



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

Activity Certification & Specialization Renewal Application

- | | |
|---|---|
| <ul style="list-style-type: none"> • Specialization(s) • Adult Day Services Certified (ADSC) • Activity Professional Apprentice Certified (APAC) • Activity Director Certified Provisional (ADCP) | <ul style="list-style-type: none"> • Activity Professional Certified (APC) • Activity Director Certified (ADC) • Activity Consultant Certified (ACC) |
|---|---|

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:			
Today's Date:	Last 4 of SSN:	Phone:	
Mailing Address:			Apt.
City:	State:	ZIP:	
Personal Email:			

EMPLOYMENT HISTORY			
Are you currently employed?	Yes	No	Position:
Employer:			
Work Address:			
City:	State:	ZIP:	
Work number:		Fax Number:	
Work Email address:			

CONTINUING EDUCATION (CE)
Complete the following Continuing Education Log 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.
Activity Professional Apprentice Certification: 20 Clock Hours
Adult Day Services Certification: 20 Clock Hours
Activity Professional Certification: 20 Clock Hours
Activity Director Certification Provisional: 30 Clock Hours
Activity Director Certification: 30 Clock Hours
Activity Consultant Certification: 40 Clock Hours
Specializations: 10 Clock Hours for each Specialization (non-transferable)



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CONTINUING EDUCATION LOG

Date of Course	Title of Course	Instructor's Name	CE Clock Hours	Delivery Method: Face-to-Face, Online, or Self-Taught	NCCAP Body of Knowledge Topic -or- NCCAP Course Approval Number
TOTAL CE CLOCK HOURS:					



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RENEWAL ACTIVITY PROFESSIONAL CERTIFICATION FEES	
<i>Activity Professional Certifications are valid for 2 years.</i>	
Renewal Email Notices are sent 120 days prior to your expiration date and sent 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 Renewal Applications 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	\$55.00
(For Renewal Application submitted after expiration date)	
H. Fast Track Fees	\$55.00
(For processing within 5 business days from submission)	
SPECIALIZATIONS (IF APPLICABLE)	
<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>	
<ul style="list-style-type: none"> • Assisted Living (AL) • Education (EDU) • Memory Care (MC) 	<ul style="list-style-type: none"> • Adult Day Services (ADS) • Home Care (HC) • Person-Centered (PC)
A. Initial Specialization	\$25.00 per each specialization
B. Renewal Specialization	\$15.00 per each specialization
ADMINISTRATIVE FEES (IF APPLICABLE)	
A. Bounced Check	\$55.00
(in addition to application fee)	
B. Submission by Fax	\$10.00
C. NCCAP Certificate Order	\$25.00



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DISCLAIMER AND DECLARATION

Audit Process

It is not necessary to send actual CE Certificates with this renewal application. However, to ensure quality and verify compliance, NCCAP periodically audits submissions to verify compliance with CE requirements. If you are selected for audit, you are required to provide the required CE Certificates and/or related supporting documents within **(7) business days** from the date of the emailed audit notice or a **Late Fee** will be subjected to the renewal.

Affirmation of Required CE Hours

I have fully completed my required Continuing Education clock hours on relevant topics from the NCCAP Body of Knowledge during the 24-month period since my last certification renewal. I affirm that the information put forth on the Activity Certification Renewal form is true and complete to the best of my knowledge. I further acknowledge that if the information supplied on this form is willfully false, I am subject to disciplinary action including certification suspension and revocation.

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.
- To keep my Certification current by renewing every two years before the expiration date.

If any information is missing or needed, I understand I have **ninety (90) 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 60th 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 understand that after my Activity Professional certification expiration has occurred, I have up to **one (1) year** to renew with all the appropriate fees and documents. During this time my certification will remain in a lapsed status. After the one year mark your certification is no longer valid and you will need to submit application under new applicant, submit all supporting documents as stated in the Certification Standards, and submit the stated applicant fees.

Late Fee

NCCAP charges a **\$55 Late Fee** for renewal applications that are post-marked or received online after your expiration date. Please note your certification expires on the date it was originally earned and remains constant regardless of when actual renewal occurs. You are required to submit a fully completed renewal application and pay the fee by your expiration date. When applying a Late Fee, NCCAP takes into consideration the multiple attempts we make to notify you via email, phone and mailed notification card, the completeness of your application, the payment of your fee and the communications we receive from you at the time of renewal.

Please visit 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 weeks for your renewal application to be processed. During this time your online profile is not accessible.

Signature of Applicant: _____

Date: _____