



The NECPA Commission, Inc.
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National Administrator Credential

Instructions for Renewing Your Expired NAC

In order to renew your expired National Administrator Credential (NAC), 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 need to retake the NAC class. 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 NAC credential.** Here are some important things to remember before submitting your documentation and renewal fee:

- Example to renew an expired NAC
 - If your NAC credential expired on June 1, 2008 then you have missed 2 renewal periods. You will need to complete 2 NAC renewal applications to show that you have completed 40 hours of training. The fee to renew your credential would be \$120 and your new expiration date would be June 1, 2012.
- To qualify, your continuing education must be in any of the following areas:
 - Administration
 - Business
 - Health and Safety
 - Curriculum
 - Child Development
 - Management:

Please note:
Training related to the classroom (arts & crafts, science)
or that which is teacher oriented **will not** qualify.
- You must send a copy of your certificate showing the date of the training, the number of hours, the instructors name, and the title of the class.
- 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 NAC course. Do not forget to include your renewal payment!
Please call if you have any questions.

