

Maintaining Your CACFP Certification

Your CACFP Professional Certification is valid for three years.

How to Renew Your CACFP Certification

Renewal Process. NCA will email you a renewal form and notify you before your certification is due to expire. It is your responsibility to renew on time to avoid your certification expiring. Each individual is responsible for maintaining and keeping records of CEUs earned.

Submit your renewal fee with the renewal form to NCA at least four weeks prior to certification expiration. After NCA reviews and approves your certification renewal, you will receive notification of approval. If your renewal form is incomplete, you will receive a letter explaining what is required to maintain your certification.

NCA will check proof of CEUs via a random audit. Only those chosen for the audit will be required to send in documentation of CEUs earned. If you are selected for an audit, a notification to send CEU documentation to NCA will be included in your renewal notice.

If NCA does not receive your renewal documents within 30 calendar days of your certification renewal date, you will have to re-submit a new application and pay the initial certification fee again.

Renewal Requirements

You must complete the required number of CEUs during your certification period to be eligible for renewal.

CACFP Child Nutrition Professional

(16) Hours in Specialties 1-3 with a minimum of (12) hours in Specialty 1

CCNP Renewal Fee \$50

CACFP Management Professional

(24) Hours in Specialties 1-7 with a minimum of (2) hours in each Specialty

CMP Renewal Fee \$100

“ I decided to certify my entire staff because it signifies my investment in them as well as highlights their CACFP qualifications. Some may not have a college degree but they have years of experience, continuing education, and training. My staff is proud to wear their pins and it elevates them to a different level. The value to our organization far outweighs the cost. ”

Senta Hester, CMP, CCNP
Our Daily Bread CACFP



CACFP Professional Certification Renewal

Verify Requirements: Please initial below the certification for which you are renewing. If renewing both certifications, requirements must be met for each certification separately.



CACFP Child Nutrition Professional (CCNP)

(16) Hours in Specialties 1-3 with a minimum of (12) Hours in Specialty 1



CACFP Management Professional (CMP)

(24) Hours in Specialties 1-7 with a minimum of (2) Hours in each Specialty

_____ CCNP Renewal \$75.00

_____ CMP \$100.00

_____ CCNP & CMP \$150.00

Applicant:

Name _____

Job Title _____

Agency _____

Street Address _____

City/State/Zip _____

Email _____

Phone _____

Payment: Check # _____

Visa MasterCard AMEX Discover

Credit Card # _____

Cardholder _____

Exp. Date _____ Security Number _____

Signature _____

Make checks payable to National CACFP Sponsors Association and remit payment to:
National CACFP Sponsors Association, PO Box 1748, Round Rock, TX 78680

Applicant Statement:

I affirm that all the information I have provided is true to the best of my knowledge and I understand that National CACFP Sponsors Association has the right to verify any information in regards to my certificate. If I fail to provide true information or abide by the rules of certification by National CACFP Sponsors Association, my application will be denied.

Signature _____

Date _____

Note: Please allow 2-3 weeks for your application to be processed. The application fee is non-refundable. If your application is incomplete, you will receive an email listing additional documentation needed to earn your Certificate and you will have 30 days to submit those needed documents to NCA. If NCA receives your documents after the 30-day period, you will need to resubmit the entire application and pay the application fee again.



Visit cacfp.org/certification to apply online.

Share Your Success! The Certification is a special designation for those in the CACFP profession. We value you as a member of this program and would like to share your success. Please provide your supervisor, state agency, and newspaper information.

Supervisor _____

Email _____

State Agency _____

Email _____

Newspaper _____

Email _____