



National Certification Council for Activity Professionals

National Center for Montessori and Aging
 3015 Upton Drive Ste 103
 Kensington, Maryland 20895 USA
 T: 757-552-0653 E: info@nccap.org

FEE SCHEDULE

EFFECTIVE: 10/01/2019

Payment of application fee does not guarantee that certification will be granted and is used to cover the administrative cost of processing, reviewing and evaluating the application.

1. INITIAL ACTIVITY PROFESSIONAL CERTIFICATION	
<i>Activity Professional Certifications are valid for 2 years.</i>	
Processing & Review time for Initial Applications can take up to 4-6 weeks from submission.	
A. Activity Professional Apprentice Certified (APAC)	\$45.00
B. Activity Professional Certified (APC)	\$60.00
C. Adult Day Services Certified (ADSC)	\$60.00
D. Activity Director Certified (ADC)	\$180.00
(\$90 ADC Initial Application Fee & \$90 Mandatory National Exam Fee)	
E. Activity Consultant Certified (ACC)	\$215.00
(\$125 ACC Initial Application Fee & \$90 Mandatory National Exam Fee)	
F. Fast Track Fees	\$55.00
(For processing within 5 business days from submission)	
2. INITIAL ENGAGEMENT CERTIFICATION	
<i>Engagement Certifications are valid for 1 year.</i>	
Processing & Review time for Initial Applications can take up to 4-6 weeks from submission.	
A. Person-Centered Engagement Certified (PSEC)	\$30.00
B. Montessori Dementia Engagement Certified (MDEC)	\$30.00
C. Montessori Home Engagement Certified (MHEC)	\$30.00
D. Assisted Living Engagement Certified (ALEC)	\$30.00
E. Adult Day Engagement Certified (ADEC)	\$30.00
F. Memory Care: Validation Certified (MCVC)	\$30.00
G. Fast Track Fees	\$55.00
(For processing within 5 business days from submission)	
3. LEVEL CHANGE	
<i>Level Change to ADC or ACC requires taking and passing the National Exam</i>	
Processing & Review time for Level Change Applications can take up to 4-6 weeks from submission.	
A. Level Change Fee.....	\$70.00
B. National Exam Fee.....	\$90.00
C. Fast Track Fees	\$55.00
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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

5. RENEWAL ACTIVITY PROFESSIONAL CERTIFICATION	
<i>Activity Professional Certifications are valid for 2 years.</i>	
Renewal Email Notices are sent 120 days prior to your expiration date and sent monthly thereafter. If you do not receive a Renewal Email Notification please call NCCAP to verify we have your correct email. Processing & Review time for Renewal Applications can take up to 4 weeks from submission.	
A. Activity Professional Apprentice Certified (APAC)	\$45.00
B. Activity Professional Certified (APC)	\$60.00
C. Adult Day Services Certified (ADSC)	\$60.00
D. Activity Director Certified Provisional (ADCP)	\$75.00
E. Activity Director Certified (ADC)	\$75.00
F. Activity Consultant Certified (ACC)	\$90.00
G. Retired Status.....	\$25.00
(Must be current when applying & no longer working in Activity Fields)	
H. LATE FEE	\$55.00
(For Renewal Application submitted after expiration date)	
I. Fast Track Fees	\$55.00
(For processing within 5 business days from submission)	

6. RENEWAL ENGAGEMENT CERTIFICATION	
<i>Engagement Certifications are valid for 1 year.</i>	
Renewal Email Notices are sent 120 days prior to your expiration date and sent monthly thereafter. If you do not receive a Renewal Email Notification please call NCCAP to verify we have your correct email. Processing & Review Time for Renewal Applications can take up to 4 weeks from submission.	
A. Person-Centered Engagement Certified (PSEC)	\$30.00
B. Montessori Dementia Engagement Certified (MDEC)	\$30.00
C. Montessori Home Engagement Certified (MHEC)	\$30.00
D. Assisted Living Engagement Certified (ALEC)	\$30.00
E. Adult Day Engagement Certified (ADEC)	\$30.00
F. Memory Care: Validation Certified (MCVC)	\$30.00
G. LATE FEE	\$15.00
(For Renewal Applications submitted after expiration date)	
H. Fast Track Fees	\$55.00
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7. CONTINUING EDUCATION COURSES AND “APPROVED CE EDUCATOR” STATUS	
<i>Continuing Education courses are valid for 1 year.</i>	
Processing & Review time for Continuing Education 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	\$127.00
(requires hourly plan and detailed summary of content with learning objectives)	
- 25.5 or more clock hours	\$177.00
(requires hourly plan and detailed summary of content with learning objectives)	
B. Course Renewal	\$50.00
(this applies only if there are no changes to the presenter, content, or learning objectives)	
C. Approved CE Educator Status	\$50.00 annually
D. Fast Track Fees	\$55.00
(Courses submitted less than 30 days before course date are charged Fast Track Fee)	
(For processing within 5 business days from submission)	

8. MEPAP INSTRUCTORS	
<i>MEPAP Instructor Approval Numbers are valid for 2 years.</i>	
Processing & Review time for MEPAP Instructor Courses can take up to 4 weeks from submission.	
Renewal Email Notices are sent 30 days prior from expiration date.	
A. Initial Application	\$200.00
B. Renewal Application	\$200.00
C. LATE FEE	\$55.00
(For Renewal Applications submitted after expiration date)	

9. ADMINISTRATIVE FEES	
A. Bounced Check	\$55.00
(in addition to application fee)	
B. Submission by Fax	\$25.00
C. NCCAP Certificate Order	\$25.00
D. CE Courses Administrative Changes	\$15.00