



National Certification Council for Activity Professionals

Setting Standards of Excellence for Quality of Life through Education

317 Office Square Lane, Suite 202A, Virginia Beach, VA 23462 USA | (757) 552-0653 | info@nccap.org

2019 FEE SCHEDULE

1. INITIAL CERTIFICATION

All Certifications are valid for 2 years except Home Care & Dementia which are valid for 1 year

- A. Activity Professional Certified (APC; formerly AAC).....\$60.00
- B. Activity Assistant Certified Provisional (AACP).....\$60.00 (earned before 1/1/19)
- C. Activity Director Certified (ADC).....\$90.00
- D. Activity Director Certified Provisional (ADCP).....\$90.00
- E. Activity Consultant Certified (ACC).....\$125.00
- F. Adult Day Services Certified (ADSC).....\$60.00
- G. Home Care Certified (HCC).....\$30.00 (annual renewal)
- H. Montessori Dementia Engagement Certification (MDEC).....\$30.00 (annual renewal)
- I. MEPAP Instructor.....\$200.00
- J. Senior Discount for Applicants over 65.....\$10.00 off
- K. FAST TRACK: Processing in less than the standard 2-week time frame.....\$55.00 (plus Initial Fee)

2. CERTIFICATION RENEWAL Renewal Email Notification is sent to the email address used to create your online profile. Renewal Email Notifications are sent monthly starting 4 months prior to your expiration date. You must use the link in your Renewal Email Notification to log-in and renew online. If you do not receive a Renewal Email Notification please call the NCCAP office to verify your correct email: 757-552-0653. NOTE: if you renew after your expiration date you will be charged a \$55 LATE FEE.

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- A. Activity Professional Certified (APC, formerly AAC).....\$60.00
- B. Activity Assistant Certified Provisional (AACP).....\$60.00 (earned before 1/1/19)
- C. Activity Director Certified (ADC).....\$75.00
- D. Activity Director Certified Provisional (ADCP).....\$75.00
- E. Activity Consultant Certified (ACC).....\$90.00
- F. Adult Day Services Certified (ADSC).....\$60.00
- G. Home Care Certified (HCC).....\$30.00 (annual renewal)
- H. Montessori Dementia Engagement Certification (MDEC).....\$30.00 (annual renewal)
- I. MEPAP Instructor.....\$200.00
- J. Late Fee. If applying after expiration.....\$55.00 (plus renewal fee)
- K. Retired Status.....\$25.00 (no CEs required)
- L. FAST TRACK: Processing in less than the standard 2-week time frame.....\$55.00 (plus renewal fee)

3. LEVEL CHANGE.....\$70.00



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4. SPECIALIZATIONS

NCCAP offers the following Specializations which are valid for 2 years and require that an individual possess any NCCAP Certification (APC, ADC, ACC, HCC, ADS, MDEC).

- Assisted Living (AL)
- Memory Care (MC)
- Adult Day Programs (AD)
- Person Centered Care (PC)
- Home Care (HC)
- Education (EDU)

Initial Specialization.....\$25.00
 Renewal Specialization.....\$15.00

5. CONTINUING EDUCATION COURSES AND “APPROVED CE EDUCATOR” STATUS

A. NEW COURSE APPROVAL:

- Educational Course of between 1-8 clock hours.....\$57.00 (per course)
- Educational Course of between 8.5-16.5 clock hours..... \$77.00 (per course)
- Educational Course of over between 17-25 clock hours..... \$127.00 (per course), **plus** an hourly plan and detailed summary of content with learning objectives
- Educational Course of 25.5 or more clock hours.....\$177.00 (per course), **plus** an hourly plan and detailed summary of content with learning objectives

B. RENEWAL.....\$50.00

Renewal of an Educational Course approved the preceding year. If more than 1 year has passed since the course was delivered, then the New Course Approval process and fee apply

C. “APPROVED CE EDUCATOR” STATUS.....\$50.00 (per year)

NCCAP offers “Approved CE Educator” status to individuals providing the following benefits:

- Posting of their approved course in the NCCAP online calendar
- Listed online as a NCCAP Approved CE Educator with a link to their approved course
- Can use the NCCAP “Approved CE Educator” emblem to promote their approved course

D. FAST TRACK.....\$55.00

To obtain a NCCAP CE approval number for an educational course less than 45 days before the date the course is offered

6. ADMINISTRATIVE FEES

- A. Bounced Check.....\$55.00 (plus payment due)
- B. Submission By Fax.....\$25.00
- C. Processing Refunds.....\$55.00
- D. Replacement Certificate.....\$25.00