



National Certification Council for Activity Professionals

Enriching Lives Through Person-Centered Engagement

3015 Upton Drive, Suite 103, Kensington, MD 20895 USA | (757) 552-0653 | info@nccap.org

FEE SCHEDULE

Effective June 15, 2023

Paying application fee does not guarantee Certification will be granted and includes costs for processing.

1. INITIAL ACTIVITY PROFESSIONAL CERTIFICATION	
<i>Activity Professional Certifications are valid for 2 years.</i>	
Processing and review time for initial application can take up to 4 weeks from submission.	
A. Activity Professional Certified (APC)	\$60.00
B. Adult Day Services Certified (ADSC)	\$60.00
C. Activity Director Certified (ADC)	\$180.00
(\$90 ADC Initial Application Fee & \$90 Mandatory National Exam Fee)	
D. Activity Consultant Certified (ACC)	\$215.00
(\$125 ACC Initial Application Fee & \$90 Mandatory National Exam Fee)	
E. Experiential Track for Activity Director Certified (ADC)	\$325.00
(\$235 Experiential Track Application Fee & \$90 Mandatory National Exam Fee)	
Experiential Track Bundle includes new Coursebook for \$40 instead of \$50	
	\$365.00
F. Fast Track Fee for processing within 3 business days from submission	\$55.00

2. INITIAL ENGAGEMENT CERTIFICATION
<ul style="list-style-type: none"> • Application fee is included in the price of Engagement Course enrollment. • Engagement Certifications are valid for 1 year and must be renewed annually. • Processing and review for initial application can take up to 4 weeks from submission. • Refund for withdrawal after 3 business days charged a \$30 processing fee.

3. LEVEL CHANGE	
<ul style="list-style-type: none"> • 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 weeks from submission. • Level Change does not change the initial timeframe for expiration. 	
A. Level Change Outside Renewal Timeframe APC/ADCP to ADC	\$30.00
B. Level Change Outside Renewal Timeframe ADC to ACC	\$55.00
C. Level Change at the time of Renewal	Applicable Lower Level Renewal Fee
D. National Exam Fee.....	\$90.00
E. Fast Track Fee for processing within 3 business days from submission	\$55.00

4. SPECIALIZATIONS	
<i>Specializations are valid for 2 years and require an Activity Professional Level of Certification.</i>	
<i>Specializations are due for renewal at the same time your Activity Professional Certification expires.</i>	
• Assisted Living (AL)	• Adult Day Services (ADS)
• Education (EDU)	• Home Care (HC)
• Memory Care (MC)	• Person-Centered (PC)
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	
<i>Activity Professional Certifications are valid for 2 years.</i>	
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 and review time for Renewals can take up to 4 weeks from submission.	
A. Activity Professional Certified (APC)	\$60.00
B. Adult Day Services Certified (ADSC)	\$60.00
C. Activity Director Certified Provisional (ADCP)	\$75.00
D. Activity Director Certified (ADC)	\$75.00
E. Activity Consultant Certified (ACC)	\$90.00
F. Late Fee for Renewals submitted after expiration date	\$55.00
G. Fast Track Fee for processing within 3 business days from submission	\$55.00
6. RENEWAL ENGAGEMENT CERTIFICATION	
<i>Engagement Certifications are valid for 1 year.</i>	
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 and review time for Renewals can take up to 4 weeks from submission.	
A. Person-Centered Engagement Certified (PSE)	\$30.00
B. Montessori Dementia Engagement Certified (MDE)	\$30.00
C. Montessori Home Engagement Certified (MHE)	\$30.00
D. Assisted Living Engagement Certified (ALE)	\$30.00
E. Adult Day Engagement Certified (ADE)	\$30.00
F. Validation: Memory Care Certified (VMC)	\$30.00
G. Late Fee for Renewals submitted after expiration date	\$15.00
H. Fast Track Fee for processing within 3 business days from submission	\$15.00
7. CONTINUING EDUCATION COURSES AND “APPROVED CE EDUCATOR” STATUS	
<i>Continuing Education courses are valid for 1 year.</i>	
Processing and 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 3 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	
<p><i>MEPAP Instructor Approval Number Valid for 2 years.</i></p> <p>Processing and 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.</p>	
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	
<p><i>MHEC Instructor Status Valid for 2 years.</i></p> <p>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.</p>	
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	\$10.00
C. NCCAP Certificate Hard Copy via US Mail	\$25.00
D. CE Courses Administrative Changes	\$15.00