



National Association of Activity Professionals
CREDENTIALING CENTER

Checklist - Prior to Mailing Application Packet

Please read & follow the steps carefully. Make a copy for your records of your completed application including all documents submitted. Incomplete applications will delay certification and result in additional fees.

- NAAP Credentialing Center Exam certificate (copy only)**
- Completed application, including signed and dated Disclaimer**
- Work Experience documentation on company letterhead, name, positions held, Total number of hours worked, responsibilities, dates of employment signed by supervisor or Human Resources**
- Continuing Education certificates (copies only)**
- Current National Certification certificate (for AP-BC Path 5)**
- Official college transcript in sealed envelope (for AP-BC Path 1, 2 or 3)**
- High School diploma (official) (for AP-BC Path #4)**
- Consulting Experience documentation (for AC-BC Application only)**
- Application Payment**

Credentialing Review Information

1. The reviewer will email confirmation that the application was received if an email address is provided.
2. Once approved, applicants may expect their certification documents within 6 weeks of receipt of application. If you have not received it within 6 weeks, please email or call to check the status.
3. If for any reason an application is not approved, applicants will be notified by email, phone or in writing with a request for correction. Applicants will have 90 days to submit missing documentation. If applicant's fail to submit required documentation within 90 days, their application will be voided and not returned.
4. Appeals: Applicants may appeal in writing the reviewer's decisions within 30 days of notification. The appeal will be reviewed by the Credentialing Center Associate Director to determine if valid. If it is determined that the appeal is invalid, the applicant will be notified and given 90 days to submit an acceptable form of documentation. If it is determined the claim is valid, the application will be accepted.

7/2016