



**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 Esthetician Association (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.



## **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.*



## **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*

As of 2024, only 9 states require Estheticians to get CE's prior to relicensure. NCEA created the COA to provide a National System to accredit continuing education so that states could easily implement a CE requirement.

Furthermore, over 6,500 NCEA Certified Estheticians need 12 COA-Approved CE's in order to maintain their National Esthetician Certification.



## 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.

### ***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.nceacertified.org](http://www.nceacertified.org)

### ***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 [info@NCEACertified.org](mailto:info@NCEACertified.org)



## 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**

The application (with supporting documents) must be submitted electronically 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 two (2) 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 will be listed in the online directory on the NCEA website located at [www.nceacertified.org](http://www.nceacertified.org)



**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

**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	\$125 (Individual Membership)	\$250
Provider Education Activity	\$275 (Corporate Membership)	\$400

**Continuing Education**

1- 5 CEs	\$200
6 - 12 CEs	\$300
13 - 20 CEs	\$400
21 - 30 CEs	\$500
31 - 50 CEs	\$600
51 - 70 CEs	\$700
71 - 90 CEs	\$800
91 or more CEs	\$900



## 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: \_\_\_\_\_ Web: \_\_\_\_\_

### Provider Education Information:

Sponsoring Organization: \_\_\_\_\_

CE Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Web: \_\_\_\_\_

### 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 number. (COA#)

\_\_\_\_ 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 number. (COA#)
- 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 received 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 may be requested by NCEA COA office up to 3 years 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 that 90 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 \$950 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





## 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**

**COA#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.

**SAMPLE CERTIFICATE**

**<<PROVIDER NAME HERE>>>**

This certified that

**<<ATTENDEE NAME HERE>>>**

attended/completed the **<<<NAME OF PROGRAM OR CLASS>>>**  
**<<DATE OF CLASS/PROGRAM>>**

NCEA COA# **<<PUT APPROVAL NUMBER HERE>>**

Number of CEs awarded with this certificate **<<<PUT NUMBER OF CEs HERE>>>**



Approved Provider The NCEA Commission on Accreditation has approved this education activity.