



NAC
National Administrator
Credential

The NECPA Commission, Inc.
P.O. Box 2948 • Merrifield, VA 22116 • www.necpa.net
1.855.706.3272 phone • www.renewmynac.com

National Administrator Credential Renewal Form

- In order to renew your National Administrator Credential (NAC), you must participate in **24 clock hours** of continuing education every 2 years. Continuing education must relate to the management and operation of a childcare facility. Please note that trainings related to teaching and the classroom (e.g. arts and crafts, science) **will not qualify**. Continuing education may include the following areas:

- Administration
- Business
- Health and Safety
- Legal
- Marketing
- Management

A detailed list of the NAC Competencies can be found on our website at www.necpa.net.

- You will be sent a reminder email prior to your 2 year NAC expiration date.
- **Every missed renewal year requires submission of 12 clock hours of Continuing Education.**
- NAC renewal training is due on or before 30 days prior to the expiration date of your NAC. Continuing education must have taken place during your effective date and expiration date.
- The NAC Renewal Form will be reviewed within 4 weeks of the receipt date. Written results from this review will be mailed to you using the contact information listed on your NAC Renewal Form.

How To Complete Your Renewal Form

- Complete the NAC Renewal Form in its entirety. Submitted forms that are not completed will be returned.
- Submit the completed NAC Renewal Form.
- Submit a copy of your most recent NAC Certificate.
- Submit a copy of your training certificates. Please note, each training certificate must include:
 - The date of the training
 - The number of training hours
 - The Instructor's name
 - The title of the training
- If you have completed college coursework and are using this training to renew your NAC, please submit a copy of your unofficial transcript, showing:
 - Your name
 - The semester in which the course was completed

Return the completed NAC Renewal Form to The NECPA Commission, Inc. by postal mail

(If possible, please use the Online NAC Renewal Form located at www.renewmynac.com , The online process is the most secure, quickest, and cost effective way to renew. Save \$10 from mail in form prices by renewing online)

By Mail: The NECPA Commission, Inc., Attn: Professional Development
Department, PO Box 2948 Merrifield, VA 22116

By Fax: Please use the Online NAC Form at www.renewmynac.com



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National Administrator Credential (NAC)
Renewal Form

NAC Holder Information

Full Name: _____ NAC Account Number: _____
First Last

Address: _____
Mailing Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email: _____

Employer Information

Current Employer _____

Address: _____
Mailing Address

_____ *City State ZIP Code*

Phone: _____ Fax: _____

Order Placement (check one)

(Save \$10 by Renewing Online at www.renewmynac.com)

Current National Administrator Credential (not expired)	\$69.95
1 Month Grace Period (1 – 30 days past your expiration date)	\$74.95
2 Month Grace Period (31 – 60 days past your expiration date)	\$79.95
3 Month Grace Period (61 – 90 days past your expiration date)	\$84.95
4 Month Grace Period (91 – 120 days past your expiration date)	\$89.95
NAC Renewal Forgiveness Fee (Expired Over 4 Months, But Under 1 Year)	\$99.95
NAC Renewal Forgiveness Fee (1 Year Expired)	\$119.95
NAC Renewal Forgiveness Fee (2 Years Expired)	\$139.95
NAC Renewal Forgiveness Fee (3 Years Expired)	\$159.95
NAC Renewal Forgiveness Fee (4 Years Expired)	\$179.95

Fees are non-refundable and non-transferable. A\$35.00 fee will be assessed on all returned checks.

Payment via Check

Please make check payable to "NECPA".
 To pay by credit card (and save \$10) please use the online form at www.renewmynac.com

Check Number: _____

Agreements

By submitting this renewal, I have certified that I have included: a copy of my most recent NAC Certificate, a copy of each training, the number of training hours, the instructor's name and title of training, or a transcript by the training organization showing title of training and value. I furthermore am informed that the NECPA commission will verify your standing with inquiring third parties such as state agencies or employers. NECPA does not sell your information.

