



National Certification Council for Activity Professionals

National Center for Montessori and Aging
3015 Upton Drive Ste 103
Kensington, Maryland 20895 USA
T: 757-552-0653 E: 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

Payment of application fee does not guarantee that certification will be granted and is used to cover the administrative cost of processing, reviewing and evaluating the application.

A. Activity Professional Certified (APC; formerly AAC)	\$60.00
B. Activity Assistant Certified Provisional (AAP)	\$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.

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

Payment of application fee does not guarantee that certification will be granted and is used to cover the administrative cost of processing, reviewing and evaluating the application.

A. Activity Professional Certified (APC, formerly AAC)	\$60.00
B. Activity Assistant Certified Provisional (AAP)	\$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. Home Care and Montessori Dementia Late Fee.....	\$10.00 (plus renewal fee)
J. MEPAP Instructor	\$200.00
K. Professional Certification Late Fee. If applying after expiration	\$55.00 (plus renewal fee)
L. Retired Status (must be current when applying & no longer working).....	\$25.00 (not a certification)
M. 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. This applies only if there are no changes to the presenter, content or learning objectives. If more than 1 year has passed since the course was delivered, or if there have been changes to the presenter, content or learning objectives, 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 30 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. NCCAP Certificate \$25.00 (NCCAP emails a high-quality certificate that can be downloaded and printed, or shared electronically)

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