NCTI Course Enrollment

This document outlines the process for CCA member organizations to enroll in NCTI courses and receive their 5% discount*.

☐ **Identify Course:**

CCA member organization identifies the desired NCTI course for enrollment via **NCTI.com**.

☐ **Download Enrollment Form:**

Download the current enrollment form **here**

☐ **Submit Enrollment Form:**

Complete and submit the NCTI enrollment form to **customercare@ncti.com**.

☐ **Account Setup & Discount:**

NCTI Customer Care creates the member organization account and applies the 5% discount.

☐ **Login to Amp:**

Use your NCTI Amp credentials to log in to **amp.ncti.com** and place the course enrollment.

☐ **Payment Options**

a. **Credit Card**

b. **Invoicing:** If this is your preferred method, contact **customercare@ncti.com**. Once you receive confirmation from NCTI that invoicing is approved, log in to Amp and proceed with course enrollment. The option for invoicing will appear at checkout.

Note on Adding Students

As a member organization, when you have more than one student to enroll, use the "Add New Student" function in Amp (located on the post-Amp login landing page).

Arapahoe Community College, Light Brigade, Mpirical, MindEdge, and Sunset Learning courses are excluded from 5% member discount.