



# certification renewal guidebook





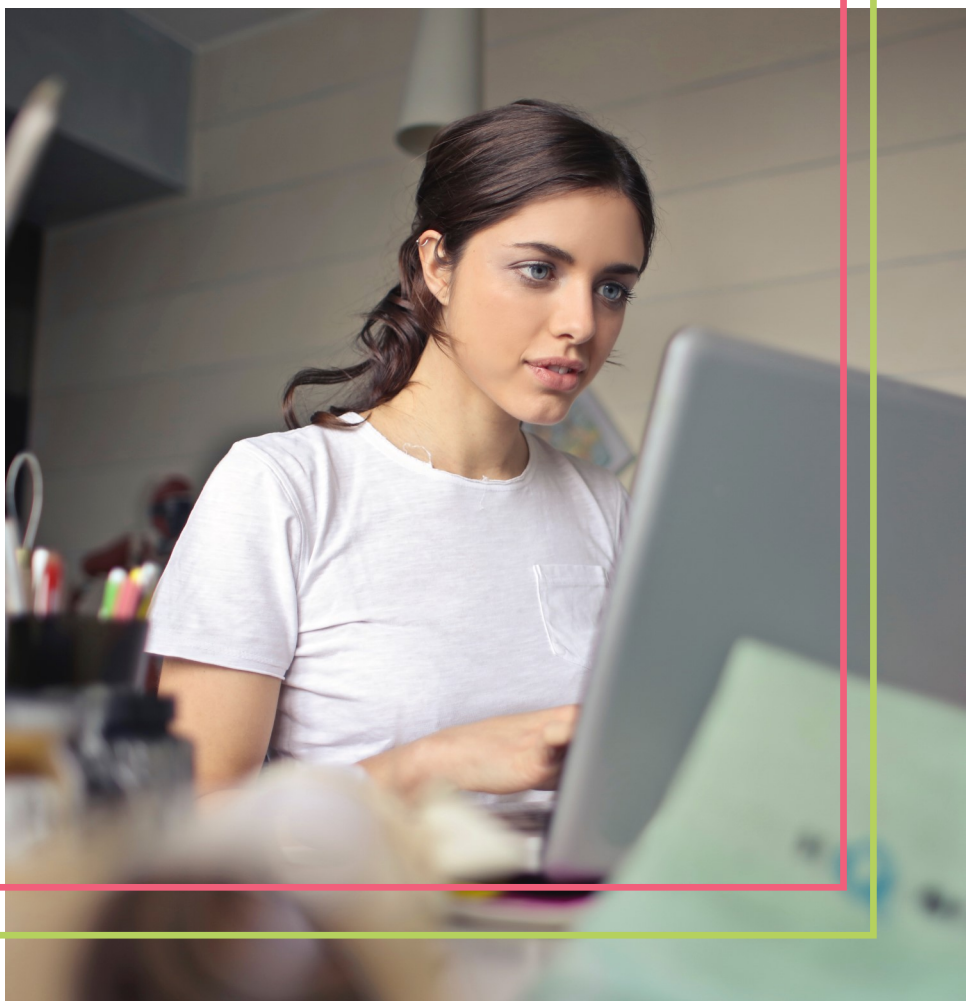
Congratulations! You have earned your certification.

Certification is an important credential that shows expertise in a given area. It is an achievement that you worked hard for, but it doesn't end there.

Just as we need to gain new skills it is equally important to keep the ones you have up to date.

*"Learning never exhausts the mind."*

*~ Leonardo da Vinci*





# How do I know if I need to renew my certification?

After you receive your CCAP or CCAP<sub>A</sub> certificate our Coordinator will contact you with information about what is required, the process for submitting your certification renewal credits (CRCs), and the timeframe.



Your certificate shows the validation period as shown below.



You can start earning certification renewal credits as soon as you graduate.



## Why do I need to renew my certification?

You earned your certification because you felt it was important to your career but it is just as important to keep it current. Renewing your CCAP or CCAP<sub>A</sub> is your ongoing commitment to it. It shows your employer and potential employers that your skills are up to date.

For employers, there is a certain comfort in knowing members of their team take their skills and credibility seriously. For individuals, having a current certification gives them the confidence they need to succeed and grow.







# I have to renew my certification. What do I need to do?

CCAP graduates are required to renew their certification every three years by earning certification renewal credits (CRCs) through workplace training, involvement in the AAP and other professional, educational and community activities.

This renewal process is in line with most professional bodies that bestow designations. These certification credits are very attainable.

Our Coordinator will have provided you with the electronic files or link to them on our website. Complete the application form and the branch event tracking sheet.

When completed, send these and any supporting documentation to our Coordinator at

[aap.national.coordinator@canadianadmin.ca](mailto:aap.national.coordinator@canadianadmin.ca)

Once your renewal application has been processed and verified, you will be issued an updated certificate to display proudly in your work area.





# How do I earn certification renewal credits?

Earning CRCs is easier than you think.

For the CCAP designation, 40 credits are required.

For the CCAP<sub>A</sub> designation, 30 credits are required.

AAP involvement	Professional Development
Attending branch and/or national meetings and/or events	Workshops
Maintaining your membership	Seminars
Involvement on a committee or Board position	Courses
	Webinars
	Presentations
Experiential Learning	Community Involvement
Work experience, networking	Volunteer service, awards
	Fundraising





## How do I submit my renewal forms?

Through your online profile you are able to submit the information related to activities you participated in to earn CRCs and upload supporting documents. You can enter information as often as you want or just once before your certification expires. Once you enter the information into the system it will be in a pending state until it is confirmed by the National Coordinator or Registrar.

Once your renewal requirements have been met you will be able to download a new renewal certificate that indicates your new renewal period.





## How often can I submit renewal credits?

You can submit your renewal credits every time you earn them, once a year, or you can submit them all at once prior to your certification renewal deadline. We are flexible and prepared to receive them any time...whatever works best for you.

## If I earn more than the number I need, can I use them for my next renewal period?

Credits must be used in the renewal period in which they are earned. This means, that even if you earn and submit 100 credits, you cannot use the 30 or 40 you need for your certification then carry over the remaining credits to the next three-year period.



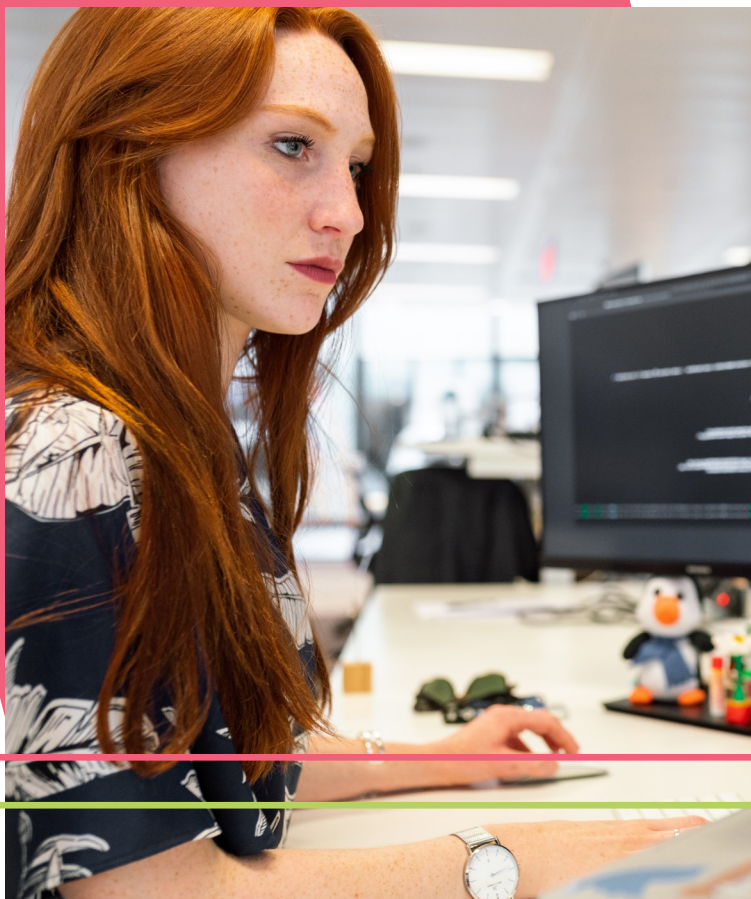




## What if I can't earn enough credits?

It may sound daunting at first when you hear you have to earn 30 or 40 credits within three years but it really isn't when you look at the number of credits the various activities are worth and the wide variety of ways in which to earn them. Sometimes there may be extenuating circumstances that need to be considered and that's why our Coordinator is always available to work with you throughout the process.

It is not the intention of the **AAP** to make it difficult for anyone to earn enough credits. The Coordinator will be communicating with you and tracking your progress throughout the three-year period. Any difficulties in earning credits should be discussed with the CCAP National Coordinator as soon as possible.





## How soon can I start earning credits toward my renewal?

We suggest that as soon as you obtain your certification you start working on renewing it. It takes time to build up enough credits and we all know that life sometimes throws us a curveball, so don't leave it until the last few months and run the risk of not making the renewal deadline. If you are afraid that you will forget to submit something send it in right away to put your mind at ease.





## How do I show that I have attended branch events?

If your branch uses applications like Eventbrite or PayPal, you could pull and provide a history of your orders. Alternatively, the [Branch Events Tracker](#) may be used. Print the branch events tracker, bring it to each event you attend, and ask an executive committee member to initial it as verification of your attendance. Provide the completed branch events tracker when it is time to submit the certification renewal application.







## What happens if I am late in renewing or want a lapsed certification reinstated?

If you have not submitted your Certification Renewal Application and supporting documentation within 30 days of the renewal date your certification is deemed as lapsed. You will be sent a letter from the Registrar stating that continued use of the designation must cease and, if not ceased, it is considered as unlawful use and a violation of the CCAP Terms & Conditions you agreed to when you first enrolled in the CCAP program.

If you let your **AAP** membership lapse you lose the right to use the CCAP or CCAP<sub>A</sub> designation. When the Registrar is informed of the lapse, you will receive official notification that failure to comply with the membership requirement results in a loss of certification.

If you have not renewed your membership within 30 days of that notice, your certification will be considered revoked. In order to have it reinstated, in addition to back membership dues, the standard renewal fee plus \$75 for every year of lapsed membership must be paid. If it has been lapsed for more than three years a recertification exam must be completed at your expense.



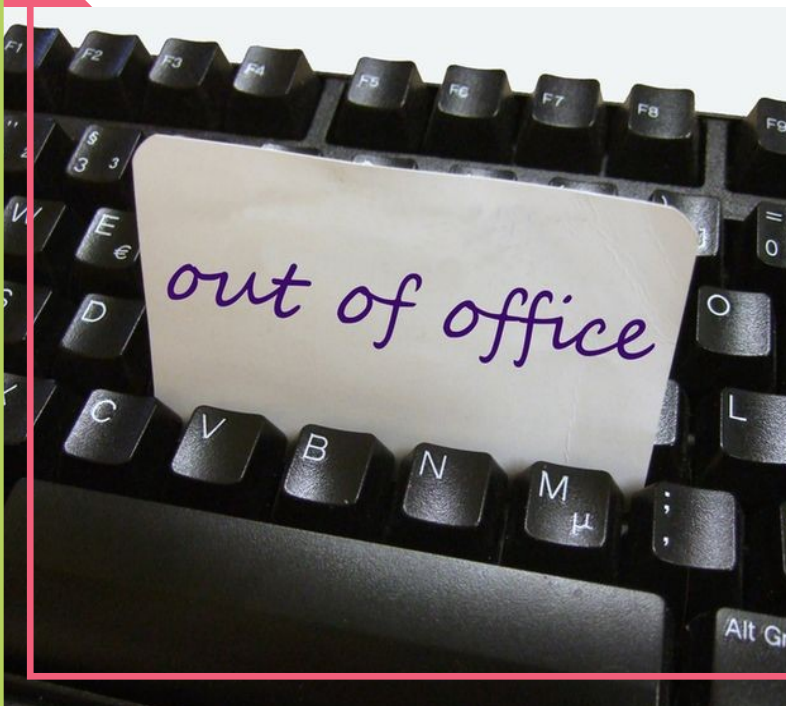




## What happens if I have to renew my certification and I am on a leave of absence?

Sometimes our plans need to take a detour because of maternity/paternity leave or a medical leave...whatever the reason your certification doesn't have to suffer. A Certification Leave of Absence (LOA) request form can be submitted. Once confirmed the following applies for the duration of the leave.

- The current renewal period remains the same.
- CRCs earned during the LOA **are not** admissible. The number of credits required for renewal will be prorated to reflect the one year LOA. This means that CCAP holders will be required to earn 27 for the three year renewal period and CCAP<sub>A</sub> holders will be required to earn 20 CRCs.
- While the LOA is in effect the designation holder is considered to be inactive and cannot use the CCAP or CCAP<sub>A</sub> designation.



- If a designation holder's LOA ends in the year that their certification requires renewing, their reactivated status will not occur until renewal requirements are met.



## More questions?

If you didn't see the answers to your questions, please contact our Certification Renewal Coordinator at [aap.national.coordinator@canadianadmin.ca](mailto:aap.national.coordinator@canadianadmin.ca)

**Learn | Grow | Thrive**

