



NAC
 National Administrator
 Credential

The NECPA Commission, Inc.
 P.O. Box 2948 • Merrifield, VA 22116 • www.necpa.net
 1.855.706.3272 phone • 1.855.806.3272 fax

NAC Amnesty Program Renewal Form

For those who expired from years 2006 to 2013

- In order to renew your National Administrator Credential (NAC) through the NAC Amnesty Program, you must have participated in an average of 12 clock hours per year since your last effective date (two years before expiration date).

Year Expired	Clock Hours Needed	Year Expired	Clock Hours Needed
2006	168	2010	120
2007	156	2011	108
2008	144	2012	96
2009	132	2013	84

- Continuing education must relate to the management and operation of a childcare facility and may include the following areas:
- Administration
 - Marketing
 - Health and Safety
 - Curriculum
 - Business
 - Management

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

- Continuing education must have taken place between your effective date and September 1st, 2018
- The NAC Amnesty Program 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 Amnesty Program Renewal Form.

How to Complete Your NAC Amnesty Program Renewal Form

- Complete and submit the Amnesty Renewal Form in its entirety.
- Submit a copy of your most recent NAC Certificate.
- Submit a copy of your training certificates of attendance. 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 Amnesty Program Renewal Form to The NECPA Commission, Inc. by postal mail or fax:

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

By Fax: 1.855.806.3272, Attn: Professional Development Department



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NAC Amnesty Program Renewal FAQs

What is an NAC Amnesty program?

This is a program that allows those who have previously held a NAC that has expired as far back a January 1, 2006 to renew their certificate without having to retake the National Administrator Credential course.

Am I eligible?

Possibly, Anyone who has earned a NAC from NECPA, NCCA, or NAEYC and has an expiration date of January 1, 2006, and does not currently owe a past due balance to NECPA will qualify provided you submit payment, and a minimum level of professional development(noted on page 1). The NAC Amnesty Program will expire on September 1, 2018.

Why are you offering this program?

NECPA understands that being a NAC holder is important to you, but we all have important items in our life that may be a priority. Some of our expired NAC holders retired, but returned to child care. Others have fallen ill, or have cared for others who fell ill. Whatever your reason for letting your NAC expire; it's okay. We want to bring you back to good standing with us, so you can re-achieve good standing with your state or accreditation requirements. This program is the best and most efficient way to help you regain the NAC mark of excellence.

Can I send in my paperwork after September 1, 2018?

Sorry, this NAC Amnesty has never been offered in the past, and we have no plans to offer it again in the future. We cannot grant any extensions to this deadline.

Can you waive the professional development requirement?

Commitment to professional development is the cornerstone of the NAC, all required certificates or transcripts must be submitted with your application.

X days/months/years ago I spent \$600 to retake a NAC course because this was not offered, can I get a refund?

No, the Amnesty Program runs from February 1, 2018 to August 1, 2018 and is not retroactive. NECPA cannot issue reimbursements of refunds if the a class was retaken.

I cannot find my latest NAC certificate, can you waive that requirement?

Possibly, please call the Professional Development Department as 855.706.3272 to inquire.



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National Administrator Credential Amnesty Renewal Form

NAC Account Number (if known):

Prefix (Circle One): Ms. Mr. Dr. Mrs. First Name: Last Name:

Street Address:

City, State, Zip Code:

Home Phone Number: Cellular Phone Number:

Email Address:

Current Employer:

Employer Address:

Employer City, State, Zip Code:

Employer Phone Number: Employer Fax Number:

Order Placement

2018 NAC Amnesty Program Renewal Program	\$99.00
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Payment Information

Check	Visa	MasterCard	Discover
Credit Card Number:			Expiration:
Name on Card (Please Print):			
Signature:			

Agreements

Yes	No	I have included my NAC Amnesty Program Renewal Form, a copy of my most recent NAC Certificate, a copy of each training certificate, showing: the date of the training, the number of training hours, the Instructor's name and the title of the training.
Yes	No	Upon awarding the NAC Renewal, I authorize The NECPA Commission, Inc. to verify that I have received this credential with any 3rd party (government agency, employer, etc.). NECPA will

Name (Please Print) Signature Date

NAC Account Number:

Documentation Summary

Title of Class/Workshop (List each class separately)	Type of Training (Conference, workshop, college course)	Date Training Completed	Number of Hours
TOTAL Number of Training Hours			