



The NECPA Commission, Inc.
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National Administrator Credential

In order to maintain your National Administrator Credential (NAC) 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. **Also include a copy of your current NAC credential.** Here are some important things to remember before submitting your documentation and renewal fee:

- 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 title does not clearly indicate that the class was in business, administration, or management, you must also send information regarding the content of the training. This may be in the form of a conference program with a description of each workshop, an outline of the course/workshop, a syllabus of the course, etc.
 - 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.

