



**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

**INITIAL ENGAGEMENT CERTIFICATION APPLICATION**

**APPLICANT INFORMATION**

All information must be properly filled out. Any missing information will cause a delay in the review process of application.

Legal Full Name: \_\_\_\_\_

Date of Birth: _____	Last 4 of SSN: _____	Phone: _____
Mailing address: _____	_____	_____
City: _____	State: _____	ZIP: _____

Personal Email: \_\_\_\_\_

**REASON FOR APPLICATION REQUESTION**

_____	First Time Application:
_____	Level of Certification: (select one)
_____	Person Centered Engagement Certified (PSEC)
_____	Montessori Dementia Engagement Certified (MDEC)
_____	Montessori Home Engagement Certified (MHEC)
_____	Assisted Living Engagement Certified (ALEC)
_____	Adult Day Engagement Certified (ADEC)
_____	Memory Care: Validation Certified (MCVC)

**SUPPORTING DOCUMENTS TO BE ATTACHED TO THIS APPLICATION  
 DO NOT SEND ORIGINALS**

<b>1) Education</b>	High School Diploma/GED
<b>2) Experience</b>	1,000 Hours of work experience in the applicable topic/field within the past 5 years
<b>3) Continuing Education</b>	5 Clock Hours from NCCAP Body of Knowledge within the past 5 years
<b>4) Required Curriculum</b>	Curriculum Completion Certificate applicable to requested Engagement Certification
<b>5) Fee</b>	\$30 application fee. I understand that certification is valid for 1 year and must be renewed annually.



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EMPLOYMENT INFORMATION		
Current employer:		
Employer address:		How long?
City:	State:	ZIP:
Work Number:	Fax Number:	Position:
Work Email address:		
<p><b>Documentation Required for Verification of Activity Experience</b>            Must accompany this application to verify your Activity Experience. Submit your letter(s):</p> <p>1. On Official Facility or Agency Letterhead Stating:</p> <ul style="list-style-type: none"> <li>Your Work Title</li> <li>Dates of beginning and end of Activity employment within the last 5 years only</li> <li>That at least 50% of residents/clients are 55+ years of age (population must be based on the percentage and not the average number of residents)</li> <li>The actual total hours of Activity experience up to the date of the letter (be specific and state the number of hours worked).</li> </ul> <p>2. Signed by the Administrator, Program Director or Supervisor.            Activity Experience letter format is available on NCCAP.org for reference.</p>		
ACADEMICS		
Name of High School:		
Address:		Date Graduated:
<p>Documentation needed to verify academic education. Please attach:</p> <p>A. Copy of High School Diploma or GED            B. Foreign transcripts and credits received must be accompanied by an official evaluation from an accredited US and Canadian College, University or Independent Agency</p>		

CONTINUING EDUCATION (CE)
<p>Complete the following <b>Continuing Education Log</b> with the required number of CE Clock Hours appropriate to the level of Certification for which you are renewing. It is not necessary to submit all hours obtained, but only the amount required.</p> <p>Person-Centered Engagement Certified (PSEC): 5 Clock Hours</p> <p>Assisted Living Engagement Certified (ALEC): 5 Clock Hours</p> <p>Montessori Dementia Engagement Certified (MDEC): 5 Clock Hours</p> <p>Adult Day Engagement Certified (ADEC): 5 Clock Hours</p> <p>Montessori Home Engagement Certified (MHEC): 5 Clock Hours</p> <p>Memory Care: Validation Certified (MCVC): 5 Clock Hours</p>



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### DISCLAIMER AND DECLARATION

#### **Disclaimer**

These Standards and its certification program have been developed by NCCAP after years of surveying and research. By applying for certification, Applicant tacitly agrees to comply with these Standards. By applying for Certification, Applicant expressly waives any right of law for redress or compensation due to failure to obtain Certification by NCCAP. Applicant acknowledges NCCAP Certification as voluntary and the Applicant's failure to obtain Certification does not affect Applicant's right to obtain gainful employment.

#### **Declaration**

I acknowledge that it is my responsibility:

- To notify NCCAP of any changes to my legal name or contact information and in particular my current email address as this is NCCAP's primary communication path.

If any information is missing or needed, I understand I have **sixty (60) days** to submit the requested information from date of first contact from NCCAP. If I am delinquent in my response, NCCAP has the following policy:

- Application will remain in pending review status due to failure to comply with request. After third unsuccessful contact attempt NCCAP will no longer contact you and it is up to the applicant to contact NCCAP.
- On the 60<sup>th</sup> day of pending review status, the application is withdrawn and all fees are forfeited. You would then need to start a new application process.

I acknowledge that falsification or misrepresentation of information or supporting documentation at any time during the Certification process can lead to NCCAP's refusal to certify me. While certification promotes and maintains quality, it does not license or confer a right or a privilege upon you or otherwise define the qualifications of any healthcare professional. By signing below, I consent to NCCAP checking references, verifying information and obtaining any other reports it may deem necessary to evaluate my application. I agree that by signing this Declaration, I will hold NCCAP harmless from any result of such reference checks.

Please visit [www.nccap.org](http://www.nccap.org) for Fee Schedule.

#### **I authorize NCCAP to charge my credit card for applicable fees:**

We accept the following cards: VISA, MASTERCARD, OR DISCOVER

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

CVS on back of card: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

*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.*

**Please allow 4-6 weeks for your initial application to be processed. During this time your online profile is not accessible.**

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_