



# 15-Hour Letter Activity Director Requalification Request

Activity professionals who earned their qualification through NMHCA's Basic Course must complete 15 hours of continuing education each year. This form must be submitted with proof of 15 hours of continuing education. All requalification requests must be received by NMHCA no later than May 31st each year. All late requests will be charged a \$50 late fee.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I completed the Basic Course for Activity Directors in:

Month: \_\_\_\_\_ Year: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

NMHCA will send a letter verifying your compliance with the continuing education requirement. If you do not receive your verification within 30 days, please contact NMHCA at (505) 880-1088.

Did you remember to:

1. Include copies of your certificates of completion (NEVER SEND ORIGINALS).
2. Verify all courses you are submitting have been approved for activity directors by NMHCA or NCAAP.
3. Make a copy for your records.

**FOR NMHCA OFFICE USE ONLY**

Applicant \_\_\_\_\_ (did or did not) re-qualify in previous year. If yes, Date of re-qualification \_\_\_\_\_

Applicant submitted proof of \_\_\_\_\_ hours and all hours were approved by NMHCA for activity directors.

All submitted hours were taken between June 1, 20 \_\_\_\_\_ — May 31, 20 \_\_\_\_\_, as required.

Action Taken:

- Approved for June 1, 20 \_\_\_\_\_ — May 31, 20 \_\_\_\_\_.
- Need Additional Information—Applicant notified on \_\_\_\_\_

\_\_\_\_\_  
NMHCA Representative Responsible for Determination Date

Mail all required information to:

**NMHCA**  
4600-A Montgomery NE (#205)  
Albuquerque, NM 87109  
(505) 880-1088

OR

You may fax the information to:

**(505) 880-1157**