

NCCAP Recertification Standards

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PLEASE SAVE FOR YOUR FILES!

Each profession has its own professional standards. The following are the National Certification Council for Activity Professionals, (NCCAP's) standards for renewing your certification. These standards must be adhered to for recertification. The NCCAP Board of Directors and administrative staff wish to help you in any way we can to maintain your certification. Do not hesitate to write or call or email the office or a board member for assistance. We look forward to serving you.

Why Maintain NCCAP Certification?

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 certain professional standards to become certified.
4. Many administrators will only hire activity professionals who are already certified.
5. Some administrators offer a higher salary to a certified professional.
6. Maintain NCCAP certification so others will know that you are nationally qualified to give quality activity service to residents/clients.

General Information and Fees for Renewing

1. Renewal is required every two years.
2. To renew you need to acquire continuing education during the two years prior to your date of expiration.
 - 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 *Continuing Education Standards* below)
4. For all levels of certification the renewal fee is \$45.00
5. Late renewal fee is \$50.00 to be paid in addition to the renewal fee of \$45.00 (a total of \$95.00). The late fee will be assessed to all renewals postmarked **AFTER** their expiration date.
6. The month of recertification remains the same as the initial certification. This year is increased by 2. Date of renewal payment does not change the renewal date.
7. All certificates expire on the first day of the month.
8. Returned checks will be assessed a \$35 fee.
9. Recertification applications not meeting standards will be charged a nonrefundable processing fee of \$35.
10. Applications will not be processed without receipt of payment.
11. It is the policy of NCCAP to deposit checks upon receipt. This does not mean that certification has been granted.
12. Refunds will be processed based on NCCAP policies.

Renewal Continuing Education Standards

1. Time when continuing education was received:

- a. completed within previous 2 years
- b. includes college or university coursework

2. Qualifying continuing education:

- a. content from:
 - 1) Body of Knowledge (see page 4)
 - 2) MEPAP (Modular Education Program for Activity Professionals)
 - 3) Applicable coursework (see page 3)
- b. conditions to meet NCCAP continuing education standards:
 - 1) at least 60 minutes in length (consistent with IACET standards)
 - 2) taken in a group setting with leader and discussion.
 - 3) when CEU's are received, one CEU=10 clock hours
- c. Types of applicable continuing education
 - 1) healthcare related courses up to 20% of total CE hours (CNA, transporting, CPR, First Aid, etc.)
 - 2) work place in-service, if content is applicable, 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 (formerly LTCN) acceptable, **provided** the certificate of attendance has the information listed on the sample certificate 30% of CE Hours per level AAC = 6 hours, ADC = 9 hours, ADPC = 9 hours, ACC = 12 hours
 - 5) Distance Technology (videos, web, home study) must be preapproved by NCCAP to be used for continuing education
 - 6) facility tours, when part of state or national activity conventions and with NCCAP pre-approval
 - 7) activity related adult education, workshops, seminars, and educational sessions at professional meetings
 - 8) college courses not previously used
 - a) taken from accredited college or university
 - b) one semester hour = 15 clock hours
 - c) one quarter hour = 10 clock hours
 - 9) MEPAP (Modular Education Program for Activity Professionals)
 - 10) activity courses (other than Modular Education Program for Activity Professionals) can be used only for continuing education
 - 11) college or university independent study or correspondence study courses that meet NCCAP continuing education standards accompanied by an official transcript
 - 12) educational articles published in state or national professional publications
 - a) count 1 hour for each 400 - 600 words
 - b) include a copy of published material with application
 - c) may only be used for 20% of CE hours
 - 13) speeches given and workshops, inservices, courses presented:
 - a) meet standards 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

A Sample Certificate of Attendance

This information is provided to assist you with the needed requirements to document attendance of NCCAP acceptable workshops, seminars, 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 and state)	
Presented by:	
7. _____, (instructor's name)	_____ (instructor's credentials)
8. Signature of sponsor OR instructor: _____	
9. NCCAP Pre-Approval Number: _____ (optional)	

Continuing Education Standards (Con't)

3. Items that do not meet NCCAP standards for continuing education:

- a. entertainment, reading, travel
- b. business and committee meetings
- c. self-taught courses

4. Documentation of continuing education (sample certificate included above).

- a. verification of CEU's or college credits 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)
- c. 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 that information
- d. a copy of transcripts from each college or university from which you took coursework including independent study and correspondence courses (include title of course, outline/syllabus or course description) (grade reports are 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 certificate of attendance (if certificate is not given send a copy of the sample certificate above with the in-service director's signature).
- h. a time outline must be included for workshops over 8 hours.

Reinstatement of Certification

Certification can be renewed up to one year after the expiration date. (Expiration date of certification remains the same). A notice is mailed out 90 days prior to your file being destroyed. Activity Professionals are not permitted to use the certification titles during the reinstatement period. Activity Professionals who lapse beyond the reinstatement period must reapply as a new applicant and meet all new standards at the time of the application. Certification files will not be returned but automatically destroyed after a lapse of one year.

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 \$40. Expiration date of certification will remain the same.

Notification and Review Process

A renewal notice will be mailed to the address on file 90 days prior to the expiration date. A second notice will be mailed out 30 days prior to expiration date. Renewals will be reviewed by a volunteer member of the Recertification Committee. This review may take 6-8 weeks. Once your renewal is approved, copies of your certificates are destroyed. A renewal packet including a renewal certificate will be mailed to you. Applications requiring more information will be referred back to the applicant. A fee of \$35 will be charged for processing. A typed letter of appeal may be submitted within 60 days of any denial.

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. **THIS PRE-APPROVAL IS NOT MANDATORY.** Educators and instructors should contact the NCCAP office for Pre-Approval Application forms.

Academic Education Standards Coursework Areas

A — English

- 1 English Composition
- 2 Report Writing
- 3 Technical Writing

B — Art / Recreation / Programming

- 4 Modular Education Program for Activity Professionals
(Taken from NCCAP pre-approved instructor)
- 5 Speech, Drama, Languages, Non-Verbal Communication
- 6 Art Appreciation & Theory, Creative Arts
- 7 Music Appreciation & Theory, Performing Arts
- 8 Spirituality, Religion, Theology
- 9 Leisure Education
- 10 Literature, Creative Writing

C — Sciences

- 11 Gerontology, Aging
- 12 Psychology, Human Development, Counseling
- 13 Sociology, Death & Dying
- 14 Health Services, Public Health, Non-Traditional Health, Pharmacology
- 15 Wellness, Fitness, Movement, Dance, Adapted PE
- 16 Therapies (Occupational, Recreational, Dance, Music, Speech, Physical)
- 17 Biological Sciences (Anatomy, Physiology, Biology of Aging)
- 18 Human Services (Behavior Management, Stress Management, Family Services)

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
- 27 Western Civilization, American Government, World History

MEPAP Course Requirement

In 1992, NCCAP adopted a Modular Education Program for Activity Professionals (MEPAP) as the accepted curriculum. The plan was first presented in 1991 by the National Association of Activity Professionals (NAAP) and The National Certification Council for Activity Professionals (NCCAP). Since July 1, 2002 the MEPAP Part 1 has been a required component for certification for all activity professionals. To continue to meet the needs of the profession and prepare students to become an activity professional, the NCCAP board, curriculum committee, and strategic planning committee have worked together to “reengineer” the modular program. The MEPAP second edition consists of 20 learning modules, with detailed core content areas for each. The second edition prepares students to meet the STANDARDS FOR PROFESSIONAL PREPARATION IN ACTIVITY SERVICES that was adopted by the NCCAP Board in 2003.

STANDARD 1 Foundation Understandings

STANDARD 2 Activity Services Practice Infrastructure

STANDARD 3 Activity Services Clinical Practice

STANDARD 4 Activity Services Management

STANDARD 5 Activity Service Field Experience

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. Adapted from Natalie Davis, ACC.

Renewal Reminders

- Complete your application form
- Enclose the proper fee(s)
- CE's must be from the past 2 years
- College credits must be supported by a transcript
- Only 20% can be inservices

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
- Ethics
- Tasks of Vital Aging
- Prayer — Scripture
- Personal Growth
- Wisdom in Aging

4) Biology of Aging

- Changes — Physical & Sensory
- Sexuality
- Medications
- Nutrition
- Healthy Aging
- Illness and Dysfunction

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
- 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

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

8) Basic Health

- First Aid
- Health Precautions
- Personal Health Issues

9) Group Instruction/Leadership

- Adult Learning Modes
- Instruction Methods — Lecture, Handouts, Videos, Demonstrations, Samples, Slides, Participation, Discussion, Survey, Sharing Experience
- Teaching Materials — Tools, Resources
- Group Dynamics/Leadership
- In-Service
- Leader Listening
- Esteem Building
- Build Group Support

10) Therapy for the Disabled Aging

- Overview of P.T., O.T., Speech Therapy, Recreation Therapy, Art 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

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 — Newsletters, Bulletin Boards, Posters, Graphic Techniques
- Letters of Appreciation
- Volunteer Programs
- Fund Raising
- Marketing Activity Importance

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

15) Motivation

- Of Clients, Families, Staff, Volunteers
- Professional Improvement

16) Community Services/Support/Relations

- Recreation Resources
- Service Clubs
- Religious Resources
- Mainstreaming
- Adult Health Services — Alzheimer's, Ostomy Clubs
- Business — Chamber of Commerce
- Family Open Houses

17) Regulations

- State & Federal Activities, Regulations & Standards — OSHA, ADA & Professional Standards
- Survey Process
- Legislative Updating
- JCAHO, CARE, Specialty Standards

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

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

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
- 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
- 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
- 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

MANAGEMENT/PERSONNEL

LEGAL & ETHICAL ISSUES

22) Personal Employment

- Recruitment, Interviewing, Hiring, Development, Recognition, Evaluation, Termination — 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
- Record Keeping
- Dealing with Challenging People
- Stress Management
- Memory Improvement
- Family Council
- Violence in the Workplace

24) Management Writing Skills

- Documentation Chart Auditing
- Job Descriptions
- Policies & Procedures Manuals
- Incident Records/Reports
- Letters of Request — Direct Mail
- Grant Writing

25) Financial Management

- Reimbursement
- Budget Writing
- Record Keeping
- Expense Control
- Establishing Non-Profit Status
- Fund Raising

26) Professional Development

- Certification
- Professional attitude toward residents
- Professional associations
- Business expectations
- Professional standards — Ethics

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