



Standards for Continuing Education (CE) Allowed in a Certification Application

A. Eligible CE must have been taken in the following timeframes:

- Initial Certification: Completed within the previous 5 years
- Renewal Certification: Completed within the previous 2 years

B. College and university courses can be used to satisfy CE requirements if the courses have not been used to meet Academic Education requirements for certification and were not required as part of the college degree:

- One college credit = 10 CE clock hours

C. Focus/content of CE must be included in the list of topics of NCCAP Body of Knowledge

D. CE must be at least 60 minutes in length (unless otherwise specified in table), and when received:

- One CE clock hour = 1 actual 60-minute hour, consistent with IACET standards

E. Allowable CE delivery methods include:

- A group setting with leader and discussion,
- Independent/online format, or
- Other method (ex., facility tours part of state/national activity conventions), if NCCAP approved

F. Educational articles written by applicant can be used to satisfy CE requirements as follows:

- Article must pertain to the profession
- Proof must be submitted that article was published in a state or national professional publication, or online,
- Published material must be included with application
- One CE clock hour = 400-600 words
- CE hours are allowed only for one publication of article

G. Speeches given at workshops, in-services, and courses can be used to satisfy CE requirements as follows:

- Speeches must pertain to the profession
- Proof of presentation must be submitted (see paragraph F for documentation requirement)
- Speech material (ex., text, PowerPoint) must be included with application
- One CE clock hour = 2 x presentation time (this accounts for preparation time)
- CE hours are allowed only for initial presentation (if presentation is given more than once)



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H. Documentation (depending on type of CE) to include:

- Proof of attendance (see example form on NCCAP website for appropriate "Certificate of Attendance")
- Name of attendee
- Title/topic of educational session
- Date and location of educational session
- Clock hours attended
- Instructor name and credentials
- Sponsor name
- Signature of instructor or sponsor
- Additional material (ex., course brochure) and explanation if above information not on Certificate of Attendance
- Copy of transcripts from college or university and course outline/syllabus/description
- Hand written certificates of attendance are not acceptable

I. See table below for "Allowable Types and Amounts of CE in a Certification Application"

J. Total Annual CE Hours Requirement by Certification Application Type and Level

- AACP 20 hours
- AAC 20
- ADCP 30
- ADC 30
- ACC 40
- HCC 20
- ADS 20
- MDEC 20
- Specialization 10

K. Current list of NCCAP approved CE providers can be found on the Continuing Education page of www.nccap.com

- Instructors can submit CE courses to receive NCCAP course approval numbers using forms posted on NCCAP website

L. Activities that do not meet NCCAP standards for CE include:

- Entertainment, reading, travel
- Business and committee meetings
- Self-taught courses
- Any home study, online (ex., video and audio tapes) not approved by NCCAP
- Activity experience and performing duties



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Allowable Type and Amount of CE in a Certification Application (See text above for criteria and required documentation)	% Limit of Total CE	Total Annual CE Requirement			
		10	20	30	40
Type of Continuing Education (CE)		Up to Limit of Hours By Type of CE			
Healthcare skill-based related courses (CNA, CDL, CPR, etc)	20%	2	4	6	8
Work place in-service, at least 30 minutes in length	20%	2	4	6	8
- Mandatory work place in-service	20%	2	4	6	8
- Additional non-mandatory work place in-service	20%	2	4	6	8
Facility-based teleconference internet streaming video subscription (e.g., Primedia, Relias, Care2Learn, etc)	30%	3	6	9	12
- No NCCAP course approval number	100%	10	20	30	40
- Has NCCAP course approval number	100%	10	20	30	40
Non-traditional courses, including online, correspondence, and home study courses	30%	3	6	9	12
- No NCCAP course approval number	100%	10	20	30	40
- Has NCCAP course approval number	100%	10	20	30	40
Activity related courses (other than MEPAP), including adult education, workshops, seminars, facility tours part of state/national conventions, state-required training, and educational sessions at professional venues, including conferences and conventions	100%	10	20	30	40
College or university courses, including independent study and correspondence courses	100%	10	20	30	40
Published educational articles written by applicant (see text above for documentation requirements)	20%	2	4	6	8
Speeches, presentations, and lectures delivered by applicant at workshops, in-services, and courses (see above text for documentation requirements)	20%	2	4	6	8
Total CE Hours Required	100%	10	20	30	40



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