

**Instructor Pre-approval APPLICATION
MEPAP 2nd 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: _____ State: __ 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, P.O. 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
- \$150.00 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 years
- 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 2nd edition training