

CONTINUING EDUCATION (CE) APPLICATION: NEW COURSE APPROVAL AND COURSE RENEWAL

Please read this application in its entirety prior to sending it to NCCAP for review. Applications can take up to 30 days to review. Applications submitted less than 30 days before the start of the course will incur the Fast Track Fee. Any missing information may delay the review process.

All educational courses intended to meet the Continuing Education (CE) requirements of NCCAP Certifications will receive a NCCAP CE approval number upon approval.

NCCAP does not review or approve any Continuing Education (CE) courses that credential, certify, license, or accredit participants or other organizations. Submissions with the CE course implying any of the above-stated will be automatically withdrawn from submissions and refunded minus an administrative fee.

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- 1. New Course.** All new education courses 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 - 6 clock hours: \$55
 - B. 6.1 - 12 clock hours: \$75
 - C. 12.1 - 18 clock hours: \$95
 - D. 18.1 - 24 clock hours: \$115
 - E. 24.1 clock hours or more: \$150
- 2. Renewal.** Courses approved the previous year require a completed application and payment of the renewal course fee based on the numbers of clock hours:
 - A. 1 – 6 clock hours: \$40
 - B. 6.1 - 12 clock hours: \$45
 - C. 12.1 - 18 clock hours: \$50
 - D. 18.1 - 24 clock hours: \$55
 - E. 24.1 clock hours or more: \$60
- 3. Fast Track.** To obtain an NCCAP CE approval number for an educational course within three (3) business days upon submission, an additional \$55 Fast Track Fee is required. Missing supporting documents can delay the review process.
- 4.** Courses submitted less than **30 days** before the course date are subject to a \$55 Fast Track Fee. NCCAP CE approval number will be issued within three (3) business days unless supporting documents are pending.

PROVIDER INFORMATION		
Course Provider:		Date of Submission:
Contact Person:		
Mailing Address:		
City:	State:	Zip:
Phone:	Email Address:	
SUBMISSION TYPE		
<p>_____ NEW CE APPLICATION</p> <p>_____ RENEWAL</p> <p>_____ COURSE APPROVAL NUMBER: _____</p> <p>_____ FAST TRACK REQUESTED</p>		
COURSE INFORMATION		
COURSE TITLE:		
REQUESTED CLOCK HOURS: <small>non-instructional times are not approved for clock hours</small>	Body of Knowledge Topic(s):	
COURSE DELIVERY METHOD: (circle one) <div style="text-align: center;"> IN-PERSON LIVE WEBINAR MULTI-DAY CONFERENCE/SEMINAR SELF-STUDY ON-DEMAND PRE-RECORDED </div> <p style="text-align: center;"><small>If a course is live and will also be available on demand/pre-recorded, a separate submission is required.</small></p>		
COURSE DATE(S): <small>If on-demand or self-study, indicate the date the course will become available.</small>		
LOCATION OF COURSE:		
HOW WILL RECORDS BE MAINTAINED? <small>PARTICIPANT ATTENDANCE RECORDS ARE TO BE MAINTAINED AT MINIMUM 3 YEARS</small>		
WILL THIS COURSE BE REPEATED IN 12 MONTHS? YES NO		

SUPPORTING DOCUMENTATION

COURSE RENEWALS

Previous CE courses approved by NCCAP and not yet expired are eligible for renewal with payment. Any significant changes to the course will require the course to be submitted as a new CE course. Changes can include, but are not limited to:

- Course Speaker(s)/Educator(s)
- Method of course delivery
- Learning Objectives of the course
- CE Hours
- Providing Organization

CE Courses that are expired for over **90 days** are no longer eligible for renewal. CE courses that have expired will be subject to a late fee.

PURPOSE AND LEARNING OBJECTIVES OF THE COURSE

Course objectives are to be clearly indicated to participants. Courses requesting NCCAP approval should be a listed topic in the Body of Knowledge. Attach documentation of purpose and learning objectives of the course.

METHODS FOR PROMOTING THE COURSE

Attach a copy of ALL the actual promotional materials used to promote/advertise the course. Preferred promotional/advertisement materials are website screenshots/printouts, copy of email newsletters, printed brochure/flyers and/or postcards (links will NOT be viewed). Documentation must be clear and legible.

Typed word documents are NOT acceptable form of supporting documentation. Any digital marketing printouts, emails, website screenshots must include the URL.

The following information **must** be included in the course promotion:

- Date and Location
- Speakers' names and titles
- Registration information
- Learning objectives
(must be clearly written to identify the knowledge and skills to be acquired)
- Course description
- Course schedule
- A statement of NCCAP approval does not certify an individual. If an individual requests certification, they will follow the process through the respective organization and/or agency.

SPEAKER(S)/EDUCATOR(S)

A resume or short biography of each speaker must be submitted as part of the supporting documentation. Resume or biography must not exceed 1 page in length. Resumes and biographies should include only information relevant to the course content. It must include professional licenses/titles, work or teaching experience relevant to the course content, and demonstrate expertise in the topic area.

If a speaker or educator is an NCCAP Licensed Educator, NCCAP Board Member, Board member of respective partner organization, and/or an NCCAP Employee, a resume or short biography is required.

Submission of a resume or short biography is required, regardless of whether it has been submitted in other CE applications.

PARTICIPANT EVALUATION FORM

Course providers are required to allow attendees the opportunity to provide course feedback. Please attach a copy of your Participant Evaluation Form. The following must be included:

- Were course learning objectives met?
- Did the speaker demonstrate expertise on the subject matter?

CERTIFICATE OF COMPLETION

NCCAP requires all organizations to maintain a record of participants for a minimum of three (3) years. Please attach a copy of the course Certificate of Completion. The following items are required to be stated on the Certificate of Completion for verification purposes:

- Course Title
- Course Provider's Name
- Course Date(s)
- Number of Clock Hours Earn
- A placeholder for your NCCAP Approval Number (NCCAP Approval Number _____ - __)
- Statement of NCCAP approval does not certify an attendee but provide CE hours

PLEASE NOTE: THE USE OF THE NCCAP LOGO IS NOT PERMITTED, UNLESS REQUESTED IN WRITING AND APPROVED BY NCCAP. APPROVED EDUCATORS WILL HAVE A SEPARATE EMBLEM FOR USAGE.

COURSE TIMELINE

Please attach a detailed copy of the course schedule to include any non-instructional periods, if applicable. Only instructional periods will be considered for clock hours.

MULTI-DAY CONFERENCES/SEMINARS

If there are concurrent sessions (multiple sessions that occur at the same time) and attendees are not required to attend all sessions. NCCAP will approval the maxed number of hours an attendee can earn. Complete schedule of the concurrent sessions is required to be submitted.

ON-DEMAND, SELF-STUDY, PRE RECORDED

In addition to the required supporting documents listed above, you will need to submit the following additional documents:

- Post Test with at least 10 questions and answer key
- Time Study of a course of at least 3 participants to average the course length to include attendees' time study or LMS time stamps of attendance hours.

DECLARATION

I have reviewed and will comply with NCCAP Continuing Education policies and will communicate these requirements to all instructors, sponsors and participants to ensure compliance with NCCAP standards and requirements. Understanding that payment of application fee does not guarantee that approval will be granted and is used to cover the administrative cost of processing, reviewing and evaluating the application.

Name of Person Submitting Application

Title

PAYMENT

1. Company's Check (Check # _____)
2. Company's Check (Sent Separately)
The review process will not begin until payment is received.
3. Credit Card: VISA MASTERCARD DISCOVER AMEX

Card Holder's Name: _____

Card Number: _____

Expiration Date: _____ CVV: _____ Billing Zip: _____

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

Review process can take up to 4 business weeks from the date of submission.

If CE course is approved, expiration date is issued as the month of submission and the following year.