



National Certification Council for Activity Professionals

Enriching Lives Through Person-Centered Engagement

3015 Upton Drive, Suite 103, Kensington, MD 20895 USA | (757) 552-0653 | info@nccap.org

FEE SCHEDULE

Effective April 1, 2021

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

1. INITIAL ACTIVITY PROFESSIONAL CERTIFICATION	
<i>Activity Professional Certifications are valid for 2 years. Processing and review time for initial application can take up to 4 weeks from submission.</i>	
A. Activity Professional Certified (APC)	\$60.00
B. Activity Director Certified (ADC) including Professional Equivalency Track	\$180.00
C. Experiential Track for Activity Director Certified (ADC)	\$215.00
D. Activity Consultant Certified (ACC)	\$235.00
E. Fast Track Fee for processing within 3 business days from submission	\$55.00
F. Processing Fee due to withdrawal from Application Process	\$30.00
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. • Refund for course withdrawal after 3 business days is charged a \$30 processing fee. 	
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 date of expiration issued. • Renewal timeframe opens 120 days prior to expiration date. 	
A. Level Change Outside Renewal Timeframe APC/ADCP to ADC	\$30.00
B. Level Change Outside Renewal Timeframe ADC to ACC	\$55.00
C. Level Change at the time of Renewal	Renewal Fee
D. Fast Track Fee for processing within 3 business days from submission	\$55.00
E. Processing Fee due to withdrawal from Application Process	\$30.00
4. SPECIALIZATIONS	
<i>Specializations are valid for 2 years and require an Activity Professional Level of Certification. 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



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5. RENEWAL ACTIVITY PROFESSIONAL CERTIFICATION

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 we have 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. Activity Director Certified Provisional (ADCP)	\$75.00
C. Activity Director Certified (ADC)	\$75.00
D. Activity Consultant Certified (ACC)	\$90.00
E. Late Fee for Renewals submitted after expiration date	\$55.00
F. Late Fee due to unable to meet Audit request within 10 days	\$55.00
G. Fast Track Fee for processing within 3 business days from submission	\$55.00
H. Processing Fee due to withdrawal from Application Process	\$30.00

6. RENEWAL ENGAGEMENT CERTIFICATION

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 we have your correct email.

Processing and review time for Renewals can take up to 4 weeks from submission.

A. Person-Centered Engagement Certified (PCE)	\$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
I. Processing Fee due to withdrawal from Application Process	\$15.00



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7. CONTINUING EDUCATION COURSES AND “APPROVED CE EDUCATOR” STATUS	
<i>Continuing Education courses are valid for 1 year.</i>	
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 Fee (if no changes to presenter, content, learning objectives)	\$50.00
C. Approved CE Educator Status (applicable to individual educator)	\$50.00/year
D. Fast Track Fee for processing within 3 business days from submission	\$55.00
(Courses submitted 30 days or less of course date are charged a Fast Track Fee)	
E. Processing Fee due to withdrawal from Application Process	\$30.00

8. MEPAP INSTRUCTORS	
<i>MEPAP Instructor Approval Number Valid for 2 years.</i>	
Processing and review time for MEPAP 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
D. Processing Fee due to withdrawal from Application Process	\$30.00

9. MONTESSORI HOME ENGAGEMENT CERTIFIED (MHEC) INSTRUCTORS	
<i>MHEC Instructor Status Valid for 2 years.</i>	
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
D. Processing Fee due to withdrawal from Application Process	\$30.00

10. ADMINISTRATIVE FEES	
A. Non-Sufficient Funds Check (in addition to application fee)	\$55.00
B. Submission by Fax	\$10.00
C. NCCAP Certificate Order Mailed via USPS	\$25.00
D. CE Courses Administrative Changes	\$15.00