of the prior 60 months, the ASTM NCATT verification process will require any one of the four following options:

1. **Work Verification Method** – verification of employment, accomplished by submission of a Work Verification Form, available on the CTS and ASTM websites, documenting work in the area of certification in at least 18 of the prior 60 months. Information must include contact information from a knowledgeable authority (supervisor, manager, Human Resources representative) other than the Certification Holder for verification purposes. There is a \$10 fee for an electronic version of your certificate sent by email. There is a \$15 fee for an electronic version of your certificate emailed and an ID card sent by mail.

Go to this [link](#) to fill out Work Verification form.

Go to this [link](#) to make payment for using this method.

2. **Endorsement Method** – For Aircraft Electronics Technician (AET) certification, successfully earn at least one ASTM NCATT AET endorsement. If an endorsement is earned, the expiration date(s) for current certifications will change to the most recent date a certification was obtained.

Note: AET Plus One Endorsement now meets the training requirements for an FAA Repairman's license, therefore it was determined earning an endorsement indicates continued competence in the field.

- a. AET currently has five endorsements, Aircraft Electronics Installation (AEIT), Autonomous Navigation Systems (ANS), Dependent Navigation Systems (DNS), Onboard Communication and Safety Systems (OCS), and Radio Communication Systems (RCS)
3. **Alternate Method** – accumulating a minimum of 15 Alternate Currency Credits (ACCs) based on the ASTM NCATT Alternate Currency Credits Table. Go to this link to view the [ACC Table](#).
 4. **Equivalent Knowledge Exam Method** – certification holders may sit for an equivalent knowledge exam. The fee for this online examination is \$100. If using Remote Proctoring, the remote proctoring fee is \$16. Go to this [link](#) to make payment for using this method.

Once an individual certification expires, the certification will be suspended and notification sent to the last known physical and email address. If the suspension exceeds 12 months, the certification will be withdrawn and an examination equivalent to the initial certification examination will be required for recertification.

Note: Upon verification of a completed recertification method CTS will issue a new certificate.

CTS developed the Recertification Policy to not only document procedures for renewal of the certification but to also suspend or withdraw certification, if necessary. This is important to maintain the integrity of the certification and to also ensure the candidate does not continue to represent themselves as certified after their certification has been suspended or revoked. Failure to resolve the



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issues that resulted in suspension, in a timely manner, results in withdrawal or reduction of the scope of certification. A signature on the Code of Conduct at the time of certification provides an enforceable arrangement with the certified person in the event of suspension or withdrawal of certification to help ensure the individual refrains from further promotion of the certification while it is suspended or withdrawn.