



NCCAP

### ACC Track 3 Checklist

#### **Option A – For those needing the 200 hours of Consulting**

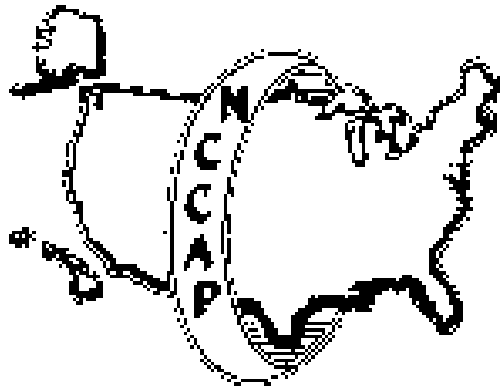
You are currently certified as an ADC using Track 1

**The following information will be on file at the NCCAP Office, you will NOT need to resubmit the information**

- Your Bachelor's Degree is on file at NCCAP
- Your verification letter of your experience is on file at NCCAP
- You have 30 clock hours of continuing education within the last 2 years
- You have taken the MEPAP (CC1-19) **if you were certified after 2001**
  
- You have contacted the Mentor \_\_\_\_\_
- You have completed the assignments in "The Professional Activity and Manager" workbook

**You will need to send to NCCAP the following:**

- The front page of the NCCAP application, indicating a level change and with all of your current information.
- A copy of the certificate of completion from your mentor
- 10 additional clock hours of continuing education within the past 2 years
- Level change fee



NCCAP

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#### Option B – ADC Track 2 with 200 Hours of Consulting

You are currently certified as an ADC using Track 2

**The following information will be on file at the NCCAP Office, you will NOT need to resubmit the information**

- Your Associates degree is on file at the NCCAP Office
- Your verification letter of your experience is on file at NCCAP
- You have 30 clock hours of continuing education within the last 2 years
- You have taken the MEPAP (CC1-19) **if you were certified after 2001**

**You will need to do the following:**

- You have contacted the Mentor \_\_\_\_\_
- You have completed the assignments in “The Professional Activity and Manager” workbook
- You have verification of 200 Hours of consulting

You will need to send to NCCAP the following:

- The front page of the NCCAP application, indicating a level change and with all of your current information.
- A copy of the certificate of completion from your mentor
- 10 additional clock hours of continuing education within the past 2 years
- Level change fee