



**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

**FEE SCHEDULE**

EFFECTIVE: 10/01/2019

*Payment of application fee does not guarantee certification will be granted and is used to cover administrative costs for processing, reviewing and evaluating your application.*

**1. INITIAL ACTIVITY PROFESSIONAL CERTIFICATION**

*Activity Professional Certifications are valid for 2 years.*  
 Processing & review time for Initial Applications can take up to 4-6 weeks from submission.

A. Activity Professional Apprentice Certified (APAC) .....	\$45.00
B. Activity Professional Certified (APC) .....	\$60.00
C. Adult Day Services Certified (ADSC) .....	\$60.00
D. Activity Director Certified (ADC) .....	\$180.00
(\$90 ADC Initial Application Fee & \$90 Mandatory National Exam Fee)	
E. Activity Consultant Certified (ACC) .....	\$215.00
(\$125 ACC Initial Application Fee & \$90 Mandatory National Exam Fee)	
F. Fast Track Fee for processing within 5 business days from submission .....	\$55.00

**2. INITIAL ENGAGEMENT CERTIFICATION**

- Application fee for Engagement Certification is included in price of course.
- Engagement Certifications are valid for 1 year and must be renewed annually thereafter.
- Processing & review for Initial Applications can take up to 4-6 weeks from submission.
- Refund for withdrawal from Engagement Course after 3 business days charged \$30 processing fee.

**3. LEVEL CHANGE**

*Level Change to ADC or ACC requires taking and passing the National Exam*  
 Processing & review time for Level Change Applications can take up to 4-6 weeks from submission.

A. Level Change Fee.....	\$70.00
B. National Exam Fee.....	\$90.00
C. Fast Track Fee for processing within 5 business days from submission .....	\$55.00

**4. SPECIALIZATIONS**

*Specializations are valid for 2 years and require an Activity Professional Level of Certification.*  
*Specializations are due for renewal at the same time your Activity Professional Certification expires.*

<ul style="list-style-type: none"> <li>• Assisted Living (AL)</li> <li>• Education (EDU)</li> <li>• Memory Care (MC)</li> </ul>	<ul style="list-style-type: none"> <li>• Adult Day Services (ADS)</li> <li>• Home Care (HC)</li> <li>• Person-Centered (PC)</li> </ul>
A. Initial Specialization .....	\$25.00 per each specialization
B. Renewal Specialization .....	\$15.00 per each specialization



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**5. RENEWAL ACTIVITY PROFESSIONAL CERTIFICATION**

*Activity Professional Certifications are valid for 2 years.*

Renewal Email Notices are sent 120 days prior to your expiration date and monthly thereafter. If you do not receive a Renewal Email Notification please call NCCAP to verify we have your correct email.  
 Processing & review time for Renewals can take up to 4 weeks from submission.

A. Activity Professional Apprentice Certified (APAC) .....	\$45.00
B. Activity Professional Certified (APC) .....	\$60.00
C. Adult Day Services Certified (ADSC) .....	\$60.00
D. Activity Director Certified Provisional (ADCP) .....	\$75.00
E. Activity Director Certified (ADC) .....	\$75.00
F. Activity Consultant Certified (ACC) .....	\$90.00
G. Late Fee for Renewals submitted after expiration date .....	\$55.00
H. Fast Track Fee for processing within 5 business days from submission .....	\$55.00

**6. RENEWAL ENGAGEMENT CERTIFICATION**

*Engagement Certifications are valid for 1 year.*

Renewal Email Notices are sent 120 days prior to your expiration date and monthly thereafter. If you do not receive a Renewal Email Notification please call NCCAP to verify we have your correct email.  
 Processing & review time for Renewals can take up to 4 weeks from submission.

A. Person-Centered Engagement Certified (PCEC) .....	\$30.00
B. Montessori Dementia Engagement Certified (MDEC) .....	\$30.00
C. Montessori Home Engagement Certified (MHEC) .....	\$30.00
D. Assisted Living Engagement Certified (ALEC) .....	\$30.00
E. Adult Day Engagement Certified (ADEC) .....	\$30.00
F. Memory Care: Validation Certified (MCVC) .....	\$30.00
G. Late Fee for Renewals submitted after expiration date .....	\$15.00
H. Fast Track Fee for processing within 5 business days from submission .....	\$55.00
I. Processing Fee for refund from withdrawal after 3 business days .....	\$30.00

**7. CONTINUING EDUCATION COURSES AND “APPROVED CE EDUCATOR” STATUS**

*Continuing Education courses are valid for 1 year.*

Processing & review time for Continuing Education Courses can take up to 4 weeks from submission.

A. New Educational Course Approval:	
- 1 – 8 clock hours .....	\$57.00
- 8.5 – 16.5 clock hours .....	\$77.00
- 17 – 25 clock hours (requires hourly plan, content summary, learning objectives)...	\$127.00
- 25.5+ clock hours (requires hourly plan, content summary, learning objectives) .....	\$177.00
B. Course Renewal .....	\$50.00
(Applies only if there are no changes to presenter, content, learning objectives)	
C. Approved CE Educator Status .....	\$50.00 annually
D. Fast Track Fee (for processing within 5 business days from submission) .....	\$55.00
(Courses submitted less than 30 days before course date are charged Fast Track Fee)	



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**8. MEPAP INSTRUCTORS**

*MEPAP Instructor Approval Number Valid for 2 years.*

Processing & review time for MEPAP Instructor Courses can take up to 4 weeks from submission.  
 Renewal Email Notices are sent 90 days prior from expiration date.

A. Initial Application .....	\$200.00
B. Renewal Application .....	\$200.00
C. Late Fee for Renewals submitted after expiration date .....	\$55.00

**9. MONTESSORI HOME ENGAGEMENT CERTIFIED (MHEC) INSTRUCTORS**

*MHEC Instructor Status Valid for 2 years.*

Processing & review time for MHEC Instructor status can take up to 4 weeks from submission.  
 Renewal Email Notices are sent 90 days prior from expiration date.

A. Initial Application .....	\$200.00
B. Renewal Application .....	\$200.00
C. Late Fee for Renewals submitted after expiration date .....	\$55.00

**10. ADMINISTRATIVE FEES**

A. Bounced Check (in addition to application fee) .....	\$55.00
B. Submission by Fax (effective July 1, 2020) .....	\$10.00
C. NCCAP Certificate Hard Copy by mail .....	\$25.00
D. CE Course Administrative Changes .....	\$15.00