

MEPAP (2nd Edition) Part I "Own Pace" - Course Enrollment Pack
16 Week Online Course – 90hrs. Coursework / 90hrs. Practicum
NCCAP Approved: (# on Certificate of Completion)

Enrollment Instructions: [Want to Enroll Now?](#) Follow these easy steps to complete Enrollment...

It is the student's responsibility to complete the following tasks before the 1st day of class:

Step 1. Fax in the Enrollment Forms: Fax# 1-866-405-5724

- **Enrollment Form** (2nd page of this Enrollment Pack) – **Please Type your Info**, Print, Sign & Fax
- **Course Policies Form** (3rd page of this Enrollment Pack) – **Please Read**, Sign, & Date
- **Purchase Order Form** (4th page of this Enrollment Pack)
Include the **Purchase Order Form** (4th page) with your **Enrollment Form** (2nd page) and **Course Policies Form** (3rd page) if...
 - a company/facility is paying the course fees by check OR
 - using the payment plan (see **Course Policies Form** - 3rd page).
 - Omit Purchase Order Form if **paying in full before start date**.

Step 2. Create Student ID/Login on www.activitydirector.org

- Visit www.activitydirector.org and click **"Create New Account"** in the login box.
- Use your legal name, exactly as you want it to appear on your "Certificate of Completion."
- Must provide a valid E-Mail address (main source of communication with the instructor).
- Please **choose a Student ID and Password that uses your real name** for easy identification.
Example: LastFirst - John Smith would use SmithJohn or SmithJohn123, etc. as acceptable choices.

Note: No spaces or special characters as it may cause errors in the classroom. Student ID and password are case sensitive.

Step 3. Setup Payment for Course

- Visit www.activitydirector.org and click the **"Make A Payment"** button on the homepage.
- Choose your payment option.
- **Payment Plan Fee is \$75** and your 1st payment must be received by the start date of the course.

Step 4. Starting the "MEPAP1-OwnPace" Course

- Visit www.activitydirector.org and Login using your Student ID and Password from Step 2.
- After logging in, a box titled **"My Courses"** will appear on the **left-hand menu**.
(**Note:** The **"My Courses"** box will **NOT** appear until the **1st day of class**)
- Click on the **"MEPAP Part I Course"** listed in the **"My Courses"** box to enter the course.
- Part of your 1st Week's assignments will be to find a Practicum Supervisor.
 - This Supervisor must be **one of the following** options:
 - an Activity Director Certified (**ADC**)
 - an Activity Consultant Certified (**ACC**)
 - a Certified Therapeutic Recreation Specialist (**CTRS**)
 - a **Department Head** with at least **5 years of experience**
 - or the **Administrator**

The Practicum Supervisor must sign off on all of your practicum assignments and must be able to meet with you at least once a week to go over your practicum assignments.

MEPAP Part I - Enrollment Pack Forms

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MEPAP (2nd Edition) Part I "Own Pace" - Official Course Enrollment Form

16 Week Online Course – 90hrs. Coursework / 90hrs. Practicum
NCCAP Approved: (# on Certificate of Completion)

*Please Type Your Information, Print, & Sign. Scan and E-Mail to: admin@activitydirector.net or Fax to 1-866-405-5724 to reserve your spot in the course. Once your enrollment is received and processed, an Invoice or Sales Receipt confirming your enrollment will be sent to the E-Mail address provided below within 1 business day.

- Upon completion of this course, the Certificate of Completion will be mailed to the address provided below.
- It is the student's responsibility to keep an updated and legible address on file with the office.
- A \$25 fee will be applied to the student's account for a replacement Certificate of Completion due to an invalid address.

Course ID#: ME1-OwnPace

(The Course ID is used for filing your Homework – Please use this Course ID on any and all homework submitted by fax or upload)

Personal Information

Student Name: _____

Student Address: _____

City/State/Zip: _____

Student Telephone: _____ Fax: _____

Student E-Mail (Required): _____

Birth Date: _____

Employment

Are you currently employed? Yes: _____ No: _____ (Mark One)

If Yes, Where?: _____

Address: _____

City/State/Zip: _____

How many hours a week do you work? _____ Hrs.

Student Profile

Why did you decide to become an Activity Director?

What would you like to accomplish by becoming an Activity Director?

Are you aware that MEPAP Part I & MEPAP Part II are required for Activity Director Certification through (National Certification Council for Activity Professionals) N.C.C.A.P.?

(Visit www.NCCAP.org for more info on becoming Activity Director Certified through N.C.C.A.P.) Yes: _____ No: _____

Required: (Initial) _____ I have read and agree to the Course Policies Form (pg 3 of this Enroll Pack)

By signing below, I am stating that I understand and agree to all the information communicated in this form and it is accurate and true to the best of my knowledge.

Student Signature: _____ Date: ____/____/____



MEPAP (2nd Edition) Part I "Own Pace" Course - Policies Form

Plagiarism:

- Plagiarism of any kind will not be tolerated and results in immediate dismissal from the course without any refund. All of your assignments must be created by you and must be completely original.

Student Requirements:

- The student must have access to a valid **E-Mail address, a computer with Internet, and a scanner** or fax machine.
- The student must have a **High School Diploma or GED** and be able to read, write, and speak English.
- A basic knowledge of computers is required**
(Example: navigating the Internet, sending and receiving E-Mails, using a word processor, saving and uploading files).
- If the student does not have basic computer skills, this is NOT the course to take as it is conducted exclusively online.
- Activity Directors Network reserves the right to deny enrollment at their discretion based on assessment of these skills.

Computer Requirements:

- Must have access to an E-Mail Account and Internet with an up-to-date Internet browser (such as IE, Firefox, Chrome, etc).
- Must have access to a Word Processor for typing - **Accepted Formats:** Microsoft Word, Microsoft Works, & OpenOffice.

Dropping a Course:

- The student has 3 days from the course start date to drop the course and be eligible for a refund.
- If within 3 days of start date, the full amount paid minus a **\$50 Service Fee** will be refunded.
- Any cancellations placed after the 3-day grace period will not be eligible for any refund. You may forfeit the amount paid or use the payment as a credit(s) towards another course or service.

Course Deadline/Extension:

- The student will be allowed **up to 1 year or as little as 3 months** to complete the "Own Pace" course.
- If needed, at the end of 1 year, the student can request an extension. A 6 month extension option is available for \$200.
 - Only 1 Extension** will be allowed
 - If the course is not completed after the extension period, the student must start over as a new student.
- *If you do not complete this course, you are still responsible for paying any remaining course fees in full.**

Course Transfers:

- All course fees must be paid in full in order to be eligible for a transfer.
- The **Transfer Fee is \$200**, per transfer (unless within 3 days of the course start date, in which case there is no fee).
- A student is able to transfer to a different course up to two times.
- If the course is not completed after two transfers, the student must reenroll as a new student.

Certificate of Completion:

- Upon completion of this course the student will receive an **NCCAP Approved Certificate of Completion** for **MEPAP Part I** within 4-6 weeks after the last day of the course.
- There is a **\$25 Fee for Lost/Replacement Certificates** due to an invalid mailing address.
- This is **NOT** Activity Director Certification. Certification is a process.
- Completion of **MEPAP Part I & MEPAP Part II** is **required by NCCAP for Certification**.
(Visit www.NCCAP.org for more info on becoming Activity Director Certified through NCCAP.)
- The student must fulfill all requirements set forth by NCCAP in order to apply for Certification.

Extra Credit:

- Extra credit will be made available to the students throughout the course if needed.

Military Discount:

- Receive **\$100 OFF with your Military ID**. Just include a copy along with your **Enrollment Forms**. Thank You!

By signing below, I am stating that **I understand and agree to all the information** communicated in this form and it is accurate and true to the best of my knowledge.

Student Signature: _____ Date: ____/____/____



MEPAP (2nd Edition) Part I "Own Pace" Course - Purchase Order

*Please include this form with the Enrollment Form and Course Policy Form if your facility is paying by check or if you are using the payment plan.

Student Information:

Student Name: _____

Student Address: _____

City/State/Zip: _____

Student Telephone: _____ Fax: _____

Student E-Mail (Required): _____

Birth Date: _____

Facility Information: (If the facility is paying by check... please have them fill this section out for you.)

Facility Name: _____

Facility Address: _____

City/State/Zip: _____

Facility Telephone: _____ Fax: _____

Facility E-Mail (for copy of Invoice/Receipt): _____

Choose Course	Certification Course	Price
	MEPAP (2 nd Edition) Part I – "Own Pace"	\$600.00
	MEPAP (2 nd Edition) Part II – "Own Pace"	\$600.00
To Make Payment by Credit Card – Go to www.ActivityDirector.org and click " Make Payment "		Total:

In the event that you decide to cancel your registration, please do so within 3 days after the scheduled start date of the course. If you do so within 3 days after the start date, a full refund will be issued, minus a \$50 processing and registration fee. Any cancellations placed after the 3-day grace period will not be eligible for any refund, you may forfeit the amount or use the payment as a credit towards another course. If the student transfers from one course to another at anytime during the course after the 3 day grace period, he/she must pay a \$200 Transfer Fee. There are absolutely no exceptions. If you do not complete this course, you are still accountable for all course fees. All of your assignments must be created by you and completely original. Plagiarism will not be tolerated and will be grounds for dismissal from the course without a refund. By signing below, I am stating that I understand and agree to all the information I have communicated in this form and it is accurate and true to the best of my knowledge. **This purchase order and the acceptance of it, as provided herein, shall constitute a contract made in, and to be governed in all respects by the laws of the state of Texas.**

Student Signature: _____ Date: ____/____/____

Responsible Party of Facility Signature: _____ Date: ____/____/____



MEPAP (2nd Edition) Part I – Course Syllabus

MEPAP Course Communication:

Instructor: Kathy Hughes, ADC

Course Forum: Once enrolled, Kathy will provide her E-Mail address. Students will also have 24-hour access to the course forum to post any questions, concerns, or advice anyone may have on the course material, assignments, and/or grades. The instructor will check the forum regularly and respond to any posted questions.

Activity Directors Network – www.ActivityDirector.org

Office/ Technical Support: 1-888-238-0444

E-Mail: info@activitydirector.com

Contact the office for questions about getting enrolled, payment status, etc.

Contact Tech Support if you are having problems related to the online classroom or trouble uploading files.

Instructor Profile:

Kathy Hughes, ADC has delivered activities services to residents for over 30 years. She started her career in a small facility in Syracuse, NY and then took a position as an Activities Assistant in a larger facility that served the Syracuse community. She was active in the Activities Association for Leisure Time Personnel of New York State (AALTP) for many years. As an Activities Assistant she represented AALTP at the first meeting of the National Association for Activity Professionals (NAAP) and served on the NAAP Board for many years. She became the Activities Director of the facility in 1983 and served as such until 2006. She has taught the MEPAP course since 1996 and is one of the original authors of the course. She has served on the NCCAP Board as well. She consults to various facilities and individuals in the activities field. She taught at her local community college and is an International Speaker at activity conferences.

MEPAP - How it Works:

The Modular Education Program for Activity Professionals (MEPAP) has been developed to prepare individuals for a career in the field of Activities in Long-term care.

MEPAP Part I covers Core Content #1 -11

- Core Content #1: **Activity Service Practice Settings**
- Core Content #2: **Colloquy** (Effective Communication in the Facility)
- Core Content #3: **Professional Framework**
- Core Content #4: **Government and Social Systems**
- Core Content #5: **Advocacy in the Public Arena**
- Core Content #6: **The Behavioral Sciences**
- Core content #7: **Adult Client Populations**
- Core content #8: **Professional Approach to Care**
- Core content #9: **Care Planning Practices**
- Core Content #10: **Care Giving Practices (Service Delivery)**
- Core Content #11: **Activity Service:** System of Design, Development and Evaluation of Department Services

Course Length: Up to 1 Year

- The student will be allowed up to 1 year or as little as 3 months to complete the "Own Pace" course.
- If needed, at the end of 1 year, the student can request an extension.
- A 6 month extension option is available for \$200.

Course Time: 24 Hours a Day / 7 Days a Week

- Students can access the classroom from any computer with an internet connection allowing the flexibility of working at your own pace when it is convenient for the student.

Completing Assignments: Uploaded/Scanned or Faxed

- Written assignments must be typed** using a word processor (such as Word) **and uploaded** in the classroom (similar to attaching a document to an E-Mail).
- Practicum assignments** require signatures and initials, therefore **should be scanned and uploaded once completed**. Practicum assignments can be faxed if the student does not have access to a scanner.
- Include a full heading (**Your Name, Course ID#**, and E-Mail) on each assignment.

Note: Failure to follow assignment directions may result in missing assignments or delayed grading.



MEPAP (2nd Edition) Part I – Course Components

There are **5** major components to the course:

1 - Course Forum/ Forum Assignments:

- Your instructor will post important information regarding the course, such as forum assignments/questions, changes in due dates, chat times, assignment updates and other important topics pertaining to the course.
- Use the course forum for forum assignments, open discussion, course-related questions/concerns, or helpful hints you might have for one another regarding the coursework and your experiences.
- **Remember:** This is a network and we encourage each of you to work together to help one another reach your goals.
- **Note:** Check the forum regularly as you will receive a forum grade for forum assignments.

2 - 5 Live Chats:

- Live Chats for MEPAP Part I are held **every Tuesday at 7:00 pm CST** unless otherwise posted by the instructor.
- Live Chats are worth 20 points. **Students must attend 5 Live Chats** to receive full credit of 100 points.
- There will be Live Chat Reminders throughout the course.

3 - Resource Material & Reading Assignments:

- Each week, read the Resource Material provided and use the information to help complete your assignments.
- There are **NO TEXTBOOKS REQUIRED** for this course.
- All information will be provided within the classroom or it may be a web link that you must click to read.
- Make sure to complete the reading assignments before attempting assignments for that week.

4 - Written Assignments:

- Written Assignments **must be typed** using a Word Processor (such as Microsoft Word, Microsoft Works, or OpenOffice)
- Use **12 point Font** and **Double Line Spacing**.
- Include a full heading (**Your Name, Course ID#, and E-Mail**).
- **Always save a copy on your computer.**
- Upload Written Assignments to the instructor within the assignment page.
- **Grading:** The MEPAP Own Pace Course written assignments are **graded twice a month**.
 - Feedback is given to the students for the written assignments from the Instructor.
 - Reading, forum and chat assignments are graded when the student is ready to take the Mid Term exam and then when they have completed the Final Exam.
- For more information, visit the resource "**HELP: How to Upload Assignments**" located on the course homepage.

5 - Practicum Assignments:

• Practicum Supervisor Form:

Part of your 1st Week's assignments will be to find a Practicum Supervisor. The Supervisor must be **one of the following:**

- an Activity Director Certified (**ADC**)
- an Activity Consultant Certified (**ACC**)
- a Certified Therapeutic Recreation Specialist (**CTRS**)
- a **Department Head** with at least **5 years of experience**
- or the **Administrator**

The Practicum Supervisor must sign off on all of your practicum assignments and must be able to meet with you at least once a week to go over your practicum assignments.

• Midterm Practicum Pack:

- Work on this packet Weeks 1 through 8. – **Due Week 8**
- Your Practicum Supervisor will initial next to each task as it is completed.
- Once entirely completed, **Scan & Upload** or Fax by end of **Week 8**.

• Final Practicum Pack:

- Work on this packet Weeks 9 through 16. – **Due Week 16**
- Your Practicum Supervisor will initial next to each task as it is completed.
- Once entirely completed, **Scan & Upload** or Fax by end of **Week 16**.

• Practicum Verification / Notary Form:

- This form must be completed on **Week 16** by the Student and Practicum Supervisor in the presence of a Notary. All practicum must be completed. Please specify the date each practicum assignment was completed in the notary form.
- **Scan & Upload** or fax in by the **final week** (end of 16th week).

Note: Please fax Practicum Assignments separate from each other. (This makes it much easier for your instructor to file/grade)

MEPAP (2nd Edition) Part I – Course Overview/Weekly Breakdown

:: Week 1 - Reading Material / Assignments

- History of Nursing Homes
- History of Activities Education Movement
- MEPAP Curriculum & Core Content Resource
- NCCAP Standards & Certification Application
- Written Assignment
- Practicum Supervisor Form Due
- Forum Assignment

:: Week 2 - Reading Material / Assignments

- LTC Facilities
- Continuum of Care
- Written Assignment
- Certification Plan
- Forum Assignment

:: Week 3 - Reading Material / Assignments

- Regulations
- F248 - F249 & Interpretive Guidelines
- F679 & F680: CMS Regulation
- Investigative Protocol - Activities
- Written Assignment #1
- Written Assignment # 2
- Forum Assignment

:: Week 4 - Reading Material / Assignments

- Activity Planning
- Sensory Programming Weblinks
- Written Assignment #1
- Written Assignment #2
- Forum Assignment

:: Week 5 - Reading Material / Assignments

- Assessments and the MDS 3.0
- MDS 3.0 & Activities, Manuals & Forms, & Beyond Section F
- Written Assignment #1
- Written Assignment #2
- Forum Assignment
- Extra Credit

:: Week 6 - Reading Material / Assignments

- "P.I.E." - Planning, Implementing, & Evaluating
- Communication Weblinks
- Communicating with the Elderly
- Written Assignment #1
- Written Assignment #2
- Written Assignment #3
- Forum Assignment

:: Week 7 - Reading Material / Assignments

- Activity Care Planning
- CMS Regulations for Care Planning
- Care Planning from Interpretive Guidelines for Activities
- Men's Activities
- Written Assignment #1
- Written Assignment #2

:: Week 8 - Reading Material / Assignments

- Care Plans to Progress Notes
- Written Assignment #1
- Written Assignment #2
- Written Assignment #3

MEPAP (2nd Edition) Part I – Course Overview/Weekly Breakdown (continued)

- Forum Assignment
- **Midterm Practicum Pack Due**
- **Midterm Exam**

:: Week 9 - Reading Material / Assignments

- The Aging Process
- Written Assignment

:: Week 10 - Reading Material / Assignments

- Spiritual Needs Resource
- Palliative Care
- Written Assignment #1
- Written Assignment #2
- Forum Assignment

:: Week 11 - Reading Material / Assignments

- Maslow's Hierarchy of Needs and Memory Care Activities
- New Behavioral Health Regulations - F740, F741, F742, F743, & F744
- Written Assignment #1
- Written Assignment #2
- Written Assignment #3
- Forum Assignment
- Extra Credit

:: Week 12 - Reading Material / Assignments

- Communication with the elderly and Long Term Activity Planning
- Anxiety Disorder
- Therapy and Activity Links
- DIY Self Care Kits
- Written Assignment #1
- Written Assignment #2
- Written Assignment #3

:: Week 13 - Reading Material / Assignments

- Advocacy
- Resident Councils & Resident Rights
- Family Council
- 1-1's, "Activities to Go!", & Cart Activities
- Written Assignment #1
- Written Assignment #2
- Written Assignment #3
- Written Assignment #4
- Extra Credit - Week 13

:: Week 14 - Reading Material / Assignments

- Quality of Life
- Resources
- Using the Internet as a Resource
- Written Assignment #1
- Written Assignment #2
- Forum Assignment

:: Week 15 - Reading Material / Assignments

- Inter and Intra Departmental Relationships
- Effective Cross Culture Communication
- Evaluation Weblinks
- Written Assignment #1
- Written Assignment #2

:: Week 16 - Reading Material / Assignments

- **Final Practicum Pack Due**
- **Practicum Verification / Notary Form Due**
- **Final Exam**