



2027 CCAP Candidacy Guide



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NOTICE OF POTENTIAL UPDATES

Readers are put on notice that certain details contained in this guide may be updated and are advised to review the Candidacy Guide regularly for possible changes. Note the 'Revised Date' in the footer for the most up-to-date version. ***Individuals considering Community Action professional credentialing through CCAP are encouraged to thoroughly review and be prepared to abide by the program's rules and protocols.***

ACKNOWLEDGEMENTS

The National Community Action Partnership (NCAP) is proud to offer professional certification for individuals employed within America's Community Action Network. This CCAP Candidacy Guide is designed to help you get ready to officially enroll in the certification process. It will walk you through the steps to becoming a CCAP and provide background information. Acknowledgement for the content within the guide goes to the full CCAP Commission and NCAP's CCAP staff.

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2026-2027 CCAP PROGRAM DATES

DATE	EVENT	REF PAGE
July 1, 2026	Online application opens for new Candidates enrolling for 2027-2030 period. <i>(See October 31)</i>	6
July 16, 2026	How to Enroll & What to Expect as a CCAP Candidate – Webinar for interested CA Network stakeholders.	9
October 31, 2026	Enrollments for starting candidacy in 2027 must be submitted & paid for no later than this date. REQUIRED	6
Nov 2, 2026	Study Guide released for 2027 Online Proctored Examination.	9
Nov 2026 – March 2027	Candidate opportunity period to study for Online Proctored Examination.	9
January 14, 2027	Welcome to the CCAP Program – introductory Webinar for new and current Candidates.	9
February 15, 2027	Candidate registration for participating in 2027 CCAP Online Proctored Examination opens in NCAP’s Member Portal (under “Events”). <i>(See March 12)</i> REQUIRED	10
March 4, 2027	Tips for Success with the CCAP Online Proctored Exam – Webinar for current CCAP Candidates planning to participate in the March 31 Proctored Exam.	9
March 12, 2027	Registration to Participate in 2027 Online Proctored Examination closes at 11:59 pm Eastern time. REQUIRED <i>(See February 15)</i>	10
March 26, 2027	Candidates registered to take the Online Proctored Exam must meet with their assigned Host-proctor at least once by this date. REQUIRED	N/A
March 26, 2027	Candidates registered to take the Online Proctored Exam must have accessed the Practice Exercise at least once. REQUIRED	10
March 31, 2027	2027 CCAP Online Proctored Examination Administered. REQUIRED	10
April 1, 2027	Candidate registration for participating in 2027 CCAP Independent Writing Assignment opens in NCAP’s Member Portal (under “Events”). <i>(See May 17)</i> REQUIRED	11
April 15, 2027	Tips for Success with the IWA - Webinar for CCAP Candidates planning to complete the Topic-based, Independent Writing Assignment (IWA).	9
April 16, 2027	Individual results of Online Proctored Examination provided to Candidates.	10
April 29, 2027	Candidate registration for participating in 2027 Independent Writing Assignment due to NCAP. <i>(See April 1)</i> REQUIRED	11
May 3, 2027	2027 CCAP Independent Writing Assignment & Study Guide released by NCAP.	11
May 17, 2027	2027 CCAP Independent Writing Assignment due to NCAP <i>(by 11:59 pm Eastern)</i> REQUIRED	11
June 14, 2027	Individual results of CCAP 2027 Independent Writing Assignment provided to Candidates.	11
July 1, 2027	Online application opens for new Candidates enrolling for 2028-2031 period.	6
August 2027	New CCAPs for 2027 recognized at NCAP’s Annual Convention in Philadelphia.	N/A
August 27, 2027	How to Enroll & What to Expect as a CCAP Candidate – Webinar for interested CA Network stakeholders.	9
October 31, 2027	Enrollments for starting candidacy in 2028 must be submitted and paid for by this date.	6
Nov 1, 2027	Study Guide released for 2028 CCAP Proctored Examination.	9

INTRODUCTION

ABOUT CCAP

Launched in 1993, the National Community Action Partnership's (NCAP) Certified Community Action Professional (CCAP) credential recognizes individuals who have demonstrated knowledge and application of the core competencies required to effectively carry out the vision, mission, purpose, and values of the Community Action movement. The CCAP program positions the Community Action Network to serve the best interests of people living with low-income or experiencing poverty. The program:

- Transmits the vision and values of the Community Action movement from one generation to the next.
- Guides individuals towards effective leadership within Community Action.
- Solidifies Community Action as a true calling.
- Recognizes and elevates the professional status of those who earn the CCAP credential.
- Embodies the Promise of Community Action.



Earning the designation of Certified Community Action Professional is both challenging and rewarding. Being a CCAP distinguishes you as a qualified, capable leader while at the same time lending increased credibility to the noble and deserving efforts of our entire Community Action movement. You can get there, and we want to help!

CCAP is peer-based, meaning it is designed, evaluated, and managed by CCAPs, professionals who know and understand the distinct nuances of Community Action, rather than individuals from outside the Network.

COMMUNITY ACTION BODY OF KNOWLEDGE

The **Community Action Body of Knowledge (BoK)** defines the core knowledge and competencies that professionals working in Community Action are expected to understand and apply. It serves as the foundation for certification and professional development, ensuring consistency, credibility, and effectiveness across the field. The certification process evaluates a candidate's knowledge and ability to apply that knowledge across five key categories, catalogued as [the Community Action Body of Knowledge \(BoK\)](#):

- A. The History of the Community Action Movement
- B. Vision and Values of the Community Action Movement
- C. Community Action Agency Traditional Management Skills
- D. Leadership in Community Action
- E. Theories: Causes of Poverty and Strategies to Address the Causes

PREPARING TO BECOME A CCAP

Feeling uncertain about your readiness or just don't know where to start? Rest assured that you are not alone. The [CCAP Commission](#) and staff at NCAP are eager to answer your questions and help you as you prepare for Certification. The suggestions below are from those that have made the journey and are committed to helping others succeed. *Before* enrolling we recommend you do the following:

- 1) [Fully Understand Your "Why"](#) – Give yourself the gift of dedicated time to think about why you want to attain the CCAP credential. Articulate what it will mean to you personally and also identify how being professionally credentialed will help you pursue your professional goals. Clarifying your goals will help you gain support for your candidacy and stay on track.
- 2) [Talk to CCAPs](#) – Over 900 active CCAPs share an ethical commitment to helping you succeed. Tap into their knowledge for advice and an understanding of what becoming and being a CCAP has meant to them. If you'd like to take a more formal approach, NCAP's CCAP Team can suggest CCAP Mentors that can share their experience and advice.
- 3) [Build Your Local Support Team](#) – The journey to becoming a CCAP is best experienced with the support of leaders and co-workers at your organization. Talk with your CEO, or if you are an Executive Director, talk with your Board Chair. Share your vision with colleagues and ask for their support for your candidacy. Knowing who shares your enthusiasm will help you stay committed and identify those who will provide references for your application.
- 4) [Read The Community Action Body of Knowledge \(BoK\)](#) – This document outlines, in under 10 pages, the core competencies required to be a successful steward of the Community Action mission, legacy, and promise. The CCAP Exam process is rooted in the [BoK](#). Thoughtful consideration of your knowledge, skills, and experience as they relate to the [BoK](#) will help you identify where you need to deepen awareness or skill to be prepared for the examination.
- 5) [Craft Your Learning Plan](#) – Identify your goals for expanding your knowledge, and your ability to apply that knowledge, within the five sections of the [BoK](#). Outline the training, coaching or experience you will pursue and the sources you will access. Consider, for example, how participation in one of the many optional CCAP Study Groups available might help hone your knowledge in targeted ways.
- 6) [Define Your Timeframe & Commit to It](#) – CCAP candidates have three years to successfully complete the CCAP Examination process. Additionally, candidates have the flexibility to decide the order in which they will complete the required components of the process. Thinking about the steps you want to take, and when you want to take them, allows you to confidently plan for success.
- 7) [Enroll as a CCAP Candidate](#) – This guide will help you decide if you are ready to become a CCAP and to explain how to take that first, formal step to earning professional recognition as a Certified Community Action Professional.

TRUSTING IN THE PROCESS

CCAP IS MORE THAN A PROGRAM

For the vast majority of Candidates, becoming a CCAP is an experience; a personal and professional journey that results in more than a test of your knowledge and skills. People often report being changed by the process, growing their expertise and deepening their commitment to the work.

While some people enroll and earn the CCAP designation within the first year of their candidacy, for many, having the **three-year candidacy window** to complete the process in year two or year three provides needed flexibility as they manage other day-to-day commitments. There are a wide variety of reasons why CCAP Candidates often take two, three, or even more years to achieve CCAP status, not the least of which is that while enrolled in the CCAP program Candidates continue to be employees in demanding and often emotionally draining, fast-paced jobs. There is an on-going quest to achieve a healthy and sustainable work-life balance. Amid that, CCAP cannot and should not monopolize a Candidate's mind and energy.

Candidates who pace themselves and set realistic expectations for the CCAP process are more likely to succeed than those who simply assume from the beginning that they'll be in and out of the program as quickly as possible. If at first you don't succeed, trust in the process and try again.

CCAP FOLLOWS PROVEN, SYSTEMATIC METHODS

From the initial development of the program to the present day, NCAP has intentionally engaged expert consultants in the design, implementation, and monitoring of CCAP processes. As the premier, professional credential for America's Community Action Network, the CCAP program must provide an experience that is rooted in examination sciences, follows industry guidelines, and maintains accountability and integrity at the highest levels.

As a result, you can be assured that each phase of your own experience as a Candidate is carried out under carefully planned, tested, and proven protocols. Everything, from designing questions for the annual examination to developing reliable scoring instruments and processes, to carefully auditing the results of each examination, is done with professional, expert input and oversight.

CERTAIN DETAILS WILL NOT BE SHARED

Almost every Candidate, regardless of whether they pass an examination or not, wants to know details about their own performance. It is understandable, then, why Candidates often express frustration when such requests are consistently and routinely denied. It is the long-standing policy of NCAP and the CCAP Commission that individual scores and personal critiques are not provided to CCAP Candidates. The rationale behind the policy is rooted in a combination of the overall focus and purpose of professional certification (as compared to academia), and the program's commitment to providing fair experiences for Candidates. Candidates are encouraged to keep the program's purposes, rules, and level of professional oversight in mind throughout the process. There may be times when Candidates are required to honor the fact that the CCAP program operates with high standards and in good faith, and Candidates will have to accept that there will be times when more detail about the Candidate's exam performance or the performance of others is not going to be provided.

ENROLLING AS A CCAP CANDIDATE

WHO CAN ENROLL

Upon enrollment candidates are required to:

1. Be employed in the Community Action network.
2. Sign the Community Action [Code of Ethics](#).
3. Have the support of their Board Chair, or CEO/Executive Director.
4. Have the support of two other professional colleagues of the applicant's choosing.
5. Pay the certification fee. (*See chart below*)

WHERE TO ENROLL

Enrollments occur through NCAP's online [Member Portal](#). Detailed instructions for completing the online application can be found on the [Member Portal](#) log-in page under the "How to Guides" tab located at the top of the page.

To complete an enrollment, individuals will need contact information, including email addresses, for their 3 required references and a method of paying the enrollment fee.

WHEN TO ENROLL

Enrollment is open from July 1st through October 31st each year.

Applicants enroll in the calendar year before they engage in the exam processes. For example, an applicant that wants to begin CCAP examination processes in 2027 will enroll between July 1 and October 31 of 2026.

LENGTH OF CANDIDACY

Once enrolled, candidacy lasts for a three-year period beginning on the date the enrollment fee is received by the National Community Action Partnership. For example, an applicant that submits a completed enrollment to NCAP in October 2026 will conclude their 3-year candidacy period in October 2029.

Candidates that do not complete the requirements to achieve the CCAP credential within their 3-year candidacy period are welcome to re-enroll and pay for a new 3-year period. In such cases, the [CCAP Commission](#) will recognize and carry forward the Candidate's previous, successfully completed examination components.

GROUP ENROLLMENTS

Some agencies choose to enroll more than one candidate at a time and some State Associations or State CSBG offices purchase a group subscription making enrollments available to member agencies.

If you are part of a group enrollment subscription, your group's coordinator will provide you with instructions and a payment code to use when you complete your online application.

If you are not sure if you are or will be part of a group enrollment, it is very important that you find out prior to submitting your completed enrollment application through NCAP's Member Portal. It will

be costly and time consuming to revert a single application to a group status after it has been filed. If you have questions about how this might apply to you, contact the CCAP team at NCAP, ccap@communityactionpartnership.com.

An organization that purchases a group enrollment must use the group enrollment codes by October 31 of the following year. Un-redeemed enrollments codes will expire and cannot be refunded or re-activated.

ENROLLMENT FEES

The CCAP enrollment fee is \$600 per person. With group enrollment subscriptions, each fourth candidate is enrolled free of charge.

Number of Candidates	Individual	Cumulative
One Candidate	\$600	\$600
Two Candidates	\$600	\$1,200
Three Candidates	\$600	\$1,800
Four Candidates	FREE	\$1,800
Five Candidates	\$600	\$2,400
Six Candidates	\$600	\$3,000
Seven Candidates	\$600	\$3,600
Eight Candidates	FREE	\$3,600

POLICIES ON SINGLE AND GROUP ENROLLMENT FEES

1. Each individual included in a Group Enrollment purchase must be from the purchasing entity. For example, a CAA can provide their employees with access to the Group Enrollment slots. A State CAA Association can provide the slots to eligible candidates located within the same state. Regional and National associations are eligible for group purchases for their own employees, but not for association members from different states or organizations.
2. Full payment of the CCAP Application fee must be received by NCAP on or before the published enrollment deadline date. Unless otherwise approved and announced by the CCAP Commission, the annual enrollment deadline date will be October 31. "Received by NCAP" means confirmed as in the possession of NCAP. This requirement applies to individual and group enrollments.
3. When an individual is using a group code to pay for a CCAP application fee, the group code must be applied to the individual's balance due on or before the published enrollment deadline date (October 31).
4. Enrollment Codes purchased through NCAP's Group Purchase option are good through October 31 of the year following purchase. Group Code purchases are non-refundable. In lieu of a refund, NCAP will gladly help purchasers apply, remove, or reapply unexpired and unused enrollment codes until an applicant is formally accepted into the CCAP program.
5. Once an applicant is confirmed as accepted into the CCAP program, enrollment fees become non-refundable and group codes used to pay for enrollment fees cannot be exchanged. The non-refundable rule applies to both individual and group enrollments.

6. There are many reasons why a prospective Candidate might begin an application and pay the enrollment fee, but not finalize the enrollment application in the same year. These are considered “Draft Applications”, and they remain on file with NCAP through the following year’s enrollment period. **After the close of the following year’s enrollment period, draft applications that were started in the prior year, but never finished, are deleted.** With that, any paid enrollment fees are forfeited. This includes all types of enrollment fees, including those paid with a Group Discount Code.

For example, an individual who begins an enrollment application and pays an enrollment fee on July 20, 2026, has through October 31, 2027, to submit a completed CCAP enrollment application. If a completed CCAP enrollment application is not filed with NCAP by the designated date, the draft application is deleted, and any enrollment fee paid is forfeited.

7. Again, unused codes expire after October 31 of the year after the date of purchase. **Refunds are not available for expired or already redeemed codes. Refunds and exchanges are not available after an applicant is formally accepted into the program.**



Organizations with multiple CCAPs on staff say their agencies experience stronger teamwork, greater attention to mission, & improved staff morale.

PRE-EXAMINATION LEARNING OPPORTUNITIES

NCAP-HOSTED WEBINARS

NCAP hosts a series of annual webinars focused on helping CCAP Candidates understand the program rules and processes. CCAP webinars are provided to Community Action Network members at no charge. The presentations are recorded and posted online for later viewing. A schedule of webinars planned for 2027 is provided at the beginning of this Guide under 2026-2027 CCAP Program Dates.

It is highly recommended that CCAP Candidates attend, or watch, each NCAP-hosted CCAP webinar. Important requirements will be communicated and reinforced. **Timely tips will be shared that may not be captured in the program's written materials.**

Registration for NCAP's CCAP webinars is managed through [NCAP's Member Portal](#). The advantages of pre-registering for CCAP webinars include:

- When you register, the Portal system automatically emails you an acknowledgement that includes the date, time, and URL needed to log into the online webinar.
- Your registration is recorded in your Member Portal record, providing you with an ongoing account of CCAP-related activities for which you have signed up.
- NCAP staff use the webinar registration list to identify individuals that will receive a link to the online recording of the webinar once it is posted.

STUDY GUIDES

NCAP publishes a [Candidate Study Guide](#) prior to each annual examination process. Study Guides are detailed reference lists of information and sources from which examination questions are written and evaluated. Study Guides define precise documents Candidates should review, including specific chapters and pages. Study Guides change from year to year as questions on the proctored exam change each year, and the topic for the Independent Writing Assignment changes each year. Study Guides are issued by NCAP and emailed to enrolled candidates in November for the Online Proctored Examination, and in May for the Independent Writing Assignment.

STUDY GROUPS

How a CCAP Candidate prepares for the examination processes is a matter of personal choice and preference. There are no required courses of study or classes. Still, many CCAP Candidates report that preparing for the exam with a group, rather than alone, has enhanced their overall success with the process and strengthened their connections with Community Action Network members inside and outside of their own organizations.

Due to ethical considerations, NCAP does not host, provide, or facilitate study group opportunities for enrolled Candidates. Candidates interested in study group participation are encouraged to connect with their State CAA Associations and/or reach out to a CCAP Commissioner to inquire about study group availability. When study group information is made available to us, NCAP posts the information on the [CCAP page of NCAP's website](#).

CERTIFICATION EXAMINATION PROCESS

PURPOSE OF THE EXAMINATION

The CCAP designation is earned by those who have successfully demonstrated core competencies in Community Action. As such, the examination assesses two primary factors: (1) your knowledge in the five areas of the [Community Action Body of Knowledge \(BoK\)](#), and (2) your ability to successfully apply your knowledge in real world situations. The more knowledgeable and skilled you become with the topics and practices included in the [BoK](#), the better your chances of achieving certification.

EXAMINATION COMPONENTS

The CCAP examination process consists of two components. There is a proctored online examination and a topic-based independent writing assignment. CCAP Candidates decide the order in which they will engage in each component. That is, one does not have to come before the other. Candidates are required to pass both examination components within their three-year candidacy period. If your 3-year candidacy period ends before passing both components, you may enroll in a new 3-year period.

The Proctored, Online Examination

- The **proctored examination component** is administered virtually and is held on March 31, 2027 – note a change from previous years exam dates.
- To be assigned to a Host-proctor and participate in the March 31 exam, eligible candidates will be required to register for the exam. Registration is the Candidate's notification to NCAP of their intent to participate. Registration occurs through [NCAP's Member Portal](#).
- The proctored examination contains two sections, and up to four hours are allotted to complete the examination.
 - *Section 1:* Objective questions covering all sections of the [Body of Knowledge](#).
 - Most objective and essay questions are designed to test understanding of concepts and application of knowledge rather than to test memorization of facts. However, questions regarding the History of the Community Action Movement, (Section A of the [BoK](#)), are designed to test understanding and knowledge of key, defining aspects of the Network's past. Candidates will need to know certain facts to correctly answer such questions.
 - *Section 2:* Essay questions, including questions specific to a case study based on a fictional CAA called *New Hope*.
- A [Study Guide](#) for the current year's exam, and the current year's New Hope Case Study, are emailed to candidates annually in November.
- Candidates are assigned access to complete a brief (ten-question) "Practice Exercise" to become familiar with logging onto NCAP's Community Action Academy site and navigating the internet-hosted exam platform. **Prior to taking the exam, Candidates must access the Practice Exercise at least once using the same computer and internet connection they plan to use on exam day.**
- Completed proctored exams are evaluated by the [CCAP Commission's](#) Exam Evaluation Team. Candidates are informed of results by email, generally before or during the third week in April.

The Independent Writing Assignment (IWA)

The **Independent Writing Assignment** examination component involves the Candidate preparing responses to two questions, allowing candidates to demonstrate their knowledge and ability to apply concepts from the BoK. Candidate responses to each question must be between 250 and 750 words.

The assignment will identify a topic: a specific, emerging approach/strategy to promoting social and economic mobility. Candidates are directed to frame their responses around the topic's relationship to Community Action vision and values specifically listed in the Community Action [Body of Knowledge](#), and examples of real-world applications of the approach in the work of Community Action. The specific topic for the assignment is selected annually by the CCAP Commission's Exam Committee.

- To participate in the May Independent Writing Assignment, Candidates will be required to pre-register through [NCAP's Member Portal](#). Pre-registration is how the Candidate notifies NCAP of their intent to participate.
- Candidates will be given topical resource materials (via a [study guide](#)), on which to reflect. The resource materials will contain the information necessary to prepare an informed response.
- Specific information for the written assignment component is released in early May and the candidate's submission is due to NCAP within 14 calendar days. As a Candidate, you are encouraged to use the time to review the materials provided, form ideas and opinions based on your own knowledge and experiences in Community Action, and craft a thoughtful written response. You are also encouraged to ensure your response is professionally presented and represents your best work on behalf of Community Action.
- Candidates are required to submit with their written assignment, a signed, personal attestation that the product is the Candidate's original work.
- Candidates' Independent Writing Assignment will be evaluated, and NCAP's CCAP Team will notify candidates of their results no later than mid-June.

STEPS TO BECOME A CCAP – SUMMARY (REFER TO ABOVE FOR SPECIFIC DETAILS)

1. Enroll July 1 through October 31
2. Register to take the Proctored Examination by due date
 - a. Meet with your Proctor and complete Practice Exercise by due date.
 - b. Complete the Online Examination with Proctor
3. Register to submit an Independent Writing Assignment by due date
 - a. Read curated source material and submit responses to IWA questions

Candidates that have successfully earned the CCAP Credential will be notified in late June/early July.



PROTECTING INTEGRITY THROUGH RULES AND PROGRAM POLICIES

The CCAP Program follows established policies and guidelines, incorporating industry standards for professional certification. The CCAP Commission places high priority on issues of accountability, fairness, and confidentiality. The exams and exam processes are informed by the Commission's independent, expert Consultant in examinations and certifications.

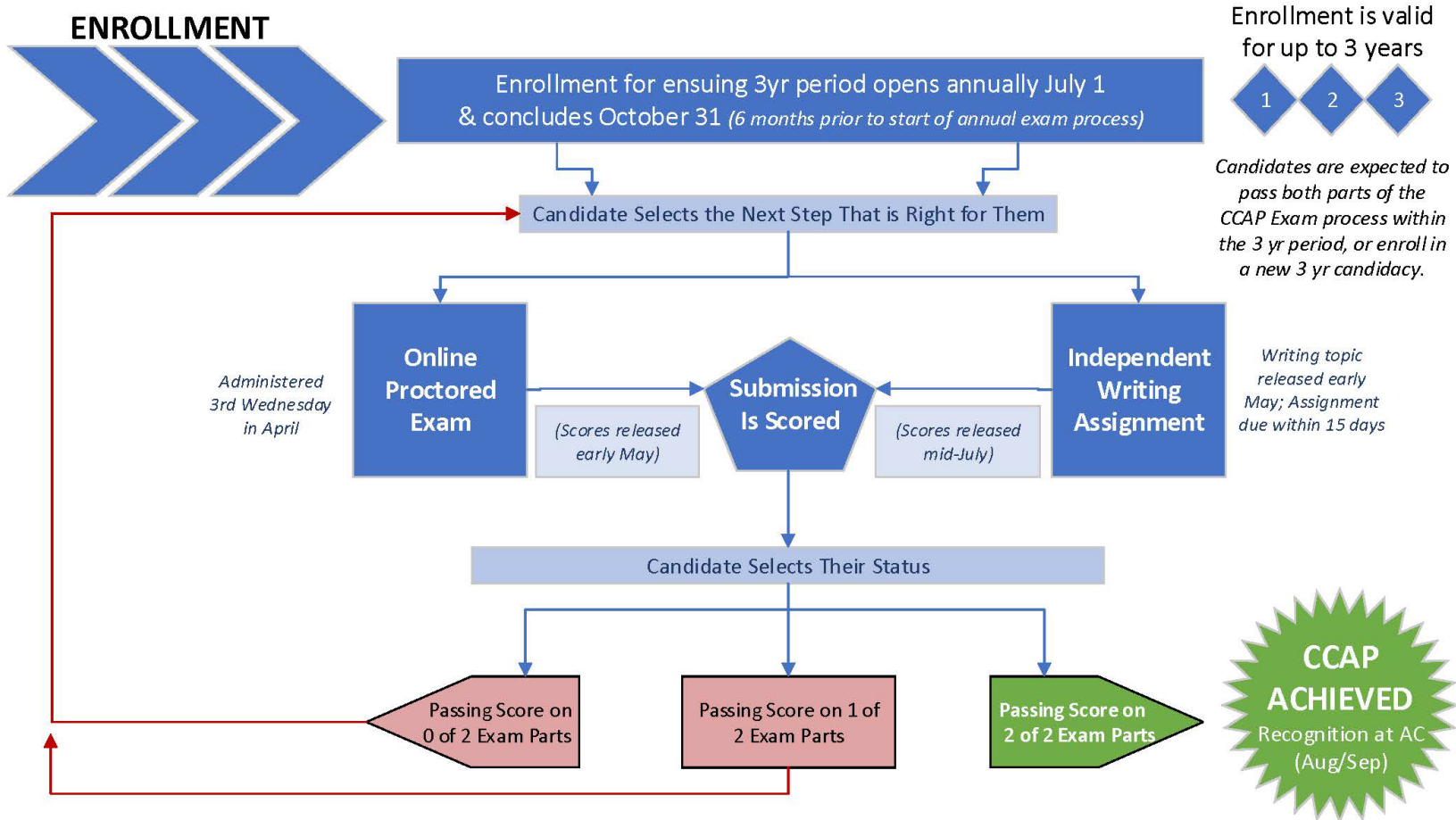
As you consider your readiness to pursue the CCAP examinations, it is important to understand that established rules and procedures exist to protect the integrity of the program and what it means to be a CCAP. Even though certain compelling situations arise from time to time, CCAP program rules are not waived or compromised for individual Candidates.

- Due dates and deadlines are firm. If a Candidate misses a deadline, there are no individual extensions or exceptions.
- If enrollment applications or exam submissions are incomplete they must be made complete prior to established deadlines to avoid ineligibility or scoring penalties.
- It is up to the Candidate to carefully review information available, ensure NCAP communications (such as emails) can be received through firewall protections, and to verify or confirm that required steps in the CCAP process have been successfully carried out. For example, most processes done through NCAP's Member Portal conclude with an automated confirmation email sent to the Candidate. If confirmations are not received, it is up to the Candidate to contact the CCAP office to verify that the requirements have been met.
- At present, the CCAP Proctored Examination is offered only once, one day each year. Start times of the exam around the nation are carefully coordinated. There are no make-up days if an exam cannot be taken on the specified day or time. Start times will not be altered for individual candidates. Special arrangements cannot be made for Candidates experiencing last-minute conflicts or personal hardships. Remember that each candidacy is good for a period of three years; in most cases, if something gets in the way of a Candidate's ability to participate, the only option is to wait until the following year to complete the process.
- It is the policy of the CCAP Program not to release individual examination scores. Candidates successfully passing examinations will be told only that they passed. Candidates attempting but not passing examinations will not receive individual scores or feedback from evaluators. NCAP provides, upon written request, a broad analysis of Candidates' Proctored Exam scores, indicating in which areas of the Community Action Body of Knowledge the Candidate had higher or lower rates of success, but individual scores are not provided. The CCAP Program informs candidates of the general parameters that will be used to evaluate exam submissions, but the Program does not release copies of the specific assessment tools used by evaluators.
- Exam scores are final. For essay responses, the CCAP Program uses a multi-evaluator process that demands a high level of inter-rater agreement before a Candidate's scores are finalized. When a Candidate's scores are close to, but not sufficient enough to pass an exam, the CCAP program deploys an audit process to verify the Candidate's scores. Scores are reviewed by the Commission's expert Exam Consultant who analyzes Candidate, question, and overall exam performance to identify any potential concerns. Only after a high degree of confidence in the process and results are achieved, are exam scores finalized by the CCAP Commission.

Individuals considering Community Action professional credentialing through CCAP are encouraged to thoroughly review and be prepared to abide by the program's rules and protocols.

PROCESS FLOW CHART

CCAP CERTIFICATION PROCESS



TERMS AND DEFINITIONS

TERM/ACRONYM	EXPLANATION/DEFINITION
CCAP	Certified Community Action Professional
NCAP	National Community Action Partnership
CCAP Commission	The oversight body for the Certified Community Action Professional Program. All members are CCAPs, appointed by the NCAP Board Chair. The Commission includes NCAP Board Members and experienced representatives from the nationwide Community Action Network.
Community Action Academy	Community Action Academy is NCAP's internet-hosted exam platform where the online proctored examination is administered.
Community Action Body of Knowledge (BoK)	The curated collection of topics deemed essential for a Community Action professional to know and skillfully apply in order to successfully carry out the mission, vision and values of the Community Action movement. A primary guide for all material developed for CCAP Examinations. Please contact ccap@communityactionpartnership.com for a copy of the <i>Community Action Body of Knowledge</i>
Member Portal	NCAP's online customer relations management platform accessible at https://ncap.users.membersuite.com/home .
Code of Ethics	The 6 Ethical Standards by which all those engaged in and representing the Community Action Network are expected to adhere. Please contact ccap@communityactionpartnership.com for a copy of the Code of Ethics
CCAP Team at NCAP	Professional staff employed by NCAP and dedicated to administering and facilitating the CCAP program. CCAP@CommunityActionPartnership.com
Proctored Exam Component	The online, proctored examination component of the certification process.
Independent Writing Assignment Exam Component	Examination component of the certification process with topic-based questions to which candidates must independently write and submit responses.
Study Guide	A detailed reference list of information sources from which examination questions are written and evaluated. Study Guides define precise documents Candidates should review, including specific chapters and pages. Study Guides change from year to year as questions on the proctored exam change each year, and the topic for the Independent Writing Assignment changes each year. Study Guides are issued by NCAP and emailed to all enrolled candidates in November and May respectively.

Frequently Asked Questions

Can I complete the Proctored Examination and the Independent Writing Assignment (IWA) in different years?

Yes. You have three years to complete the CCAP certification process. During that time, you may complete the Proctored Examination and the Independent Writing Assignment in any order and in different years.

Do I have to complete the Proctored Examination before the IWA?

No. The two examination components may be completed in any order during your three-year candidacy.

If I don't pass one component, do I retake both?

If your three-year candidacy expires before you successfully complete both components and you choose to re-enroll, any previously passed examination components will be carried forward into your new candidacy period.

Can I participate in either exam process more than once during my candidacy?

Yes. Each examination component is offered once each year. During your three-year candidacy, you may participate in the annual examination cycle until you successfully pass both components or your candidacy expires.

Does enrolling automatically register me for the exam and/or the IWA?

No. Enrollment in the CCAP Program does not automatically register you for either examination component.

Can deadlines be extended?

No. All deadlines are hard deadlines and cannot be extended. It is each candidate's responsibility to meet all deadlines. Please refer to page 2 for a list of all important dates

Do I need to participate in study groups?

No. Study groups are optional but have proven very beneficial for CCAP candidates. NCAP posts information about known study groups as it becomes available on the CCAP website. If interested in attending a study group, it is the candidate's responsibility to reach out to potential study group leader. NCAP does not sponsor, facilitate, or endorse any study group.