



National NBSTSA Certification- Surgical Tech renewal:

NBSTSA Certification Dept
6 West Dry Creek Circle
Suite 100

Littleton, Colorado 80120

Phone: 800 707 0057

Email: mail@nbstsa.org

Website: <http://nbstsa.org/>

Verify Credentials here by entering the Last name and the SSN or Certification Number:

<https://www.nbstsa.org/verfiy/find-cred.aspx>

- **They can complete and submit the renewal application online:** <https://nbstsa-transform.perceptivecloud.com/iFiller/iFiller.jsp?fref=be74c9df-6669-4161-8fe7-fce8b1528335>. **This will cut out the mailing delay.**

FEES:

Renewal by CEU credits \$50

Renewal by examination: \$399 (ASA/AST member)

or \$499 (non-member)

ETA: Allow **4-6 weeks** for processing.

RUSH OPTION: Enclose the non-refundable **\$50 fee in addition to renewal fees**. Rush processing will process your application within **3-5 business days**. Excludes mailing time to the candidate.

Renewal by Continuing Education Credits

- CSTs must earn 60 credits within their renewal cycle to renew their credential. All 60 continued education credits must be earned prior to expiration date. Credits must be submitted to AST for processing. Please call 800- 637-7433 or visit ast.org for more information.
- CSFAs must earn 75 credits within their renewal cycle to renew their credential.
- Individuals who hold both credentials (CST/CSFAs) must earn 75 credits within their renewal cycle to renew both credentials. Only a CSFA Renewal Application must be submitted to renew both.
- **How do I submit credits?**
Mail: 6 W Dry Creek Circle Ste 200 Littleton, CO 80120
Fax: 303-694-9169
Email: memserv@ast.org
- Link regarding **AST** acceptable CE credits: http://www.ast.org/Members/Submit_Credits/ and CE credit packages: http://www.ast.org/Members/CE_Credit_Packages/
- **FAQs** regarding AST credits: <http://www.ast.org/Members/FAQs/> and **CE policies:** <http://www.ast.org/webdocuments/CEpolicies/#6>



IF you do not have Credits at the time of renewal and will not be able to complete credits- you may renew **BY EXAM (this causes a much longer process/delay)** once your renewal is processed- you will receive the Authorization to Test (ATT) letter to take the exam. Your renewal will not be processed until NBSTSA receives your test results.

Renewing your credential is a two-step process:

- 1.) Submit required CE credits to AST and
- 2.) submit the appropriate renewal form to the NBSTSA with the renewal fee. If you have any questions, please contact AST (800-637-7433 or www.ast.org) or The NBSTSA (800-707-0057).

The responsibility is yours to mail your renewal application in a timely manner, especially if you are required by your employer and/or state law to be certified. Please allow 4 to 6 weeks for the NBSTSA to process your application and mail your new certificate and card. You may choose to add rush processing for your application for an additional \$50 charge. Rush processing is a guaranteed 3 to 5 business days in the office before we mail your new documents. If you pay the total fee by credit/debit Visa or MasterCard or a money order, your documents will be mailed immediately. If you pay the total fee by check, your documents will be held for mailing for 10 business days until your check has officially cleared through our bank. You may elect rush processing for your application; however, NBSTSA will not honor requests to e-mail or fax notification to employers that an application was received for processing. We cannot give information to a 3rd party regarding unprocessed applications. If you need to prove to an employer that you submitted your application and have the required credits on file, you may call the NBSTSA on speakerphone, so your employer can hear us confirm receipt of your application. As soon as your renewal has been processed in the database, it can be verified under the Verify Credentials section of this website or your employer can call us at 800-707-0057.

Late Renewal

Individuals renewing their credential beyond the expiration date (late renewal) may do so by one of the following methods:

- Retake and pass the national certifying examination and pay all appropriate fees.
- Submit required credits (must have been completed prior to expiration) and pay all appropriate late fees

LATE FEES and Policy: <https://www.nbstsa.org/policies#scrollNav-3>

For individuals whose certification lapsed prior to May 1, 2018, the following penalty fee-structure applies.

0 – 30 days past expiration:	\$50 standard renewal fee + \$0 penalty fee = \$50.00
31 – 90 days past expiration:	\$50 standard renewal fee + \$50 penalty fee = \$100.00
91 – 365 days past expiration:	\$50 standard renewal fee + \$150 penalty fee = \$200.00