

MEPAP (2nd Edition) Part II - 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. 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 1st day of class)
- Click on the **"MEPAP Part II 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 II - Enrollment Pack Forms

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MEPAP (2nd Edition) Part II - 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#: ME2-_____

(Course ID is the Start Date – Example: If a MEPAP II course starts on August 7th 2018, the Course ID would be ME2-080718)

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 II - 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.

Payment Plan:

- Payment Plan is \$300 due prior to the 1st day of the course. The other \$300 due mid-way through the course (by 8th week).
- The **Payment Plan Service Fee is \$75**, due with the second payment (by 8th week).
- If the balance is not paid in full by the 8th week, an additional **late fee of \$75** will be applied to the account.
- 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 decide to take advantage of the payment plan, **please include the Purchase Order** (4th page of Enrollment Pack) with the Enrollment Form, and this Course Policies Form.
- *If you do not complete this course, you are still responsible for paying the 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 II** 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 II 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 (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
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 II – 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. 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 for a career in the field of Activities in Long-term care.

MEPAP Part II covers Core Content #12-20

- Core Content #12: **The Art and Science of Management**
- Core Content #13: **Leadership**
- Core Content #14: **Advocacy within the Organization**
- Core Content #15: **The Planning Function of Management**
- Core Content #16: **The Organizing Function of Management**
- Core Content #17: **The Staffing Function of Management**
- Core Content #18: **The Directing Function of Management**
- Core Content #19: **The Controlling Function of Management**
- Core Content #20: **Practicum Experience: Learning In the Field**

Course Length: 16 Weeks

- Weeks begin on Tuesdays and end Mondays at 11:55pm.
- Access the classroom 24/7 from any computer with an Internet connection allowing flexibility to work at your own convenience throughout the week.
- All assignments are due by the following Monday at 11:55pm Central Standard Time unless otherwise specified.
- Students must follow along with the weekly schedule of the 16 week course.

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 II – 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 II are held **every Thursday 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.
- 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.
- 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 II – Course Overview/Weekly Breakdown

:: Week 1 - Reading Material / Assignments

- MEPAP Part II Core Competencies Overview
- Survey Process and the Activities Department
- Activity Related FTags
- Written Assignment
- Forum Assignment

:: Week 2 - Reading Material / Assignments

- The Role of the Manager
- Motivational Management - by Diane M. Eade
- Change Management Theory
- 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
- Workplace Culture
- Written Assignment – Week 4

:: Week 5 - Reading Material / Assignments

- Maintaining & Firing Staff 50 Points
- Core Competencies
- 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
- Marketing Your Volunteer Program
- Volunteer Recognition Program
- Volunteer Orientation & Weblinks
- Written Assignment

:: Week 7 - Reading Material / Assignments

- Quality Assurance for the Activities Department 50 Points
- QIS Survey
- 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
- 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
- Personality Types
- Activity Analysis
- Written Assignment #1 - Week 11
- Written Assignment #2 - Week 11
- Forum Assignment - Week 11

:: Week 12 - Reading Material / Assignments

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

:: Week 13 - Reading Material / Assignments

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

:: Week 14 - Reading Material / Assignments

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

:: Week 15 - Reading Material / Assignments

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

:: Week 16 - Final

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