



National Advocacy Credentialing Program

Continuing Education Information Sheet

The Continuing Education Information Sheet is required to be completed, summarizing the minimum 32 hours of continuing education (CE), which should include the required 10 hours to maintain your current specialty at your current level if you hold a Basic, Intermediate or Advanced NACP Credential. Training dates must be within 2 years of your current NACP submission to be valid toward a renewal application. You may add copies of this page as needed to log your continuing education for this application. **You are required to submit appropriate documentation to corroborate the CE hours indicated on this form**. A Certificate of Completion (inclusive of attendee’s name, title of training, training sponsor, date(s) and number of hours) should be provided wherever possible. In instances where the required information is not contained within the Certificate of Completion or a formal Certificate is not provided, please complete an [NACP CED Form](#) signed by your supervisor. (Note: An NACP CED Form should be used in lieu of “Thank You” emails upon completion of a webinar.)

Reminders:

- If you have changed your Specialty area(s), please check the Specialty Requirements Chart for the number of CE hours required for the level at which you are applying. Your completed 32 hours of CE may be inclusive of your required Specialty hours.
- This form must be completed for your application to be valid and should be inclusive of specialty information (if applicable).
- You are only eligible for a specialty at the Basic, Intermediate or Advanced Levels of Credentialing

Specialty Area(s):				
Name of Training/Sponsor of Training	Date(s)	Total Hours	Hours Applicable toward Specialty Area(s)	Documentation Provided (Certificate or CED Form)
Total Number of Hours:				