



NCCAP Policy

Verifying status of member certification

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1. From time to time NCCAP receives requests to verify that status of the certification of a member.
 2. It is the policy of NCCAP to verify the status of the certification of a member if requested in writing using the name and certification number of the member.
 3. To fulfil this request, NCCAP must have the name and certification number of the member.
 4. A member can request a document from NCCAP that states the status of their certification and expiration date.
 5. A member can give employer their name and certification number and have the employer request that NCCAP provide a document verifying the status of the certification and expiration date of the member.
 6. NCCAP will send a standard form that states:
 - a. name of the member
 - b. certification number
 - c. level of certification
 - d. date of expiration