



# National Certification Council for Activity Professionals

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

## ***Certification Standards***

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v.03/04/2018

# INTRODUCTION

Welcome to Standards Booklet of the National Certification Council for Activity Professionals (NCCAP). This booklet explains NCCAP Certification Standards and the types and levels of certifications offered by NCCAP. The information will increase understanding what is required to earn NCCAP certification. Please see our website and contact our office for additional information.

## Activities Professional Certification

NCCAP, a nonprofit credentialing body, is the trusted, premier national organization for the certification of Activity Professionals who work with older adults living in facilities across the continuum of care - Home Care to Hospice. NCCAP also offers certification based on professional equivalency including NCTRC, CBMT, ATCB, OTR, and NAAPCC credentials.

## Certified Activity Professional Benefits

- Enhanced professional recognition and career development
- Collaboration at the national level with other long-term health care associations
- NCCAP membership communication including monthly emails, e-newsletters, social media and [www.nccap.org](http://www.nccap.org)
- Inclusion in the NCCAP National Registry of Certified Activity Professionals
- Recognition as an Activity Professional who has met higher standards of excellence and knowledge of the activity profession through education, experience, training, and examination

## Why Become NCCAP Certified?

- NCCAP was established in 1986 by the National Association of Activity Professionals (NAAP) to offer the highest level credential of qualification as a Certified Activity Professional
- Federal law, F-Tag 680, Omnibus Budget Reconciliation Act, states an activity department must be directed by a “qualified professional”
- NCCAP is recognized by CMS as an organization that certifies activity professionals who work specifically with older adults
- Many US states accept NCCAP certification and education standards as meeting state requirements for working in the activity profession
- NCCAP certification assures administrators and surveyors that you have met professional standards verifying competency in providing services that enhance quality of life through activity and engagement
- Many organizations will only hire Activity Professionals who are certified
- Some organizations offer higher salaries to Certified Activity Professionals
- NCCAP certification ensures that your certification is recognized nationally
- NCCAP has worked to build partnerships and acceptance of its standards and credentials across the activity profession with federal and state regulators, healthcare agencies, non-profit associations, and private sector organizations

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# NCCAP CERTIFICATION

## ACTIVITY, SPECIALIZATION, SETTINGS AND ENGAGEMENT

**NCCAP provides the following types and levels of certification:**

### **Levels of Certification of Activity Professionals:**

- Activity Assistant Certified - AAC
- Activity Director Certified - ADC
- Activity Consultant Certified - ACC

### **Optional Specialization Designations of Certified Activity Professionals:**

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

### **Setting Specific Certifications:**

- Home Care Certified - HCC
- Adult Day Services Certified - ADSC

### **Engagement Certification:**

- Montessori Dementia Engagement Certified - MDEC

### **Provisional Certifications:**

- Activity Assistant Certified Provisional- AACP
- Activity Director Certified Provisional - ADCP

Provisional certification is available to care partners who meet specific criteria/requirements and are working towards meeting the full criteria/requirements of NCCAP standards for AAC or ADC certification.

Provisional certification is valid for a fixed period of time, requires interim renewal, and is nonrenewable after that time. See tables below for the criteria/requirements for provisional certification of specific certification levels.

## QUALIFICATION COMPONENTS OF CERTIFICATION

NCCAP standards include up to **6 Qualification Components** with requirements that vary by type and level of certification. See tables and information in the sections below for specific requirements of each certification type and level and for the Definitions of Terms used in NCCAP Certification Standards.

The 6 qualification components include the following:

1. **ACADEMIC EDUCATION** - High School Diploma/GED, college level curriculum within a wide range of subject areas including: Social Work, Recreation, Education, Science, and Business degrees.

2. **ACTIVITY EXPERIENCE** - Activity work experience with older populations within the past 5 years of application for certification, where at least 50% of clients are 55+ years of age. Volunteer work may be applied.

3. **CONTINUING EDUCATION (CE)** - Current Continuing Education clock hours earned within the past 5 years are accepted for attendance in workshops, seminars, and college courses of present trends on topics that are included in the 28 areas of the NCCAP **Body of Knowledge**.

4. **REQUIRED CURRICULUM - Specific Course Requirements Vary by Type and Level of Certification**

*Modular Education Program for Activity Professionals (MEPAP)* is a two-part program involving a total of 180 hours of educational learning and 180 hours of experiential learning that includes practicum work. Each part consists of 90 hours of coursework and 90 hours of practicum assignments.

- MEPAP Part 1: Core Content 1-11 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.

- MEPAP Part 2: Core Content 12-20 prepares students to apply principles of management in their role as an Activity Professional: to provide service through leadership, advocacy, using principles of planning, organizing, staffing, directing and controlling.

*Activities 101 Course* establishes a baseline knowledge for Home Care care partners involving the skills needed to improve the daily quality of life of a client by engaging a client in discussions and activities, potentially decreasing incidents of accidents and dangerous situations, preventing boredom, depression, and disengagement, and avoiding relocation from home to a long term care facility.

Certified Activity Professionals working to become Consultants must complete an independent study with the guidance of a NCCAP instructor.

*From Can't to Can Do!: Using the Montessori Approach* - This course provides an introduction to using Montessori with older adults and people living with dementia. The curriculum focuses on engaging individuals in person centered activities that have meaning and purpose for an improved quality of life.

5. **NATIONAL EXAM** - Required of Activity Director and Activity Consultant levels. A third-party proctored exam is taken at a designated testing site.

6. **CONSULTING EXPERIENCE** - Required of Activity Consultant level. 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.

# NCCAP CERTIFICATION STANDARDS

## Activity Assistant Certified - AAC

Activity Professionals who meet NCCAP standards to assist, with supervision, delivery of an activity program.

Qualification Components	Track 1	Track 2
<b>1. ACADEMIC EDUCATION</b>	High School Diploma/GED, plus 6 college credits, including English Writing/Composition	High School Diploma/GED
<b>2. ACTIVITY EXPERIENCE</b>	2,000 hours within the past 5 years	4,000 hours within the past 5 years
<b>3. CONTINUING EDUCATION</b>	20 clock hours from NCCAP Body of Knowledge within the past 5 years	20 clock hours from NCCAP Body of Knowledge within the past 5 years
<b>4. REQUIRED CURRICULUM</b>	MEPAP Part 1: Core Content 1-11	MEPAP Part 1: Core Content 1-11

### Activity Assistant Certified Provisional (AACP)

NCCAP offers a provisional certification for those who have a High School Diploma/GED, or are currently working towards receiving a High School Diploma/GED, and are working towards meeting the requirements of the above NCCAP standards for AAC certification.

Standards and requirements to qualify for AACP include:

1. Academic Education: High School Diploma/GED or currently enrolled in high school or preparing for the GED exam
2. Activity Experience: 50 volunteer hours (can be practical or other service) within the past two years
3. Continuing Education: 20 clock hours (can be Honors/Advanced Placement) within the past 2 years
4. Required Curriculum: MEPAP Part 1: Core Content 1-11

AACP Certification is valid for 4 years, must be renewed after 2 years with 20 CEs. AACP certification is nonrenewable after that time. By the end of 4 years, AACP recipients must meet all of the requirements, including 20 additional CEs, of AAC Track 1 or 2.

## Activity Director Certified - ADC

Activity Professionals who meet NCCAP standards to direct an activity team and program.

Qualification Components	Track 1	Track 2	Track 3
<b>1. ACADEMIC EDUCATION</b>	Bachelor's Degree or higher, including English Writing/Composition	Associate's Degree, including English Writing/Composition	12+ college credits, including English Writing/Composition
<b>2. ACTIVITY EXPERIENCE</b>	2,000 hours within the past 5 years	3,000 hours within the past 5 years	6,000 hours within the past 5 years
<b>3. CONTINUING EDUCATION</b>	30 clock hours from NCCAP Body of Knowledge within the past 5 years	30 clock hours from NCCAP Body of Knowledge within the past 5 years	30 clock hours from NCCAP Body of Knowledge within the past 5 years
<b>4. REQUIRED CURRICULUM</b>	MEPAP Parts 1 & 2 : Core Content 1-20	MEPAP Parts 1 & 2 : Core Content 1-20	MEPAP Parts 1 & 2 : Core Content 1-20
<b>5. NATIONAL EXAM</b>	Required	Required	Required

## Activity Director Certified - ADC (continued)

Activity Professionals who meet NCCAP standards to direct an activity team and program.

Qualification Components	Track 4	Track 5	
<b>1. ACADEMIC EDUCATION</b>	High School Diploma/GED	<p style="text-align: center;"><b>PROFESSIONAL EQUIVALENCY PATH</b></p> <p>Individuals with related education and experience have the opportunity to attain NCCAP certification through a Professional Equivalency Path.</p> <p>Individuals can apply for Activity Director Certified upon verification of current certification by a national credentialing body, such as:</p> <ul style="list-style-type: none"> <li>• NCTRC (National Council for Therapeutic Recreation Certification)</li> <li>• CBMT (Certification Board for Music Therapists)</li> <li>• ATCB (Art Therapy Certification Board)</li> <li>• OTR (Occupational Therapist Registered)</li> <li>• NAAPCC (no Bachelor's required)</li> </ul>	Bachelor's Degree
<b>2. ACTIVITY EXPERIENCE</b>	12,000 hours within the past 10 years		10,000 hours within the past five years
<b>3. CONTINUING EDUCATION</b>	40 clock hours from NCCAP Body of Knowledge within the past 5 years, 8 of which specifically address activity documentation of MDS, Care Planning		40 clock hours from NCCAP Body of Knowledge within the past 5 years, 8 of which specifically address activity documentation of MDS, Care Planning
<b>4. REQUIRED CURRICULUM</b>	MEPAP Parts 1 & 2 : Core Content 1-20		No Requirement
<b>5. NATIONAL EXAM</b>	Required		Required

### Activity Director Certified Provisional (ADCP)

NCCAP offers a provisional certification for those who are currently working towards meeting all 5 qualification components of NCCAP standards for ADC certification.

Standards and requirements to qualify for ADCP include:

- Academic Education: High School Diploma/GED or higher
- Required Curriculum: MEPAP 1 Core Content 1-11

And meeting 1 of the following 3 additional requirements:

- Activity Experience: # hours for Academic Education level per ADC Tracks 1, 2, 3, or 4
- Continuing Education: # of clock hours for Academic Education level per ADC Tracks 1, 2, 3, or 4
- Required Curriculum: MEPAP Part 2 Core Content 12-20

The ADCP certification is valid for 6 years, must be renewed every 2 years with 30 CEs. ADCP is nonrenewable after that time.

## Activity Consultant Certified - ACC

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

Qualification Components	Track 1	Track 2
<b>1. ACADEMIC EDUCATION</b>	Master's Degree, including English Writing/Composition	Bachelor's Degree, including English Writing/Composition
<b>2. ACTIVITY EXPERIENCE</b>	2,000 hours within the past 5 years	4,000 hours within the past 5 years
<b>3. CONTINUING EDUCATION</b>	40 clock hours from NCCAP Body of Knowledge within the past 5 years	40 clock hours from NCCAP Body of Knowledge within the past 5 years
<b>4. REQUIRED CURRICULUM</b>	MEPAP Parts 1 & 2 : Core Content 1-20. If previously completed for AAC or ADC certification level, must submit certificates of completion	MEPAP Parts 1 & 2 : Core Content 1-20. If previously completed for AAC or ADC certification level, must submit certificates of completion
<b>5. NATIONAL EXAM</b>	Required unless fulfilled for ADC level	Required unless fulfilled for ADC level
<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 a NCCAP instructor	200 hours of activity consulting experience within the past 3 years OR completion of independent study with the guidance of a NCCAP instructor



## Activity Consultant Certified - ACC (continued)

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

Qualification Components	Track 3
<b>1. ACADEMIC EDUCATION</b>	Associates Degree or higher, including English Writing/Composition
<b>2. ACTIVITY EXPERIENCE</b>	6,000 hours within the past 5 years
<b>3. CONTINUING EDUCATION</b>	40 clock hours from NCCAP Body of Knowledge within the past 5 years
<b>4. REQUIRED CURRICULUM</b>	MEPAP Parts 1 & 2 : Core Content 1-20. If previously completed for AAC or ADC certification level, must submit certificates of completion.
<b>5. NATIONAL EXAM</b>	Required unless fulfilled for ADC level
<b>6. CONSULTING EXPERIENCE</b>	200 hours of activity consulting experience within the past 3 years AND completion of independent study with the guidance of a NCCAP instructor

## NCCAP Specialization Options

NCCAP Certified Activity Professionals are eligible to receive specialization designations.

Specialization Area	Specialization Designation Qualification Components
ASSISTED LIVING	<p>Applicants applying for or renewing Activity Professional Certification are eligible for specialization designations.</p> <p>10 Continuing Education (CE) clock hours within the past 2 years are required in addition to CE requirements of certification level (CE within the past 5 years will be accepted for initial application).</p> <p>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 focus of the CE on the specialization.</p> <p>Specialization designation recognizes competency to understand a team approach, direct an activity team, and carry out an activity program in the specialization area.</p> <p>Specialization designations are renewed biennially.</p>
MEMORY CARE	
HOME CARE	
ADULT DAY SERVICES	
PATIENT CENTERED	
EDUCATION	

## Setting Specific Certifications

Individuals who meet NCCAP standards to provide quality of life engagement within a setting.

Qualification Components	Home Care Certified - HCC	Adult Day Services Certified - ADSC
<b>1. ACADEMIC EDUCATION</b>	High School Diploma/GED	High School Diploma/GED
<b>2. ACTIVITY EXPERIENCE</b>	1,000 hours of Home Care experience within the past 5 years	4,000 hours of Adult Day Services experience within the past 5 years
<b>3. CONTINUING EDUCATION</b>	20 clock hours from NCCAP Body of Knowledge within the past 5 years	20 clock hours from NCCAP Body of Knowledge within the past 5 years
<b>4. REQUIRED CURRICULUM</b>	Activities 101	MEPAP Part 1: Core Content 1-11
<b>RENEWAL SCHEDULE</b>	Annually	Biennially

## Engagement Certification

Individuals who meet NCCAP standards to provide quality of life engagement.

Qualification Components	Montessori Dementia Engagement Certified - MDEC
<b>1. ACADEMIC EDUCATION</b>	High School Diploma/GED or higher
<b>2. ACTIVITY EXPERIENCE</b>	4,000 hours experience working with people living with dementia within the past 5 years
<b>3. CONTINUING EDUCATION</b>	20 clock hours of related topics from NCCAP Body of Knowledge within the past 5 years
<b>4. REQUIRED CURRICULUM</b>	<i>From Can't to Can Do!: Using the Montessori Approach</i>
<b>RENEWAL SCHEDULE</b>	Annually

The MDEC certification is appropriate for all healthcare professionals who work in the field of aging, such as Activity Professionals, Nurses, Nursing Assistants, Home Care Aides, Rehabilitation Professionals and Social Workers.

# DEFINITION of TERMS

## Academic Education

### 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 "C" 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. Amount of Required Course Work

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

### 4. Comparing Semester to Quarter Credits/Units

One semester credit/unit = 1.5 quarter credit/units

### 5. 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 (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

### 1. Applicable Activity Work Experience

- A. Activity Professionals Certification:
  - 1) 50% of work experience must be directly working with activity programming and documentation
  - 2) 50% can be indirectly working with activities, i.e. Restorative, CNA, Dietary Aide, Rehab etc.
  - 3) 50% or more of residents/clients must be at least 55 years old
  - 4) 20% of this experience can be volunteer work in an older adult care setting
- B. Setting Specific Certification: For Home Care, 1,000 hours or 6 months of Home Care experience within past 5 years. For Adult Day Services (ADS), 4,000 hours of ADS experience within the past 5 years.
- C. Engagement Certification: For Montessori Dementia, 4,000 hours of experience working with people living with dementia.
- D. Internship if not included in academic credits

## 2. Activity Experience Timeframe

AAC, ADC, ACC, AACP, and ADCP experience must be within the past 5 years

## 3. Documentation of Activity Experience

- A. On facility or program letterhead, the letter must verify:
- 1) Employee title
  - 2) Dates of beginning and end of employment (within the past 5 years)
  - 3) Defines type of population served
  - 4) 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.)
  - 5) Letter signed by administrator, program director or supervisor

## Continuing Education (CE)

### 1. Continuing Education Timeframe:

- 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 course work

### 2. Qualifying Continuing Education (CE):

- A. Has not been used for academic education requirement/not part of the degree
- B. Content from:
- 1) NCCAP Body of Knowledge
- 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 CEs are received, one (1) CE=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 (AACP = 4, AAC = 4, ADCP = 6, ADC = 6, ACC = 8) OR 20% of CE hours per certification (HCC=4, ADS =4, MDEC= 4)
  - 4) 30% of CE, taken in a facility that is a subscriber to (PRIMEDIA, Relias, Care 2 Learn, etc.) internet streaming video with teleconferencing companies is acceptable, provided certificate of attendance has the information required (NCCAP approval #)
  - 5) 30% of CE hours of non-NCCAP approved on-line non traditional courses but 100% of hours if course is NCCAP approved

- 6) Facility tours only when part of state or national activity conventions and with prior NCCAP approval
- 7) 30% of CE hours per level (AACP = 6, AAC = 6, ADCP = 9, ADC = 9, ACC = 12,) OR 30% per certification (HCC = 6, ADS = 6)
- 8) On-line, correspondence, and home study courses, etc. must be approved by NCCAP
- 9) Activity related adult education, workshops, seminars, and educational sessions at professional venues
- 10) Additional college courses not already used for the Academic requirement are taken from accredited college or university where one college credit = 10 clock hours
- 11) Activity courses (other than MEPAP) can only be used for continuing education
- 12) College or university independent study or correspondence study courses that meet required content standards
- 13) 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
- 14) Speeches given and workshops, in-services, and courses presented:
  - a) Meet standards as defined 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
- 15) 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:**

- 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
  - a. 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
  - b. 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
  - c. For articles published include a copy of the article with indication of how many words article contains
  - d. 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)
  - e. For facility in-service a copy of the sample certificate of attendance or verification including all listed above and the in-service director's signature on facility letterhead.
  - f. Hand-written certificates are not accepted

## Activity Consultant

### 1. Consulting Experience

- A. Applicable activity consultant experience must meet the certification criteria and may be a combination of:
  - 1) One-to-one activity consultation
  - 2) Teaching a class and workshop of at least one hour
    - a) Count the actual teaching time of presentation only the first time it is given
    - b) Content from:
      - Applicable course work per Definitions of NCCAP Certification Standards
      - Teaching Modular Education Program for Activity Professionals (MEPAP)
      - Acting as a practicum supervisor up to 20%
      - Articles published in state or national publications. Count 1 hour of consulting for each 400-600 words up to 20%
  - 3) Include a copy of published materials with application
    - a) May count up to 40 hours direct on-site supervision of activities related practicum
    - b) May count hours managing an activity staff of 5 or more persons at the rate of 6 hours per month up to 100 hours
    - c) At least 40 hours of consulting MUST occur outside place of current employment
    - d) At least 40 hours of consultation must be direct activity consultation
    - e) Activity Consultant Track 3 Candidate contact NCCAP office to obtain details about Track 3 requirements
- B. Consulting Experience Timeframe: 200 hours consulting experience must be from within the past 3 years



C. Documentation of consulting experience

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

### Required Renewals

1. Activity Professional Certification renewal is required every two years. Late renewal and payment date do NOT change the two-year period. To renew you need to acquire continuing education during the two years after initial certification and thereafter. CE requirements are as follows:
  - AAC or AACP - 20 CEs every two years
  - ADC or ADCP - 30 CEs every two years
  - ACC - 40 hours CEs every two years
  - Specializations require an additional 10 CEs in that specialization every two years
2. Home Care Certification and Montessori Dementia Engagement Certification renewal is required 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. CE requirements are as follows:
  - Home Care Certification - 10 hours CEs annually
  - Montessori Dementia Engagement Certification - 20 CEs annually
3. Adult Day Services Certification renewal is required every two years. Late renewal and payment date do NOT change the two-year period. To renew you need to acquire continuing education during the two years after initial certification and thereafter. CE requirements are as follows:
  - ADS- 20 hours CEs every two years
4. Renewal email reminders will be sent 90 days prior to expiration and then monthly thereafter.
5. Renewal information, including a schedule of renewal fees, and required application forms can be found on the NCCAP website at [www.nccap.org](http://www.nccap.org).
6. **Renewal applications can be submitted on-line via [www.nccap.org](http://www.nccap.org)** (or printed, completed and submitted by mail to the NCCAP office).
7. Submit renewal applications 6 weeks prior to your expiration date to allow for processing time. 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.

8. Notices of incomplete applications will be sent by email when discovered during initial processing and periodically thereafter up to one year from expiration of certification.
9. Processing of renewal applications can be expedited for an additional fast track fee.
10. Certification status can only be given after review and approval are complete.
11. If your certification has expired for more than one year, you must submit a new application (rather than a renewal application) per current certification standards in effect.

## Level Change

Activity Professionals seeking a level change need to complete a new application. The application will be merged and reviewed with the most recent previous application on file.

It is not necessary to duplicate information already on file in the most recent previous application.

Applicants only need to add additional information supporting the level change and pay the level change fee (see website for fee schedule).

The expiration date of certification will remain the same as the most recent previous application.

# 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, R emotivation, 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/Support Groups - Alzheimer's, MS, Ostomy, 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

## NCCAP Website, Application Forms, Documents, and Fees

Additional information can be found on the NCCAP website including application forms, documents, and fees.

Applications and supporting documentation can be submitted via the online application process on the website.

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