

RETIREMENT STATUS REQUEST FORM

Name _____ Date _____

Address _____ Certification # _____

Phone # _____ Fax # _____ Email address _____

***Please read the following statement and sign the bottom of the form, upon receipt in the NCCAP office, your retirement application will be sent to you to complete.**

*I _____ am hereby requesting to NCCAP to be placed on the **retirement status.** I understand that this indicates my intent to no longer be actively employed in the field of activities.*

I further understand that if I choose to come out of “retirement” status in the future for whatever the reason, that I would then be required to apply for initial certification at the current NCCAP standards.

I also understand that while, no continuing education hours will be required to maintain the retirement status, that I will still be required to pay the reduced renewal fee and complete the NCCAP questionnaire every two years.

Finally when listing the NCCAP credentials after my name, I will now also add the “Ret.” after the credential to indicate the retired status.

Signature of application

1/09

Dear NCCAP Certified Member,

The NCCAP Board of Directors, based on recommendation from a long term certified member, Phyl Gordon, ACC has adopted a retirement status for NCCAP.

This status is available for individuals 62 and over, planning to retire from the field of activities permanently, but who would like to retain the credentials they earned on behalf of themselves and the profession.

Effective June 1,2002; upon receipt of your renewal application, you can now opt to complete the enclosed ***“retirement status request form”***. Send the completed form, verification of age, (i.e., driver’s license/copy of birth certificate) along with your discounted renewal fee of \$25 to the NCCAP office. Once the application is processed you would then be placed on the ***“retirement status”*** and the certificate would show your credentials after your name along with the initial “Ret”, indicating you are now retired from the activity profession.

As stated on the request form, if for whatever reason you choose to come out of the ***retirement status***, you would then have to start the certification process completely over meeting the current NCCAP standards at the time of your application.

As with the current renewal process your application must be postmarked by your date of expiration; NO reinstatement period is permitted once retirement status is granted.

Sincerely,

Cindy Bradshaw, ACC
NCCAP Executive Director