



National Administrator Credential (NAC) Frequently Asked Questions

What is the National Administrator Credential?

The National Administrator Credential (NAC) is a 45 hour course designed for Directors or aspiring Directors to give them training on their administrative responsibilities.

How long does it take to complete the National Administrator Credential?

Typically the course is offered over a five-day period from 8 am until 5 pm each day. Provided that the student meets all course requirements, the credential is completed within the week.

What are the requirements to earn the credential?

A student is required to attend all 40 hours of course time offered throughout the week. In addition, the student will be given homework and journal activities to complete each night that typically equal an additional 5 hours of work required within the week. The student will be assessed on class participation, written assignments and formal assessments. The student will receive a pre and post assessment at the beginning and end of each course. In addition, the student will be assessed each day through a series of quizzes.

What are the requirements to maintain the credential?

NAC recipients must renew their credential every two years by participating in 20 clock hours of continuing education in any of the following areas:

- Administration
- Business
- Health and Safety
- Curriculum
- Child Development
- Management

Continuing education must relate to the management and operation of a childcare facility. Proof of training must be sent to The NECPA Commission, Inc. prior to the expiration date with

a check for \$50 in order to maintain the credential. The credential will be renewed for an additional two years.

How much does it cost to attend a NAC class?

The cost to attend a NAC class is \$600 if sponsored by The NECPA Commission, Inc. Registration fees are based upon location and are subject to change. Louisiana residents should visit <http://pathways.louisiana.gov/> for scholarship information.

How do I register for a NAC class?

Please download the NAC Registration Form and return to The NECPA Commission, Inc. by postal mail or fax. Please visit www.necpa.net to view a list of current the NAC class schedule.

Will my NAC credential license me to be a director in my state?

Every state's licensing requirements are different. The NAC is an accepted form of training for director's licensing in many states. We recommend that you contact your state licensing body to identify your state's specific requirements.

My NAC has expired! What can I do?

If your NAC expired less than 5 years ago, you fall within the current grace period for your renewal. Simply submit proof of 20 clock hours of continuing education with your NAC Renewal Form to The NECPA Commission, Inc. and your credential will be renewed. If your credential expired more than 5 years ago, please contact The NECPA Commission, Inc. at 1.800.458.2644.

I just took the NAC course. When should I receive my certificate?

Please expect to receive your certificate approximately 4-6 weeks after completing your course.

I just sent in my renewal. When should I receive my new certificate?

Please allow 4-6 weeks for processing and mailing your renewal certificate.

Can I receive college credit for completing my NAC?

Yes! Upon successful completion of the NAC, you are eligible to receive 3 credits in a higher or lower level course through Oklahoma State University.

Can I receive Continuing Education Units (CEUs) for completing my NAC?

Yes! Upon successful completion of the NAC, you are eligible to receive 4.0 CEUs. Upon enrolling for the class, you will receive a CEU Request Form. Simply send this form to The NECPA Commission, Inc. and you will receive a CEU certificate and be entered into the CEU registry.

Questions?

Contact The NECPA Commission, Inc. at 1.800.458.2644.