



## **National Administrator Credential Frequently Asked Questions**

### **What is the National Administrator Credential?**

The National Administrator Credential (NAC) is a 40 hour course designed for directors or aspiring directors to give them training on their administrative responsibilities.

### **How long does it take to complete the National Administrator Credential?**

Typically the course is offered over a five-day period from 8 am until 5 pm each day. Provided that the student meets all course requirements, the credential is completed within the week.

### **What are the requirements to earn the credential?**

A student is required to attend all 40 hours of course time offered throughout the week. In addition, the student will be given homework and journal activities to complete each night that typically equal an additional 5 hours of work required within the week. The student will be assessed on class participation, written assignments and formal assessments. The student will receive a pre and post assessment at the beginning and the end of each course to assess how much they have learned. In addition, the student will be assessed each day through a series of quizzes.

### **What are the requirements to maintain the credential?**

NAC recipients must renew their credential every two years by participating in 20 clock hours of business or administrative training. Proof of training must be sent to the NCCA administrative office prior to the expiration date with a check for \$50 in order to maintain the credential. The credential will be renewed for an additional two years.

### **How much does it cost to attend a NAC class?**

The cost to attend a NAC class is \$525 if sponsored by the NCCA. Several classes are funded through state agencies. If you are from Iowa or Louisiana, you may be eligible for scholarships. If you are a student from Louisiana, you may be eligible for a scholarship from Louisiana Pathways. Please visit <http://pathways.louisiana.gov/> for more information.

### **How do I register for a NAC class?**

With the exception of the states listed below, if you can register by completing a registration form and returning it via fax to NCCA 800-543-7161

If you are taking a class in the following states, please visit that state's website from the link at [www.nccanet.org](http://www.nccanet.org)

- Oklahoma
- Utah
- New Mexico

**Will my NAC credential license me to be a director in my state?**

Every state's licensing requirements are different. The NAC is an accepted form of training for director's licensing in many states. We recommend that you contact your state licensing body to identify your state's specific requirements.

**My NAC has expired! What can I do?**

If your NAC expired less than 60 days ago, you fall within the current grace period for your renewal. Simply submit proof of 30 clock hours of training in business or administration along with a check for \$60 to the NCCA and your credential will be renewed. If your credential expired more than 60 days ago, please contact NCCA 800-543-7161

**I just took the NAC course. When should I receive my certificate?**

Please expect to receive your certificate approximately 4-6 weeks after completing your course.

**I just sent in my renewal. When should I receive my new certificate?**

Please allow 4-6 weeks for processing and mailing your renewal certificate.

**Can I receive college credit for completing my NAC?**

Yes! Upon successful completion of the NAC, you are eligible to receive 3 credits in a higher or lower level course through the American College of Education (ACE). In order to register for your credits, please visit <https://www.acenet.edu/transcripts>. Please establish a record by becoming a new user. ACE will contact NCCA headquarters to confirm your completion in the program and will then issue your credits.

**Can I receive Continuing Education Units (CEUs) for completing my NAC?**

Yes! Upon successful completion of the NAC, you are eligible to receive 4.0 CEUs. Upon enrolling for the class, you will receive a CEU request form. Simply send the form in to NCCA headquarters with a check or money order for \$20, and you will receive a CEU certificate and be entered into the CEU registry.