



NATIONAL CERTIFICATION COUNCIL  
FOR ACTIVITY PROFESSIONALS

*Enriching Lives Through Person-Centered Engagement*

# Certification Standards

**National Certification Council for Activity Professionals**

3015 Upton Drive, Ste 103

Kensington, MD 20895

Tel: 757-552-0653 Fax: 757-552-0143

E-Mail: [info@nccap.org](mailto:info@nccap.org)

[www.nccap.org](http://www.nccap.org)

## INTRODUCTION

Welcome to the Certification Standards of the National Certification Council for Activity Professionals (NCCAP).

### Activity Professional Certification

NCCAP was created by the National Association of Activity Professionals (NAAP) in 1986 as the official credential of the Activity Profession.

This is based on Federal Tag 658 that recognizes NAAP as competent to establish professional standards of practice. Ever since, NCCAP has been the trusted credential to ensure the highest competency for the social model of care.

NCCAP offers professional equivalency for Art Therapist Board Certified (ATR-BC), Music Therapist Board Certified (MT-BC), Certified Occupational Therapist Assistant (COTA), Certified Therapeutic Recreation Therapist (CTRS) and Occupational Therapist Registered (OTR).

### Benefits of NCCAP Certification

- Enhanced professional recognition
- Career development
- Newsletters, social media and resources
- Inclusion in the NCCAP National Registry
- Highest standard of education, practice and independent examination

### Why Become NCCAP Certified?

- NCCAP was established by NAAP in 1986 as the highest credential to qualify as a Certified Activity Professional
- Federal Tag 680 of OBRA '87 states that an activity department must be directed by a "qualified professional"
- NCCAP is recognized by CMS as an organization that certifies Activity Professionals to delivery person-centered care in long-term care
- Many States accept NCCAP certification for meeting requirements to work in the activity and life enrichment field
- NCCAP certification assures Administrators and Surveyors that you have met standards that verify your competency to provide services that enhance quality of life through activities and engagement
- Many organizations only hire Activity Professionals who are Certified
- Certification recognized nationwide
- NCCAP has worked to build partnerships and acceptance of our credentials with Federal and State regulators, health care agencies and trade associations and long-term care companies

## TABLE OF CONTENTS

NCCAP Certification.....	3
Professional Certification.....	5
Engagement Certification .....	8
Definition of Terms .....	10
Body of Knowledge and Topics for Continuing Education .....	15

# **NCCAP CERTIFICATION**

## **PROFESSIONAL, ENGAGEMENT AND SPECIALIZATION**

NCCAP provides the following types and levels of certification:

### **PROFESSIONAL CERTIFICATION**

- Activity Professional Apprentice Certified (APAC)
- Activity Professional Certified (APC)
- Activity Director Certified (ADC)
- Activity Consultant Certified (ACC)

### **ENGAGEMENT CERTIFICATION**

- Person-Centered Engagement Certified (PCEC)
- Memory Care: Validation Certified (MCVC)
- Montessori Dementia Engagement Certified (MDEC)
- Montessori Home Engagement Certified (MHEC)
- Adult Day Engagement Certified (ADEC)
- Assisted Living Engagement Certified (ALEC)

### **SPECIALIZATIONS**

- Adult Day Services (ADS)
- Assisted Living (AL)
- Education (EDU)
- Home Care (HC)
- Memory Care (MC)
- Person-Centered (PC)

## QUALIFICATION COMPONENTS OF CERTIFICATION

NCCAP standards include up to 6 Qualification Components with requirements that vary by type and level of certification. See following for specific requirements of each certification.

1. **EDUCATION.** High School Diploma, GED or college credits or degree.
2. **EXPERIENCE.** Documented work or volunteer experience with individuals across the continuum of care. Must be within the past 5 years for initial certification or within current certification period for renewal.
3. **CONTINUING EDUCATION (CE).** CE clock hours must be earned within the past 5 years for initial certification or within current certification period for renewal. May include workshops, seminars and college courses on topics in the NCCAP Body of Knowledge. CE hours are required to ensure regulatory updates and best practices are learned.
4. **REQUIRED CURRICULUM.** Curriculums vary by type and level of certification.
  - A. NCCAP's Professional Certifications require the *Modular Education Program for Activity Professionals (MEPAP)*. MEPAP is a two-part program with each part consisting of 90 hours of coursework and 90 hours of practicum assignments, thereby totaling 180 hours of educational learning and 180 hours of experiential learning:
    - MEPAP Part 1: Prepares students for the essential functions and duties of Activity Professional to design, deliver and evaluate activity services for older adults across the continuum of care.
    - MEPAP Part 2: Prepares students to apply principles of management in their role as Activity Professional to provide service through leadership, advocacy, using principles of planning, organizing, staffing, directing and controlling.
  - B. NCCAP's Engagement Certifications utilize various education materials specific to the subject matter and setting of the certification. Each curriculum focuses on essential skills and competencies to deliver person-centered care using the social model of care.
  - C. Certified Activity Professionals working to become Activity Consultants must complete an Independent Study under the guidance of a NCCAP Instructor.
5. **NATIONAL EXAM.** Required for Activity Director and Activity Consultant levels. National Exam is third-party proctored and offered at designated testing sites. Requires separate fee for the exam company. Exam is to be taken within 30 days of applying for certification. The exam may be retaken and requires the separate fee each time.
6. **CONSULTING EXPERIENCE.** Require for Activity Consultant level, consulting experience may include advising a group, working 1-to-1, teaching a class, conducting workshops, publishing professional articles, supervising students and managing 5 or more activities staff.

# NCCAP CERTIFICATION STANDARDS

## PROFESSIONAL CERTIFICATION

### ACTIVITY PROFESSIONAL APPRENTICE CERTIFIED (APAC)

Intended for the entry-level workforce, Activity Professional Apprentice Certified (APAC) is the start of the career path to work in activities or become an Activity Director. It is not promoted as meeting the requirements for Activity Director. APAC ensures an individual is competent to work in the activities and life enrichment field. Note: APAC requirements are the same as Activity Professional Certified (APC) *except for* hours of activity experience. When required hours of documented work experience are obtained, APAC qualifies for APC.

QUALIFICATION COMPONENTS	TRACK 1	TRACK 2
<b>1. EDUCATION</b>	High School Diploma, GED plus at least 6 college credits	High School Diploma, GED or higher
<b>2. EXPERIENCE</b>	<i>Less than</i> 2,000 hours in an activities department within the past 5 years	<i>Less than</i> 4,000 hours in an activities department within the past 5 years
<b>3. CONTINUING EDUCATION</b>	20 clock hours from Body of Knowledge within past 5 years	20 clock hours from Body of Knowledge within past 5 years
<b>4. REQUIRED CURRICULUM</b>	MEPAP Part 1	MEPAP Part 1
<b>5. NATIONAL EXAM</b>	Not required	Not required

### ACTIVITY PROFESSIONAL CERTIFIED (APC)

Activity Professionals who meet the NCCAP standards to provide services that enhance quality of life through activities and engagement.

QUALIFICATION COMPONENTS	TRACK 1	TRACK 2
<b>1. EDUCATION</b>	High School Diploma, GED plus at least 6 college credits	High School Diploma/GED
<b>2. EXPERIENCE</b>	2,000 hours within past 5 years	4,000 hours within past 5 years
<b>3. CONTINUING EDUCATION</b>	20 clock hours from Body of Knowledge within past 5 years	20 clock hours from Body of Knowledge within past 5 years
<b>4. REQUIRED CURRICULUM</b>	MEPAP Part 1	MEPAP Part 1
<b>5. NATIONAL EXAM</b>	Not required	Not required

**ACTIVITY DIRECTOR CERTIFIED (ADC)**

Activity Professionals who meet NCCAP standards to direct an activities and life enrichment team and program.

QUALIFICATION COMPONENTS	Track 1	Track 2	Track 3
<b>1. EDUCATION</b>	Bachelor's Degree or higher	Associate's Degree or higher	12 or more college credits
<b>2. EXPERIENCE</b>	2,000 hours in an activities department within the past 5 years	3,000 hours in an activities department within the past 5 years	6,000 hours in an activities department within the past 5 years
<b>3. CONTINUING EDUCATION</b>	30 clock hours from Body of Knowledge within past 5 years	30 clock hours from Body of Knowledge within past 5 years	30 clock hours from Body of Knowledge within past 5 years
<b>4. REQUIRED CURRICULUM</b>	MEPAP Part 1 and 2	MEPAP Part 1 and 2	MEPAP Part 1 and 2
<b>5. NATIONAL EXAM</b>	Required	Required	Required

QUALIFICATION COMPONENTS	Track 4	Track 5	
<b>1. EDUCATION</b>	High School Diploma/GED	<b>PROFESSIONAL EQUIVALENCY PATH</b> Individuals with related education and experience are eligible for certification. Individuals can apply for Activity Director Certified (ADC) after verification of current certification by an allied credentialing body, including: <b>AT-BC, MT-BC COTA, CTRS, OTR,</b> (NAAPCC until 12.31.19)	Bachelor's Degree
<b>2. EXPERIENCE</b>	12,000 hours in an activities department within the past 6 years		10,000 hours in an activities department within the past 5 years
<b>3. CONTINUING EDUCATION</b>	40 clock hours from Body of Knowledge within past 5 years, with 8 on activity documentation of MDS and Care Planning		40 clock hours from Body of Knowledge within past 5 years, with 8 on activity documentation of MDS and Care Planning
<b>4. REQUIRED CURRICULUM</b>	MEPAP Part 1 and 2		No requirement
<b>5. NATIONAL EXAM</b>	Required		Required

**Note: Activity Director Certified Provisional (ADCP)** ended October 1, 2019. Individuals who received ADCP prior to this date continue to meet the standards previously in effect up to the allowable time of 6 years to earn all 5 requirements for Activity Director Certified (ADC):

1. Academic Education: High School Diploma/GED or higher
2. Required Curriculum: MEPAP 1
3. Activity Experience: Hours for Academic Education level per ADC Tracks 1, 2, 3 or 4
4. Continuing Education: Clock hours for Academic Education level per ADC Tracks 1, 2, 3 or 4
5. Required Curriculum: MEPAP Part 2

ADCP certification is valid for up to 6 years and must be renewed every 2 years with 30 CEs. Individuals who do not complete all requirements for ADC within 6 years are eligible for APC.

### **ACTIVITY CONSULTANT CERTIFIED (ACC)**

Activity Professionals who meet NCCAP standards for consultants or educators of an activity program, staff or department.

<b>QUALIFICATION COMPONENTS</b>	<b>TRACK 1</b>	<b>TRACK 2</b>	<b>TRACK 3</b>
<b>1. EDUCATION</b>	Master's Degree or higher	Bachelor's Degree or higher	Associates Degree or higher
<b>2. EXPERIENCE</b>	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
<b>3. CONTINUING EDUCATION</b>	40 clock hours from Body of Knowledge within past 5 years	40 clock hours from Body of Knowledge within past 5 years	40 clock hours from Body of Knowledge within past 5 years
<b>4. REQUIRED CURRICULUM</b>	MEPAP Parts 1 & 2. If previously completed for AAC or ADC, submit certificates of completion	MEPAP Parts 1 & 2. If previously completed for AAC or ADC, submit certificates of completion	MEPAP Parts 1 & 2. If previously completed for AAC or ADC, submit certificates of completion
<b>5. NATIONAL EXAM</b>	Required unless fulfilled for ADC	Required unless fulfilled for ADC	Required unless fulfilled for ADC
<b>6. CONSULTING EXPERIENCE</b>	200 hours of activity consulting experience within the past 3 years OR completion of independent study with the guidance of NCCAP Instructor	200 hours of activity consulting experience within the past 3 years OR completion of independent study with the guidance of NCCAP Instructor	200 hours of activity consulting experience within the past 3 years AND completion of independent study with the guidance of NCCAP Instructor

## ENGAGEMENT CERTIFICATION

NCCAP Engagement Certifications use a 10-hour curriculum to deliver the skills and competencies for quality of life engagement and person-centered care using the social model of care. Dementia and Validation® are 15-hour curriculums.

NCCAP Engagement Certifications are appropriate for all persons who work across the continuum of care. In addition to care providers, and activities and life enrichment staff, Engagement Certifications may be used to meet facility-wide education, training and in-service requirements as well as for proof of competency for Regulators. Curriculums for Person-Centered Engagement, Home Care and Dementia are open to family care givers.

All Engagement Certifications are valid for 1 year and must be renewed with 5 CE clock hours.

*See page 18 Addendum on CE requirement for Initial Engagement Certification.*

<b>QUALIFICATION COMPONENTS</b>	<b>Person-Centered Engagement Certified (PCEC)</b>	<b>Montessori Dementia Engagement Certified (MDEC)</b>	<b>Montessori Home Engagement Certified (MHEC)</b>
<b>1. EDUCATION</b>	High School Diploma/GED	High School Diploma/GED	High School Diploma/GED
<b>2. EXPERIENCE</b>	1,000 hours of experience in any care community within past 5 years	1,000 hours working with people with dementia within past 5 years	1,000 hours of experience with people aging in place within past 5 years
<b>3. CONTINUING EDUCATION</b>	5 clock hours from Body of Knowledge within past 5 years	5 clock hours from Body of Knowledge within past 5 years	5 clock hours from Body of Knowledge within past 5 years
<b>4. REQUIRED CURRICULUM</b>	Person-Centered Engagement	Montessori Dementia Engagement	Montessori Home Engagement

<b>QUALIFICATION COMPONENTS</b>	<b>Assisted Living Engagement Certified (ALEC)</b>	<b>Adult Day Engagement Certified (ADEC)</b>	<b>Memory Care: Validation® Certified (MCVC)</b>
<b>1. EDUCATION</b>	High School Diploma/GED	High School Diploma/GED	High School Diploma/GED
<b>2. EXPERIENCE</b>	1,000 hours of experience in Assisted Living within past 5 years	1,000 hours of experience in Adult Day Services within past 5 years	1,000 hours of experience in dementia care within past 5 years
<b>3. CONTINUING EDUCATION</b>	5 clock hours from Body of Knowledge within past 5 years	5 clock hours from Body of Knowledge within past 5 years	5 clock hours from Body of Knowledge within past 5 years
<b>4. REQUIRED CURRICULUM</b>	Assisted Living Engagement	Adult Day Engagement	Memory Care: Validation®



## **SPECIALIZATIONS**

NCCAP Certified Activity Professionals are eligible to receive specialization designations. A Specialization indicates advanced educational study related to engagement and person-centered care in the stated subject area or setting. NCCAP offers the following Specializations:

- ADULT DAY SERVICES
- ASSISTED LIVING
- EDUCATION
- HOME CARE
- MEMORY CARE
- PERSON-CENTERED

### **SPECIALIZATION QUALIFICATION COMPONENTS**

1. Applicants applying for or renewing Activity Professional Certification are eligible for Specialization designations.
2. 10 Continuing Education (CE) clock hours within the past 2 years are required in addition to the CE requirements of your certification level (CEs in the past 5 years will be accepted for Initial Application).
3. Topic of all CE clock hours must be related to those listed in the NCCAP Body of Knowledge. Applicant must submit evidence and description of the CE on the Specialization application.
4. Specialization designation recognizes competency to understand a team approach, direct an activity team, and carry out an activity program in the Specialization area.
5. Specialization designations are renewed biennially. Individuals possessing Activity Professional Certification renew their Specialization at the same time of Professional Certification renewal.

## **DEFINITION OF TERMS**

### **EDUCATION**

1. High School Diploma or GED
2. Academic Degrees or College Credits:
  - A. From a college or university accredited by the Department of Education of the US or State
  - B. All subject areas of degrees and college courses are accepted
  - C. No time limit for college degree or credits
  - D. Course work used must be a grade of “C” or better
  - E. Equivalency of any college or technical credits must be based on an official evaluation from an accredited US college, university or independent agency.
3. Documentation Needed to Verify Academic Education
  - A. Copy of High School Diploma or GED
  - B. Copy of transcripts from each college or university referred to in your application
  - C. Foreign transcripts and college credits must be accompanied by an official evaluation from an accredited US or Canadian College, University or Independent Agency

### **EXPERIENCE**

1. Applicable Work Experience
  - A. Activity Professionals Certification:
    - i. 50% of work experience must be directly working with activity programming and documentation
    - ii. 50% can be indirectly working with activities, i.e. Restorative, CNA, Dietary Aide, Rehab, etc.
    - iii. 30% of this experience can be volunteer work with individuals across the continuum of care
  - B. Engagement Certification:
    - i. All Engagement Certifications require 1,000 hours of experience as outlined in the certification
    - ii. Work must be directly related to a care setting that is applicable to the subject matter of the certification curriculum.
2. Activity Experience Time Frame: APAC, APC, ADC, ACC and ADCP experience must be within the past 5 years
3. Documentation of Activity Experience must be on official company letterhead and include:
  - A. Employee title
  - B. Dates of beginning and end of employment within the past 5 years
  - C. Defines type of population served
  - D. Total hours of experience up to the date of letter. Note: must state the number of hours worked, for example: “20 hours per week.” “Full-time” or “part-time” will not be accepted.
  - E. Letter signed by Administrator, Program Director or Supervisor
  - F. For companies no longer operating or closed, submit other proof such as pay stubs or tax records

## CONTINUING EDUCATION (CE)

1. Continuing Education Timeframe:
  - A. For initial certification must have been completed within the past 5 years of application date
  - B. For Renewal must have been completed within the timeframe that your certification is current.
  - C. Activity Professional Certifications are 2 years and Engagement Certifications are 1 year.
2. Qualifying Continuing Education:
  - A. College and university courses can be used to satisfy CE requirements if the courses have not been used to meet Academic Education requirements for certification and were not required as part of the college degree. 1 college credit = 10 CE clock hours
  - B. Subject of CE must be included in the list of topics of the NCCAP Body of Knowledge
  - C. Each CE clock hour must be at least 60 minutes in length unless otherwise specified in the table below as specified by International Association for Continuing Education and Training (IACET) standards
  - D. Allowable CE delivery methods include:
    - i. A group setting with a leader and discussion
    - ii. Independent or on-line format
    - iii. Other methods if NCCAP-Approved (e.g., facility tours as part of a state or national activity conference)
  - E. Presentations given at workshops, in-service trainings, and courses can receive CE hours as follows:
    - i. Presentations must pertain to the activity profession
    - ii. Proof of presentation must be submitted including agenda and marketing material for the program
    - iii. CE clock hour equivalent to double the total presentation time to allow for preparation time. For example, a 1-hour presentation counts for 2 hours CE
    - iv. CE hours are allowed only for the initial presentation if presentation is given more than one time
  - F. Authoring of educational articles receives CE hours as follows:
    - i. Article must pertain to activities
    - ii. Proof of publication in a National or State professional publication, website or online
    - iii. Submit copy of publication with application
    - iv. One CE clock hour for every 400-600 words
    - v. CE hours allowed only for one publication of the same article
3. Activities that do not qualify as CE:
  - A. Entertainment, reading, recreation or travel
  - B. Business and committee meetings
  - C. Self-taught courses
  - D. Any home study such as videos or audio tapes if not NCCAP-approved
  - E. Activity experience and performing duties related to work
4. Documentation Required for CE:
  - A. Evidence of CE approval by a college, university, or other accrediting body
  - B. Proof or Certificate of Attendance with the following information:

- i. Name of attendee
- ii. Title or topic of the educational session
- iii. Date and location of the educational session
- iv. Specific number of clock hours attended
- v. Sessions submitted for over 8 hours must include copy of official session outline
- vi. Instructor(s) name and credentials
- vii. Sponsor name
- viii. Signature of instructor or sponsor
- ix. If no Certificate of Attendance, additional material (E.G.) course brochure with written explanation
- x. Copy of transcripts from college or university and course outline, syllabus and description
- xi. Note: Hand-written certificates are not accepted
- xii. Note: NCCAP periodically audits CE submissions to verify compliance

5. Total Annual CE Hours Required:

- A. APAC: 20, APC: 20, ADC: 30, ADCP: 30, ACC: 40 for initial certification and renewal
- B. Engagement Certification: 5 hours for initial certification and for annual renewal
- C. Specialization: 10 hours for initial certification and renewal

6. To Obtain NCCAP Approval for a CE Course

- A. CE Instructor must submit approval forms found on [www.nccap.org](http://www.nccap.org)
- B. "Approved CE Educator" with website posting and logo available for additional fee

**TYPE AND AMOUNT OF CE IN A CERTIFICATION APPLICATION**

Allowable Type and Amount of CE in a Certification Application (See text above for criteria and required documentation)	% LIMIT	TOTAL ANNUAL CE REQUIREMENT				
		5 Hrs	10 Hrs	20 Hrs	30 Hrs	40 Hrs
Health care skill-based related courses (CNA, CDL, CPR, etc.)	20%	1	2	4	6	8
Workplace in-service, at least 30 minutes in length:						
- Mandatory workplace in-service	20%	1	2	4	6	8
- Additional non-mandatory workplace in-service	20%	1	2	4	6	8
Facility-based teleconference internet streaming video subscription (e.g. Primedia, Relias, Care2Learn, etc.):						
- No NCCAP course approval number	30%	1.5	3	6	9	12
- Has NCCAP course approval number	100%	5	10	20	30	40
Non-traditional courses including online, correspondence and home study:						
- No NCCAP approval number	30%	1.5	3	6	9	12
- Has NCCAP approval number	100%	5	10	20	30	40
Activity-related courses other than MEPAP including adult education, workshops, seminars, facility tours as part of conferences, state-required training and educational sessions at professional venues	100%	5	10	20	30	40
College or university courses including independent study and correspondence courses	100%	5	10	20	30	40
Published educational articles written by applicant (see text above for documentation requirements)	20%	1	2	4	6	8

Speeches, presentations and lectures delivered by applicant at workshops, in-services and courses (see above text for documentation requirements)	20%	1	2	4	6	8
Total CE Hours Required	100%	5	10	20	30	40

### **ACTIVITY CONSULTANT EXPERIENCE**

1. Consultant experience must meet the certification criteria and may be a combination of:
  - A. One-to-one activity consultation, and,
  - B. Teaching a class or workshop of at least 1-hour actual teaching time, subject to:
    - i. Count only the first-time class or workshop is delivered.
    - ii. Content must meet requirements and definitions in NCCAP Certification Standards
    - iii. Teaching Modular Education Program for Activity Professionals (MEPAP)
    - iv. Acting as a MEPAP Practicum Supervisor counts up to 20%
    - v. Articles published in National or State publications, print or online, qualify as 1 hour of consulting experience for each 400-600 words and count up to 20%
  - C. Include a copy of published materials with application
    - i. May count up to 40 hours direct on-site supervision of activities-related practicum
    - ii. At least 40 hours of consulting must occur outside place of current employment
    - iii. At least 40 hours of consultation must be direct activity consultation
    - iv. Activity Consultant Track 3 Candidates please contact NCCAP office to obtain requirements
  
2. Consulting Experience Timeframe: 200 hours must be from within the past 3 years
  
3. Documentation of consulting experience
  - A. On facility or program letterhead
  - B. Verify each aspect of consulting experience used by submitting letter(s) to verifying:
    - i. Employee title
    - ii. Dates of beginning and end of employment only within the last 3 years
    - iii. Actual total hours of experience up to the date of the letter
  - C. Letter signed by administrator, program director, or supervisor
  - D. For all teaching submit copy of advertising document, copy of certificate of attendance, and verification that the session was presented include:
    - i. Title of educational offering
    - ii. Date, time and number of clock hours offered
    - iii. Location of presentation
    - iv. Presenter's name and qualification for teaching: degree, certification number or experience

### **REQUIRED RENEWALS**

1. Professional Certification renewal is required every two years and must occur before the expiration date in order to avoid a **Late Fee**. Late renewal does not change the two-year period. CE clock hours required for renewal are required to be earned during the 2 years after initial certification and every 2 years thereafter:
  - APAC or APC: 20 CE hours
  - ADC or ADCP: 30 CE hours
  - ACC: 40 CE hours
  - Specializations: 10 CE hours additional for each specialization

2. All Engagement Certifications require 5 CE hours for renewal every one year. Late renewal and payment date do not change the one-year period. To renew, acquire continuing education during the one year after initial certification and thereafter.
3. Renewal email notifications are sent 120 days prior to expiration and then monthly thereafter.
4. It is recommended that renewal applications be submitted 6 weeks prior to your expiration date to allow for processing. Renewal fees are due at the time of renewal application submission. Renewal applications received without appropriate forms and/or amount of payment are considered incomplete.
5. NCCAP periodically audits CEs submitted to verify compliance. If you are audited, you have 7 days to submit proof of CEs or you will be charged a **Late Fee**.
6. Renewal information, including renewal fees and required application forms are on [www.nccap.org](http://www.nccap.org).
7. Renewal applications should be submitted online prior to expiration date on [www.nccap.org](http://www.nccap.org) or printed and mailed to NCCAP office postmarked before certification expiration to avoid **Late Fee**.
8. Email notification is sent regarding any missing items required for renewal. Your certification will be held in pending status for up to one year until all missing items are submitted and accepted, after which you will need to reapply.
9. Processing of renewal applications can be expedited for an additional **Fast Track Fee**.

### **LEVEL CHANGE**

1. Activity Professionals seeking a Level Change need to complete a Level Change application and take and pass the National Exam.
2. Applicants only need to add additional information supporting the Level Change and pay the level change fee (see website for fee schedule).
3. The expiration date of certification remains the same as your last current expiration date.
4. If level changing to ADC or ACC, you are required to take and pass the National Exam which requires a separate fee for the third-party testing company.
5. APAC automatically level changes to APC when the required number of documented work experience is obtained.

# BODY OF KNOWLEDGE

## TOPICS FOR CONTINUING EDUCATION & CURRICULUM CONTENT

### WORKING WITH RESIDENTS/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 and Religion
- Death and Dying
- Palliative Care
- Journaling
- Ethics
- Tasks of Vital Aging
- Prayer and 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 and Isolation
- Dependence and Independence
- Living Alone and Social Networks
- Cultural Attitudes
- Social Histories
- Long-Term Care, Aging and 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 and Generational Diversity
- Sign Language
- Foreign Language
- Elder Abuse

#### 6. Psychology of Aging

- Leisure & Aging
- Psychological Choices: Depression, Anxiety, Fears
- Drugs and Alcohol
- Security
- Successful adaptations
- Hospice
- Counseling Techniques
- Stereotypes and Myths
- Confusion, Disorientation and 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 and CPR
- Health Precautions
- Personal Health Issues
- Geriatric Medications and Contra-Indications in the Activities Delivery systems
- Nutritional Issues and Diabetes

## **9. Group Instruction or Leadership**

- Adult Learning Modes
- Instruction Methods: Lecture, Handouts, Videos
- Demonstrations, Samples, Slides, Discussion, Participation, Survey, Sharing Experience
- Teaching Materials - Tools, Resources
- Group Dynamics and Leadership
- In-Service
- Leader Listening
- Esteem Building
- Build Group Support and 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, Re-motivation, Horticulture Therapy, etc.
- Restorative Programs: Feeding Training, ADL Skills, etc.
- Patient Physical Transfer Techniques
- Therapeutic Approach: Meaningful, Purposeful and How it Helps
- Therapeutic Feeding Techniques
- Aroma Therapy
- Massage Therapy
- Therapeutic Swimming

## **11. With Residents and 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 and 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 and Client Relationships
- Consultant Relationships
- Organizational Relationships
- Organizational Structures in Different Levels of Care
- Conflict Resolution
- Dealing with Difficult People
- Assertiveness Training

## **15. Motivation**

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

## **16. Community Service, Support, Relations**

- Recreation Resources
- Service Clubs
- Religious Resources
- Mainstreaming
- Adult Health Services and Support Groups: Alzheimer's, MS, Ostomy, Parkinson's, Arthritis, Amputee, Cancer
- Business and Chambers of Commerce
- Family Open Houses
- Library Resources

## **17. Regulations**

- State and Federal Activities, Regulations and Standards, OSHAADA, 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 and "I" Care Plans

### **19. Program Management**

- Philosophy of Operation
- Expressive and Creative Program Scope: Physical, Mental, Social, Emotional, Community, Spiritual, Educational
- Program Planning: Resident Centered
- Organization and Calendar
- Program Implementation and Conducting Activities
- Evaluation Techniques
- Operating Audio and 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, Wheelchair, Reiki, Tae Kwon Do, Yoga, etc.
- Social, Parties, etc.
- Outdoor (e.g., Barbecues, Games, Walks, etc.)
- Away from the Facility (e.g., Visits to Community Places of Interest, etc.)
- Religious (e.g., Bible Study, Services, etc.)
- Creative (e.g., Crafts, Drama, Writing, Journaling, Scrapbooking, etc.)
- Educational (e.g., Current Events, Alzheimer's Group, Adult Learning, etc.)
- Residents with special needs (e.g., AIDS, DDs, MRs, MS, etc.).
- Resident Planned (e.g., Resident Council or Any Activity, etc.)
- In-Room (e.g., Adapt Out-of-Room Activities, etc.)
- Sensory (e.g., Braille Materials, Any Sensory Stimulation, Pet, Food Related, Snoozelen TM, Meditation, Massage, Reflexology, etc.)
- Reality Awareness
- Entertainment (e.g., Games, Entertainer Resources, etc.)
- 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 Aged
- Community Oriented (e.g., Intergenerational, Community Groups in the Facility, etc.)
- 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, ETHICS AND LEGAL ISSUES**

### **22. Personal Employment**

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

### **23. Management and Leadership**

- Interdisciplinary Care Plan Team
- Leadership Styles
- Program Management

- Program Evaluation
- Supervision Philosophies and Techniques
- Delegating and 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 and Ombudsman
- Universal Worker Concepts
- Culture Change and Greenhouse Concepts
- Management and Management Techniques
- Generational Diversity/Gender Issues
- Quality Assurance, CQI, TQM, etc.
- Association Management and Conferences
- 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

### **NCCAP WEBSITE, APPLICATION FORMS, DOCUMENTS AND FEES**

Please see the NCCAP website for online version of Certification Standards, policies, forms, documents, fees and additional resources.

### **ADDENDUM April 2020**

Effective May 1, 2020 NCCAP no longer requires Continuing Education (CE) clock hours for any Initial Engagement Certification. CEs remain a required Qualification Component for all certification renewals.

**[www.nccap.org](http://www.nccap.org)**