



### ENRICHING LIVES THROUGH PERSON CENTERED ENGAGEMENT

National Certification Council for Activity Professionals



#### From the CEO

Dear Activity Professionals,

NCCAP's recent Annual Business Meeting provided the opportunity to share the amazing work efforts of our Board, committee members, and volunteers. We continue to implement our strategy to enhance our certification curriculum and standards to produce positive outcomes. It has now been a full year since our standards were adjusted to offer a clearer point of entry into the Activity Profession, along with a career ladder to Activity Director and Activity Consultant.

The impact of the COVID pandemic has been extreme. Over the past year we experienced the largest reduction in renewals, primarily due to caregiver fatigue. At the same time, we are very pleased to share that our overall numbers have in fact increased.

We take this as a sign of a brighter future. We believe that the partnerships we maintain with organizations like Pioneer Network and our commitment to collaboration with our Professional Association NAAP, help demonstrate that NCCAP certification remains the highest valued credential for the Activity Profession.

Sincerely,

Peter Illig



## NCCAP's Annual Business Meeting

On Wednesday, October 13, 2021, NCCAP held our virtual Annual Business Meeting. Reports were presented reflecting a variety of significant accomplishments. NCCAP shared the exciting news that, even during a global pandemic, our total number of certified Activity Professionals increased. Further, this growth occurred despite the highest rate of retirement and nonrenewal triggered by the COVID pandemic. This increase in membership alone demonstrates that our strategic plan is working.

NCCAP President Dawn Worsley reported on the most significant investment NCCAP has made over the past several years. This includes the consulting efforts of curriculum developers and editors who have contributed to creating the standardized MEPAP course. This also includes a new coursebook that complements the standardized curriculum, and a new Licensed Instructor model that assures a consistent and verifiable program for certification. She also reported on the positive outcomes of collaboration with our Professional Association NAAP that includes monthly calls with the Presidents of each organization.

Our Vice President Linda Redhead reported on the many projects she works on related to design and production of educational content and our monthly newsletter. Also, committee member Kara Reiser shared our membership statistics, including the top states with the highest new certification numbers: New Jersey, Florida, and Ohio. The Board acknowledged Theresa Thorland as the MEPAP Instructor producing the highest number of students obtaining certification.

Secretary Penny Cook, President and CEO of Pioneer Network, reported on the positive outcomes of the formal Partnership between NCCAP and Pioneer Network. One of the most significant achievements has been the infusion of Pioneer's person-centered care principles into the standardized MEPAP. As a nationally recognized leader in Culture Change, Penny helps connect NCCAP to other strategic partners to strengthen and advance our mission.

Treasurer Tom Trexler reported on the financial health of NCCAP. Given our strategy to invest in the standardized curriculum, coursebook and licensing model, NCCAP continued to draw upon our financial reserves. We are fortunate to have nearly \$500,000 in reserves professionally managed by SunTrust Bank. Over each of the past 4 years we have reinvested between 10-15% of these funds in our projects. During times of restructuring, it is within standard operating procedures to draw on reserves as long as there is a plan to increase income levels. Again, the increase in total membership numbers indicates we are headed in the right direction.

We look forward to sharing more news about positive outcomes as we apply the important investments we have made.



## National Exam Update...

When applying to take the national exam through NCCAP, the name you submit to NCCAP needs to match the name on your legal identification. When you go to the testing center or take the test remotely, the proctor will ask to see your legal identification such as a driver's license or passport. The name on this ID must match the name provided to Prometric by NCCAP. If the name does not match, you will not be able to take the exam and will have to pay the test fee again.

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"**

Starting with the 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 connect to the podcast [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.

**Please Note: When submitting CEs for renewal they must be within the 2 years of expiration date. For example, if expired on 12/1/2021, the CEs must be between 12/2019-12/2021.**

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](#).





ACTIVITY PROFESSIONAL  
ASSOCIATION

ACTIVITY CREDENTIALING  
COUNCIL



NATIONAL CERTIFICATION COUNCIL  
FOR ACTIVITY PROFESSIONALS

*Enriching Lives Through Person-Centered Engagement*

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