

Options for Maintaining AAP Certification

Once certified through a passing score on the AAP exam, AAP certification is valid for a 5-year period beginning on January 1 of the year immediately following the test date and ending on December 31 of the fifth year.

AAP certification will lapse at the end of the 5th calendar year following initial certification unless renewed through either of the following two options:

1. Earn a total of 60 continuing education credits within the current five-year certification period.
 - A maximum of twenty continuing education credits can be applied toward recertification per calendar year. (Please consult the AAP Continuing Education Reporting Guidelines for any limits on the number of credits that may be claimed for particular types of activities in any given year.)
 - All credits earned must be filed with NACHA annually, to be received by NACHA no later than March 31 of the year immediately following the calendar year in which credits were earned.
 - Once an AAP has submitted the required 60 continuing education credits, the AAP's certification period is extended for an additional five years beyond the ending date of the current certification period.
 - AAPs that are recertified after the third or fourth year of their current 5-year cycle need not file continuing education credits for the remaining years of their current certification period, as such credits will not be counted toward recertification and cannot be "rolled over" to the next 5-year reporting cycle. The counter for continuing education accrual would start anew as of January 1 of the new 5-year certification period.

Example: An AAP is initially certified from January 1, 2008 through December 31, 2012. At the end of three years, the AAP has submitted enough continuing education credits to be recertified until the end of 2017. The AAP can take two years 'off' from the continuing education credit filing requirement – no credits need to be filed in 2011 or 2012. However, the AAP must again accrue the required 60 credits between January 1, 2013 and December 31, 2017.

OR

2. Retest in either the fourth or fifth year of the certification period.
 - Upon achieving a passing score, the certification period will be extended by five years from the ending date of the current certification period.