



44 Canal Center Plaza, Suite 301, Alexandria, VA 22314
Ph: 703.741.7686 Fax: 703.741.7698

Inactive Credential Status Request Form

INACTIVE STATUS permits you to renew your credential within five (5) years without having to re-test and is often used by those temporarily leaving the profession or retiring from the profession. Please note: your credential is not valid while on “Inactive Status”. Fee is \$50.

1. Inactive status is good for 5 years of your credential renewal date.
2. Complete and return this form and fee to the NCC AP **prior to your credential renewal date.**
3. NCC AP will confirm your “Inactive Status” by mail.

List your name below exactly as it appears on your credential certificate (or provide a copy of your credential certificate).

Full Name (print) : _____

Credential Name: _____

Credential Number: _____ Renewal Date: _____

Credential Holder's Signature

Date

Inactive Status Fee/Payment Information: \$ 50.00 (non-refundable)

Amount Enclosed: \$ _____.____ (check/money order payable to NCC AP)

Credit card amount: \$ _____.____ Company card Personal card

MasterCard Visa American Express

Full name of card holder (please print)

Credit card number

Exp Date

CVC #

Billing address

Card holder's signature

You can submit your “Inactive Status Request Form” via email (d.croy@naadac.org), fax (703.741.7698) or mail to:

NCC AP
44 Canal Center Plaza, Suite 301
Alexandria, VA 22314