

MEPAP II – “Own Pace” Course Enrollment Packet

MEPAP Part I “Own Pace” - Enrollment Forms

Fill out the **Enrollment Form** (2nd pg), read over and sign the **Course Policies Form** (3rd pg). If your company is paying the course fee make sure to include the **Purchase Order Form** (4th pg) with your **Enrollment Form** and **Course Policies Form**. Once these forms are filled out completely, fax to 1-866-405-5724 to reserve your spot in the course.

Want to Enroll Now? Follow these easy steps to complete Enrollment...

It is the student’s responsibility to make sure the following tasks have been completed before they will be allowed to start the class:

Step 1. Fax in the Enrollment Forms

- Enrollment Form (pg 2 of this Enrollment Pack) – Fill out Completely
- Course Policies (pg 3 of this Enrollment Pack) – Sign and Date
- Purchase Order Form (pg 4 of this Enrollment Pack) – Fill this out if not paying for the course in full

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.)
- Choose a Student ID and Password that are easy to remember as you will use this to access the course from any computer with internet access – (Note: 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.
- The “Own Pace” course must be paid in full in order to start the course.

Step 4. Start Taking the 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 enrollment has been completed, Steps 1-3)
- Click on the title of the course listed in the “My courses” box to enter the course.
- Your first section’s assignment will be to find a Practicum Advisor. This Advisor can be one of the following:
 - an Activity Director Certified (ADC)
 - an Activity Consultant Certified (ACC)
 - a Certified Therapeutic Recreation Specialist (CTRS)
 - a Department Head in your facility with at least 5 years of experience
 - or the Administrator

Enrollment Pack Includes:

Enrollment Instructions – Step by Step: How to Complete Enrollment	Page 1
Enrollment Form	Page 2
Course Policies Form	Page 3
Purchase Order Form	Page 4
Course Syllabus	Page 5-9



MEPAP (2nd Edition) Part II - Official Course Enrollment Form
16 Section Course – 90hrs. Coursework / 90hrs. Practicum

***Please type** your information, print, sign, and fax to 1.866.405.5724 to reserve your spot in the course. Please allow 24 hours or one business day for this fax to be received by the Enrollment Coordinator. **You will be contacted via e-mail to the address provided below with status of enrollment.** 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 returned Certificate of Completion due to an invalid address.

Course ID#: ME2-OwnPace

Personal Information

Student Name: _____

Student Address: _____

City/State/Zip: _____

Student Telephone: _____ Fax: _____

E-mail **(E-mail is REQUIRED)**: _____

Male: _____ Female: _____ (Mark One) 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

What made you decide to become an Activity Director?

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

Do you plan on becoming certified through the National Certification Council for Activity Professionals? (NCCAP – visit www.NCCAP.org for more information on becoming certified) Yes: _____ No: _____

Optional: (Initial)_____ I **DO NOT** want to receive information about Certification from **NCCAP**.

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** I have communicated in this form and is accurate and true to the best of my knowledge.

Student Signature: _____ Date: _____ / _____ / _____



Activity Directors Network – MEPAP “Own Pace” Course Policies Form

***Plagiarism-** 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 (i.e. An understanding of navigating the Internet, be able to send and receive emails, the ability to use a word processor, know how to save and upload files). If the student does not know how to operate a computer, 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 the Internet and an email account. The computer must have a word processor. **Accepted Formats:** Microsoft Word, Microsoft Works, & OpenOffice

***Dropping a Course-** The student has 3 days from the enrollment date to drop the course. The full amount paid, minus a \$100 Service Fee will be refunded to the student. 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(s) towards another course.

***Course Transfer-** A student is able to transfer to a different course (16 week scheduled course) up to two times. Student’s account must be paid in full in order to be eligible for a transfer. The transfer fee is \$200, per transfer (unless the student chooses to transfer within 3 days of the course start date in which case there is no penalty). Should the student wish to transfer beyond the allowed two times, all previous payments will be forfeited and the student must retake the course to receive credit.

***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 course is not completed after the extension period, the student must start over as a new student with new enrollment.

***Certification-** Upon completion of this course the student will receive a Certificate of Completion. This is NOT Activity Director Certification. The student must fulfill the other requirements as setup by the governing certification body of their choice (such as N.C.C.A.P. – The National Certification Council for Activity Professionals) in order to apply for certification. Upon successful completion, the student will receive their certificate of completion within 4-6 weeks after the last day of the course.

***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 fax a copy along with your enrollment.

***Lost Certificate-** a \$25 fee will be applied for an additional copy of your “Certificate of Completion” or to mail another copy due to an invalid address on enrollment form.

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

Student Signature: _____ **Date:** ____/____/____



Activity Director MEPAP "Own Pace" Course - Purchase Order

*Please include this form if your facility is paying for your course.

Student Information:

Student Name: _____

Student Address: _____

City/State/Zip: _____

Student Telephone: _____ **Fax:** _____

Student E-mail (Main source of communication with your instructor): _____

Male: _____ **Female:** _____ (Mark One) **Birth Date:** _____ / _____ / _____

Facility Information: (If your facility is paying, please have them fill this section out for you.)

Facility Name: _____

Facility Address: _____

City/State/Zip: _____

Facility Telephone: _____ **Fax:** _____

Choose Course	Certification Course	Price
	MEPAP (2nd Edition) Part I - "At Your Own Pace"	\$600.00
	MEPAP (2nd Edition) Part II - "At Your Own Pace"	\$600.00
Total:		

In the event that you decide to cancel your registration, please do so within 3 days after enrollment of the course. If you do so within 3 days after enrollment, a full refund will be issued, minus a \$100.00 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(s) 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 \$200.00 Transfer Fee. There are absolutely no exceptions. If you do not complete this course, you are still accountable for the course fee. 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 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 II "Own Pace" – Course Syllabus

Course Communication:

Instructor: Kathy Hughes, ADC

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

Activity Directors Network Office/ Technical Support: 1.888.238.0444

E-mail: info@activitydirector.com

Contact the office to 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. The office and Tech Support can not answer any information concerning grades or assignments.

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. Kathy is a Founding member of NAAP and a Charter member of COAP Coalition for Activity Professionals). 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 and continues to serve on the Education Committee for NCCAP. She has served on the NCCAP Board as well. Kathy currently works in a Senior Center in Syracuse, NY and teaches the MEPAP face to face all over New York State and Pennsylvania. 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 "Own Pace" - How it Works:

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

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 hr. 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.

Completing Homework: Uploaded/Scan or Faxed

Written assignments must be typed using a word processor (such as Word) and uploaded (similar to attaching a document to an e-mail). Practicum assignments require signatures and initials, so those assignments should be scanned and uploaded or faxed if the student does not have access to a scanner.

There are 5 major components to the course:

1. Course Forum/Open Discussion
2. 5 Live Chats
3. Resource Material/Reading
4. Written Assignments
5. Practicum Assignments

Activity Directors Network

Phone: 1.888.238.0444

E-Mail: Info@ActivityDirector.com



MEPAP II "Own Pace" – Course Components

1. Course Forum:

Your instructor will post important information regarding the course, such as forum assignments, changes in due dates, chat times, assignment updates and other important topics pertaining to the course. Use the forum for open discussion, 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 Part II are held every Thursday at 7pm CST unless otherwise posted by the instructor. Each Live Chat is worth 20 points. The student will need to attend 5 Live Chats throughout the course in order to receive full credit of 100 points. There will be Live Chat Reminders throughout the course.

3. Resource Material & Reading Assignments:

Read the Resource Material provided in each section and use the information to help complete your assignments. **There is NO REQUIRED TEXTBOOK 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 section.

4. Written Assignments:

Written Assignments must be typed using a Word Processor (such as Microsoft Word, Microsoft Works, & OpenOffice) **Use 12 point Font and Double Line Spacing.** Include a full heading (your name, e-mail, and Course ID#) and **always save a copy on your computer.** Then, upload to the instructor within the assignment page. For more information, visit the resource "**HELP: How to Upload Assignments**" located on the course homepage.

5. Practicum Assignments:

- **Practicum Advisor Form:** Your first section's assignment will be to find a Practicum Advisor. This Advisor 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 in your facility with at least 5 years of experience
 - or the Administrator

This person must sign off on all of your practicum assignments and must be able to meet with you often to go over your practicum assignments.

- **Midterm Practicum Pack:** Work on this packet during sections 1-8. Your Practicum Advisor will initial next to each task as it is completed. Once entirely completed, **Scan & Upload or fax in by midterm (end of 8th section).**
- **Final Practicum Pack:** Work on this packet during sections 9-16. Your Practicum Advisor will initial next to each task as it is completed. Once entirely completed, **Scan & Upload or fax in by the final section (end of 16th section).**
- **Practicum Verification / Notary Form:** This form must be notarized once all practicum has been completed. **Scan & Upload or fax in by the final section (end of 16th section).**



MEPAP III "Own Pace" – Syllabus: Course Overview/Section Breakdown

:: Section 1 - Reading Material / Assignments

- Survey Process and the Activities Department
- Written Assignment
- Forum Assignment

:: Section 2 - Reading Material / Assignments

- The Role of the Manager Assignment Motivational Management - by Diane M. Eade Resource
- Written Assignment # 1
- Written Assignment #2

:: Section 3 - Reading Material / Assignments

- Communication, Listening Skills, Collaboration 100 Points
- Listening Strategy and Skills 25 Points
- Written Assignment #1
- Written Assignment #2
- Forum Assignment

:: Section 4 - Reading Material / Assignments

- Job Descriptions & Hiring Staff 100 Points
- Written Assignment

:: Section 5 - Reading Material / Assignments

- Maintaining & Firing Staff 50 Points
- Written Assignment #1
- Written Assignment #2
- Forum Assignment

:: Section 6 - Reading Material / Assignments

- Activities Volunteers 50 Points
- Volunteer Recruitment Resource Marketing Your Volunteer Program Resource Volunteer Recognition
- Program Resource Volunteer Orientation & Weblinks Resource
- Written Assignment

:: Section 7 - Reading Material / Assignments

- Quality Assurance for the Activities Department 50 Points
- QIS Survey Resource
- Written Assignment #1
- Written Assignment #2
- Forum Assignment

:: Section 8 - Reading Material / Assignments

- Management Styles 50 Points
- Leadership Styles Resource Read through the Mind Tools Module 10
- Marketing Your Activities 50 Points
- Written Assignment #1

- Written Assignment #2
- **Midterm Practicum Pack Due**
- **Midterm Exam**

:: **Section 9** - Reading Material / Assignments

- Ethics 50 Points
- Values 50 Points
- Vision 50 Points
- Written Assignment #1
- Written Assignment #2
- Written Assignment #3
- Forum Assignment

:: **Section 10** - Reading Material / Assignments

- Advocacy 50 Points
- Resident Rights 50 Points
- Written Assignment #1
- Written Assignment #2

:: **Section 11** - Reading Material / Assignments

- Adult Learning and Personalities in the Activities Department Resource Personality Types
- Written Assignment #1
- Written Assignment #2
- Forum Assignment

:: **Section 12** - Reading Material / Assignments

- Policies & Procedures Resource Writing a Memo! Resource Writing Articles! Resource
- Written Assignment #1
- Written Assignment #2

:: **Section 13** - Reading Material / Assignments

- Directing Functions of a Manager in an Activities Department Resource
- Written Assignment
- Forum Assignment

:: **Section 14** - Reading Material / Assignments

- Organizing Function of a Manager in an Activities Department Resource
- Written Assignment

:: **Section 15** - Reading Material / Assignments

- The Controlling Function of a Manager in an Activities Department Resource
- Time Management Resource
- Written Assignment
- Forum Assignment

:: **Section 16** - Final

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