NCCAP RENEWAL FORM
All Spaces Must Be Completed

Current Information:
Name:
Street Address:
City: State: Zip:
Home Phone Number:
Work Phone Number:
Fax Number:
E-Mail Address:

Previous Information: ***ONLY if information has changed within the past 2 years*****)**
Name:
Street Address:
City: State: Zip:

INSTRUCTIONS:

1. **List CE topics, dates and hours from past two years in sessions column below**. **Only 20% can be inservices**. Attach the copies of certificates to the form in the order listed.
2. Paper clip copies of certificates that are signed by instructor or sponsor and show topic, instructor's name and credentials, date, location, length in hours, sponsoring agency. AAC requires 20 hours, ADC and ADPC requires 30 hours, ACC requires 40 hours.
3. Sign, give address change above; NCCAP certification number below.
4. **Enclose $50 for Renewal Fee**.
5. Mail this **ORIGINAL FORM**, **CE Documentation and $50 Renewal Fee after filling out to**: **NCCAP, P.O. Box 62589, Virginia Beach VA 23466-2589**.

TITLE OF CE SESSIONS	DATE	CLOCK HOURS

TOTAL HOURS

(USE REVERSE SIDE AS NECESSARY)

NCCAP level and certification number:

Renewals must be <u>postmarked by expiration date</u> or a $55 late fee will be assessed in addition to the $50 Renewal fee. After one year from expiration, you must reapply and meet current standards in effect. There is a return check fee of $40. A processing fee of $30 will be assessed for each renewal application submitted that is not approved.

SIGNATURE_____DATE

January 1, 2009