



National Certification Council for Activity Professionals

Setting Standards of Excellence for Quality of Life through Education

317 Office Square Lane, Suite 202A, Virginia Beach, VA 23462 USA | (757) 552-0653 | info@nccap.org

Certification Standards

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317 Office Square Lane, Suite 202A

Virginia Beach, VA 23462-3652

Tel: 757-552-0653

Fax: 757-552-0491

E-Mail Address: info@nccap.org

Website: <http://www.nccap.org>

GENERAL

INTRODUCTIONS

Following are the Standards of the National Certification Council for Activity Professionals. These standards must be met to become a NCCAP Certified Activity Professional. It is the intent of NCCAP that you become a Certified Activity Professional. We will help you in any way we can to facilitate your process of becoming Certified. Do not hesitate to contact our office if you need assistance. We look forward to serving you.

The National Certification Council for Activity Professionals (NCCAP), is the trusted, nonprofit credentialing body recognized by Federal Law, the Centers for Medicare and Medicaid Services (CMS), and incorporated in many US State Regulations. NCCAP is the premier national organization that exclusively certifies Activity Professionals who work with older adults living in the continuum of care.

Certified Activity Professionals receive the following benefits:

- Enhanced professional recognition and development
- Collaboration at the national level with other long-term health care associations
- Regular communication with our membership through monthly emails, e-newsletters, social media and www.nccap.org
- Inclusion in the national registry of Certified Activity Professionals
- Recognition as an Activity Professional who has met the higher standard of excellence and knowledge of the profession through education

Why Become NCCAP Certified?

- Federal Law, OBRA, states that an activity department must be directed by a “qualified professional.” Since 1986 NCCAP has offered the most trusted, respected and highest level credential to become qualified as a Certified Activity Professional.
- NCCAP certification is recognized by CMS as an organization that certifies activity professionals who work specifically with older adults.
- Many US States accept NCCAP certification and educational standards as meeting their State requirements for working in the activity profession.
- NCCAP certification assures administrators and surveyors that you have met professional standards to become certified.
- Many organizations will only hire activity professionals who are certified.
- Some organizations offer a higher salary to a certified professional.
- NCCAP certification ensures a national standard is met where quality of life through activity services is provided.
- Since 1986, NCCAP has worked to advance acceptance of our credentials across the Activity Profession with Federal and State regulators, healthcare agencies, private sector organizations and our partners.

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Welcome to the NCCAP certification process!

NCCAP Certifies on Eight Levels:

1. Activity Assistant Certified Provisional- AACCP
2. Activity Assistant Certified – AAC
3. Activity Director Certified Provisional - ADCP
4. Activity Director Certified - ADC
5. Activity Consultant Certified - ACC
6. Home Care Certified Provisional - HCCP
7. Home Care Certification - HCC
8. Adult Day Services Certified - ADSC

Levels for AAC,ADC,ACC have differing TRACKS to help you obtain your certification.

Each of these TRACKS has, at minimum, three qualifying components:

- Academic Education
- Activity Experience
- Continuing Education

Additional components are:

- The Modular Education Program for Activity Professionals (MEPAP)
- National Exam* (ADC/ACC level only)
- Consulting Experience (ACC level only)

*Can take National Exam after completing entire MEPAP 1 and 2 submitting application for Certification

ACADEMIC EDUCATION. May derive from a wide variety of curriculums: Social Work, Recreation, Education, Science, and Business degrees. These are a few of the educational backgrounds that represent our certified members. Refer to page 8 for more detailed information

ACTIVITY EXPERIENCE. Activity work experience (within the past 5 years) with older populations, where at least 50% are 55+ years of age. Volunteer work with older clients may be applied. Refer to page 8 for more detailed information

CONTINUING EDUCATION. Current Continuing Education (within the past 5 years) that are accepted: workshops, seminars, college courses that keep the Activity Professional up to date of present trends. NCCAP’s Body of Knowledge contains 28 areas of education that are applicable. Refer to page 9 for more detailed information

The Modular Education Program for Activity Professionals (MEPAP) is 180 hours of educational learning and 180 hours of experiential learning that includes practicum work, required for NCCAP certification. The MEPAP is generally divided into 2 teaching portions of 90 hours coursework and 90 hours of practicum assignments, each. MEPAP Part 1 and MEPAP Part 2 . Core Content (C.C.) 1-20

Part 1 prepares students for the essential functions and duties of an Activity Professional: to design, deliver and evaluate activity services for older adults across the continuum of care.

Part 2 prepares students to apply principles of management in their role as Activity Professional: to provide service through leadership, using principles of planning, organizing, staffing, directing and controlling.

NATIONAL EXAM. A proctored exam taken at a third party testing site.

CONSULTING EXPERIENCE. May include: advising a group, working one to one, teaching a class, conducting workshops, publishing professional articles, supervising students and/or managing 5 or more activity staff.

LEVELS of Certification

Activity Assistant Certified - AAC

One who meets NCCAP standards to assist, with supervision, in carrying out an activity program.

Track 1

ACADEMIC EDUCATION High school diploma or GED, PLUS 6 college credits (English PLUS 1 other course from required coursework areas)

ACTIVITY EXPERIENCE 4000 hours within the past 5 years

CONTINUING EDUCATION 20 clock hours (Body of Knowledge) within the past 5 years

Track 2

ACADEMIC EDUCATION High school diploma or GED, PLUS the 90- Hour MEPAP Part 1 (C.C. 1-11)

ACTIVITY EXPERIENCE 2000 hours within the past 5 years

CONTINUING EDUCATION 20 clock hours (Body of Knowledge) within the past 5 years

Track 3

Activity Assistant Certified Provisional- AACP

MEPAP (Part 1 Core Content 1-11)

50 volunteer hours (can be the practical/or other volunteer hours)

CONTINUING EDUCATION 20 CEs (can include honors classes, AP classes may be accepted)

Activity Director Certified – ADC

One who meets NCCAP standards to direct an activity team and program.

Track 1

ACADEMIC EDUCATION -Bachelor's Degree (or higher) English PLUS 7 other courses with at least one course from B, C, and D of the required coursework areas

ACTIVITY EXPERIENCE -4000 hours within the past 5 years

CONTINUING EDUCATION -30 clock hours (Body of Knowledge) within the past 5 years

MEPAP (Modular Education Program for Activity Professionals) C.C. 1-20

NATIONAL EXAM

Track 2

ACADEMIC EDUCATION -Associates Degree (English PLUS 5 other courses, with at least 1 course from B, C, and D of the required coursework areas)

ACTIVITY EXPERIENCE -4000 hours within the past 5 years

CONTINUING EDUCATION- 30 clock hours (Body of Knowledge) within the past 5 years

MEPAP (Modular Education Program for Activity Professionals) C.C. 1-20

NATIONAL EXAM

Activity Director Certified – ADC

Track 3

ACADEMIC EDUCATION -60+ college semester credits (English PLUS 5 other courses, with at least 1 course from B, C, and D of the required coursework areas)

ACTIVITY EXPERIENCE -6000 hours within the past 5 years

CONTINUING EDUCATION -30 clock hours (Body of Knowledge) within the past 5 years

MEPAP- C.C. 1-20

NATIONAL EXAM

Track 4

ACADEMIC EDUCATION-12+ college credits - cannot include MEPAP if taken at a college (English PLUS 1 other required coursework area)

ACTIVITY EXPERIENCE -4000 hours within the past 5 years

CONTINUING EDUCATION-30 clock hours (Body of Knowledge) within the past 5 years

MEPAP - C.C. 1-20

NATIONAL EXAM

Activity Director Certified Provisional – ADCP

Track 5

This certification is available for those who completed a state approved course between 1991-2001. Information/application can be found on the www.nccap.org website under resources.

The ADCP must meet three of the five standards in Track 4.

The Activity Director Certified Provisional is working towards requirements to meet NCCAP standards for ADC certification.

- Certification is provisional for 6 years, and non-renewable after that time
- To maintain provisional certification, it must be renewed every 2 years during the 6 years with 30 continuing education units
- By the end of the 6-year period all 5 components must have been met to be ADC Track 4 (or met ADC certification standards from Track 1, 2 or 3)
- This level can only be applied for one time.

Track 6

ACADEMIC EDUCATION- High school diploma and/or GED

MEPAP course(s) – MUST have been completed between (2002 – present) – verified by submitting a certificate of completion, signed by the instructor
Date(s) course completed: start date, end date, name of the instructor, credentials

ACTIVITY EXPERIENCE -6 years (12,000 hours) of current activity experience –within the past 10 years

CONTINUING EDUCATION- 40 clock hours – 10 of which specifically addresses activity documentation (MDS, care planning etc.)

NATIONAL EXAM

Track 7

Individuals can apply for Activity Director Certified if they can meet the following criteria:

Verification of current certification through a nationally accredited certifying body such as NCTRC (National Council for Therapeutic Recreation Certification), CBMT (Certification Board for Music Therapists), ATCB (Art Therapy Certification Board), OTR (Occupational Therapist Registered).

ACADEMIC EDUCATION- Bachelor's Degree meeting ADC Track 1 standards

ACTIVITY EXPERIENCE- 10,000 hours within the past five years, as defined in NCCAP standards

CONTINUING EDUCATION- 40 clock hours, which meets the NCCAP standards and body of knowledge

NATIONAL EXAM

Activity Consultant Certified - ACC

One who meets NCCAP standards to be a consultant or educator for an activity program, staff, or department.

Track 1

ACADEMIC EDUCATION -Master's Degree plus (English PLUS 7 other coursework areas with at least 1 course from areas B, C, and D)

ACTIVITY EXPERIENCE -2000 hours activity experience within the last 5 years

CONTINUING EDUCATION -40 clock hours (Body of Knowledge) within the past 5 years

CONSULTING EXPERIENCE -200 hours within the past 3 years

MEPAP C.C. 1-20 If completed prior for AAC or ADC certification level, must submit certificates of completion

NATIONAL EXAM unless fulfilled for ADC level

Track 2

ACADEMIC EDUCATION-Bachelor's Degree (English PLUS 7 other coursework areas with at least 1 course from areas B, C, and D)

ACTIVITY EXPERIENCE- 4000 hours within the last 5 years

CONTINUING EDUCATION- 40 clock hours (Body of Knowledge) within the past 5 years

CONSULTING EXPERIENCE -200 hours of activity consulting experience within the past 3 years

MEPAP C.C. 1-20 If completed prior for AAC or ADC certification level, must submit certificate of completion

NATIONAL EXAM unless fulfilled for ADC level

Track 3 / Option A

ACADEMIC EDUCATION -Bachelor's Degree (English PLUS 7 other coursework areas with at least 1 course from areas B, C, and D)

ACTIVITY EXPERIENCE -4000 hours within the last 5 years

CONTINUING EDUCATION -40 clock hours (Body of Knowledge) within the past 5 years

CONSULTING EXPERIENCE

(Arranged with an NCCAP approved mentor).

MEPAP C.C. 1-20 If completed prior for AAC or ADC certification level, must submit certificate of completion

NATIONAL EXAM unless fulfilled for ADC level

The candidate for ACC Track 3 certification will complete an independent study program with a mentor using *The Professional Activity Manager and Consultant*. Successfully completing this book and a project is the consulting experience requirement for this track. Request an ACC, Track 3 packet for more specific information.

Track 3 / Option B

Currently certified as an ADC using Track 2

The following information will be on file at the NCCAP Office, you will NOT need to resubmit the information.

Academic Education: Associates degree transcript is on file

Activity Experience is on file

Continuing Education is current

Consulting Experience: 200 Hours

Completion of the assignments in “*The Professional Activity Manager and Consultant*” under the guidance of an approved mentor with certificate of completion.

Level change application with additional ten hours of continuing education

Home Care Certification- HCC for Activities

ACADEMIC EDUCATION-High school diploma/
GED

HOME CARE EXPERIENCE -Six (6) months
{1000 hours} home care experience

CONTINUING EDUCATION-20 clock hours

Completion of the Activities 101 (8+) hour training
course

Adult Day Services Certification ADSC

ACADEMIC EDUCATION-High school diploma/
GED

ACTIVITY EXPERIENCE -Two years
{4000 hours} of Adult Day Services experience

CONTINUING EDUCATION-20 clock hours

MEPAP Part I (C.C. 1-11)

NCCAP Specialization Options

Assisted Living

Adult Day

Memory Care

Education

Home Care

Person Centered Care

For each desired designation, the individual must submit evidence showing 10 CEs from the Specialization Body of Knowledge topic areas, which are listed on the www.nccap.org site.

If an individual will be requesting their initial specialization at the same time as their renewal, they would submit the required number of CEs and fee for their renewal PLUS the additional 10 CEs and \$25.00 PER each specialization they are requesting. If a person will only be requesting the specialization not in conjunction with their renewal they would simply send the 10 CEs and \$15.00 fee for each specialization they are requesting.

Verification that the CEs come from the designated specialization track is the responsibility of the applicant. Initial specializations can go back 5 years for their CEs, and renewal specializations can go back 2 years, in keeping with the NCCAP standards.

ALF – Assisted Living AD – Adult Day
MC – Memory Care EDU – Education
HC – Home Care PC – Person Centered

Specialization Fees:

Initial specialization costs \$50.00 per specialization. Renewal is required every two years with an additional 10 hours of continuing education in that Specialization (Body of Knowledge) and a fee of \$25.00 per specialization.

DEFINITIONS

of NCCAP Certification Standards

Academic Education Standards

1. High School Diploma or GED

2. Academic Degrees or College Credits:

- a. From an accredited college or university, accredited by the US Department of Education or State Department of Education
- b. A variety of degrees and college courses are accepted, provided the course content areas are met
- c. No time limit for college degree or credits
- d. Required course work areas must be a grade of “D” or better
- e. College (University, State, Community, or Technical) or technical credits, and foreign transcripts must be accompanied by an official evaluation from an accredited US College, University or Independent Agency. See applicable course work areas below

3. Areas of Applicable Course Work

A — English

1. English Composition/Freshman English
2. Report Writing/Creative Writing
3. Technical Writing

B — Art / Recreation / Programming

4. Speech, Drama, Languages, Non-Verbal Communication
5. Art Appreciation & Theory, Creative Arts
6. Music Appreciation & Theory, Performing Arts
7. Spirituality, Religion, Theology
8. Leisure Education
9. Literature

C — Sciences

10. Gerontology, Aging
11. Psychology, Human Development, Counseling
12. Sociology, Death & Dying
13. Health Services, Public Health, Non-Traditional Health, Pharmacology
14. Wellness, Fitness, Movement, Dance, PE
15. Therapies (Occupational, Recreational, Dance, Music, Speech, Physical)
16. Biological Sciences (Anatomy, Physiology, Biology of Aging)
17. Human Services (Behavior Management, Stress Management, Family Services, Management Theory)
18. Generational Diversity
19. Budget, Math, Finance, Accounting Statistics
20. Western Civilization, American Government, World History

D — Management

19. Communication Arts, Graphics, Journalism, Media
20. Leadership, Group Dynamics, Interpersonal Relationships
21. Professional Development, Ethics
22. Administrative Practices, Personnel, Marketing, Statistics
23. Community Relations, Public Relations, Public Speaking
24. Education Theory & Practice, Adult Learning, Curriculum Development
25. Computer Science, Software Development, Data Entry
26. Budget, Math, Finance, Accounting Statistics
27. Western Civilization, American Government, World History

4. Amount of required course work needed

All tracks requiring college credits include an English course, depending on track chosen.

5. Comparing semester to quarter credits/

units: One semester credit/unit = 1.5 quarter credit/units

6. Documentation needed to verify academic education

- a. Copy of High School Diploma or GED
- b. OFFICIAL transcript from each college or university referred to in your application (Student copies are not acceptable)
- c. Foreign transcripts and credits received College (University, State, Community, or Technical) must be accompanied by an official evaluation from an accredited US and Canadian College, University or Independent Agency.

Activity Experience Standards

1. Applicable activity work experience:

- a. Directly working with activity programming/ documentation 50% of the time
*The other 50% can be indirectly working with activities, i.e. Restorative, CNA, Rehab etc.
- b. 50% or more of residents/clients are 55 yrs. old and over
- c. 20% of this experience can be volunteer work in an older adult care setting
- d. Internship if not included in academic credits

2. Activity experience dates:

AAC, ACC, ADC, and ADPC within the past 5 years

3. Documentation of Activity Experience

(sample letter format enclosed on page 18)

1. On facility or program letterhead
2. Letter must verify:
3. Employee title
4. Dates of beginning and end of employment (within the last 5 years)
5. Defines type of population served (See B.1-6)
6. States actual total hours of activity experience to date of letter (Be specific and state the number of hours worked. Example: 20 hours a week. Stating full time or part time is not acceptable.)
7. letter signed by administrator, program director or supervisor

Continuing Education Standards

1. Time when continuing education was taken:

a. For initial certification, completed within previous 5 years; this includes college or university course work

b. For renewal of certification, completed within previous 2 years; this includes college or university coursework

2. Qualifying Continuing Education:

a. Has not been used for academic education requirement/not part of the degree

b. Content from:

1) Body of Knowledge (see page 13)

2) Applicable course work (see A. 3. page 8 or Body of Knowledge, page 13)

c. Conditions to meet continuing education standards:

1) At least 60 minutes in length, consistent with International Association for Continuing Education and Training (IACET) standards

2) Taken in a group setting with leader and discussion or independent/on-line format and/or has NCCAP approval

3) When CEU's are received, one (.1) CEU=1 actual 60-minute clock hour

d. Types of applicable continuing education

1) Healthcare related courses up to 20% of total (CNA, CDL, CPR, etc.) proof of hours attended is required

2) Mandatory work place in-service, at least 30 minutes in length, can be up to 20% of total continuing education required:

3) 20% of CE hours per level =

- AAC = 4
- ADPC = 6
- HCC = 4
- ADC = 6
- ACC = 8

4) 30% CE, taken in a facility that is a subscriber to (PRIMEDIA, Relias, Care 2 Learn, etc.) internet streaming video with teleconferencing companies acceptable, provided the certificate of attendance has the information required (NCCAP approval #) 30% of CE hours per level of unapproved online non traditional course but 100% of hours if course is NCCAP approved

- HCC = 4 hours
- AAC = 4 hours
- ADC = 9 hours
- ADPC = 9 hours
- ACC = 12 hours

5) Facility tours only when part of state or national activity conventions and with prior NCCAP approval

6) On-line, correspondence, and home study courses, etc.) must be approved by NCCAP

7) Activity related adult education, workshops, seminars, and educational sessions at professional venues.

8) Additional college courses not already used for the Academic requirement.

- a) Taken from accredited college or university
- b) One college credit =10 clock hours
- 9) Activity courses (other than MEPAP) can only be used for continuing education
- 10) College or university independent study or correspondence study courses that meet required content standards as C. 2. b. above

11) Educational articles written by the applicant pertaining to the profession and published in state or national professional publications or online

- a) Count 1 hour for each 400-600 words
- b) Include a copy of published material with application
- c) Up to 20% of total CE Hours required

12) Speeches given and workshops, in-services, and courses presented:

- a) Meet standards C. 2. a, b, and c above
- b) Count double the actual presentation time to account for preparation time
- c) Count only initial presentation if repeated
- d) 20% of CEs can come from presenting courses, workshops, and in-services or giving speeches

13) Workplace in-services ONLY can be a minimum of 30 minutes in length, up to 20% of total CEs required

3. Items that do not meet NCCAP standards for continuing education:

- a. Entertainment, reading, travel
- b. Business and committee meetings
- c. Self-taught courses
- d. Any home study, on-line (i.e.: video and audio tapes) not approved by NCCAP
- e. Activity experience and performing duties does not constitute education for the delivery of activity services

4. Documentation of continuing education (sample certificate enclosed on page 18)

a. Verification of CE's being awarded from a college or University or other accrediting body OR

b. A copy (retain original) of certificate of attendance (original may be requested by NCCAP office) that includes:

- 1) Name of the attendee
- 2) Title of the educational session
- 3) Date of the session — Sessions/workshops over 8 hours need to include a time outline verifying the number of hours attended
- 4) Clock hours spent in the session
- 5) Instructor's name and credentials
- 6) Signature of instructor or sponsor
- 7) Sponsoring agency

c. If the certificate does not include the content above, attach to the certificate a copy of advertisement brochure or explanation that contains the missing information

d. Copy of transcripts from each college or university from which you took course work including independent study and correspondence courses (include title of course, outline/syllabus or course description) grade report not accepted

e. For articles published include a copy of the article with indication of how many words article contains

f. For speeches given, workshops and courses presented send proof that the presentation did occur (proof consists of verification on letterhead and signed by the sponsor or a copy of the participant sign-in sheet and/or a signed letter)

g. For facility in-service a copy of the sample certificate of attendance or verification including all of C. 4. b. above and the in-service director's signature

h. Hand-written certificates are not accepted

DEFINITIONS of NCCAP

Certification Standards

Consulting Experience

1. Applicable activity consultant experience must meet criteria on page 5. B. 1. a-d and may be a combination of:

- a. One-to-one activity consultation
- b. Teaching a class and workshop of at least one hour
 - 1) Count the actual teaching time of presentation only the first time it is given
 - 2) Content from:
 - a) Applicable course work (see page 5, A. 3. above)
 - b) Teaching Modular Education Program for Activity Professionals (MEPAP)
 - c) Acting as a practicum supervisor up to 20%
 - c. Articles published in state or national publications
 - 1) Count 1 hour of consulting for each 400-600 words up to 20%
 - 2) Include a copy of published materials with application
 - d. May count up to 40 hours direct on-site supervision of activities related practicum
 - e. May count hours managing an activity staff of 5 or more persons at the rate of 6 hours per month up to 100 hours
 - f. At least 40 hours of consulting MUST occur outside place of current employment
 - g. At least 40 hours of consultation must be direct activity consultation
 - h. Activity Consultant Track 3 Candidate contact NCCAP office to obtain details about Track 3 requirements

2. Consulting Experience Dates: 200 hours consulting experience must be from within the last 3 years

3. Documentation of consulting experience

- a. On facility or program letterhead (sample letter format enclosed on page 18)
- b. Verify each aspect used, from D. 1 above
- c. Letter(s) also verifies:
 - 1) Employee title
 - 2) Dates of beginning and end of employment (within the last 3 years only)
 - 3) States actual total hours of experience to date of letter
- d. Letter signed by administrator, program director, or supervisor
- e. For all teaching submit copy of advertising document, copy of certificate of attendance, and verification that the session was presented (see C.4.f) including:
 - 1) Title of educational offering
 - 2) Date, time of day offered (3-15-2017, 1:00–3:00)
 - 3) Place of presentation
 - 4) Presenter's name and qualification for teaching: degree, or certification #, or experience

Certification Fees

Activity Consultant Certified	\$125.00
Activity Director Certified	\$90.00
Activity Director Certified Provisional	\$90.00
Activity Assistant Certified	\$60.00
Activity Assistant Provisional Certified	\$60.00
Adult Day Services Certified	\$60.00
Home Care Certified	\$30.00
Home Care Certified Provisional	\$30.00

A nonrefundable processing fee of \$60 will be charged for new applications, renewals, and level changes. The processing fee is included in the certification fees listed above. Returned checks will be assessed a \$60 fee. Applications will not be processed without receipt of payment. It is the policy of NCCAP to deposit checks upon receipt. This does not mean that certification has been granted. Debit/Credit Cards (MC/VISA) and money orders are accepted.

Required Renewals

1. Renewal is required every two years. Late renewals do NOT change the two-year period
2. To renew you need to acquire continuing education during the two years after initial certification
 - AAC — 20 hours continuing education
 - ADC or ADPC — 30 hours continuing education
 - ACC — 40 hours continuing education
 - Specializations require an additional 10 CEs in that specialization
3. Renewal is required every one year. Late renewals do NOT change the one-year period
4. To renew you need to acquire continuing education during the one year after initial certification
 - HCC ---10 hours continuing education annually
5. Applicable continuing education (see page 9) CEs must be listed on the renewal form to be accepted

6. For all levels of certification please refer to pricing schedule posted on website.

7. The completed renewal form, necessary documents and appropriate fee(s) must be postmarked or submitted on-line through MemberClicks prior to the expiration date on the Renewal Form or fast track of \$55.00 will be due. Renewals received without appropriate form and/or amount of payment are considered late and incomplete. (renewal fee for your level + \$55.00 fast track fee = \$130.00 due)

8. The month of recertification remains the same as the initial certification. The year increases by 2, therefore the date of the renewal payment does not change the renewal date

9. Renewal forms are sent 90 days prior to expiration to allow proper completion, return to NCCAP and 6-8 weeks processing time before your expiration date. Certification status can only be given after review and approval are complete.

10. After one year from expiration of certification, you must re-apply, pay necessary reinstatement fees and meet the current certification standards in effect at that time

Level Change

Activity Professionals seeking a level change need to complete a new application. This application will be merged with the one on file for review. It is not necessary to duplicate information already on file with the first application. Applicants only need to add the additional information obtained. The fee is \$70. Expiration date will remain the same.

NCCAP Approval Number for Educational Offerings

Educators and instructors can download an application online to obtain approval numbers for courses and workshops from our website NCCAP.org.

Body of Knowledge

Topics for Continuing Education - Curriculum Content for Activity professionals

WORKING WITH PARTICIPANTS/ CLIENTS

1) Human Development and Late Adult Years

- Life Span Potential
- Theories of Aging

2) Human Development and Aging

- Human Behavior and Aging
- Potential and Creativity
- Wellness and Self-Esteem

3) Spirituality of Aging

- Reminiscing
- Tasks of Life Review
- Worship — Religion
- Death — Dying
- Palliative Care
- Journaling
- Ethics
- Tasks of Vital Aging
- Prayer — Scripture
- Personal Growth
- Wisdom in Aging
- Comparative Religions

4) Biology of Aging

- Changes — Physical & Sensory
- Sexuality
- Medications
- Nutrition
- Healthy Aging
- Illness and Dysfunction
- Bariatric Issues
- Behavioral Interventions
- Pain Management

5) Sociology of Aging

- Involvement — Isolation
- Dependence/Independence
- Living Alone — Social Networks
- Cultural Attitudes
- Social Histories
- Long Term Care/Aging/Social Needs
- 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
- Culture Change in the Continuum of Care
- Baby Boomers/Generational Diversity
- Sign Language
- Foreign Language
- Elder Abuse

6) Psychology of Aging

- Leisure & Aging
- Psychological Choices — Depression, Anxiety, Fears
- Drugs & Alcohol
- Security
- Successful adaptations
- Hospice
- Counseling Techniques
- Stereotypes — Myths
- Confusion/Disorientation/Dementia
- Institutionalization
- Aging in Place
- Memory Care

7) Leisure and Aging

- Recreation — Definition, Types, Philosophy
- Lifestyles
- Retirement Living
- Attitudes — Motivation
- Analysis of Leisure Time
- Client Interests
- Client Rights — Different Categories
- Volunteerism
- Creativity in Aging
- Leisure Education
- Barriers to Leisure
- Person Centered Programming

8) Basic Health

- First Aid/CPR
- Health Precautions
- Personal Health Issues
- Geriatric Medications/Contra-Indications in the Activities Delivery systems
- Nutritional Issues/Diabetes

9) Group Instruction/Leadership

- Adult Learning Modes
- Instruction Methods — Lecture, Handouts, Videos
- Demonstrations, Samples, Slides, Discussion, Participation, Survey, Sharing Experience
- Teaching Materials — Tools, Resources
- Group Dynamics/Leadership
- In-Service
- Leader Listening
- Esteem Building
- Build Group Support/Support & Group Leadership

10) Therapy for the Disabled Aging

- Overview of P.T., O.T., Speech Therapy, Art Therapy, Recreation Therapy, Dance Therapy, Music Therapy, Drama Therapy, Validation, Poetry Therapy, Reality Orientation, Remotivation, Horticulture Therapy, etc.
- Restorative Programs — Feeding Training, ADL Skills, etc.
- Patient Physical Transfer Techniques
- Therapeutic Approach — Meaningful, Purposeful, How it Helps
- Therapeutic Feeding Techniques
- Aroma Therapy
- Massage Therapy
- Therapeutic Swimming

11) With Residents & Staff

- Types of Communication
- Listening Skills
- Responding Skills
- Communication with Frail
- Communication with Confused
- Intercultural Concerns
- Morale Building
- Dealing with Difficult Situations

12) Public Speaking

- Professional Image
- Leading Meetings
- Business Etiquette

13) Public Relations

- The Written Message
- Media Use — Press releases, P.S.A., T.V., Radio
- Publicity — News
- Letters of Appreciation
- Volunteer Programs
- Fund Raising
- Marketing Activity Importance letters, Bulletin Boards, Posters, Graphic Techniques
- Community Marketing of Facility and Activities Delivery Systems

14) Interpersonal Relationships

- Staff Team Approach — Working Together
- Coordination of Services — Staff, Families, Volunteers, etc.
- Peer Relationships — Staff, Residents
- Family Relationships — Various Age Needs and Attitudes
- Empowerment/Managing Relationships/ Personality Evaluation
- Staff/Client Relationships
- Consultant Relationships
- Organizational Relationships
- Organizational Structures in Different Levels of Care
- Conflict Resolution
- Dealing with Difficult People
- Assertiveness Training

15) Motivation

- Of Clients, Families, Staff, Volunteers
- Professional Improvement
- Motivational Techniques

16) Community Services/Support/Relations

- Recreation Resources
- Service Clubs
- Religious Resources
- Mainstreaming
- Adult Health Services — Alzheimer's, MS, Ostomy Clubs, Parkinson's, Arthritis, Amputee, Cancer
- Business — Chamber of Commerce
- Family Open Houses
- Library Resources

17) Regulations

- State & Federal Activities, Regulations & Standards — OSHA, ADA & Professional Standards
- Survey Process
- Plan of Corrections
- Legislative Updating
- JCAHO, CARF, Specialty Standards
- Assisted Living Regulations/Memory Care/ Enhanced Assisted Living Regulations
- Medical Adult Day Health Regulations
- Mental Health Adult Day Health Regulations/ Adult Day Habilitation (MR/DD)
- Adult Home Regulations/ Personal Care and Boarding

PROGRAMMING

18) Individualized Care Planning

- Assessment — MDS, CAA's, CATS
- Interdisciplinary Team
- Care Planning, Approach, Progress Notes
- Professional Standards
- Legal — Ethical Issues
- Medical Terms
- Charting — Confidentiality
- Patient — Resident Involvement
- For Participant Learning
- Quality Indicators
- Individualized Service Plans
- Person Centered Care Planning/"I" Care Plans

19) Program Management

- Philosophy of Operation
- Expressive/Creative Program Scope — Physical, Mental, Social, Emotional, Community, Spiritual, Educational
- Program Planning — Resident Centered
- Organization — Calendar
- Program Implementation — Conducting Activities
- Evaluation Techniques
- Operating Audio — Visual Equipment
- Equipment & Supplies — Control, Safety Precautions, Resource Materials, Ordering
- Modes of Programming
- Operating Facility Vehicles

20) Computer Skills

- Word Processing
- Database
- Charting
- Desktop Publishing
- Games
- Participant Learning
- Internet

21) Program Types -- Theory and Practice

- Supportive
- Maintenance
- Empowerment
- Exercise — General, Volleyball, e.g., Wheelchair, Reik, Tae Kwon Do, Yoga, etc.
- Social — e.g., Parties
- Outdoor — e.g., Barbecues, Games, Walks
- Away from the Facility — e.g., Visits to Community Places of Interest
- Religious — e.g., Bible Study, Services
- Creative — e.g., Crafts, Drama, Writing, Journaling, Scrapbooking,
- Educational — e.g., Current Events, Alzheimer's Group, Adult Learning
- Residents with special needs — e.g., AIDS, DDs, MRs, MS et al.
- Resident Planned — e.g., Resident Council or Any Activity
- In-Room — e.g., Adapt Out-of-Room Activities
- Sensory — e.g., Braille Materials, Any Sensory Stimulation, Pet, Food Related, Snoozelen TM, Meditation, Massage, Reflexology
- Reality Awareness e.g., with Other Programs
- Entertainment — e.g., Games, Entertainer Resources
- Self Help — e.g., Independent Activities
- Music — Basic & Adaptive Techniques 1. Accompaniment Instrument-Chord Structure, Ear Training 2. Recreational — Rhythm Instruments, Musical Games, Movement, Literature for the Aged
- Community Oriented — e.g., Intergenerational, Community Groups in the Facility
- Computer Based
- Lesson Planning
- Technological Advancements
- Wii
- Outings/Policies and Procedures
- Recreational/Leisure Vehicle Training
- Bar Tending/Mixology/Wine Tasting
- Proper Food Handling

MANAGEMENT/PERSONNEL, LEGAL AND ETHICAL ISSUES

22) Personal Employment

- Recruitment, Interviewing, Hiring, Termination, Development, Recognition, Evaluation, — Staff and Volunteers
- Job Search — Resume Writing, Interview Preparation

23) Management Leadership

- Interdisciplinary Care Plan Team
- Leadership Styles
- Program Management
- Program Evaluation
- Supervision Philosophies and Techniques
- Delegating — Enabling Staff Ability
- Self Analysis
- Time Management
- Activity Staff In-Service
- How to Conduct Meetings: Staff, Association
- Problem Solving
- Resident Council and Family Council
- Record Keeping
- Dealing with Challenging People
- Stress Management
- Memory Improvement
- Violence in the Workplace
- Controlling
- Advocacy/ Ombudsman
- Universal Worker Concepts
- Culture Change/ Greenhouse Concepts
- Management and Management Techniques
- Generational Diversity/Gender Issues
- Quality Assurance, CQI, TQM, etc.
- Association Management/Conference
- Committee Development
- Customer Service

24) Management Writing Skills

- Documentation Chart Auditing
- Job Descriptions
- Policies and Procedures Manuals
- Incident Records/Reports
- Letters of Request — Direct Mail
- Grant Writing
- Public Relations
- E-mail and Internet Etiquette
- Form Development

25) Financial Management

- Reimbursement
- Record Keeping
- Expense Control
- Establishing Non-Profit Status
- Fund raising
- Donation Management
- Establishing Budgets

26) Professional Development

- Certification
- Professional Attitude Toward Residents
- Professional Associations
- Business Expectations
- Professional Standards — Ethics
- Professional Affiliations
- Professionalism

27) Consulting

- Consultant's Role, Goals, Knowledge
- Consultant's Education

28) Resources

- How to Work with Volunteers
- How to Work with Supervisors
- How to Work with Consultants
- How to Work as Middle Management
- Intra-departmental Skills
- How to work with Vendors

VERIFICATION OF ACTIVITY EXPERIENCE

Name of Applicant _____ Date of Letter _____

Name of Agency _____

Phone _____ Email _____

Applicant's Title _____

Agency Address _____

Name and Title of Supervisor _____

Activity Employment Dates: From _____ To _____

50 % of participants/clients are 55 years or older: ___Yes ___No

Number of hours worked in activities per week _____

Total number Activity hours worked since hire _____

Summarize the duties specific to applicant _____

Supervisor Signature: _____

This is a sample format to assist with employment verification. The letter must be on the original facility letterhead and signed by the supervisor.

This sample is provided as a courtesy of NCCAP to assist with the documentation/verification of CE.

This information is provided to assist you with the needed requirements to document attendance of NCCAP acceptable workshops, seminars, or classes. This may also be used in cases where certificates are not issued at the conclusion of a program. It is imperative that a representative of the sponsoring agency or the instructor sign the certificate as verification of your attendance.

If the certificate does not include the content in the sample certificate above, attach to the certificate a copy of advertisement brochure or explanation that contains the mission information.

For speeches, workshops, and courses presented, send verification that the presentation did occur.

For facility in-service, send a copy of the sample certificate above with the in-service director's signature or a sign-in sheet with all required information.

Certificate of Attendance

Name of Sponsor/ Sponsoring Association

This is to document that:

Name of Participant

Title of Education Session

For _____ clock hours on this date _____

Location

City & State

Instructor's Name Instructor's Credentials

Signature of sponsor or instructor

NCCAP approval number (if applicable)

*attach any printed description of session, if available