

**Instructor Pre-Approval Application**  
**MEPAP 2<sup>nd</sup> Edition**  
**“Traditional Format”**

**Date of Application:** \_\_\_\_\_ **Name of Sponsor:** \_\_\_\_\_

\* This is an application for a Pre-Approval number for Teaching – MEPAP

**INSTRUCTOR CONTACT INFORMATION**

Name: \_\_\_\_\_ Street: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_

Location of the course \_\_\_\_\_ Course dates: \_\_\_\_\_

How Will the Records Be Maintained For This Course? \_\_\_\_\_

\* If utilizing guest instructors – list each one on a separate piece of paper, attaching their brief bio/credentials.

\* Upon completion of EACH course; Instructors are instructed to send a list of students who completed the course to: NCCAP, PO Box 62589, Virginia Beach, VA 23466-2589

**THE FOLLOWING INFORMATION MUST ACCOMPANY THIS APPLICATION**

**Course Information**

- Copy of Certificate that will be given to the student upon completion of course
- \$155.00 application fee for MEPAP
- Evaluation tool – utilized by the students upon completion of the course
- Publicity tool used to promote the course
- Course outline-as you will present the curriculum/outlining the coursework – along with competencies/lesson plans
- Practicum outline – showing the hours of practical experience – and how you will authenticate the hours are completed by the students
- Practicum contract – student will utilize during field experience
- Detailed description of the process students will follow to complete course (expectations/requirements). Instructor information
- Submit written verification of what qualifies you to teach / verify experience teaching adults within the past 3 year
- Transcript verifying Bachelor’s Degree and/or NCCAP ACC # \_\_\_\_\_.
- Written verification of activity experience within the past 3 years.
- Instructor’s certificate of attendance at MEPAP 2<sup>nd</sup> Edition Training

Form #38  
January 1, 2009