

NCCAP Board of Directors Annual Reports for 4/2007-4/2008

*In it's quest to go "Green", NCCAP opted not to copy 80+ copies of the annual reports to distribute at the Annual Meeting of the Certified members to be held on May 1, 2008, 5:30pm – 6:30pm, but rather to make them available through this PDF file to review and copy off individual if so desired.

NCCAP President Report 2007 – 2008 Kathy Hughes, ADC

It has been an honor to serve the NCCAP members this year, to work with an extremely professional staff and to be able to assist hundreds of activity professionals become nationally certified. NCCAP serves over 6,600 activity professionals with tools and information that impacts their delivery of activities services to thousands people who receive long-term care.

This past year, we have started an aggressive marketing plan to educate the long-term care community about NCCAP. We displayed your information at the American Health Care Association in Boston, MA. Those contacts that we made have assisted us in getting out the word about national certification. We were able to interact with Administrators and state AHCA chapters as well. We are looking forward to interacting with various states AHCA chapters this coming year. We have been a vendor at the NYSHFA annual conference for the past 2 years and have made a variety of contacts. We are looking forward to being a vendor at other national association conferences to continue to educate healthcare professionals about NCCAP. Our members are welcome to notify NCCAP about upcoming conferences and opportunities to educate and display at their events.

This year all MEPAP Instructors will now be teaching the MEPAP 2nd Edition. Our Education Committee is working on the national test and will be making recommendations this year to the NCCAP Board. We look forward to their report. NCCAP members are encouraged to discuss various aspects of the national test on our NCCAP Bulletin Board.

We also have updated our web site including a Salary Survey that anyone can have input to. This is a non-scientific survey, but as of this writing 524 people have participated. All of our information is available for free to all activity professionals as well as the general public. The NCCAP Bulletin Board is available to everyone to post job openings, upcoming conferences, workshops and seminars as well as to share information about the activities profession. About 500 people visit the NCCAP Bulletin Board a day. The recent VAAP

conference had people from other states attend simply because VAAP posted their conference on the NCCAP Bulletin Board.

We will also be posting all of our reports on the NCCAP Bulletin Board so that members will be able to keep up to date on information about their association. We also have encouraged members to "GO GREEN" and to be able to view their NCCAPNEWS online. This will help us keep costs down and help the environment. We have many people who have taken advantage of this opportunity. All of our newsletters are posted on the www.nccap.org website.

We have also been privileged to receive scholarships from the Best and Fleischmann families for activity professionals. We are indeed honored for their support of the activities profession as well as their vision. All activity professionals who are seeking NCCAP certification are welcome to apply for these scholarships. *individual terms apply

We were also able to contact Rep. Phil English (R) of Pennsylvania and establish a relationship with his staff. He currently serves on the Ways and Means Committee. We have sent letters concerning HR 4248, the Ensuring Medicare Access To Recreational Therapy Act Of 2007. We have posted a statement of concern on the www.nccap.org website. Our Legislative Committee is currently keeping tabs on the legislation and it's progress through the Congress. We believe that this bill will increase costs to facilities as well as impact the delivery of activities services to those in long-term care.

The NCCAP Board is currently evaluating the needs and educational needs of activity professionals working in Assisted Living Facilities.

The NCCAP Board, at our fall meeting, voted to extend ADC Track 5 indefinitely for those individuals who took state approved courses, prior to 2001. We encourage individuals to take advantage of this ADC Track. We also, upon advice of our NCCAP Education Committee and Executive Director approved a new track for ACC. This track is a two-year program for individuals who have an incredible amount of experience in the delivery of activities services to work toward ACC certification. Since we have announced it in our newsletter and on the website we have gotten many interested individuals.

We would like to congratulate our Executive Director for her recent award at the NJAPA Conference. She received the Professional of the Year Award for her selfless contributions to the activities profession. We are very proud of her tireless efforts and work for us. She and her staff continue to provide professional services, support the work of the NCCAP Board as well as provide services to those seeking national certification.

Kathy Hughes, ADC
President

National Certification Council for Activity Professionals
Vice President Report – Debbie Bailey
March 5, 2008

The opportunity to serve on the Board of Directors has been a very enlightening experience for me. I have learned many things and I leave with greater insight about the Council and its function for credentialing within the activity profession. For the past three years, I have endeavored to respond in a timely manner when called upon to do so and it has been my aim to offer substantive comments. As I leave, I do so with many impressions, several of which, I would like to share. Although I could not foresee it, the timing of my participation on the Council was unfortunate for me. Most of my comments are based upon my personal circumstance because it has caused me to pause and to feel the need to encourage other potential board members to carefully consider some things before running for office. My advice to those considering the three year term is as follows:

1. Very carefully weigh your professional and personal life circumstances before engaging in this endeavor. Be as sure as you can be that there are no potential situations that would detract from your commitment. It is time consuming.
2. Conscientiously assess your personal attributes that would bolster areas which you perceive you personally could strengthen: Make an informed decision. Is your expertise needed at this time?
3. As thoroughly as possible, familiarize yourself with the purpose, the function, and the operation of NCCAP. Getting up to speed takes time. Without doing the proper groundwork, it takes too much time to truly be able to contribute in a meaningful way. Do your homework ahead of time.
4. Be able to articulately express your opinion, as well as your knowledge, about the role of NCCAP within the health care arena. Know exactly why you value the certification credential. How do you promote and support your conviction?
5. Within the health care profession, what is your sphere of influence and how capable, willing, and able are you to function on the Board of Directors?

Thank you for the opportunity that I have had to serve.

Respectfully submitted,
Debbie Bailey

NCCAP Treasurer's Report 2007 - 2008

Finances for NCCAP continue to be secure. In October, 2007 the ED and President attended the AHCA conference in Boston, MA and met with over 750 Administrators and business owners to promote NCCAP. The board felt this expenditure was in NCCAP's best interest to approve as it is believed this was a great investment for the continued growth and future of our organization. Although the Profit and Loss Statement for 2007 does show a \$11,121.67 deficit, this was due to marketing.

NCCAP is pleased to have given out three scholarships already this year. Two scholarships in the amount of \$189.00 were given from the Beverly Morris Scholarship Fund. The annual Madge Schweinberg Scholarship for \$500.00 has also been given out in conjunction with the NAAP conference. There are two more new scholarship opportunities available: The Barbara Fleischmann Commitment to Excellence Scholarship and the Ralph Best Scholarship. Information and requirements for all NCCAP scholarships can be found on the NCCAP website and we encourage certified members to take advantage of these opportunities.

The Fidelity Investments continue to remain stable:
Value as of march 31, 2008 = \$464,772.38

The 2 CD's mature 5/7/08 #1 = \$20,000.00
#2 = \$21,201.40

Respectfully submitted,
Laurie Kloeppe, ADC
NCCAP Treasurer

2008 Budget		2008 Approved Budget	2007 Budget	2007 Final
Acct	Title			
INCOME:				
4300	Advertising Revenue	1200	2300	910
4310	Certification Fee - New	35000	35000	46,290
4320	Certification Fee - Renewals	111645	113000	97,642
4350	Certification Fee - Level Changes	5500	5500	4,750
4330	Continuing Education Approval	29000	28000	32,805
4340	Late Fees	13500	13500	14,135
4360	Products	3500	3000	4,074
4380	Returned Check Charge	325	325	425
4390	MEPAP/Training	17000	18000	16,362
4150	Miscellaneous Income		100	
4110	Scholarships/Grants	750	500	1101
TOTAL		217420	219225	218,494.70
EXPENSES:				
6110	Advertising	1500	1500	2,083
6120	Annual Fees	395	395	318
6130	AOL Service	300	300	311
6140	Auto Expense	450	450	330
6150	Bank Charges	400	400	96
6160	Board of Director Expenses	500	500	393
6170	Board of Director Meeting Expenses	9500	9500	9579
6180	Bookkeeping	2000	2000	2,072
6190	CRC Expenses	50	50	0
6201	Office Equipment Purchase	1000	1000	0
6220	MEPAP/Training	12000	12000	14,054
6230	Exec. Dir. Expenses	4300	4300	3,551
6240	Insurance	4000	4000	4,165
6260	Leased Equipment	7000	8000	6,868
6280	Marketing	10000	7000	14,012
6310	Postage	20000	20000	20,668
6320	Printing	17000	15000	17,251
6330	Professional Affiliations	225	225	180
6340	Professional Fees	1000	1000	1,403
6350	Recognition	5000	5000	1,816
6360	Refunds	200	200	30
6370	Rent	6600	6600	6,600
6380	Repairs	100	100	0
6390	Salaries	95000	95000	94,650
6400	Scholarships	3000	4500	3,075
6410	Services	3500	2350	4,637
6420	Supplies	5000	5000	6,936
6430	Taxes	7250	7250	8,750
6440	Telephone	4000	4000	4,425
6450	Utilities	1500	1500	1,364
TOTAL:		222770	219120	229,616.37 <11,121.67

National Certification Council for Activity Professionals
21st Annual Meeting for the certified members - April 19, 2007 Columbus, Ohio

I. Welcome- Kathy Hughes, ADC

President Hughes, called the meeting to order at 5:30 PM. The NCCAP Board of Directors and the Board Member elect were introduced.

II. Secretary's Report~ Ginger Johnston, ADC

III. Reports

A. Executive Director's Report~ Cindy Bradshaw, ACC

Cindy gave a summary of report

B. President's Report- Kathy Hughes, ADC

Kathy presented a summary of her report

C. Vice- President's Report~ Debbie Bailey, ACC

Debbie gave a summary of report

D. Treasurer Report~ Laurie Kloepper, ADC

Laurie took the opportunity to thank the certified members for giving her the opportunity to serve on the NCCAP board as Treasurer, and putting your trust in her. Laurie gave a summary of report

E. Nominations~ Paula Miller, ADC

Nominations report can be located on page 12. Received 4 candidate profiles as follows, Kathleen Roberts- WI, Nancy Best- PA, Michael Bower-WA, and Laurie Kloepper-KS. Paula introduced, Nancy Best as new board member elect, and Laurie Kloepper as board re-elect, congratulations to both ladies.

F. Special Projects~ Heide Cornell, ACC

Heide presented a summary of her report

G. Certification Renewal ~ Nancy Best, ACC, Reviewer

Nancy stated that the reviewer's work very hard for NCCAP members. We have made some progress in getting the message out that it is imperative that everyone follows the guidelines for the application process, for both the initial application as well as the re-certification process. Nancy encouraged that during state conference; offer assistance to their members with completing the application form.

H. Pre-Approval ~ Christopher Bobos, ACC, Reviewer

Christopher, encouraged members to go back to their states and encourage them to get pre-approval number from NCCAP, this will make it easier for the reviewers. One of the problems that the reviewers are finding is that people are putting in (5.5 hours) for a day

session, they are including the fifteen minutes for introductions, time for handing out certificates, etc. Note: (5.5 hours) means 5.5 hours of education session. Only put actual educational time, in the future when this happens the individual will be denied.

I. Appeals Committee~ Pat Barnes, ACC

Pat reported 4 appeals, 2 approved, 2 were disapproved, one of those returned no specific action required.

J. Update from NCCAP office~ Cindy Bradshaw ACC/Executive Director Cindy reported that it has been a very busy year for NCCAP. We have #6279 certified members as of April 7, 2007, after 21 years our numbers are higher than ever before. The staff at the NCCAP office remains very stable. As a recap for the work that is done within the NCCAP office, pre-approval that is less than 30 days, the office staff has reviewed 1300 applications from November to December. The NCCAP office reviewed 525 ADC Track 5 and over 200 level changes. NCCAP offers the tabletop displays to use at your state conferences. You are provided with brochures with information for individuals that are interested in becoming nationally certified. Please contact NCCAP office if you would like to have the display sent out to you.

IV. Recognition~ Cindy Bradshaw, ACC, Executive Director

Announced present board members, as well as State Representatives. She asked that all members say "Thanks" to all for their services to NCCAP.

A. Volunteers~ Cindy Bradshaw, ACC, Executive Director, and Kathy Hughes, ADC, President.

Volunteers were recognized for all of their dedication to NCCAP. Present were: Michael Bower, Nancy Best, Pat Barnes, Christopher Bobos, Michelle Jutila, Roxanne Donaldson, Joann McGregor, Elaine Eggebraaten, Shirley Peotter, Diane Zide, A special thank you to the above individuals for assisting NCCAP with extreme dedication, commitment and professionalism to the certified members.

B. Paula Miller, ADC, was recognized as the outgoing board member and for working very hard as nominations. Paula, thanked members for the opportunity to serve on the NCCAP Board.

V. Investiture of 2007-2008 Officers- Michael Bowers, ACC

Michael asked for all present that had ever served on the NCCAP board to please stand to be recognized for their services.

Michael installed the following:

- * President- Kathy Hughes, ADC
- * Vice President- Deborah Bailey, ACC
- * Secretary- Ginger Johnston, ADC
- * Treasurer- Laurie Kloepper, ADC
- * Nominations- Heide Cornell, ACC
- * Special Projects- Nancy Best, ACC

VI. Questions/Comments

President Kathy Hughes, ADC opened the floor for questions and comments.

Comment- Michael Bower, a special thank you to the NCCAP Office staff for processing all of the applications, over the holidays.

Comment- Dr. Charles Peckham, stated that Administrators are now starting to recognize the importance of hiring certified individuals to work in their Activity Department.

Q. Natalie Davis- Out of number of applications received reason those that did not receive their certification what were the reasons?

A. Cindy Bradshaw- 532 were Track 5- with the excitement of attempting to get their national certification under Track 5 within the deadline. They failed to complete the application correctly. 86 pending their Diploma, GED, as well as some of the classes not fitting in the time frame.

Q. Terry Newman- With Discussion of the Body of knowledge not being cohesive with training, as well as the interpretive guidelines.

A. Cindy Bradshaw- Years ago, The CE's had to come from several categories. This was stopped in 89 or 90's, if the Body of Knowledge were changed this would make NCCAP credibility standards committee review easier. We would throw out those CE's that we get from individuals for example (4 hours) for clowning. There is nothing wrong with clowning however they must show why it is important to their work.

Q. Christopher Bobos- When did NCCAP stop in-services, being used for CE's?

A. Cindy Bradshaw- With Valid in-services, only 20% is accepted, 6 hours of health related, no more than 20% in one area. We need to offer diversity so that we are well rounded.

Q. Kimberly Keegan- if in-service is a Personal enrichment- such as if the facility wants their Activity Staff to become clowns would that be accepted.

A. Cindy Bradshaw- Personal Enrichment category is no longer acceptable. If the in-service is required by the facility and their services will be used in the facility. It must be on official letterhead, with the Administrator/Executive Director stating that the training is to be utilized within their facility.

Comment- Dr. Charles Peckham, raised the question of possibility of giving individuals the lei way of 90 days ex. To get their applications back to NCCAP after their deadline for applying for re-certification. Our goal is to get individuals certified and to assist them with the process.

Response- Cindy Bradshaw, NCCAP does not put this in writing due to individuals taking advantage of the extra time. NCCAP does not in fact shred after a year, their files are in fact saved for 60 days, with 5 or 6 being returned of 40 to 60, which is not bad.

Q- Christopher Bobos- Could you give us the time frames that the individuals receive

notification informing them that their certification is expiring/expired?

A. Cindy Bradshaw- They receive the following notices from the NCCAP office

- 90 Days prior to expiration date
- 30 Days prior to expiration date
- 30 Days after their expiration date
- 90 Days after their expiration date
- 30 Days prior to shredding they receive another notice.

Comment- Dr. Charles Peckham six notices is ample amount of notices for the individuals to receive notice. We are professionals and we would like to be seen as Professionals.

Q- Cindy Musical Olsen- Are the review board committee-accepting things such as Mickey Mouse club, clowning, puppies, etc?

A- Chris Bobos- No we do not accept those courses. There are timelines that we are concerned with however, for example if every hour is listed for the conference and they are short 10-20 minutes, yes we have let some of those go through. It is very time consuming for the reviewers to add up the hours. If the individuals are only missing 10-20 minutes we will not deny their national certification.

Comment- Cindy Bradshaw, if the individual does not have enough hours they are returned back to the NCCAP office in which time they are contacted by NCCAP office staff and we assist them with getting the 30 hours needed for certification.

Comment- Jo Ann McGregor, as we embrace and have changes within our facilities. Some Activity staff in fact is now being required to apply for their liquor license to serve their clients, alcoholic beverages.

Response- Cindy Bradshaw, once again, if it is required for the job, it will be accepted with proper written verification.

Comment- Sharon Wolfe, Because of Track 5, I recently became nationally certified. As a new certified professional I take pride in sending in my CE's for National Certification with NCCAP, and we should encourage others to take pride in what they are sending in for CE's.

Comment- Pat Barnes, as past Treasurer, I would like to see included in the annual report actual numbers from Treasurer.

Response- Cindy, the numbers are usually included with the annual report however this year they were not included due to her oversight. Please note the numbers are always in the newsletter as well as archived on the website.

Comment- Dr. Charles Peckham, it would help if the numbers were in columns it would make it easier to read.

Q- Joanne MacGregor ??????, Does this organization ever foresee going from certification, to license, etc?

A- Dr. Charles Peckham, Licensure is only done by state, certification is done by association.

Q- Michele Jutila, We have a lot of members who are in fact coming to the time in their lives when they are ready to retire. Could we have a proposal for the retirees for renewal?

A- We have this in place, to assist them in maintaining their credentials. You can find information on this on the Website and/or feel free to contact the NCCAP office for information.

Q- Could you update the membership on what the plans are for the National Exam

A- The standardized exam is being worked on at this time. The Educational Committee will meet after this conference to wrap up all the loose ends. We will be contracting with a company; due to the fact that we will not be doing it internally we will be doing it externally. Instructors would all have the standardized testing available.

Q- What are the goals for NCCAP for the next year?

A- We are starting into a research project, we have met with several not for profit organizations seeking information in regards to grant for funding. We will be gathering data to determine the difference in hiring an individual who is nationally certified and hiring an individual who is not certified. I.e., certified, qualified, and in order to obtain any type of grant we must first obtain data. Our board just had our meeting and feel that we are starting the project with the research company who will be gathering the numbers form # 2526 and looking at the deficiencies, stating what the individual has as far as their educational background and credibility as far as F-249. We will then decide is there a trend in the country for example if there were 500 Activity professionals in the country. Out of that number how many were certified, degreed, start gathering that data and we will have the information and be able to go to companies and show that by hiring a certified activity professional makes a difference.

Adjournment- President Kathy Hughes, ADC

A. Kathy Hughes addressed membership, thanked all members for attending the Annual meeting. Thanks to NAAP for allowing NCCAP to conduct annual meeting during 2007 conference.

B. There being no further business, Motion was made by Dr. Charles Peckham to adjourn the meeting at 6:30 pm, which was carried by those certified members present.

Respectfully submitted
Ginger Johnston, ADC
NCCAP Secretary

Spring 2008 NCCAP Nominations Committee Chairman Report
By Heide Cornell, ACC

As nominations chairman, I feel we had a successful and well received election with over 8 nominees and 904 ballots received. Two positions on the board of directors were available for the 2008-2011 term. Debbie Bailey, ACC and current Vice President did not seek re-election for a second term. Kathy Hughes, ADC and current President did seek re-election for another 3 year term, and was listed on the ballot as (I) incumbent. There were 12 proposed nominees with at least one nominee from each of the three regions. Ballots were prepared and sent to the eligible voting membership in December, and were to be returned to myself with a February 1, 2008 deadline.

Nominee Report

nominated = 12
declined nominations = 3
found ineligible = 1
returned and complete applications (persons on ballot) = 8

Names appearing on the election ballot:

Kathy Hughes, ADC (I) – New York
Vanessa Emm, ACC – Nevada
Alisa Tagg, ACC- Nevada
Michael A. Bower- ACC – Washington
Kathleen Roberts, ADC – Wisconsin
Ryan Keenan, ACC – Texas
Mona Gail Gunn, ADC – Alabama
Kathryn Richards, ADC – New Jersey

Election Report

received ballots = 904
in-eligible ballots due to past required postmark date = 5
in-eligible ballots- too many candidates selected = 1
counted ballots = 898
written in candidates = 2

The committee consisted of Heide Cornell, ACC; Christine Snyder, ADC; and Becky Fronckowiak, ADC. Ballots were counted and verified on February 5, 2008. Results were submitted to NCCAP on February 6, 2008. The winners were notified by Heide Cornell, those not selected were notified by the NCCAP office.

Election Results: Selected for the 2008-2011 NCCAP Board of Directors were Kathy Hughes, ADC from New York and Michael A. Bower, ACC from Washington State.

Thank you to all who participated. We look forward to next year's election.

Executive Director Report for April 2007 – April 2008

2007 was a very successful year for NCCAP! NCCAP ended the year with over 750 new certified individuals. That coupled with people maintaining their credentials more made for the highest number of certified individuals in the history of the organization with a current total of 6,493 (with 120 new pending).

Several things have attributed to the increase in interest for national certification with NCCAP to include;

- Signature Healthcare mandating that all their facilities employ credentialed activity staff, and giving them the tools to accomplish this goal.
- Certification sessions at SC, WV, PA, VA, NJ and NY conferences
- ADC Track 5 being extended indefinitely
- Exposure at the AHCA conference (attended by Kathy Hughes, President and myself in October 2007)

NCCAP began a research project evaluating the deficiencies cited during 2006-2007 to determine if the facilities receiving activity citations were employing certified or training individuals. This project has lent so much more information than we had hoped thus far, and information is still being gathered and analyzed by Ashley Hester, MS and the staff at University of Alabama. We look forward to seeing the results of this study to assist NCCAP with its future strategic planning.

NCCAP offered and held two MEPAP 2nd Edition instructor trainings, in Columbus, OH (4/07) and in Virginia Beach, VA (10/07), training over 30 individuals. NCCAP will be offering 3 – 4 trainings in 2008 as well as has just completed a mailing to all the NCCAP certified individuals that meet the instructor standard inquiring if they had an interest in teaching the MEPAP especially in those states where there are currently no pre-approved instructors.

NCCAP has been working with a few of the states that still teach a less than 90 hour course as their “state approved” course, and at this time NC, KS, and CA are all communicating a new direction to include considering a person that completed the MEPAP course qualified in their states, and looking at offering the MEPAP courses.

In February 2008, Nancy Best, NCCAP Board member and I met with Congressman Phil English from PA to discuss his sponsorship of HR4248, and it’s possible implications to the activity professionals in skilled facilities.

In March 2008, I was honored with an award by the New Jersey Activity Professionals Association (NJAPA) for my efforts on behalf of their association, and activity professionals.

This coming year, I look forward to traveling more to the individual states and working more closely with each of the Healthcare Associations, licensing bodies, management companies etc, stressing the importance of the activity credential, as well as speaking in FL, PA, and IN, (and maybe some additional states yet to be determined), training, and finalizing the MEPAP testing component based on the Education Committee's input.

I am blessed to have very capable staff in the NCCAP office, to include Audrey who processes the mail, answers the majority of the phone calls and writes the checks. Betty who also assists with calls, and handles all of the computer processing of ce's, renewals, new applicants, instructor numbers, and monitors the instructor and state representative listings, and Kelly who will be taking on a more significant role in the office to assist in my absence, answering calls, doing the monthly mailings, reviewing files and doing some of my computer work. In addition to the aforementioned, we continue to have over 15 dedicated volunteers that review the new applications, the certification renewals and the ce's that are sent in to NCCAP. Kathy Hughes, NCCAP President also assists NCCAP by with filtering all of the NCCAP emails, answering them or referring them to the appropriate individuals.

This year NCCAP is asking the instructors to start having their students actually complete their NCCAP application as part of their class assignments. This will show them what level they are eligible for, as well as encourage and promote their enthusiasm for pursuing their credential. If every instructor assisted even 10 new students a year, that would be 1,000 new certified by 2009!

This year we are also asking the state representatives to take a more active role in the association by assisting the promotion of NCCAP, utilizing the table top displays (that all the representatives have now been given), and including an NCCAP certification session at their state conferences.

As ever, NCCAP strives to meet the needs of the consumer, as well as maintain the highest level of credibility and integrity throughout each and every venture. Please let us know how we can assist you, by contacting the NCCAP office, or emailing us at info@nccap.org.

Cindy L. Bradshaw, ACC
NCCAP Executive Director