

Pre-Approved Continuing Education (PACE)

For new PACE requests, please familiarize yourself with the temporary paper application process:

1. Until further notice, fill out the paper PACE application, sign the attestation statement and submit with all supporting documents and payment. That's it! Your application will be processed and approval will be provided to you via email.

2. Download everything you need to submit your PACE application here:

[Pre-Approved Continuing Education \(PACE\) | CCMC](#)

3 Mail or fax your completed application to:

Commission for Case Manager Certification®
15000 Commerce Drive, Suite C
Mt. Laurel, NJ, 08054
Fax: [1-856-439-0525](tel:1-856-439-0525)

Our pricing structure has changed to better reflect industry norms, while remaining affordable:

Category or Application Type	Fee*
Standard Approval Category	\$100 per Program/Activity
Employers Providing In-Service Education	\$35 per Program/Activity
Additional Late Fee**	\$125 per Program/Activity

*All fees are non-refundable.

**An additional late fee of \$125 is charged to all organizations requesting rush processing of their application; this applies to any application submitted 10 to 19 business days prior to the event date. Applications submitted less than 10 business days in advance of the activity date will not be accepted.

1. In-Service application and approval structure has been updated based on customer feedback. In-service applicants will now enter one activity per application, and approval will be granted for twelve months. This will eliminate the need to re-apply each quarter.

2. All approvals, once granted, will be for 12 months regardless of when you submit your application.

As always, CCMC is happy to field your questions and hear your feedback. If you have any questions or would like to discuss these changes, contact us via email at pace@ccmcertification.org or contact [CCMC Customer Service](#).