



FEE SCHEDULE

Effective April 1, 2021

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

Refund for withdrawal of any Application after 3 business days is charged a \$30 processing fee.

1. INITIAL ACTIVITY PROFESSIONAL CERTIFICATION	
<ul style="list-style-type: none"> Activity Professional Certifications are valid for 2 years. 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) including Professional Equivalency Track (\$90 ADC Application Fee and \$90 National Exam Fee)	\$180.00
D. Experiential Track for Activity Director Certified (ADC) (\$145 Application Fee and \$90 National Exam Fee)	\$235.00
E. Activity Consultant Certified (ACC) (\$125 ACC Application Fee and \$90 National Exam Fee)	\$215.00
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. 	

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	\$35.00
C. Level Change at the time of Renewal	Applicable Renewal Fee
D. National Exam Fee.....	\$90.00
E. Fast Track Fee for processing within 3 business days from submission	\$55.00



4. SPECIALIZATIONS	
<ul style="list-style-type: none"> Specializations are valid for 2 years and require an Activity Professional Level of Certification. Specializations are due for renewal at the same time Professional Certification expires. 	
<ul style="list-style-type: none"> Assisted Living (AL) 	<ul style="list-style-type: none"> Adult Day Services (ADS)
<ul style="list-style-type: none"> Education (EDU) 	<ul style="list-style-type: none"> Home Care (HC)
<ul style="list-style-type: none"> Memory Care (MC) 	<ul style="list-style-type: none"> Person-Centered (PC)
A. Initial Specialization \$25.00 per each specialization	
B. Renewal Specialization \$15.00 per each specialization	

5. RENEWAL ACTIVITY PROFESSIONAL CERTIFICATION	
<ul style="list-style-type: none"> 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 call NCCAP to verify 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	
<ul style="list-style-type: none"> 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 call NCCAP to verify 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



National Certification Council for Activity Professionals

Enriching Lives Through Person-Centered Engagement

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7. CONTINUING EDUCATION COURSES AND “APPROVED CE EDUCATOR” STATUS	
<ul style="list-style-type: none"> Continuing Education courses are valid for 1 year. Processing and review time for CE 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 if no changes to presenter, content, learning objectives)	\$50.00
C. Approved CE Educator Status	\$50.00/year
D. Fast Track Fee for processing within 3 business days from submission	\$55.00
(Courses submitted less than 30 days before course date charged Fast Track Fee)	

8. MEPAP INSTRUCTORS	
<ul style="list-style-type: none"> MEPAP Instructor Approval Number Valid for 2 years. Processing and review time for 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	
<ul style="list-style-type: none"> 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	\$10.00
C. NCCAP Certificate Hard Copy via US Mail	\$25.00
D. CE Courses Administrative Changes	\$15.00