



NARA CREDENTIAL POLICY

Effective July 1, 2018

Revised November 1, 2017

The policies below pertain to NARA's National Regulatory Professional Credential (NRPC), the only national credential for human care regulators.

The National Association for Regulatory Administration

Fee Structure

Non-Refundable Fees	Member Cost	Non-Member Cost
Courses	\$125	\$250
Exam	\$125	\$250
Exam second attempt	\$75	\$75
Exam third attempt	\$100	\$100
Exam additional attempts	\$150	\$150
Advanced Education Distinction	\$175	\$300
CLEAR NCIT	\$125	\$250
Re-credential	\$250	\$350
Delayed Re-Credential (up to 90 days post expiration)	\$350	\$450

The total cost for initial credential shall not be less than \$625 per non-member nor \$1,250 per non-member.

Credential Validation

INITIAL CREDENTIAL

- A. Complete the credential requirements:
 1. Completing the four (4) courses either online or through NARA approved classroom training:
 - i. Introduction to Regulatory Enforcement;
 - ii. Introduction to the Licensing Process, Investigation, and Evidence;
 - iii. Balanced Use of Authority, Complaint Investigation, and Suppressing Illegal Operations; and
 - iv. History, Concepts, Ethics, and Rule-Making in Human Care Regulation.
 2. Passing the comprehensive exam with a minimum score of 75.
 3. Submit a letter of recommendation from a supervisor.
 4. Submit a signed pledge to follow the NARA Code of Ethics.
 5. Pay the corresponding fees for the courses and comprehensive exam.

RE-CREDENTIALING

- A. Complete the re-credential requirements:
 1. Complete thirty (30) clock hours of education, completed within the past five (5) years.
 2. Submit a letter of recommendation from a supervisor.
 3. Submit a signed pledge to follow the NARA Code of Ethics.

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4. Pay the corresponding re-credential fee.
- B. Candidates wishing to get re-credentialed must complete and submit to NARA all requirements for approval within sixty (60) calendar days from the expiration date of their initial credential.
- C. If a candidate has allowed the credential to expire, he or she may renew the credential within ninety (90) calendar days of the expiration date by meeting all the renewal requirements and paying a \$100 non-refundable re-activation fee in addition to the renewal requirements. Failure to renew the credential within the ninety (90) calendar days grace period will result in the candidate being required to earn the initial credential.

CREDENTIAL DISTINCTIONS

The following credential distinctions are offered to candidates:

- A. Experienced Human Care Licensing Distinction
Requirements include:
 1. Submit proof of two (2) years of human care licensing experience.
- B. Advanced Education Distinction
Requirements include:
 1. Complete the initial credential requirements
 2. Submit documentation of a related bachelor's degree or higher from an accredited college or university
 3. Complete the following courses
 - i. 3 credit hour, 3.0 CEUs, or 45 clock hours' lifespan development course, which covers conception to death.
 - ii. NARA Regulatory Writing Course
 4. Submit a Human Care Regulation Ethics Case Study
 5. Provide proof of at least two (2) years of employment experience related to human care regulation.
 6. Pay an additional, non-refundable fee

DENIAL AND APPEAL

- A. Candidates (member or non-member) must appeal for additional attempts after their third attempt to pass the comprehensive exam for credentialing.
- B. NARA has the authority to deny a credential application. Candidates (member or non-member) must appeal a denial within sixty (60) calendar days of the denial notification. The appeals process will not exceed 120 calendar days.

Other Process

- A. NARA will provide a process for individuals with CLEAR's National Certified Investigator & Inspector Training (NCIT) to receive the NARA National Regulatory Professional Credential (NRPC).
 - a. Candidates must:
 - i. Complete the NARA Introduction to Regulatory Enforcement course.
 - ii. Submit a letter of recommendation from a supervisor.
 - iii. Submit a signed pledge to follow the NARA Code of Ethics.
 - iv. Pay the corresponding fees for the course.
 - v. Submit a copy of the valid NCIT Certification.
 - b. The following credential distinctions will be offered to candidates:
 - i. Experienced Human Care Licensing Distinction
 - ii. Advanced Education Distinction

Expirations

- A. All credentials issued will be valid for a period of five (5) years from the date of issuance.