

Application Information for Certification as Certified Dementia Practitioner® (CDP®)

The CDP application and CDP Certification is open to health care professionals and front-line staff who qualify and are living in the United States. For international persons please see www.iccdp.net.

Applications must be submitted within 30 days upon completing the NCCDP Alzheimer's Disease and Dementia Care Course taught by an approved NCCDP Instructor. If you are unable to submit within the deadline, please contact the NCCDP for further instructions.

Once approved, your name will be added to the NCCDP CDP online Registry. We will not list your address. You will be added to the NCCDP Newsletter which is complimentary and is emailed to your several times a year.

CDP Criteria

General Standards for Option 1:

- RN/LPN/ LVN/NP **or** College Graduate (4-yrs) with a degree from an Accredited College or University.
- Health Care Professionals: Must have current license or certification in a health care field.
- Must have a minimum of 1 year of experience in a geriatric health care related field.
- Must have completed the 7-hour NCCDP Comprehensive Alzheimer's Disease Dementia Care Curriculum taught by an approved NCCDP Certified Alzheimer's Instructor.

General Standards for Option 2

- GED or High School Diploma.
- Must have current license or certification in a health care field.
- Must have a minimum of 1 year of experience in a geriatric health care related field.
- Must have completed the 7-hour NCCDP Comprehensive Alzheimer's Disease Dementia Care Curriculum taught by an approved NCCDP Certified Alzheimer's Disease & Dementia Instructor.

General Standards for Option 3

- Graduate degree from an accredited College or University.
- Must have a minimum of 1 year of experience in a geriatric health care related field / setting.
- Must have completed the 7-hour NCCDP Comprehensive Alzheimer's Disease &

Dementia Care Curriculum taught by an approved NCCDP Certified Alzheimer's Disease Dementia Care Instructor.

General Standards for Option 4 (No licenses or certifications)

The NCCDP recognizes most accrediting bodies and also recognizes that some state regulations, federal regulations and country regulations for long term care facilities, assisted living facilities, CCRC, Independent Living Communities, adult day care, hospitals, psychiatric facilities, home care agencies and hospice agencies do not require certification or license for certain professions.

- This option is only for the following professions: Agency Owners, Admissions Directors, Bereavement Coordinator, Marketing Directors, Activity & Recreation Professionals, Clergy, Volunteer Coordinators, Social Workers, In-Service Directors, Assistant Administrators, Dementia Unit Managers, Consultants, Home Care Assistants, Personal Care Assistants, Nursing Assistants, Trainers / Educators (Trade Schools, Two Year Colleges and 4 Year Universities). There may be other professions where certification or license is not required to hold your position.
- Must have a minimum of 1 year of experience in geriatric health care related field or training institution.
- Must have completed the 7-hour NCCDP Comprehensive Alzheimer's Disease Dementia Care Curriculum taught by an approved NCCDP Alzheimer's Dementia Certified Instructor. *For Nursing Assistants (Aides), Personal Care Assistants (Aides) and Home Health Assistants (Aides) Senior Companions, the applicant must have completed a state / country required course and attach the certificate of completion for that course. The course is either taught by your state or country or by the agency where you work. If your state / country does not require a state / country approved course, attach a certificate or letter signed by your Administrator on company letter head stating you have completed the company training. If you took a state or country required course please attach the certificate of attendance.
- A letter from your administrator which states that you are employed by the facility or agency and qualified under your state or country requirements to hold the title and position for which you are employed.
- If your state / country regulations do not require or indicate a certification or license for your profession/title, a copy of the state or country regulation that indicates the criteria/qualifications for your profession/title. If there is nothing in the state / country regulations pertaining to your profession than attach a letter from your administrator or owner that indicates this.

For all options the certification is for two years. At which time, you will need to renew your certification online. To apply for continued certification, you will need to complete at minimum 10 hours of continuing education in any health care related topic. Please refer to the Education Criteria. You will receive a notice in the mail (2 months prior to the deadline) of your deadline for renewal. At the time of renewal, we will not ask for proof of continued education unless you are selected for audit.

We respect all professions. All staff should complete the NCCDP Alzheimer's Disease and Dementia Care Curriculum but the following professions **will not** be considered for CDP® certification: Bus Drivers, Security Guards, Maintenance Workers, House Keepers, Laundry Workers, Bed Makers, Unit Ward Clerks, Business Office Staff, Human Resources Staff, Schedulers, Receptionist, Secretaries, Administrative Assistants, Dietary Aides, Kitchen Staff, Transporters, Medical Records Staff, Central Supply Staff and others.

YOUR PERSONAL EMAIL ADDRESS IS MANDATORY. If you do not have a personal email address, please go to any company of your choosing such as AOL, YAHOO, GMAIL, etc., and create a free account. Most email providers offer a complimentary email account. Please note: The NCCDP will not process your application without a personal email address. You cannot use your supervisor or another coworker's email address.

If you do not see a NCCDP number on your certificate, notify your instructor to contact the NCCDP (1-877-729-5191 or 1 9737295191 or nccdpcorporate@nccdp.org). The instructor number should appear on the class certificate provided to you at the end of the class. If you attended a state, national or country conference where the NCCDP Alzheimer's disease and Dementia Care Curriculum was presented and the trainer did not provide you a certificate attach the conference certificate.