



The NECPA Commission, Inc.
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Certified Childcare Professional

Instructions for Renewing Your Expired CCP

In order to renew your expired Certified Childcare Professional (CCP), you must participate in **20 clock hours** of training for every two year time period. If your credential expired more than 5 years ago you will have to complete the CCP process again. You must send our office documentation of your **20 hours** of continuing education for each renewal. Using the attached form, record your training and attach a copy of the certificate for each class. **Also include a copy of your most recent CCP certificate.** Here are some important things to remember before submitting your documentation and renewal fee:

- Example to renew an expired CCP
 - If your CCP credential expired on June 1, 2008 then you have missed 2 renewal periods. You will need to complete 2 CCP renewal applications to show that you have completed 40 hours of training. The fee to renew your credential would be \$70 (\$35 and \$35) and your new expiration date would be June 1, 2012.
- 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.
- If the documentation is satisfactory, you will receive a letter continuing your credential for another two years. If the documentation is not adequate, you will receive a letter requesting additional documentation.

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.

