



National Certification Council for Activity Professionals

317 Office Square Lane, Suite 202A
Virginia Beach, Virginia 23462 USA
T: 757-552-0653 F: 757-552-0491

CONTINUING EDUCATION PRE-APPROVAL APPLICATION

All NCCAP Certifications and Specializations require Continuing Education (CE) for initial earning of the Certification or Specialization as well as for annual renewal. Pre-Approval ensures that the courses you offer meet the educational requirements of NCCAP's Body of Knowledge, Core Content and are accepted by NCCAP towards Certification and annual renewal.

- Individual NCCAP-approved Instructors as well as conference, workshop and event sessions are eligible for NCCAP CE Pre-Approval.
- If you are a large organization, association, agency or institution interested in having your internal educational courses Pre-Approved for CE by NCCAP, please contact us at: info@nccap.org.

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1. Date of Application: _____
 2. Name of person, facility or association offering the educational session: _____
 3. Name: _____
 4. Address: _____
 5. City: _____ State: _____ Zip: _____
 6. Phone: _____ Fax: _____ E-Mail: _____
 7. Title of Educational Session: _____
 8. Number of Instructional Hours: _____
 9. NCCAP "[Body of Knowledge](#)" Topic Number(s): _____
 10. Location of Educational Session: _____
 11. Summary of the Basic Content and Method of Presentation: _____
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12. Advanced Technology (\$35). Please state if Method of Presentation is Recorded Video, Live Webinar or other. If "other," please describe: _____
 13. Instructional tools (video, home study, books, access to website) used during the educational process must be mailed to the NCCAP Office prior to CE pre-approval.

PLEASE SUBMIT THE FOLLOWING

1. An explanation of the purpose and at least three (3) educational objectives of the session.
2. The publicity tool or any marketing or promotional brochure or flyer.
3. Instructor(s) name, biographical information and CV.
4. A copy of the Certificate of Attendance to be presented to participants upon completion.
5. A copy of the Evaluation Tool to be used to survey or assess the course.
6. **Fee:** For Individual Instructors, conferences, workshops and events: 1-8 hours: **\$57**; 8.5-16.5 hours: **\$77**; 17 or more hours: **\$127**
7. If applicable, please add the Advance Technology Fee of \$35.
8. If applicable, please add the Fast Track Fee of \$55.
9. Please make payment to NCCAP via check, money order and debit/credit card (no AMEX). Note: Checks must clear before processing.



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NCCAP's Continuing Education Review Committee will review the application and attachments to determine that NCCAP Standards are met. Additional information may be requested.

Applications should be received in the NCCAP office 90 days prior to date of the educational session. Applications received less than 45 days prior to session date will be assessed a \$55 Fast Track fee.

By submitting this application you represent that you have read and will comply with NCCAP Continuing Education Standards and Policies or any other requirements that may be requested by NCCAP.

Signature

Date

****TO PAY WITH A DEBIT/CREDIT CARD (AMEX NOT ACCEPTED) COMPLETE INFORMATION BELOW****

Card # _____ **EXP DATE:** _____ **BILLING ZIP CODE** _____