



The NECPA Commission, Inc.
887 Johnnie Dodds Boulevard, Suite 212 • Mount Pleasant, SC 29464 • www.necpa.net
1.800.458.2644 phone • 1.800.505.9848 fax

Certified Childcare Professional

In order to maintain your Certified Childcare Professional credential (CCP) in good standing, you must participate in **20 clock hours** of training every two years. You must send our office documentation of your **20 hours** of continuing education. Using the attached form, record your training and attach a copy of the certificate for each class. Here are some important things to remember before submitting your documentation and renewal fee:

- You must send a copy of your training certificate(s) showing the date of the training, the number of hours, the instructor's name, and the title of the class.
- Please include a **copy of your most recent CCP certificate**.
- The documentation must be received no later than the expiration date found at the bottom of your certificate. If the documentation is satisfactory, you will receive a letter continuing your credential for another two years along with a new certificate. If the documentation is not adequate, you will receive a letter requesting additional information.

Do not miss this chance to renew your certificate. The NECPA Commission, Inc.'s policy is that if your certificate expires, and you wish to continue to hold the CCP credential you will have to repeat the entire credentialing program in order to receive a certificate.

We look forward to hearing from you. We are interested in how you have continued to grow professionally since you took the CCP course. Do not forget to include your renewal payment!
Please call if you have any questions.



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Certified Childcare Professional (CCP) Renewal Application

Name:
Street Address:
City, State, Zip Code:
Phone Number:
Fax Number:
Email Address:
Current Employer:
Employer Address:
Employer City, State, Zip Code:

Order Placement

Certified Childcare Professional (CCP) Renewal Fee	\$25.00
TOTAL \$25.00	

Payment Information

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

Agreements

Yes	No	Upon award of the Certified Childcare Professional credential (CCP), I authorize The NECPA Commission, Inc. to verify that I have received the credential with any third party.
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 Name (Please Print) Signature Date

Please return the registration form to The NECPA Commission, Inc. by postal mail or fax:

By Mail: The NECPA Commission, Inc., Attn: Professional Development Department, 887 Johnnie Dodds Boulevard, Suite 212, Mount Pleasant, SC 29464

By Fax: 1.800.505.9848, Attn: Professional Development Department

