



## ENRICHING LIVES THROUGH PERSON CENTERED ENGAGEMENT

*National Certification Council for Activity Professionals*



### From the CEO

Dear Activity Professionals,

Mid-summer greetings! The world continues to wrestle with the challenges of the pandemic and the related upsets we see each day in the news. Where is the good news?

With NCCAP and our Professional Association NAAP, we have an amazing collection of purpose-driven individuals who work tirelessly to advance the Activity Profession. I am excited about the many adjustments we have made to grow stronger together. We provide a clear entry point and path for career advancement. Persons who seek to enrich the lives of older adults can start with APC, rise to ADC and expand beyond with ACC.

NCCAP has grown stronger through our formal partnerships with leading care advocates like Pioneer Network, the Validation Training Institute, and the National Intergenerational Montessori Center. We continue to enhance our MEPAP curriculum for certification that ensures the highest quality knowledge and skills for life-enriching activity programs.

The pandemic has highlighted the essential need for person-centered care. Through NCCAP certification we can find hope for a better quality of life – for ourselves and those for whom we care.

Sincerely,

Peter Illig



## Remote Proctoring for National ADC Exam...

Remote Proctoring remains a popular option for taking the National ADC Exam. All exam candidates receive a detailed “Do's and Don'ts” list with important details on how to successfully take the remote exam. Candidates also receive detailed instructions from the test company Prometric that must be followed when taking the exam remotely.

If any of the required conditions for remote testing are not met, the exam cannot be completed. When this happens, the testing company charges you to reschedule and you must pay another test fee.

### REMEMBER:

- Do not take the exam at work!
- Even if you use your personal computer, your Internet at work has security features that don't work with the testing company system. Your work has firewalls and security features that prevent the exam from being taken regardless of what computer you use.
- Even if you seek support from your technical department at work, the testing company system will still not work.
- If you still try to take the exam at work, have technical difficulties, and seek support from the testing company, these technical difficulties will not be resolved.
- Again, do not take the exam at work!

### PLEASE NOTE:

Your operating system must meet the requirements listed below. Before the test you are supposed to run a pre-scan to see if your computer will work.

#### Operating System

Windows 8.1 or higher | MacOS 10.13 or higher (\*note iPad/Android tablets are not currently supported. Microsoft Surface or similar can be used only when configured in laptop mode).

All Prometric testing centers are now open. Consider taking the National ADC Exam at a testing center to minimize the challenges of the remote exam. Please contact us with any questions: [info@nccap.org](mailto:info@nccap.org).

**Pioneer Network's "Listen, Learn, Explore"**



Pioneer Network has launched a new educational program, “Listen, Learn, Explore.”

This wonderful new educational innovation pairs a recorded audio podcast with a virtual variation of a learning circle.

Starting with a podcast, listeners will have an opportunity to hear unique insights on a variety of topics from thought leaders in the field of resident-directed care.

Following the podcast, Pioneer Network invites listeners to register for an interactive program where they will have the opportunity to join others in a deeper, live conversation with the podcast guest speaker. We welcome you to join us [here](#).



## Engagement Certifications

NCCAP's Memory Care Validation Certification Course is now available! Enroll now by going to <https://www.nccapacademy.org/validationmemorycare>

There are also several classes scheduled for the Montessori Home Engagement Course. Get more information at <https://www.nccapacademy.org/montessorihomeengagement>

Go to the new Facebook page "Engagement Powered by NCCAP" and check out the latest news regarding our courses for Engagement at <https://www.facebook.com/nccapengagement>

[Go to NCCAP Academy](#)

## NCCAP Certification

In 1986 the National Association of Activity Professionals (NAAP) created



NCCAP as the official credential of the Activity Profession. Based on CMS F658, NAAP establishes Professional Standards of Practice and requiring the Modular Education Program for Activity Professionals (MEPAP) for NCCAP Certification. For over 30 years, NCCAP Certification has been the Gold Standard for life-enriching activities. NCCAP is the only certification that meets the credentialing standards of ICE and NCCA.

NCCAP offers the following Professional Certifications to meet Federal and State requirements:

**1. ACTIVITY PROFESSIONAL CERTIFIED (APC)**

APC ensures individuals who meet NCCAP standards have the knowledge and experience to work in long-term care and enhance quality of life through activities and engagement. The required curriculum is MEPAP-1 APC and must be renewed every 2 years with 20 CE hours.

**2. ACTIVITY DIRECTOR CERTIFIED (ADC)**

ADC is the NCCAP standard that ensures the competency to lead and direct an activities and life enrichment team and program. ADC requirements vary depending on education and work experience. The required curriculum is both MEPAP 1-APC and MEPAP 2-ADC, and an independently-administered National Exam. ADC must be renewed every 2 years with 30 CE hours.

**3. PROFESSIONAL EQUIVALENCY AND EXPERIENTIAL TRACK FOR ADC**

NCCAP offers a path to ADC for Allied Professionals who possess current AT-BC, MT-BC, COTA, CTRS, or OTR and is awarded based on passing the National Exam. Additionally, individuals with at least 10 years of experience in Activities and with at least 5 years currently in a management role can apply for ADC our Experiential Track that requires essay writing and the National Exam.

**4. ACTIVITY CONSULTANT CERTIFIED (ACC)**

Individuals who possess current ADC or related experience may obtain ACC to meet NCCAP standards to provide consulting services to an activity program, staff or department. ACC requirements vary depending on education, work experience, and passing the National Exam. ACC must be renewed every 2 years with 40 CE hours.

**5. ENGAGEMENT CERTIFICATIONS**

NCCAP offers a variety of shorter curriculums for certification in specific age-related settings and diagnoses:

Person-Centered Engagement (PCE)

Validation® Memory Care (VMC)

Montessori Dementia Engagement (MDE)

Montessori Home Engagement (MHE)

Adult Day Engagement (ADE) – coming soon

Assisted Living Engagement (ALE) – coming soon



# How to **RENEW YOUR CERTIFICATION**

[WWW.NCCAP.ORG](http://WWW.NCCAP.ORG)

## **How to Renew your NCCAP Certification**

Want to learn more about how to renew? Check out the 'How to Renew Your Certification' Video.

It's important to make sure that your correct email is on file so that you receive an email link beginning 4 months before your certification expiration date. If you don't receive this email, please contact the NCCAP office to update your email. You will then be able to renew through the link sent to you from NCCAP via email.

NCCAP is now following an audit process for continuing education.

You will not need to upload your certificates of proof of continuing education clock hours to your online profile on the NCCAP website or mail to the office. If you are chosen for an audit, you will be sent an email within days of your renewal submission and at that time you will be instructed on how to send in your certificates.

When your application for re-certification has been reviewed and approved you will receive your NCCAP certificate as a PDF via email. Contact the office if you wish to have a hard copy of your certificate for a nominal fee at [info@nccap.org](mailto:info@nccap.org)

How to Renew your NCCAP Certification

## **Support our Professional Association**

NAAP provides education, resources, and a voice in unison with NCCAP! NAAP membership is \$75 USD/year. Membership runs from the anniversary date for one year. Check out the membership form [here](#).

Go to NAAP



# ACTIVITY CREDENTIALING COUNCIL

ACTIVITY PROFESSIONAL  
ASSOCIATION



**NATIONAL CERTIFICATION COUNCIL  
FOR ACTIVITY PROFESSIONALS**

*Enriching Lives Through Person-Centered Engagement*

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