



## **NCCAP APPROVED CE PROVIDER & EDUCATIONAL COURSE APPROVAL**

This agreement is entered into by the National Certification Council for Activity Professionals (hereinafter “NCCAP”) and the Approved CE Provider.

To become an **Approved CE Provider**, you must create an online profile with NCCAP, submit the required documentation for review and approval, and pay a one-time \$100.00 fee.

An Approved CE Provider (hereinafter “Provider”) may then submit individual educational courses for review, approval and assignment of a course **Approval Number** based on payment of the required per course fee that is based on the number of course CE clock hours and that is good for one year.

### **Terms and Conditions of NCCAP Review and Approval**

#### **NCCAP Purpose** \_\_\_\_\_

NCCAP is a national independent Standards and Credentialing body recognized by the Centers for Medicare and Medicaid Services (CMS) offering Certifications and Specialization credentials focused on Quality of Life, Person-Centered Care, Activities, Engagement, Dementia and other critical subjects. Focus on this educational subject matter allows for continuity of care, improved care and reduced cost for everyone.

The mission of NCCAP is to set professional standards and criteria for those working to meet the quality of life and leisure needs of those in their care. We educate and certify individuals as NCCAP Professionals who work to improve the quality of life of every individual they care for in any setting from long-term care, adult day services, assisted living and those aging in place at home.

#### **To that end:**

- NCCAP and our Providers offer educational and training opportunities for individuals to pursue on-going professional development and certification.
- NCCAP works to educate Activity Professionals, the public, institutions that care for adults and a broad array of government agencies on the need for Standards, Certifications and Continuing Education Requirements which improve the quality of life of older adults.

#### **We offer training and education courses for:**

- Individual Learners
- Groups
- Corporations and Government Agencies



## Approval Standards

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### NCCAP CE subject matter must:

- Relate to the social model of care for older adults
- Promote continued knowledge and skills related to NCCAP's Body of Knowledge and Core Competencies

**Note:** *Subject matter dealing with internal affairs of an organization will not qualify for credit.*

### Faculty and Presenters must have:

- Experience and academic preparation in the subject matter presented
- Expertise in education and instructional methods

### Attendance monitoring and verification must:

1. Apply for and receive NCCAP Approved CE Provider status
2. Apply for and receive a unique Approval Number for each course offered
3. Ensure attendees receive credit only for time actually present at programs
4. Provide each participant with a certificate of attendance
5. Provide NCCAP with a list of attendees
6. Provide NCCAP with an evaluation completed by attendees

## Application and Review Process

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### Submission of Application: Deadlines and Fast Track

Submit programs at least 45 days prior to the scheduled program date to obtain the promotional benefits of NCCAP's Website notice of approved educational programs and to obtain your NCCAP Approval Number to print in promotional brochures and attendance certificates.

CE Approval applications should be submitted via email to [info@nccap.org](mailto:info@nccap.org) (Subject: CE) at least 45 days in advance of the program date.

A Fast Track fee of \$55 will be added to the program review fee if the program is submitted less than 45 days in advance of program date. **Applications received less than 15 days prior to program date may be rejected.**

### Notification of NCCAP Approval or Denial

- If the program is **approved**, NCAAP will send notice of the number of approved hours and the official NCCAP approval number assigned.
- The Provider should use this number in all advertising and must include it on each certificate of attendance issued.
- If the program is **denied**, NCCAP will send written notice of the reasons for rejection.



## National Certification Council for Activity Professionals

*Setting Standards of Excellence for Quality of Life through Education*

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### Appeal and Reconsideration

If the program is denied or approved for a lesser number of hours than the Provider requested, the Provider may, within 30 days, appeal the decision by contacting NCCAP in writing. Appeals must include any additional information the Provider believes is relevant to achieving approval. Providers notified of a change in decision upon reconsideration must notify program participants of revised approvals.

### Acceptance of Terms and Conditions

The Provider attests that they have read, understand, and agree to comply with the requirements for offering a continuing education program that meets the requirements of and is approved by NCCAP as provided above and as specified in this agreement.

### Records Maintenance

The Provider agrees to maintain for at least two years from the date of each program readily available records that include:

- the title, date and location of the presentation
- a list of participants and clock hours earned by each
- evaluations submitted by all program attendees pursuant to the "Program Evaluation" provisions (see following example), and,
- a sample certificate as presented to participants which includes wording as defined in the "Certificates of Attendance" section below.

The Provider understands and agrees that these records will be subject to review by NCCAP and agrees to make these records available to NCCAP or its designee during regular business hours for a period of two years following the date(s) of presentations. The Provider further agrees to respond to any NCCAP inquiry regarding these records within ten working days.

### Program Evaluation

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The Provider agrees to provide a means for all program attendees to evaluate the content and delivery of the program and program relevancy to job requirements. Such evaluations must include the items in the following sample NCCAP Evaluation Form:

<b>NCCAP Evaluation Form</b> <b>Participant Program Evaluation</b>
<b>Rate the following aspects of the program (1-5; 1 - Excellent; 5 – Poor):</b>
<input type="text"/> <b>Learning objectives and content material</b>
<input type="text"/> <b>Appropriateness of topic and content to aging and senior care</b>
<input type="text"/> <b>Usefulness of the knowledge/skills acquired</b>

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\_\_\_\_\_ Instructor's knowledge of materials/topic

\_\_\_\_\_ Instructor's presentational skill

\_\_\_\_\_ Overall Rating

### **For confidential comments:**

*This program has been reviewed and approved by NCCAP. NCCAP strives to approve only quality programs whose content can reasonably contribute to the professional development of those providing the social model of care. If you have any confidential comments concerning this program which you would like to make to NCCAP, please direct them to: NCCAP, 317 Office Square Lane, Suite 202A, Virginia Beach, VA 23462, or via email to info@nccap.org.*

### **Attendance Verification**

The Provider agrees to provide a means of monitoring attendance that will ensure that attendees only receive credit for time they are present at the program. At a minimum, this will include monitoring attendance throughout the day for all programs exceeding ½ day by recording attendance not only upon initiation and completion of the program but also at least once during the program through a means identified and described by the Provider. Additionally, the Provider agrees to provide sign-in and sign-out sheets as may be required.

### **Certificates of Attendance**

The Provider agrees to provide individual certificates of attendance to each individual participant listing: Provider name, attendee name, program title, Provider signature, number of hours attended, NCCAP approval number and the specific NCCAP Body of Knowledge topic numbers.

### **Extent of Approval**

The Provider understands that the approval of NCCAP covers only the programs submitted and that while the approval may be extended upon the request of the Provider and the approval of NCCAP to cover additional, identical offerings of the same program at any time within one year from the date of the first program offering, if there is a change or an addition in presenters, dates or locations, the Provider agrees to submit the information in advance of such changes.

Further, the Provider understands that extensions for identical offerings of an approved program beyond one year may be obtained only by submission of a renewal request and that NCCAP accepts no responsibility for sending reminders to Provider regarding expiration of program approval.

### **Acceptance of NCCAP Monitors**

The Provider agrees to accept NCCAP designated monitors at NCCAP-approved programs and understands that such monitors may appear randomly without advance notice. The monitor will present an official letter from NCCAP verifying their status as a NCCAP monitor, and must be permitted to attend without being required to pay a registration fee.



### **Use of NCCAP Name on Promotional Material**

The Provider agrees to use only the following language in promotional marketing materials:

- If the program has already been approved by NCCAP: "This program has been approved by NCCAP for Continuing Education of XX total hours (Approval #: XXXX-XXX-XX").
- If the program has been submitted for review but the Provider has not yet been notified of the NCCAP decision: "This program has been submitted but not yet approved for NCCAP Continuing Education of XX total hours. Call \_\_\_\_\_ (name and phone number of Provider contact) for further information."

### **Application Materials Property of NCCAP**

The Provider understands that all materials submitted in support of an application for NCCAP review and approval become the property of NCCAP and will not be returned.

### **Continued Responsibility**

The Provider agrees to make and keep a copy of this agreement for their records and to continue to be guided by it in actions pertaining to the program for which it is submitted. Further, the Provider understands and acknowledges that failure of the Provider to abide by the terms of this agreement shall constitute the basis for denial of review and approval for other programs presented by the Provider at the discretion of NCCAP.

### **Acceptance**

By creating an online account with NCCAP as an Approved Provider the individual creating the account signifies they agree to the terms above on behalf of the Provider.

### **FEES**

- A. Approved Educational Provider: \$100 one-time fee.
- B. Program Review and Approval Number Fee. Per Course Fee. Approval good for 1 year:
  - 1. 1-8 hours = \$57
  - 2. 8.5-16.5 hours = \$77
  - 3. 17 or more hours = \$127
  - 4. Fast Track Fee for approval requests submitted less than 45 days from event date: \$55