



**FEE SCHEDULE**

*Effective January 2024*

Paying the application fee does not guarantee Certification will be granted and covers costs for processing.

**1. INITIAL ACTIVITY PROFESSIONAL CERTIFICATION**

*Activity Professional Certifications are valid for 2 years.*  
 Processing and review time for initial application can take up to 4 weeks from submission.

A. Activity Professional Certified (APC) .....	\$60.00
B. Activity Director Certified (ADC) including Professional Equivalency Track .....	\$180.00
C. Activity Consultant Certified (ACC) .....	\$215.00
D. Experiential Track for Activity Director Certified (ADC) .....	\$400.00
E. Equivalency Track for Activity Director Certified (ADC).....	\$180.00
with the purchase of the MEPAP® Coursebook .....	\$260.00
F. Fast Track Fee for processing within 3 business days from submission .....	\$55.00
G. Processing Fee due to withdrawal from Application Process .....	\$80.00
Processing Fee due to withdrawal from the (APC) Application Process.....	\$30.00

**2. INITIAL ENGAGEMENT CERTIFICATION**

- Application Fee is included in the price of Engagement Course enrollment.
- Engagement Certifications are valid for 1 year and must be renewed annually.
- Processing and review for initial application can take up to 4 weeks from submission.
- Refund for course withdrawal after 3 business days is charged a **\$30** processing fee.

**3. LEVEL CHANGE**

- Level Change to ADC or ACC requires taking and passing the National Exam.
- Processing & review time for Level Change applications can take up to 4 weeks from submission.
- Level Change does not change the initial date of expiration issued.
- Renewal timeframe opens 120 days prior to expiration date.

A. Level Change Outside Renewal Timeframe APC/ADCP to ADC .....	\$30.00
B. Level Change Outside Renewal Timeframe ADC to ACC .....	\$55.00
C. Level Change at the time of Renewal .....	Renewal Fee
D. Fast Track Fee for processing within 3 business days from submission .....	\$55.00
E. Processing Fee due to withdrawal from Application Process .....	\$30.00

**4. SPECIALIZATIONS**

*Specializations are valid for 2 years and require an Activity Professional Level of Certification.*  
*Specializations are due for renewal at the same time your Activity Professional Certification expires.*

• Assisted Living (AL)	• Adult Day Services (ADS)
• Education (EDU)	• Home Care (HC)
• Memory Care (MC)	• Person-Centered (PC)
A. Initial Specialization .....	\$25.00 per each specialization
B. Renewal Specialization .....	\$15.00 per each specialization



**National Certification Council for Activity Professionals**  
 Enriching Lives Through Person-Centered Engagement  
 1201 Connecticut Ave, Suite 600, Washington DC 20036 | info@nccap.org

**5. RENEWAL ACTIVITY PROFESSIONAL CERTIFICATION**

*Activity Professional Certifications are valid for 2 years.*  
 Renewal Email Notices are sent **120 days** prior to your expiration date and monthly thereafter.  
 If you do not receive a Renewal Email Notification call NCCAP to verify we have your correct email.  
 Processing and review time for Renewals can take up to 4 weeks from submission.

A. Activity Professional Certified (APC) .....	\$60.00
B. Activity Director Certified Provisional (ADCP) .....	\$75.00
C. Activity Director Certified (ADC) .....	\$75.00
D. Activity Consultant Certified (ACC) .....	\$90.00
E. Late Fee for Renewals submitted after expiration date .....	\$55.00
F. Late Fee due to unable to meet Audit request within 10 days .....	\$55.00
G. Fast Track Fee for processing within 3 business days from submission .....	\$55.00
H. Processing Fee due to withdrawal from Application Process .....	\$30.00

**6. RENEWAL ENGAGEMENT CERTIFICATION**

*Engagement Certifications are valid for 1 year.*  
 Renewal Email Notices are sent **120 days** prior to your expiration date and monthly thereafter.  
 If you do not receive a Renewal Email Notification call NCCAP to verify we have your correct email.  
 Processing and review time for Renewals can take up to 4 weeks from submission.

A. Person-Centered Engagement Certified (PCE) .....	\$30.00
B. Montessori Dementia Engagement Certified (MDE) .....	\$30.00
C. Montessori Home Engagement Certified (MHE) .....	\$30.00
D. Assisted Living Engagement Certified (ALE) .....	\$30.00
E. Adult Day Engagement Certified (ADE) .....	\$30.00
F. Validation: Memory Care Certified (VMC) .....	\$30.00
G. Late Fee for Renewals submitted after expiration date .....	\$15.00
H. Fast Track Fee for processing within 3 business days from submission .....	\$15.00
I. Processing Fee due to withdrawal from Application Process .....	\$15.00



**7. CONTINUING EDUCATION COURSES AND “APPROVED CE EDUCATOR” STATUS**

*Continuing Education courses are valid for 1 year.*  
 Processing and review time for CE Courses can take up to 4 weeks from submission.

A. New Educational Course Approval:	
• 1 – 8 clock hours .....	\$57.00
• 8.5 – 16.5 clock hours .....	\$77.00
• 17 – 25 clock hours (requires hourly plan, content summary, learning objectives)	\$127.00
• 25.5+ clock hours (requires hourly plan, content summary, learning objectives)	\$177.00
B. Course Renewal Fee (if no changes to presenter, content, learning objectives) .....	\$50.00
C. Approved CE Educator Status (applicable to individual educator) .....	\$50.00/year
D. Fast Track Fee for processing within 3 business days from submission .....	\$55.00
(Courses submitted 30 days or less of course date are charged a Fast Track Fee)	
E. Processing Fee due to withdrawal from Application Process .....	\$30.00

**8. MEPAP INSTRUCTORS**

*MEPAP Instructor Approval Number Valid for 2 years.*  
 Processing and review time for MEPAP Instructor Courses can take up to 4 weeks from submission.  
 Renewal Email Notices are sent **90 days** prior from expiration date.

A. Initial Application .....	\$200.00
B. Renewal Application .....	\$200.00
C. Train the Trainer Event for Initial Licensed Instructors .....	\$750.00
D. Renewal Application for Licensed Instructors .....	\$200.00
E. Late Fee for Renewals submitted after expiration date .....	\$55.00
F. Processing Fee due to withdrawal from Application Process .....	\$30.00

**9. ADMINISTRATIVE FEES**

A. Non-Sufficient Funds Check (in addition to application fee) .....	\$55.00
B. Submission by Fax .....	\$10.00
C. NCCAP Certificate Order Mailed via USPS .....	\$15.00
D. CE Courses Administrative Changes .....	\$15.00