

MEPAP Part II – Course Enrollment Packet

MEPAP Part II - 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 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 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 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.

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.
(**Note:** 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.
- Your first week'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 Week 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-_____

(Course ID is the start date of the course - Example: **ME2- 050316** is the Course ID for MEPAP II - starting on May 3rd, 2016)

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 - 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 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 additional 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 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 Part II Course - Purchase Order

*Please include this form if your facility is paying for your course or if you are using the payment plan.

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 II - Modular Education Program for Activity Professionals | \$600.00 |
| | Payment Plan Fee - This fee applies if the course will not be paid in full by 1 st day of class | \$75.00 |
| 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 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 - 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: 16 Weeks - Weeks begin on Tuesday mornings and end on Mondays at 11:55pm. All assignments are due the following Monday at midnight Central Standard Time unless otherwise specified. Students must follow along with the weekly schedule of the course and will take 16 weeks to complete.

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 within the week.

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 – 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 I are held every Tuesday 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:

Each week, read the Resource Material provided and use the information to help complete your assignments. 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, & 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 week'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 at least once a week to go over your practicum assignments.

- **Midterm Practicum Pack:** Work on this packet weeks 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 week)**.
- **Final Practicum Pack:** Work on this packet weeks 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 week (end of 16th week)**.
- **Practicum Verification / Notary Form:** This form must be notarized once all practicum has been completed. **Scan & Upload or fax in by the final week (end of 16th week)**.



MEPAP II – Syllabus: Course Overview/Weekly Breakdown

:: Week 1 - Reading Material / Assignments

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

:: Week 2 - Reading Material / Assignments

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

:: Week 3 - Reading Material / Assignments

- Communication, Listening Skills, Collaboration 100 Points
- Listening Strategy and Skills 25 Points
- Written Assignment #1 - Week 3
- Written Assignment #2 - Week 3
- Forum Assignment - Week 3

:: Week 4 - Reading Material / Assignments

- Job Descriptions & Hiring Staff 100 Points
- Written Assignment – Week 4

:: Week 5 - Reading Material / Assignments

- Maintaining & Firing Staff 50 Points
- Written Assignment #1 - Week 5
- Written Assignment #2 - Week 5
- Forum Assignment - Week 5

:: Week 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

:: Week 7 - Reading Material / Assignments

- Quality Assurance for the Activities Department 50 Points
- QIS Survey Resource
- Written Assignment #1 - Week 7
- Written Assignment #2 - Week 7
- Forum Assignment - Week 7

:: Week 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 - Week 8

- Written Assignment #2 - Week 8
- **Midterm Practicum Pack Due**
- **Midterm Exam**

:: Week 9 - Reading Material / Assignments

- Ethics 50 Points
- Values 50 Points
- Vision 50 Points
- Written Assignment #1 - Week 9
- Written Assignment #2 - Week 9
- Written Assignment #3 - Week 9
- Forum Assignment - Week 9

:: Week 10 - Reading Material / Assignments

- Advocacy 50 Points
- Resident Rights 50 Points
- Written Assignment #1 - Week 10
- Written Assignment #2 - Week 10

:: Week 11 - Reading Material / Assignments

- Adult Learning and Personalities in the Activities Department Resource Personality Types
- Written Assignment #1 - Week 11
- Written Assignment #2 - Week 11
- Forum Assignment - Week 11

:: Week 12 - Reading Material / Assignments

- Policies & Procedures Resource Writing a Memo! Resource Writing Articles! Resource
- Written Assignment #1 - Week 12
- Written Assignment #2 - Week 12

:: Week 13 - Reading Material / Assignments

- Directing Functions of a Manager in an Activities Department Resource
- Written Assignment - Week 13
- Forum Assignment - Week 13

:: Week 14 - Reading Material / Assignments

- Organizing Function of a Manager in an Activities Department Resource
- Written Assignment - Week 14

:: Week 15 - Reading Material / Assignments

- The Controlling Function of a Manager in an Activities Department Resource
- Time Management Resource
- Written Assignment - Week 15
- Forum Assignment - Week 15

:: Week 16 - Final

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

