



National Certification Council for Activity Professionals  
317 Office Square Lane, Suite 202A  
Virginia Beach, Virginia 23462 USA  
T: 757-552-0653 E: info@nccap.org

**CONTINUING EDUCATION (CE) APPLICATION:  
NEW COURSE APPROVAL AND COURSE RENEWAL, AND  
“APPROVED CE EDUCATOR” STATUS**

Please print, complete and email this application with payment to: info@nccap.org

**REQUIREMENTS**

1. All educational courses intended to meet the Continuing Education (CE) requirements of NCCAP Certifications and Specializations must receive a NCCAP CE approval number.
2. **New Course.** All new education courses, or those that have not been delivered for more than one year, require that all information and documentation be submitted along with payment of a new course fee based on the number of clock hours:
  - A. 1-8 clock hours: **\$57**
  - B. 8.5-16.5 clock hours: **\$77**
  - C. 17-25 clock hours: **\$127, plus** an hourly plan and detailed summary of content with learning objectives
  - D. 25.5 or more clock hours: **\$177, plus** an hourly plan and detailed summary of content with learning objectives.
3. **Renewal.** Courses approved the previous year only require that changes to information previously provided be submitted along with payment of the **\$50.00** renewal fee.
4. **Fast Track.** To obtain a NCCAP CE approval number for an educational course less than 45 days before the date the course is offered requires a **\$55.00** Fast Track fee.
5. **Approved CE Educator Status.** NCCAP offers the Approved CE Educator status to help advance and promote CE courses with the following benefits:
  - A. Post up to **four (4)** of your Educational Course(s) on the NCCAP online calendar
  - B. Include the Educator’s name, course type, contact details and website link in our online list of NCCAP Approved CE Educators
  - C. Use of the NCCAP “Approved CE Educator” emblem for marketing and promotion
  - D. Approved Educator fee: **\$50.00** per year, renewable.

Select which is applicable:

**New CE Application:** Complete entire form. Previously approved courses that have not been delivered for more than one year are required to submit a new application.

**Renewal:** Only complete information that has changed from original application.  
Course Approval Number: \_\_\_\_\_

**Approved CE Educator:** I wish to become an “Approved CE Educator” and will submit my credentials, proof of education level and curriculum vitae along with the \$50.00 per year fee.

**\*Please state how you would like to be represented on the Approved CE Educator list:**

Course Instructor: \_\_\_\_\_ Title(s): \_\_\_\_\_

Is this course in person/online: If in person, City \_\_\_\_\_ State \_\_\_\_\_

Website: \_\_\_\_\_

Email/Phone: \_\_\_\_\_



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### REQUIRED INFORMATION

Date of this Application \_\_\_\_\_

Name and Title of Educator to appear on website: \_\_\_\_\_

Name of Organization to appear on website: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Title of Educational Course to appear on website: \_\_\_\_\_

Number of Clock Hours: \_\_\_\_\_ Body of Knowledge Topic(s): \_\_\_\_\_

Location of Educational Course: \_\_\_\_\_

Delivery Method: Lecture\_\_\_\_, Hands-On\_\_\_\_, Demonstration\_\_\_\_, Other (Specify): \_\_\_\_\_

**(Note: Online courses require 3 letters from attendees stating total clock hours)**

How Will Records Be Maintained? \_\_\_\_\_

How Will Certificates of Attendance Be Distributed? \_\_\_\_\_

Date(s) of Educational Course: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Will this course be repeated in 12 months? YES/NO

### THE FOLLOWING INFORMATION MUST ACCOMPANY THIS APPLICATION

1. Learning objectives of the course
2. Publicity tool and time outline including breaks, lunch or non-instructional time
3. Educator(s) name and a brief description of credentials and qualifications
4. Copy of certificate of attendance presented to participants
5. Evaluation tool to be used by participants

### POLICY FOR USE OF "APPROVED CE EDUCATOR" EMBLEM

As an "Approved CE Educator", NCCAP grants a limited one-year right to use the NCCAP Approved CE Educator Emblem to promote the course(s) for which you have obtained NCCAP CE approval.

After one-year, all approved courses must be renewed, along with payment of the applicable renewal fee for the course and the \$50.00 fee to be an "Approved CE Educator".

The Emblem must not be altered, modified or changed in any way and must not be used to misrepresent your affiliation with NCCAP as solely an "Approved CE Educator".

Contact NCCAP with any questions: [info@nccap.org](mailto:info@nccap.org).



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### DECLARATION

I have reviewed and will comply with NCCAP Continuing Education policies and will communicate these requirements to all instructors, sponsors and participants to assure compliance with NCCAP standards and requirements.

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

### PAYMENT

1. Check: "NCCAP", 317 Office Square Lane, Suite 202A, Virginia Beach, VA 23462
2. Credit Card:

I authorize NCCAP to charge my credit card for charges associated to my application:

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

CVS on back of card: \_\_\_\_\_

Zip Code associated with this card: \_\_\_\_\_

The NCCAP Education Committee will review this application and attachments to determine that NCCAP standards are met.