

**N**ational  
**C**ertification  
**C**ouncil for  
**A**ctivity  
**P**rofessionals

*Certification Standards*

*National Certification Council  
for Activity Professionals*

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# GENERAL

## Standard Information

The following are the National Certification Council for Activity Professionals standards. These standards must be met to become a NCCAP Certified Activity Professional. It is the wish of the NCCAP Board of Directors and administration that you join our ranks as a Certified Activity Professional. We also want to help you in any way we can to facilitate your process of becoming certified. Do not hesitate to write, call or e-mail the office or a Board member when you have need of assistance. We look forward to serving you.

The National Certification Council for Activity Professionals (NCCAP), is one of the Certifying Bodies recognized by Federal law, and incorporated in many state regulations. NCCAP is the PREMIER national organization that exclusively certifies activity professionals who work with the elderly in primarily LTC settings.

### Certified Activity Professionals receive the following benefits:

- Enhanced professional recognition and development
- Collaboration at the national level with other long-term health care associations
- Regular communication with our membership through technology
- Inclusion in the national registry of Certified Activity Professionals
- Recognition as an Activity Professional who has met a higher standard of excellence and knowledge of the profession through education

## Why Become NCCAP Certified?

1. Federal Law, OBRA, states that an activity department must be directed by a “qualified professional.” One of the ways to become qualified is to become a Certified Activity Professional.
2. NCCAP certification is recognized by CMS (Formerly Health Care Financing Administration) as an organization that certifies activity professionals who work specifically with the elderly.
3. NCCAP certification assures administrators and surveyors that you have met professional standards to become certified.
4. Many administrators will only hire activity professionals who are certified.
5. Some administrators offer a higher salary to a certified professional.
6. Become NCCAP certified so others will know that you are nationally qualified and offering quality of life through activity service to your residents/clients.

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# NCCAP Certification Standards

*Welcome to the NCCAP certification process!*

### NCCAP Certifies On Three Levels:

1. Activity Assistant Certified - AAC
2. Activity Director Certified - ADC
3. Activity Consultant Certified - ACC

Each of these levels has differing TRACKS to help you obtain your certification.

Each of these TRACKS has, at minimum, three (3) qualifying components:

- A. Academic Education
- B. Activity Experience
- C. Continuing Education
- D. The MEPAP
- E. National Exam (ADC/ACC level only)  
Consulting Experience (ACC level only)

### A. ACADEMIC EDUCATION

May derive from a wide variety of curriculums: Social Work, Recreation, Education, Science, and Business degrees. These are a few of the educational backgrounds that represent our certified members. **Refer to page 5** for more detailed information.

### B. ACTIVITY EXPERIENCE

Activity work experience (within past 5 years) with elderly populations, where at least 50% are 55+ years of age. Some volunteer work with elderly clients may be applied. **Refer to page 5** for more detailed information.

### C. CONTINUING EDUCATION

Current continuing education (within past 5 years): workshops, seminars, college courses that keep the activity professional abreast of present trends. NCCAP’s Body of Knowledge contains 28 areas of education with many subheadings that are applicable. **Refer to page 6** for more detailed information.

### D. The MEPAP

2nd edition is 180 hours of educational learning and 180 hours of experiential learning (practicum), and is required for NCCAP certification. The MEPAP 2nd edition is (generally presented/taught) divided into 2 teaching portions of 90 hours each.

**Part 1** prepares students for the basic functions and duties of an activity professional: to design, deliver and evaluate activity services for older adults across the continuum of care.

**Part 2** prepares students to apply principles of management in their role as activity professional: to provide service through leadership, using principles of planning, organizing, staffing, directing and controlling.

### 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 persons. **Refer to page 7** for more detailed information.

# LEVELS of Certification

## Activity Assistant Certified - AAC

One who meets NCCAP standards to assist, with supervision, in carrying out an activity program.

### Track 1

#### A. ACADEMIC EDUCATION

30+ college semester credits (must include an English PLUS 1 other course from B, C, and D of the required coursework areas).

AND

#### B. ACTIVITY EXPERIENCE

2000 hours within past 5 years.

AND

#### C. CONTINUING EDUCATION

20 clock hours (Body of Knowledge) within past 5 years.

### Track 2

#### A. ACADEMIC EDUCATION

High school diploma or GED, PLUS 6 college credits (must include an English and 1 other course from the required coursework areas).

AND

#### B. ACTIVITY EXPERIENCE

4000 hours within past 5 years.

AND

#### C. CONTINUING EDUCATION

20 clock hours (Body of Knowledge) within past 5 years.

### Track 3

#### A. ACADEMIC EDUCATION

High school diploma or GED, plus the 90-Hour Modular Education Program for Activity Professionals Part 1. (C.C.1-11)

AND

#### B. ACTIVITY EXPERIENCE

2000 hours within past 5 years.

AND

#### C. CONTINUING EDUCATION

20 clock hours (Body of Knowledge) within past 5 years.

**FEES** The cost of being certified initially ranges from \$60 to \$80 depending upon the level. Renewal is required every two years with 20–40 hours of continuing education and a fee of \$50. Refer to page 7 for more detailed information.

## Activity Director Certified - ADC

One who meets NCCAP standards to direct an activity staff and program.

### Track 1

#### A. ACADEMIC EDUCATION

Bachelor's Degree (or higher) must include an English PLUS 7 other courses with at least one course from B, C, and D of the required coursework areas.

AND

#### B. ACTIVITY EXPERIENCE

AND

#### C. CONTINUING EDUCATION

30 clock hours (Body of Knowledge) within past 5 years.

AND

#### D. MEPAP (Modular Education Program for Activity Professionals)

AND

#### E. NATIONAL EXAM

### Track 2

#### A. ACADEMIC EDUCATION

Associates Degree (including English PLUS 5 other courses, with at least 1 course from B, C, and D of the required coursework areas).

AND

#### B. ACTIVITY EXPERIENCE

AND

#### C. CONTINUING EDUCATION

30 clock hours (Body of Knowledge) within past 5 years.

AND

#### D. MEPAP (Modular Education Program for Activity Professionals)

AND

#### E. NATIONAL EXAM

### Track 3

#### A. ACADEMIC EDUCATION

60+ college semester credits (must include an English PLUS 5 other courses, with at least 1 course from B, C, and D of the required coursework areas).

AND

#### B. ACTIVITY EXPERIENCE

AND

#### C. CONTINUING EDUCATION

30 clock hours (Body of Knowledge) within past 5 years.

AND

#### D. MEPAP (Modular Education Program for Activity Professionals)

AND

#### E. NATIONAL EXAM

*Continued on page 4*

## Track 4

### A. ACADEMIC EDUCATION

1. 90-Hour Modular Education Program for Activity Professionals Part 1 (C.C. 1-11) and the 90-Hour Practicum (Basic Education Course). \*
2. 90 Hour Modular Education Program for Activity Professionals Part 2 (C.C. 12-20) and 90-Hour Practicum (Advanced Management Course). \*
3. 12+ college credits - cannot include MEPAP if taken at a college (must include an English PLUS 1 other required coursework area). \*

AND

- B. ACTIVITY EXPERIENCE 6000 hours within past 5 years.

AND

### C. CONTINUING EDUCATION

30 clock hours (Body of Knowledge) within the past 5 years.

AND

### D. NATIONAL EXAM

\* MEPAP 2nd Edition is core content 1-20.

## Track 5

Is available for those who completed a state approved course between 1991-2001. Information/application can be found on the [www.nccap.org](http://www.nccap.org) website under downloads.

## Activity Director Provisionally Certified - ADPC

The Activity Director Provisionally Certified is one who is working towards requirements to meet NCCAP standards for ADC certification. Certification is provisional for 6 years, and nonrenewable after that time. To maintain provisional certification it must be renewed every 2 years during the 6 years with 30 clock hours. By the end of the 6-year period all 5 components must have been met to be ADC Track 4 (or meet ADC certification standards from Track 1, 2 or 3).

*\*this level can only be applied for one time.*

(The ADPC must meet three of the five standards in Track 4.)

## Activity Consultant Certified - ACC

One who meets NCCAP standards to be a consultant or educator for an activity program, staff, or department.

## Track 1

### A. ACADEMIC EDUCATION

Master's Degree + (must include an English PLUS 7 other coursework areas with at least 1 course from areas B, C, and D).

AND

### B. ACTIVITY EXPERIENCE

2000 hours activity experience within the last 5 years.

AND

### C. CONTINUING EDUCATION

40 clock hours (Body of Knowledge) within the past 5 years.

AND

### D. CONSULTING EXPERIENCE

200 hours of activity consulting experience within the past 3 years.

AND

### E. MEPAP (Modular Education Program for Activity Professionals)

AND

### F. NATIONAL EXAM

## Track 2

### A. ACADEMIC EDUCATION

Bachelor's Degree (must include an English PLUS 7 other coursework areas with at least 1 course from areas B, C, and D).

AND

### B. ACTIVITY EXPERIENCE

4000 hours activity experience within the last 5 years.

AND

### C. CONTINUING EDUCATION

40 clock hours (Body of Knowledge) within the past 5 years.

AND

### D. CONSULTING EXPERIENCE

200 hours of activity consulting experience within the past 3 years.

AND

### E. MEPAP (Modular Education Program for Activity Professionals)

AND

### F. NATIONAL EXAM

## Track 3

### A. ACADEMIC EDUCATION

Bachelor's Degree (must include an English PLUS 7 other coursework areas with at least 1 course from areas B, C, and D).

AND

### B. ACTIVITY EXPERIENCE

4000 hours activity experience within the last 5 years.

AND

### C. CONTINUING EDUCATION

40 clock hours (Body of Knowledge) within the past 5 years.

AND

### D. CONSULTING EXPERIENCE

(Arranged with the Track 3 Consultant Review Committee).

AND

### E. MEPAP (Modular Education Program for Activity Professionals)

AND

### F. NATIONAL EXAM

The candidate for certification will complete an independent study program with a mentor using The Professional Activity Manager and Consultant. Successfully completing this book and a project is the consulting experience requirement for this track. Request a ACC, Track 3 packet for more specific information. See back for additional option.

# DEFINITIONS

## of NCCAP Certification Standards

### A. Academic Education Standards

1. High School Diploma or GED
2. Academic Degrees or College Credits for AAC (Track 1 & 2), ADC, ACC:
  - a. from an accredited college or university, accredited by the US 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. nursing schools, technical credits, and foreign transcripts must be accompanied by an official evaluation from an accredited US College, University or Independent Agency
  - f. see applicable course work areas below #3
3. Numbers and Areas of Applicable Course Work
  - A — *English*
    - 1 English Composition/Freshman English
    - 2 Report Writing/Creative Writing
    - 3 Technical Writing
  - B — *Art / Recreation / Programming*
    - 4 Speech, Drama, Languages, Non-Verbal Communication
    - 5 Art Appreciation & Theory, Creative Arts
    - 6 Music Appreciation & Theory, Performing Arts
    - 7 Spirituality, Religion, Theology
    - 8 Leisure Education
    - 9 Literature
  - C — *Sciences*
    - 10 Gerontology, Aging
    - 11 Psychology, Human Development, Counseling
    - 12 Sociology, Death & Dying
    - 13 Health Services, Public Health, Non-Traditional Health, Pharmacology
    - 14 Wellness, Fitness, Movement, Dance, PE
    - 15 Therapies (Occupational, Recreational, Dance, Music, Speech, Physical)
    - 16 Biological Sciences (Anatomy, Physiology, Biology of Aging)
    - 17 Human Services (Behavior Management, Stress Management, Family Services, Management Theory)
    - 18 Generational Diversity
  - D — *Management*
    - 19 Communication Arts, Graphics, Journalism, Media
    - 20 Leadership, Group Dynamics, Interpersonal Relationships
    - 21 Professional Development, Ethics
    - 22 Administrative Practices, Personnel, Marketing, Statistics
    - 23 Community Relations, Public Relations, Public Speaking
    - 24 Education Theory & Practice, Adult Learning, Curriculum Development
    - 25 Computer Science, Software Development, Data Entry
    - 26 Budget, Math, Finance, Accounting Statistics
    - 27 Western Civilization, American Government, World History

4. Amount of required course work needed (depending on track chosen):

All tracks requiring college credit contain a requirement for an English course. See each track for specific information.
5. Comparing semester to quarter credits/units:

One semester credit/unit = 1.5 quarter credit/units
6. Activity courses, other than the MEPAP, may only apply toward continuing education for certification.
7. Documentation needed to verify academic education
  - a. copy of High School Diploma or GED
  - b. **OFFICIAL** transcript from each college or university referred to in your application (Student copies are not acceptable). Foreign transcripts and credits received from technical institutions or nursing schools **must** be accompanied by an official evaluation from an accredited US and Canadian College, University or Independent Agency.
  - c. certificate of satisfactory completion of Modular Education Program for Activity Professionals Parts I & II and 90 Hour Practicums Parts I & II (MEPAP C.C. 1-20). (If using for continuing education credits for renewal).

### B. Activity Experience Standards

1. Applicable activity work experience:
  - a. directly working with activity programming/documentation 50% of the time
  - b. 50% or more of residents/clients are 55 yrs. old and over
  - c. 20% of this experience can be overtime
  - d. 20% of this experience can be volunteer work
  - e. internship if not included in academic credits
2. Activity experience dates:

AAC, ACC, ADC, and ADPC within past 5 years
3. Documentation of activity experience (sample letter format enclosed on page 11)
  - a. on facility or program letterhead
  - b. verify each aspect used, from B. 1-2 above
  - c. letter must verify:
    - 1) employee title
    - 2) dates of beginning and end of employment (within the last 5 years only for AAC, ADC, ADPC, & ACC)
    - 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.)
  - d. letter signed by administrator, program director or supervisor.

*Continued on page 6*

## C. Continuing Education Standards

### 1. Time when continuing education was taken:

- 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 coursework

### 2. Qualifying continuing education:

- a. has not been used for academic education requirement/not part of the degree
- b. content from:
  - 1) Body of Knowledge (see page 8)
  - 2) Applicable course work (see A. 3. page 5 or Body of Knowledge, page 8)
- c. conditions to meet continuing education standards:
  - 1) at least 60 minutes in length (consistent with IACET standards)
  - 2) taken in a group setting with leader and discussion or has NCCAP pre-approval.
  - 3) when CEU's are received, one (.1) CEU=1 actual 60 minute clock hour
- d. Types of applicable continuing education
  - 1) healthcare related courses up to 20% of total (CNA, CDL, Transfer Training, transporting, first aid, CPR, etc.)
  - 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 =
      - AAC = 4      • ADPC = 6
      - ADC = 6      • ACC = 8
    - 4) 30% CE, taken in a facility that is a subscriber to (Primedia, Silver Chair etc.) internet streaming video with teleconferencing companies acceptable, provided the certificate of attendance has the information required (NCCAP pre-approval #)  
30% of CE hours per level
      - AAC = 6 hours      • ADC = 9 hours
      - ADPC = 9 hours      • ACC = 12 hours
  - 5) facility tours, when part of state or national activity conventions and with prior NCCAP approval
  - 6) Distance/Advanced Technology must be pre-approved by NCCAP (internet, correspondence, home study courses, etc.)
  - 7) activity related adult education, workshops, seminars, and educational sessions at professional meetings
  - 8) additional college courses not used for the Academic requirement:
    - a) taken from accredited college or university
    - b) one college credit 10 clock hours
  - 9) Modular Education Program for Activity Professionals (MEPAP) may be used if not used to meet D (for initial certification)
  - 10) activity courses other than MEPAP can be used only for continuing education
  - 11) college or university independent study or correspondence study courses that meet required content standards as C. 2. b. above

- 12) educational articles written by the applicant pertaining to the profession and published in state or national professional publications or online written by the applicant
  - 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
- 13) speeches given and workshops, inservices, and courses presented:
  - a) meet standards C. 2. a, b, and c above
  - b) count double the actual presentation time to account for preparation time
  - c) count only initial presentation if repeated
  - d) only 20% of CE's can come from presenting courses, workshops, and inservices or giving speeches
- 14) workplace inservices **ONLY** can be a minimum of 30 minutes in length, up to 20% of total CE's 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, internet, advanced technology (i.e.: video and audio tapes) not pre-approved by NCCAP
- e. activity experience does not constitute education
- f. performing duties for the delivery of activity services

### 4. Documentation of continuing education (sample certificate enclosed on page 11).

- a. verification of CEU'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
- c. 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
- d. 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
- e. for articles published include a copy of the article with indication of how many words article contains
- f. 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)
- g. for facility in-service a copy of the sample certificate of attendance or verification including all of C. 4. b. above and the in-service director's signature

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# DEFINITIONS

## of NCCAP Certification Standards,

*Continued from page 6*

### D. Consulting Experience

#### 1. Applicable activity consultant experience must meet criteria on page 5. B. 1. a-d and may be a combination of:

- a. one-to-one activity consultation
- b. teaching a class and workshop of at least one hour
  - 1) count the actual teaching time of presentation only the first time it is given
  - 2) content from:
    - a) applicable course work (see page 5, A. 3. above)
    - b) teaching Modular Education Program for Activity Professionals (MEPAP)
    - c) acting as a practicum supervisor up to 20%.
- c. articles published in state or national publications
  - 1) count 1 hour of consulting for each 400-600 words up to 20%
  - 2) include a copy of published materials with application
- d. may count up to 40 hours direct on-site supervision of activities related practicum
- e. may count hours managing an activity staff of 5 or more persons at the rate of 6 hours per month up to 100 hours
- f. at least 40 hours of consulting MUST occur outside place of current employment
- g. at least 40 hours of consultation must be direct activity consultation
- h. Activity Consultant Track 3 Candidate contact NCCAP office to obtain details about Track 3 requirements

#### 2. Consulting Experience Dates: 200 hours consulting experience must be from within the last 3 years.

#### 3. Documentation of consulting experience

- a. on facility or program letterhead (sample letter format enclosed on page 11)
- b. verify each aspect used, from D. 1 above
- c. letter(s) also verifies:
  - 1) employee title
  - 2) dates of beginning and end of employment (within the last 3 years only)
  - 3) states **actual total hours** of experience to date of letter
- d. letter signed by administrator, program director, or supervisor
- e. for all teaching submit a copy of advertising document, a copy of certificate of attendance, and verification that the session was presented (see C.4.f) including:
  - 1) title of educational offering
  - 2) date and time of day offered (3-15-96, 1:00-3:00)
  - 3) place of presentation
  - 4) presenter's name and qualification for teaching: degree, or certification #, or experience

## What Are The Certification Fees?

Activity Consultant Certified, ACC.....	\$80.00
Activity Director Certified, ADC.....	\$70.00
Activity Director Provisionally Certified, ADPC.....	\$65.00
Activity Assistant Certified, AAC.....	\$60.00

A nonrefundable processing fee of \$60 will be charged for new applications, renewals, and level changes. The processing fee is included in the certification fees listed above. Returned checks will be assessed a \$60 fee. Applications will not be processed without receipt of payment. It is the policy of NCCAP to deposit checks upon receipt. This does not mean that certification has been granted. Refunds will be processed based on NCCAP policies as stated in these standards.

## Is There A Renewal Required?

1. Renewal is required every two years.
2. To renew you need to acquire continuing education during the two years after initial certification.
  - a. AAC — 20 hours continuing education
  - b. ADC or ADPC — 30 hours continuing education
  - c. ACC — 40 hours continuing education
3. Applicable continuing education see page 6  
CE's must be listed on renewal form
4. For all levels of certification the renewal fee is \$50.00
5. The renewal process must be completed (applied for and approved) by the expiration date on the Renewal Form or a late renewal fee of \$55.00 will be added- This will need to be paid in addition to the renewal fee of \$50.00 (total of \$105.00)
6. Expiration of Renewal is not based on receipt of payment, but remains constant with the date issued at the time of certification.

## Level Change

Activity Professionals seeking a level change need to complete a new application. This application will be merged with the one on file for review. It is not necessary to duplicate information already on file with the first application. Applicants only need to add the additional information obtained. The fee is \$45. Expiration date will remain the same.

## NCCAP Pre-Approval Number For Educational Offerings

As a service to instructors and security for participants, NCCAP offers course and workshop pre-approval numbers that can be part of a marketing brochure and the certificate of attendance. Educators and instructors can contact the NCCAP office for Pre-Approval Application forms. Activity professionals can forward names and addresses of continuing education providers to the NCCAP office and in turn, a pre-approval packet will be forwarded.

# 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
- 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, Remotivation, 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

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## Body of Knowledge. Topics for Continuing Education *(continuation)*

### 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 — Alzheimer's, MS, Ostomy Clubs, Parkinsons, 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, CARE, 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 & RAP
- 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

*Continued on page 10*

## Body of Knowledge. Topics for Continuing Education *(continuation)*

- Exercise — General, Volleyball, e.g., Wheelchair, Reike, 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, Snozelen™, Meditation, Massage, Reflexology
- Reality Awareness e.g., with Other Programs
- Entertainment — e.g., Games, Entertainer Resources
- Self Help — e.g., Nail Polishing Group, 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
- Budget Writing
- Record Keeping
- Expense Control
- Establishing Non-Profit Status
- Fund raising
- Establishing Budgets
- Donation Management

#### 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

# Verification of Activity Experience

Name of Applicant \_\_\_\_\_ Date of Letter: \_\_\_\_\_

Name of Agency \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Applicant's Title \_\_\_\_\_

Agency Address \_\_\_\_\_

Name and Title of Supervisor: \_\_\_\_\_

Activity Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_

Please check if 50% (do not average) of the residents/participants are 55 years or older:  Yes  No

Number of Hours worked in activities per week \_\_\_\_\_

Total of Activity Hours worked since hire \_\_\_\_\_

Number of Activity Hours worked with \_\_\_\_\_ in the last 5 years \_\_\_\_\_

Summarize the duties specific to the position:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

This is a sample format to assist with employment verification. The letter must be on the original facility letterhead and signed by the supervisor.

\*This sample is provided as a courtesy of NCCAP to assist with the documentation/verification of CE.

This information is provided to assist you with the needed requirements to document attendance of NCCAP acceptable workshops, seminars, or classes. This may also be used in cases where certificates are not issued at the conclusion of a program. It is imperative that a representative of the sponsoring agency/or the instructor sign the certificate as verification of your attendance.

1. \_\_\_\_\_  
Name of Sponsor/Sponsoring Association

## Certificate of Attendance

This is to document that

2. \_\_\_\_\_  
(Name of Participant)

3. \_\_\_\_\_  
(Title of Education Session)

for 4. \_\_\_\_\_ clock hours on 5. \_\_\_\_\_ at 6. \_\_\_\_\_  
(Date) (City : State)

Presented by:

7. \_\_\_\_\_ , \_\_\_\_\_  
(Instructor's name) (Instructor's credentials)

8. Signature of sponsor **OR** instructor: \_\_\_\_\_

9. NCCAP Pre-Approval # (if applicable): \_\_\_\_\_

- a. if the certificate does not include the content in the sample certificate above, attach to the certificate a copy of advertisement brochure or explanation that contains the missing information
- b. for speeches, workshops and courses presented, send verification that the presentation did occur
- c. for facility in-service, send a copy of the sample certificate above with the in-service director's signature) or a sign-in sheet with all required information

# NCCAP Credentialing Opportunities

## AAPC (Activity Assistant Provisional Certified)

1. Completion of the MEPAP (Part 1 Core Content 1-11)
2. 50 volunteer hours (can be the practical/or other volunteer hours)
3. 20 CE's (can include honors classes, AP classes may be accepted)

## HCC (Home Care Certification) for Activities

1. High school diploma/GED
2. Completion of the Activities 101 (8) hour training course
3. Six (6) months {1000 hours} home care experience
4. 20 hours of continuing education

\*\*\*if you meet the above criteria:

1. Complete the current NCCAP application
2. Complete this HCC form
3. Submit the required documentation per NCCAP standards
4. Submit the appropriate fee(s)

## ADC Track 5

1. High school diploma/GED
2. A Basic Activity Course (MUST have been completed between (1991-2001)-verified by submitting a certificate of completion, signed by the instructor
3. 6 years (12,000 hours) of current activity experience- within the past 10 years
4. 30 hours of continuing education must include (20% = 6 hours) of documentation

## ACC Track 3

For those that are ADC Track 2. The 200 hours of consulting and completion of the 2 year Activity Professional Manager & Consultant curriculum, with the qualified mentor, are eligible to apply for a level change to ACC Track 3.

## NCCAP Specialization Options

For each desired designation, the individual must submit evidence showing 10 CE's from the Specialization Body of Knowledge expert areas, which are listed on the [www.nccap.org](http://www.nccap.org) site.

If an individual will be requesting their initial specialization at the same time as their renewal, they would submit the required number of CE's and fee for their renewal PLUS the additional 10 CE's and \$25.00 PER each specialization they are requesting. If a person will only be requesting the specialization not in conjunction with their renewal they would simply send the 10 CE's and \$25.00 fee for each specialization they are requesting.

Verification that the CE's come from the designated specialization track is the responsibility of the applicant. Initial specializations can go back 5 years for their CE's, and renewal specializations can go back 2 years, in keeping with the NCCAP standards.

ADC for example:

A Specialization in Assisted Living would be ADC/ALF

A Specialization in Memory Care would be ADC/MC

A Specialization in Adult Day Programs would be ADC/AD

A Specialization in Educating would be ADC/EDU

AAC would be AAC/ALF, AAC/MC, AAC/AD, etc.

ACC would be ACC/ALF, etc.

## Specialization Fees:

Initial specialization costs \$25.00 per specialization. Renewal is required every two years with an additional 10 hours of continuing education in that Specialization Body of Knowledge and a fee of \$10.00 per specialization.