

**NCCAP RENEWAL FORM**  
**All Spaces Must Be Completed**

**Current Information:**

Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

<b>Company Name:</b> _____ <b>Company Address:</b> _____ <b>Company Phone:</b> _____ <b>Fax #:</b> _____ <b>Company Email:</b> _____
--

**Your certification expires -**  
 NCCAP level and certification number -

**INSTRUCTIONS:**

1. List CE topics, dates and hours from past 2 years in sessions column below. Only 20% can be inservices. Attach the copies of certificates to the form in the same order you list them.
2. Attach copies of certificates that are signed by instructor or sponsor and show topic, instructor's name & credentials, date, location, length in hours, sponsoring agency.  
 \*\*AAC /HCC requires 20 hours, ADC / ADPC requires 30 hours, ACC requires 40 hours.
3. Make address, phone number(s), email changes above if applicable
4. IF you hold a specialization, remember to add \$10 for the renewal fee and the 10 additional CEs per designation \*\*For new specializations; \$25 fee per specialization and the 10 additional CEs from that field
5. Enclose the \$50 renewal fee (if no specializations) & postmarked before expiration date – be sure to SIGN your check/money order -
6. Sign & mail the completed form, CE Documentation and appropriate Renewal Fee(s) to :.

NCCAP, P.O. Box 62589, Virginia Beach VA 23466-2589.

(mail early to avoid delays, as renewals are processed in the order in which they are received)

\*\*Faxed renewals will not expedite processing and will require an additional \$55 fee before review\*\*\*

\*\*Incomplete forms including missing signatures will not be accepted

TITLE OF CE SESSIONS	DATE	CLOCK HOURS
Example: NCCAP Symposium (send the proof attended)	6/4/15-6/8/15	21 hours
Example: Mandatory Facility In-services (send proof)	'13-'15	6 hours

**(USE REVERSE SIDE AS NECESSARY)**

TOTAL

HOURS: \_\_\_\_\_

Renewals must be postmarked by expiration date or a \$55 late fee will be assessed in addition to the \$50 renewal fee(s) Please note check and money orders are deposited upon receipt. This does not guarantee re-certification. There is a return check fee of \$60. A processing fee of \$40 will be assessed for each renewal application submitted that is not approved. You will be notified if additional information is needed for your renewal, otherwise **please allow 6-8 weeks to receive the new certificate.** After one year from expiration, you must reapply and meet the current standards in effect at that time.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_