

MEPAP II – Enrollment Packet

Getting Enrolled

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 or if you are taking advantage of the payment plan (see Course Policies Form), 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 hold your spot in the course. The student must have payment in by the start date of the course in order to be enrolled.

Getting Ready

Make sure you have the following tasks completed before the first day of 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.
- Choose your payment option.
- If you choose the payment plan, there will be a \$75 fee and your 1st payment must be received by the start date of the course.
- If you or your facility sends payment in the form of a check, it must be mailed in adequate time for ADN to receive payment by the start date of the course in order to complete in enrollment.

Step 4. First Day of Class

- 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. (The “My Courses” box will not appear until the first day of class)
- Click on the title of the course listed in the “My courses” box to enter the course.

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MEPAP 2nd Edition (Part II) - Official Course Enrollment Form

***Please type** to fill out this form, print, sign the bottom and the course policies page. Fax both pages to 1-866-405-5724. Please allow 24 hours for this fax to be received by the Enrollment Coordinator. **You will be contacted via e-mail to the address provided below with instructions on how to setup a Student ID, make payment, and start the course.**

Course ID#: _____

(Course ID is the start date of the course - Example: for MEPAP II - starting September 7th, 2010 the Course ID = **ME2-090710**)

Personal Information

Student Name: _____

Student Address: _____

City/State/Zip: _____

Student Telephone: _____ **Fax:** _____

Student E-mail (Valid 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:** _____

(Initial) _____ I have **read and agree** to the **Course Policies** included in this **Enrollment Pack** (pg 2)
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. Upon completion of this course, your certificate of completion will be mailed by your instructor to the address provided above.

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



Activity Directors Network – MEPAP Course Policies Form

***Student Requirements-** The student must have a valid email address, access to a computer with Internet capabilities and a fax machine. The student must have a High School Diploma or GED and be able to write and speak English. A basic knowledge of computers is required (i.e. An understanding of navigating the Internet, the ability to send and receive emails, the ability to work a word processor, the ability 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-** The computer must have access to the Internet and an email account. The computer must have a word processing program, such as Word. Below is a list of the accepted programs:
Accepted: Microsoft Word, Microsoft Works, & OpenOffice
Not Accepted: Notepad

***Dropping a Course-** The student has 3 days from the course start 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.

***Payment Plan-** If you decide to take advantage of the payment plan, please include the Purchase Order (4th pg of Enrollment Pack) with the enrollment form, and this Course Policies Form. The Payment Plan consists of half due prior to the course start date, the other half due mid-way through the course (8th week). The Service Fee for the Payment Plan is \$75, due with the second payment. If a student does not pay on time, an late fee of \$75 will be applied. If the entire course cost is not paid in full within 30 days of the course ending, the course will become null and void and the student must retake the course to receive credit.

***If you do not complete this course, you are still accountable for the course fee.**

***Course Transfer-** A student is able to transfer to a different 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.

***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 body in order to apply for certification through CTRAC (Texas Certification) and NCCAP. The student will receive their certificate of completion in the mail 4-6 weeks after the course ends.

***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.

***Copy of Certificate-** a \$25 fee will be applied for an additional copy of your "Certificate of Completion."

All of your assignments must be created by you and must be completely original. Plagiarism will not be tolerated and will be grounds for dismissal from the course without any refund. By signing below, I am stating that I understand and agree to all the information I have communicated in this Course Enrollment Pack and all information provided is accurate and true to the best of my knowledge.

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



Activity Director MEPAP Courses - Purchase Order

*Please include this form with any payment made by check, so it can be applied to the proper account.

Facility Information:

Facility Name: _____

Facility Address: _____

City/State/Zip: _____

Facility Telephone: _____ Fax: _____

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: _____ / _____ / _____

Choose Course	Certification Course	Price
	MEPAP 2 nd Edition Part 1 - Modular Education Program for Activity Professionals	\$600.00
	MEPAP 2 nd Edition Part 2 - Modular Education Program for Activity Professionals	\$600.00
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 \$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 – Course Overview

Contact Information:

Instructor: Kathy Hughes, ADC

E-mail: kathyhughes@activitydirector.com

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

ADN Tech Support: 1-888-238-0444

E-mail: info@activitydirector.com

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

Course Overview:

- **Week One** – Survey Process and the role of Activities
- **Week Two** – The role of the Manager
- **Week Three** – Communication, Listening Skills and Collaboration
- **Week Four** – Job Descriptions and Hiring Staff
- **Week Five** – Maintaining Staff and Firing Staff
- **Week Six** - The Activities Professional as the Volunteer Director
- **Week Seven** –Quality Assurance for the Activities Department
- **Week Eight** - Management & Marketing Techniques for Activities Department, **Mid Term Exam**
- **Week Nine** – Research Techniques and the Delivery of Activities Services
- **Week Ten** - Government Agencies, Advocacy
- **Week Eleven** – Adult Learning Styles and Personalities in an Activities' Department
- **Week Twelve** –Writing Policies and Procedures
- **Week Thirteen** – Directing Aspects of a Manager in an Activities Department
- **Week Fourteen** – Organizing Function of a Manager in an Activities Department
- **Week Fifteen** – The Controlling Function of a Manager in an Activities Department
- **Week Sixteen** – NCCAP certification review and **Final Exam**

