



NCCAP[®]

**NATIONAL CERTIFICATION COUNCIL
FOR ACTIVITY PROFESSIONALS**

Enriching Lives Through Person-Centered Engagement

Certification Standards

Effective June 1, 2025

National Certification Council for Activity Professionals

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Welcome to the Certification Standards of the National Certification Council for Activity Professionals. We are the highest standard recognized by CMS for person-centered care that optimizes physical and cognitive function and psychosocial well-being.

NCCAP was created in 1986 by the National Association of Activity Professionals (NAAP) as the official credential of the Activity Profession. NAAP is recognized by CMS in F658 as competent in establishing professional standards of practice for the activity profession.

NAAP sets Professional Standards of Practice for the Activity Profession based on this authority. This includes the Modular Education Program for Activity Professionals (MEPAP), the national curriculum for Activity Professionals, and leads to NCCAP Certification.

NCCAP Certification is the only Certification that meets NAAP's Professional Standards of Practice for the Activity Profession and fulfills the highest CMS standard of F680.

NCCAP has four levels of Professional Certification:

- 1. Assisted Living Enrichment Coordinator (ALEC):** Meets professional standards of practice when working in an Assisted Living (AL) facility.
- 2. Activity Professional Certified (APC):** Meets professional standards of practice when working in an activities and life enrichment department.
- 3. Activity Director Certified (ADC):** Meets Professional Standards of Practice to lead, manage, and direct an activities and life enrichment department.
- 4. Activity Consultant Certified (ACC):** Meets Professional Standards of practice to lead, manage, direct, and provide consulting services to an activities and life enrichment department.

NCCAP also offers Engagement Certifications and Specializations that provide all caregivers, direct support staff, and family members the knowledge and skills to deliver person-centered care in various settings and address age-related diagnoses.

NCCAP complies with the National Commission for Certifying Agencies (NCCA) requirements and the Institute for Credentialing Excellence (ICE) for credentialing bodies. Related to this, we offer an Experiential Track and a Professional Equivalency Track for Allied Health Professionals such as AT-BC, MT-BC, COTA, CTRS, OTR, and others.

BENEFITS OF NCCAP CERTIFICATION

- Nationwide portability
- Highest Federal standard
- Only credentials meeting Professional Standards of Practice
- Nationwide evidence-based curriculum
- Validated by independent clinicians and academics
- Updated with regulatory changes, CMS guidelines, and best practices
- Ensures a high degree of regulatory compliance

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ELIGIBILITY CRITERIA

Since 1986, NCCAP Certification has been recognized and accepted by CMS and most states for the highest-level knowledge and skills to work in the Activity Profession. NCCAP Certification is the only credential that meets the Professional Standards of Practice for the Activity Profession set by the National Association of Activity Professionals (NAAP).

Eligibility Criteria for NCCAP Certification includes:

1. EDUCATION

- a. The minimum level of education required is a High School Diploma or GED.
- b. All subject areas of degrees and college courses with a grade of “C” or higher are accepted and must come from an accredited college or university.
- c. There is no time limit for college degrees or credits for use of initial certification.
- d. It may require non-US degrees or transcripts to be verified by an accrediting agency.
- e. Engagement Certificates do not require a minimum level of education.

2. EXPERIENCE

- a. ADC no longer requires work experience, effective January 1, 2025
- b. ACC requires applicable work experience across the continuum of care, which may include:
 - i. At least 50% must be directly working with activity programming and documentation.
 - ii. No more than 50% can be indirectly work with activities such as Restorative, CNA, Dietary Aide, Rehab, etc.
 - iii. No more than 30% can be volunteer work with activity programming.
- c. Documentation of activities and volunteer experience must be on an official letterhead from the respective facility to include employee title, start and end date, description of the population served, the total number of hours worked, and signed by your Administration, Program Director, or Supervisor.

3. CURRICULUM

Professional Certification requires successful completion of the National Curriculum for the Modular Education Program for Activity Professionals (MEPAP), a training program consisting of class instruction and practicum experience.

- a. **MEPAP Activity Professional Certified (APC):** Validates that an individual meets Professional Standards of Practice to work in an activities and life enrichment department. Formerly known as MEPAP- Part I.
- b. **MEPAP Activity Director Complete Course (ADC):** Validates that an individual meets Professional Standards of Practice to lead, manage and direct an activities

and life enrichment as an Activity Director. Only available as a NCCAP Standardized Course.

- c. MEPAP Bridge to Activity Director Certified (ADC):** Validates that an individual meets Professional Standards of Practice to lead, manage, and direct an activities and life enrichment department as an Activity Director. Formerly known as MEPAP- Part II.
- d. Assisted Living Enrichment Coordinator (ALEC):** Validates that an individual meets Professional Standards of Practice to work in an Assisted Living Facility.
- e. Engagement Certifications:** have a curriculum focused on a specific care setting or diagnosis. Can vary between 8 to 12 hours in course length.

4. CERTIFICATION EXAM

- a.** Required for all Certifications.
- b.** National Certification Exam for ADC and ACC is offered via remote proctoring.
- c.** A score of 70% is required to pass a Certification Exam.

5. CONTINUING EDUCATION CLOCK HOURS (CE)

CE clock hours are required for the renewal of all Certifications and Specializations.

6. RENEWALS

All Certification have a specific timeframe and required CE clock hours for renewals.

ASSISTED LIVING ENRICHMENT COORDINATOR (ALEC)

Assisted Living Enrichment Coordinator (ALEC) Course is designed to equip life enrichment professionals with the knowledge and skills necessary to work in the Assisted Living facility setting.

ALEC	
1. EDUCATION	High School Diploma, GED, or higher.
2. CURRICULUM	ALEC Course
3. CERTIFICATION EXAM	ALEC Exam
4. RENEWAL	Biannually with 10 CE Clock Hours

ACTIVITY PROFESSIONAL CERTIFIED (APC)

APC is the entry-level Certification that ensures, and individual has the knowledge and skills to work in an Activity Department. APC Certification validates the competencies to deliver person-centered care that enhances quality of life, physical and cognitive function, and psychosocial well-being.

APC	
1. EDUCATION	High School Diploma, GED, or higher.
2. CURRICULUM	MEPAP Activity Professional Course <i>*formerly known as MEPAP- Part I</i>
3. CERTIFICATION EXAM	APC Exam
4. RENEWAL	Biannually with 10 CE Clock Hours

ACTIVITY DIRECTOR CERTIFIED (ADC)

ADC certification ensures an individual has the knowledge and skills to lead, manage, and direct an activities and life enrichment department. ADC Certification validates the competencies to be an Activity Director including leadership, management, advocacy, care planning and documentation. NCCAP also offers a Professional Equivalency Track for Allied Health Professionals such as Art Therapist, Music Therapist, Occupational Therapist, and Recreation Therapist. Individuals with significant work experience can apply for ADC using the Experiential Track.

ADC	
1. EDUCATION	High School Diploma, GED, or higher.
2. CURRICULUM PATH 1- STANDARDIZED COURSE	MEPAP ADC Complete Course
3. CURRICULUM PATH 2- APPROVED COURSE	MEPAP Activity Professional Certified Course <i>*formerly known as MEPAP- Part I</i> -AND- MEPAP Activity Director Certified Course <i>*formerly known as MEPAP- Part II</i>
4. CERTIFICATION EXAM	National ADC Exam
5. RENEWAL	Biannually with 20 CE Clock Hours

ADC PROFESSIONAL EQUIVALENCY TRACK AND EXPERIENTIAL TRACK

PROFESSIONAL EQUIVALENCY TRACK TO ADC	
Individuals with related education and experience such as: AT-BC, MT-BC, COTA, CTRS & OTR	
1. EDUCATION	The degree mandated by your Professional Credential.
2. EXPERIENCE	10,000 hours of direction, managing, or supervising activities or working in an activities and life enrichment department
3. CURRICULUM	10 clock hours of continuing education within the past 5 years related to activity documentation in MDS and Care Planning.
4. CERTIFICATION EXAM	National ADC Exam

EXPERIENTIAL TRACK TO ADC	
Individuals with significant work experience who can demonstrate they meet Professional Standards of Practice to lead and direct an activities and life enrichment department.	
1. EDUCATION	High School Diploma, GED, or Higher.
2. EXPERIENCE	5 years of work experience in an Activities Department with at least 2 years directing, managing or supervising a program that delivers the Social Model of Care.
3. ESSAYS	<p>500-word essays for each of the 8 Domains of Practice that clearly demonstrates your knowledge and ability to implement the competences listed under each Domain listed in the Body of Knowledge.</p> <p><i>*MLA/APA Format with citations*</i></p> <p>Providing Official College Transcript <i>may</i> eliminate certain required Essay of Domain.</p>
4. CERTIFICATION EXAM	National ADC Exam

ACTIVITY CONSULTANT CERTIFIED (ACC)

NCCAP offers and advanced level Certification for Individuals who seek to offer consulting services in the field of activities and life enrichment. Individuals who obtain specific levels of education, work, consulting experience, and undertake an independent study with an NCCAP instructor are eligible to apply for Activity Consultant Certified (ACC).

ACC			
	TRACK 1	TRACK 2	TRACK 3
1. EDUCATION	Master's or higher	Bachelor's or higher	Associate's or higher
2. EXPERIENCE	2,000 hours in an activities department within the past 5 years	4,000 hours in an activities department within the past 5 years	6,000 hours in an activities department within the past 5 years
3. CURRICULUM PATH 1- STANDARDIZED COURSE	MEPAP ADC Complete Course	MEPAP ADC Complete Course	MEPAP ADC Complete Course
4. CURRICULUM PATH 2- APPROVED COURSE	MEPAP Activity Professional Certified Course <i>*formerly known as MEPAP- Part I</i> -AND- MEPAP Activity Director Certified Course <i>*formerly known as MEPAP- Part II</i>	MEPAP Activity Professional Certified Course <i>*formerly known as MEPAP- Part I</i> -AND- MEPAP Activity Director Certified Course <i>*formerly known as MEPAP- Part II</i>	MEPAP Activity Professional Certified Course <i>*formerly known as MEPAP- Part I</i> -AND- MEPAP Activity Director Certified Course <i>*formerly known as MEPAP- Part II</i>
5. CERTIFICATION EXAM	National ADC Exam	National ADC Exam	National ADC Exam
6. CONSULTING EXPERIENCE	200 hours of activity consulting in the past 3 years -or- completion of independent study with an NCCAP Instructor	200 hours of activity consulting in the past 3 years -or- completion of independent study with an NCCAP Instructor	200 hours of activity consulting in the past 3 years -and- completion of independent study with an NCCAP Instructor

ACTIVITY CONSULTING CERTIFIED (ACC) CONTINUED

CONSULTING EXPERIENCE. 200 hours of consulting experience within the past 3 years may be earned by providing 1:1 activity consultation or teaching a class or workshop, subject to:

1. 1-hour actual teaching time.
2. Count only the first time the class or workshop has been delivered.
3. Subject matter must be from the NCCAP Body of Knowledge.
4. As part of teaching the MEPAP.
5. Acting as a MEPAP Practicum Supervisor can count to 20% of 200 (40 hours).
6. Proof of articles published in National or State publications, in print or online, qualify as 1 hour for every 500 words and can count up to 20% of 200. (40 hours).
7. 40 hours must be done outside the current place of employment.
8. 40 hours must be direct activity consulting.
9. Proof of consulting experience must be on an official letterhead and include start and end dates, description and number of consulting hours, and signed by the Administrator, Program Director or Supervisor.
10. Proof of class or workshop must include the title of the course, date, and location offered, number of clock hours, and copy of certificate of completion awarded.

ENGAGEMENT CERTIFICATIONS

1. All Engagement Certifications require a specialized curriculum and a final exam.
2. Each curriculum delivers the knowledge and skills for person-centered care in a specific setting or to address an age-related diagnosis.
3. Designed for all persons who work across the continuum of care, including direct support frontline workers and family members.
4. It may be used to meet community education, training, and in-service requirements or as proof of competency for Surveyors and Regulators.
5. Certification is valid for 1 year and is renewed with 5 CE clock hours.

NCCAP currently offers the following Engagement Certifications:

- a. **Validation® Memory Care:** A 12-hour curriculum developed in partnership with Validation Training Institute to champion the pioneering principles of Naomi Feil.
- b. **Montessori Dementia Engagement:** An 8-hour curriculum that integrates the leading approaches, techniques, and methodologies to provide person-centered care to individuals with cognitive decline.

SPECIALIZATIONS

Certified Activity Professionals are eligible to receive Specializations that demonstrated advance education and study related to person-centered care and the competencies for team approach, directing a team, and carrying out an activity program in the subject area of the Specialization.

Specializations are applied for and renewed at the same time as current APC, ADC, and ACC and require an additional 10 CE clock hours related to the subject matter of the Specialization. Applicable subject matter related to each Specialization can be found in the Body of Knowledge.

NCCAP offers the following Specializations:

- a. Adult Day Services (AD)
- b. Assisted Living (AL)
- c. Education (EDU)
- d. Home Care (HC)
- e. Memory Care (MC)
- f. Person-Centered Care (PC)

CONTINUING EDUCATION CLOCK HOURS (CE)

- 1. Only required for certification renewals
- 2. Must be completed within the timeframe of current certification.
- 3. Clock hours are not required to be submitted at time of renewal but will be required if selected for certification audit.

QUALIFYING CE CONTENT:

- 1. The subject matter of any CE must be from the NCCAP Body of Knowledge.
- 2. Each CE clock hour must be at least 60 minutes in length.
- 3. College Degree and/or College courses must not have been used to meet other educational requirements for certification.
- 4. One college credit is equal to 10 CE Clock hours.
- 5. Allowable delivery methods include a group setting with a leader and discussion, an independent or online format, and approved methods such as a community tour at State or National Conferences.
- 6. Presenting a workshop, in-service, or other courses receive CE clock hours, subject to:
 - a. Must pertain to the Activity Profession.
 - b. Proof must be submitted, including agenda and marketing material.

CONTINUING EDUCATION CLOCK HOURS (CE) CONTINUED

- c. CE clock hours are up to double the total presentation time to allow for preparation time. That is a 1-hour presentation counts for 2 CE clock hours.
 - d. CE Clocks hours are only allowed for the initial presentation if the presentation is given more than once.
7. Authoring education articles can receive CE clock hours as follows:
- a. Must pertain to the Activity Profession.
 - b. Proof of publication in a National or State publication, in print or online.
 - c. 1 CE Clock hour for every 500 words on average.
 - d. CE clock hours only allowed for 1 publication of the same article
8. Activities that ***do not*** qualify for CE clock hours include:
- a. Entertainment, reading, recreation, or travel.
 - b. Business and Committee meetings
 - c. Self-taught courses
 - d. Activity Experience of performing duties related to work.

CE RENEWAL REQUIREMENTS

CERTIFICATION	CERTIFICATION LENGTH	CE HOURS FOR RENEWAL
ALEC	2 YEARS	5
APC	2 YEARS	10
ADC	2 YEARS	20
ACC	2 YEARS	30
ENGAGEMENTS	1 YEAR	5
SPECIALIZATION	2 YEARS (RENEW WITH CERTIFICATION)	10/ PER SPECILIZATION

CE RENEWAL REQUIREMENTS CONTINUED

CE TYPE AND AMOUNT FOR RENEWAL

ALLOWABLE TYPE AND AMOUNT OF CE	% LIMIT	TOTAL ANNUAL CE REQUIREMENT			
		5 HRS	10 HRS	20 HRS	30 HRS
Health care skill-based related courses (CNA, CDL, CPR, etc)	20%	1	2	4	6
Workplace in-services of at least 30 minutes in length. Note: APC requires at least 3 different topic areas. ADC requires 4 different topic areas. ACC requires at least 5 different topic areas. ADC and ACC must include at least one course on “management”.					
Mandatory workplace in-service (any combination of in-person or virtual)	70%	3.5	7	14	21
Additional non-mandatory workplace in-service	70%	3.5	7	14	21
Community-based teleconference, internet streaming, video subscriptions (e.g. Primedia, Relias, Care2Learn, HealthStream, etc.)	70%	3.5	7	14	21
Non-Traditional courses including online correspondence and home study:					
No NCCAP approval number	30%	1.5	3	6	9
With NCCAP approval number	100%	5	10	20	30
Activity-related courses other than MEPAP including adult education, workshops, seminars, community tours as part of conference, state required training and educational sessions at professional events	100%	5	10	20	30
College or university courses including independent study or corresponding courses	100%	5	10	20	30
Published educational articles written by applicant (see text above for documentation requirements)	20%	1	2	4	6
Speeches, presentation, and lectures delivered by application at workshops, in-service training, and courses (see text above for documentation requirements)	20%	1	2	4	6

CERTIFICATION RENEWAL REQUIREMENTS

1. Renewals can be completed online, email, or by mail and should be submitted before expiration date to avoid a Late Fee.
2. Your expiration month and odd/even renewal year will remain the same regardless of a level change or a late renewal.
3. CE Clock hours for renewal must be earned during the current certification timeframe.
4. **Auditing Pool.** NCCAP periodically audits Professional Certifications to verify compliance. If audited, you have **10 days** from the date of email notification to submit proof of your CEs, or you will be charged a Non-Compliance Late fee and a suspension of certification. The auditing system is at a random selection and a rate of 10% monthly, this can occur at the time of your renewal submission and/or any time during active certification. If CEs are submitted during the time of renewal, you are opted out from the auditing pool for that renewal cycle.
5. Renewal notifications are emailed 120 days prior to the expiration date and monthly thereafter until a renewal is received.
6. The renewal review process can take up to 4 weeks. To allow sufficient time for review and processing we recommend submitting your renewal 6 weeks prior to expiration date.
7. Renewal fees are due at the time of submission. Any renewals received without payment will not be reviewed.
8. Renewals with missing information or payments are considered incomplete and will not be processed. You will receive and an e-mail notification listing any missing requirements. During this period your certificate is in a “Pending” status. After 1 year passed expiration date, you must reapply as an initial applicant and meeting the current standard requirements to include the National ADC Exam.
9. Processing a renewal can be expediated by paying a Fast Track Fee.
10. Renewal information to include current fees and downloadable renewal form can be found on www.nccap.org.

LEVEL CHANGE

1. A request of level change must be submitted online, email, or by mail along with the required supporting documents to support the request of a higher Professional Certification.
2. If the Level Change request is from ADC to ACC, you are required to pass the National ADC Exam, which requires a sperate fee for the independent testing company. The National ADC Exam fee is priced per attempt.
3. Expiration date of your Professional Certification remains the same if level change is approved.

BODY OF KNOWLEDGE

WORKING WITH RESIDENTS OR CLIENTS

1. Human Development and Late Adult Years
 - a. Life Span Potential
 - b. Theories of Aging
2. Human Development and Aging
 - a. Human Behavior and Aging
 - b. Potential and Creativity
 - c. Wellness and Self-Esteem
3. Spirituality of Aging
 - a. Reminiscing
 - b. Tasks of Life Review
 - c. Worship and Religion
 - d. Death and Dying
 - e. Palliative Care
 - f. Journaling
 - g. Ethics
 - h. Tasks of Vital Aging
 - i. Prayer and Scripture
 - j. Personal Growth
 - k. Wisdom in Aging
 - l. Comparative Religions
4. Biology of Aging
 - a. Changes: Physical and Sensory
 - b. Sexuality
 - c. Medications
 - d. Nutrition
 - e. Healthy Aging
 - f. Illness and Dysfunction
 - g. Bariatric Issues
 - h. Behavioral Management

i. Pain Management

5. Sociology of Aging
 - a. Involvement and Isolation
 - b. Dependence and Independence
 - c. Living Alone and Social Networks
 - d. Cultural Attitudes
 - e. Social Histories
 - f. Long-Term Care, Aging, and Social Needs
 - g. Living Arrangements: Retirement Housing, Elder Communities, Long-Term Care, Adult Day Services, Assisted Living, Mental Health, Sub-Acute, Independent Living, Home Health, Aging in Place, Senior Centers
 - h. Cultural Competency
 - i. Person-Centered, Resident-Directed, and Relationship-Based Care
 - j. Baby Boomers and Generational Diversity
 - k. Diversity and Inclusion
 - l. LGBTQ+
 - m. Sign Language and Foreign Languages
 - n. Elder Abuse
6. Psychology of Aging
 - a. Applied Behavioral Analysis (ABA)

- b. Understanding Behavioral Expressions
 - c. Trauma-Informed Care
 - d. Memory Loss, Cognitive Decline and Dementia
 - e. Leisure & Aging
 - f. Psychological Choices: Depression, Anxiety, Fears
 - g. Drugs and Alcohol
 - h. Security
 - i. Successful adaptations
 - j. Hospice
 - k. Counseling Techniques
 - l. Stereotypes and Myths
 - m. Institutionalization
 - n. Aging in Place
 - o. Memory Care
7. Leisure and Aging
- a. Recreation: Definition, Types, Philosophy
 - b. Lifestyles
 - c. Retirement Living
 - d. Attitudes: Motivation
 - e. Analysis of Leisure Time
 - f. Client Interests
 - g. Client Rights: Different Categories
 - h. Volunteerism
 - i. Creativity in Aging
 - j. Leisure Education
 - k. Barriers to Leisure
 - l. Person-Centered Programming
8. Basic Health
- a. Infection Control
 - b. First Aid and CPR
 - c. Health Precautions
 - d. Person Health Issues
 - e. Compassion Fatigue
 - f. Geriatric Medications and Contra-Indications in the Activity Delivery systems
 - g. Nutritional Issues and Diabetes
9. Group Instruction or Leadership
- a. Adult Learning Modes
 - b. Instruction Methods: Lecture, Handouts, Videos
 - c. Demonstrations, Samples, Slides, Discussion, Participation, Survey, Sharing Experiences
 - d. Teaching Materials, Tools, Resources
 - e. In-Service
 - f. Leader Listening
 - g. Esteem Building
 - h. Build Group Support and Group Leadership
10. Therapy for Disabled Aging
- a. Overview of PT, OT, Speech Therapy, Art Therapy, Recreation Therapy, Dance Therapy, Music Therapy, Drama Therapy, Validation, Poetry Therapy, Reality Orientation, Re-motivation, Horticultural Therapy, Montessori
 - b. Restorative Programs: Feeding, Training, ADL Skills, etc.
 - c. Patient Physical Transfer Techniques
 - d. Therapeutic Approach: Meaningful, Purposeful and How it Helps
 - e. Therapeutic Feeding Techniques
 - f. Aroma Therapy

- g. Massage Therapy
 - h. Therapeutic Swimming
11. With Residents and Staff
- a. Types of Communication
 - b. Listening Skills
 - c. Responding Skills
 - d. Communication with Frail
 - e. Communication with Confused
 - f. Intercultural Concerns
 - g. Morale Building
 - h. Dealing with Difficult Situations
12. Public Speaking
- a. Professional Image
 - b. Leading Meetings
 - c. Business Etiquette
13. Public Relations
- a. The Written Message
 - b. Media Use: Press releases, PSA, TV, Radio
 - c. Publicity and News
 - d. Letters of Appreciation
 - e. Volunteer Programs
 - f. Fund Raising
 - g. Marketing Activity Importance letters, Bulletin Boards, Posters, Graphic Techniques
 - h. Community Marketing and Activities Delivery Systems
14. Interpersonal Relationships
- a. Staff Team Approach: Working Together
- b. Coordination of Services: Staff, Families, Volunteers, etc.
 - c. Peer Relationships: Staff, Residents
 - d. Family Relationships: Various Age Needs and Attitudes
 - e. Empowerment, Managing Relationships, Personality Evaluation
 - f. Staff and Client Relationships
 - g. Consultant Relationships
 - h. Organization Relationships
 - i. Organizational Structures in Different Levels of Care
 - j. Conflict Resolution
 - k. Dealing with Difficult People
 - l. Assertiveness Training
15. Motivation
- a. Clients, Families, Staff, Volunteers
 - b. Professional Improvement
 - c. Motivational Techniques
16. Community Service, Support, Relations
- a. Recreation Resources
 - b. Service Clubs
 - c. Religious Resources
 - d. Mainstreaming
 - e. Adult Health Services and Support Groups: Alzheimer's, MS, Ostomy, Parkinsons, Arthritis, Amputee, Cancer
 - f. Business and Chambers of Commerce
 - g. Family Open Houses
 - h. Library Resources

- k. Individualized Service Plans
- l. Person Centered Care Planning and “I” Care Plans

17. Regulations

- a. State and Federal Activities, Regulations and Standards, OSHA, ADA, Professional Standards
- b. Survey Process
- c. Plan of Corrections
- d. Legislative Updating
- e. JCAHO, CARF, Specialty Standards
- f. Assisted Living Regulations, Memory Care, Enhanced Assisted Living Regulations
- g. Medical Adult Day Health Regulations
- h. Mental Health Adult Day, Adult Day Habilitation (MR/DD)
- i. Adult Home, Person Care and Boarding

PROGRAMMING

18. Individualized Care Planning

- a. Assessment: MDS, CAA’s, CATS
- b. Interdisciplinary Team
- c. Care Planning, Approach, Progress Notes
- d. Professional Standards
- e. Legal, Ethical Issues
- f. Medical Terms
- g. Charting, Confidentiality
- h. Patient-Resident Involvement
- i. For Participant Learning
- j. Quality Indicators

19. Program Management

- a. Philosophy of Operation
- b. Expressive and Creative Program Scope: Physical, Mental, Social, Emotional, Community, Spiritual, Education
- c. Program Planning: Resident Centered
- d. Organization and Calendar
- e. Program Implementation and Conducting Activities
- f. Evaluation Techniques
- g. Operation Audio and Visual Equipment and Personal Electronic Devices
- h. Equipment & Supplies: Control, Safety Precautions, Resource Materials, Ordering
- i. Modes of Programming
- j. Operating Community Vehicles

20. Computer Skills

- a. Word Processing
- b. Database
- c. Charting
- d. Desktop Publishing
- e. Games
- f. Participant Learning
- g. Internet

21. Program Types: Theory and Practice

- a. Supportive
- b. Maintenance

- c. Empowerment
- d. Exercise: General, Volleyball, Wheelchair, Reiki, Yoga, etc.
- e. Social, Parties, etc.
- f. Outdoors (e.g. Barbecues, Games, Walks, etc.)
- g. Away from the Community (e.g., Visits to Community Places of Interest, etc.)
- h. Religious (e.g., Bible Study, Services, etc.)
- i. Creative (e.g., Crafts, Drama, Writing, Journaling, Scrapbooking, etc.)
- j. Educational (e.g., Current Events, Alzheimer's Group, Adult Learning, etc.)
- k. Residents with special needs (e.g., AIDS, DDs, MRs, MS, etc.)
- l. Resident Planned (e.g., Resident Counsel or any Activity, etc.)
- m. In-Room (e.g., Adapt Out-of-Room activities, etc.)
- n. Sensory (e.g., Braille Materials, Any Sensory Stimulation, Pet, Food Related, Snoezelen, Medication, Massage, Reflexology, etc.)
- o. Reality Awareness
- p. Entertainment (e.g., Games, Entertainer Resources, etc.)
- q. Self Help (e.g., Independent Activities)
- r. Music: Basic & Adaptive Techniques. Accompaniment Instrument Cord Structure, Ear Training, Rhythm Instruments, Musical Games, Movement, Literature for Aged

- s. Community Orientated (e.g., Intergenerational, Community Groups in the Community, etc.)
- t. Computer Based and Live Teleconferencing
- u. Lesson Planning
- v. Technological Advancements
- w. Gaming Systems
- x. Outing Policies and Procedures
- y. Recreational, Leisure Vehicle Training
- z. Proper Food Handling, Bartending, Mixology, Wine Tasting

MANAGEMENT, PERSONAL, ETHICS, AND LEGAL ISSUES

22. Personal Employment

- a. Recruiting, Interviewing, Hiring, Termination, Development, Recognition, Evaluation: Staff and Volunteers
- b. Job Search: Resume Writing, Interview Preparation

23. Management and Leadership

- a. Interdisciplinary Care Plan Team
- b. Leadership Styles
- c. Program Management
- d. Program Evaluation
- e. Supervision Philosophies and Techniques
- f. Delegating and Enabling Staff Ability
- g. Self-Analysis
- h. Time Management
- i. Activity Staff In-Service
- j. How to Conduct Meetings: Staff, Associations

- k. Problem Solving
 - l. Resident Council and Family Council
 - m. Record Keeping
 - n. Dealing with Challenging People
 - o. Stress Management
 - p. Memory Improvement
 - q. Violence in the Workplace
 - r. Controlling
 - s. Advocacy and Ombudsman
 - t. Universal Worker Concepts
 - u. Culture Change and Greenhouse Concepts
 - v. Management and Management Techniques
 - w. Generational Diversity/Gender Issues
 - x. Quality Assurance, CQI, TQM, etc.
 - y. Association Management and Conferences
 - z. Committee Development
 - aa. Customer service
24. Management Writing Skills
- a. Documentation Chart Auditing
 - b. Job Descriptions
 - c. Policies and Procedures Manual
 - d. Incident Records/Reports
 - e. Letters of Request, Direct Mail
 - f. Grant Writing
 - g. Public Relations
 - h. E-Mail and Internet Etiquette
 - i. Form Development
25. Financial Management
- a. Reimbursement
 - b. Record Keeping
 - c. Expense Control
- d. Establishing Non-Profit Status
 - e. Fundraising
 - f. Donation Management
 - g. Establishing Budgets
26. Professional Development
- a. Certification
 - b. Professional Attitude Toward Residents
 - c. Professional Associations
 - d. Business Expectations
 - e. Professional Standards, Ethics
 - f. Professional Affiliations
 - g. Professionalism
27. Consulting
- a. Consultant's Role, Goals, Knowledge
 - b. Consultant's Education
28. Resources
- a. How to work with Volunteers
 - b. How to work with Supervisors
 - c. How to work with consultants
 - d. How to work as a Middle Management
 - e. Intra-departmental Skills
 - f. How to work with Vendors



ESTABLISHED IN 1981, NAAP IS THE FORMAL REPRESENTATIVE OF THE ACTIVITY PROFESSIONAL. AUTHORIZED BY CMS IN FTAG 658 TO ESTABLISH PROFESSIONAL STANDARDS OF PRACTICE, NAAP CREATED NCCAP IN 1986 AS THE CERTIFICATION BODY OF THE PROFESSION. NCCAP REMAINS THE ONLY CERTIFICATION RECOGNIZED AND SUPPORTED BY NAAP FOR THE ACTIVITY PROFESSION.

