

Thank you for your interest in our Training Center! Please follow the steps below to transfer your affiliation to us.

1. Instructor completes an Instructor Records Transfer Request, located [here](#).
2. The TCC of the TC (NGTC) where the instructor is transferring to signs the request and sends it back to the instructor.
3. The instructor then sends the signed request to their current TC, where they are transferring from.
4. The original TC sends complete, up-to-date, instructor records to the other TC within 30 calendar days of receiving the Instructor Records Transfer Request. Instructor Records to include:
  - ▶ Instructor/TCF Candidate Applications for each discipline transferring
  - ▶ Instructor/TCF Monitor Forms
  - ▶ Instructor/TCF Renewal Checklists
  - ▶ Instructor Records Transfer Requests
  - ▶ Instructor Essentials Course Completion Notice to Primary TC
  - ▶ Documentation of administrative or disciplinary actions taken
  - ▶ Initial application form
  - ▶ Course monitoring
  - ▶ Renewal Forms
  - ▶ Course Rosters (within the 3-year retention window for instructor records)
  - ▶ Copies of all instructor cards issued
5. Once original TC has sent requested instructor files, the accepting TC must verify that the instructor has been removed from the original TC Instructor List on the Instructor Network.
6. Instructor requests affiliation with NGTC ([instructions here](#))
7. Upon verifying receipt of instructor records, and that the instructor has completed all necessary steps to hold current instructor status, new TC accepts the instructors affiliation. At this time, the new TC must obtain the instructor card issued by the original TC and issue a new card for the instructor under the new TC name.