

TX Advanced – 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 and the Enrollment Coordinator will contact you to set up payment.

Getting Ready

Make sure you have the following tasks completed before the first day of class:

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

Create Student ID (Login information) 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 (Login name) and Password – (ID and password are case sensitive)

Order Required Textbook(s)

- You will need the required textbooks listed in the syllabus
- It is important to have the required books by the first week of class.
- It is the student’s responsibility to find and order these books in a timely manner.

First Day of Class

- Visit www.activitydirector.org and Login using your Student ID
- 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.

Enrollment Pack Includes:

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Course Policies	Page 3
Purchase Order	Page 4
Syllabus	Pages 5-10
Weekly Breakdown	Pages 7-10
Grade Scale	Page 10



**TX Advanced Management Course for Nursing Home Activity Directors
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 at the number or e-mail provided below to setup payment and a Student ID.**

Course ID#: _____

(The Course ID is the start date of the course - Example: TXA-010108 for TX Advanced - starting January 1st, 2008)

Personal 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:** _____ / _____ / _____

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 CTRACTX?

(CTRACTX – visit www.CTRACTX.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 Course Policies

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 and the ability to work a word processor). If the student does not know how to operate a computer this is NOT the course to take as it is conducted exclusively online.

Computer Requirements- The computer must have access to the Internet and an email account. The computer must have a word processing program. Below is a list of the accepted programs:

Accepted: Microsoft Word, Microsoft Works, WordPad, & 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 \$50 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 (3rd pg of Enrollment Pack) with the enrollment form, and this Course Policy page. The Basic Payment Plan consists of half due prior to the course start date, with the other half due mid-way through the course (or the 8th week). The Service Fee for the Payment Plan is \$75, payable mid-way through the course. If a student does not pay on time an additional charge of \$75 will be applied to their bill. 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.

Course Transfer- A student is able to transfer to a different course up to two times. The transfer fee is \$150, per each 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.

Weekly Chats- There is a mandatory weekly chat on Wednesday evenings. The chat times will be set the day of the course start. Refer to the Live Chat Schedule on the course homepage for the exact times. The times are based on Central Standard Time; adjust accordingly for your time zone. All students must participate in this chat as it is part of your overall grade. After the 3rd week the students are able to vote and have their chat time moved if they wish to do so.

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.

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



AD Certification Courses - Purchase Order

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

Facility Info

Facility Name: _____

Facility Address: _____

City/State/Zip: _____

Facility Telephone: _____ Fax: _____

Student Info

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 2nd Edition Part 1 - Modular Education Program for Activity Professionals	\$600.00
	MEPAP 2nd Edition Part 2 - Modular Education Program for Activity Professionals	\$600.00
	TX Basic – Basic Education Course for Nursing Home Activity Directors	\$600.00
	TX Advanced – Advanced Management Course for Nursing Home Activity Directors	\$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: _____ / _____ / _____



Advanced Management Course for Nursing Home Activity Directors
96 Hours Classwork/96+ Hours Practicum

Instructor:

Dorothea E. Coleman-Brewer MA, TRS/TXC, CTRS, ACC
E-mail: ADNInstructor@hotmail.com

Assistant:

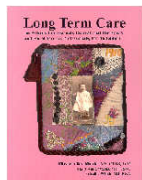
Karen Connelly (Assistant) BS, TRS/TXC
E-Mail: ADNInstructor@hotmail.com

Instructor Profile:

Dorothea E. Brewer MA, TRS/TXC, CTRS, ACC, Consultant: Dorothea has over 28 years of experience as a practitioner in the field of Therapeutic Recreation. She has extensive knowledge in the field of Psychiatry, Community, Long Term Care and Special Population. She has also taught the Basic and Advance Activity Directors course at Houston Community College, Lamar University, North Harris College and independently. She also taught the Introduction to Therapeutic Recreation as well Therapeutic Recreation Program Planning. Dorothea is a past board member of the Consortium of Therapeutic Recreation and Activities Certification as well as the National Therapeutic Recreation Society, past President and Vice-President of the Therapeutic Recreation Branch of the Texas Park and Recreation Society and has been program chair for the Therapeutic Recreation Branch tract during the Texas Recreation and Park Annual Institute numerous times. Dorothea is known throughout the Texas recreation community as a wonderful mentor and supporter for people within the field of TR and AD.

Required Books

Please be sure to purchase your books immediately, they are an important part of the course. Please let us know if you have or have not ordered your book. The entire course has mandatory reading assignments, so if you have not purchased your books, you will be behind.



LTC for Activities, Recreational Therapy & Social Service Professionals

3rd or 4th Edition - 4th Edition can be found new on www.idyllarbor.com about \$35 new
Author: Martini, Week, Wirth
3rd Edition ISBN# 1882883446
4th Edition ISBN# 1-882883-50-0

Search www.google.com, www.alibris.com or www.addall.com using the ISBN# to locate these books.

Note: It is important to have these required books by the second week of class. We encourage students to try and find their books at a discount. Depending on backorders, being out of stock, etc., students may have to order these books from the publisher at full price or ask fellow students to fax a copy of the chapters needed. **It is the student's responsibility to find and order these books in a timely manner.** Activity Directors Network has no control over the stock levels of these books and can not be held responsible for backorders, etc.

Course Purpose: To apply management science principles to the delivery of activity services to systematically build a foundation of administrative and supervisory skills. A continuous overview process of assessments, activity programming, governmental regulations and documentation requirements for activity professionals working in a long-term care setting.

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E-Mail: Info@ActivityDirector.com



Outcomes: Upon completion of this course, the student will have acquired:

1. Identify current regulations, both federal and state, as it relates to activities.
2. Increase his/her knowledge regarding the various organizations that may be potential for professional involvement and resources.
3. Establish own personal code of ethics.
4. Identify the areas of responsibility in the job of Activity Director.
5. Establish an Activity's Quality Assurance Program for his/her facility.
6. Incorporate the state and federal regulations into the policies and procedures of his/her activity program.
7. Develop safety procedures for his/her activity program.
9. Identify potential areas of non-compliance and techniques to bring the program back into compliance with the state and federal regulations.
10. Define the "quality of life."

Written Assignments:

1. **Trends** – 100 points - Interview an Activity Director who has been working in the field for 15 years of more, ask about changes in the delivery of activity services, changes in the survey system, survival suggestions, etc. Write a one-page report about what you learned from the exercise.
2. **P&P's** – 100 points - Review your facilities policy and procedures on fire safety and disaster planning write a one page report discussion these policies and the activity director's responsibilities.
3. **QA** – 100 points - Develop a Quality Assurance Tool that you could use in maintaining quality in your activity program planning. You will turn this form into the instructor. Then using this tool interview 10 residents, on the effectiveness of your program using your tool. The write a 2 page summary of your from your interviews.
4. **Evaluation** – 200 points - Using a copy of your census in your facility, evaluate the number of residents who are (listed below). Then create a chart showing the following:
 - 1) Involved in group activities, the number of how often the resident attended 5x, 3x etc.
 - 2) One on One visits who are active/low motivated, the number of who are inactive/alert and who are inactive/not alert.
 - 3) The number who are involved in their own pursuits
5. **Special Events** – 100 points - Develop three special events for the month assigned to you by your instructor. Write plans for each of these special events include:
 - 1) Name
 - 2) Number of participants
 - 3) Advanced planning needs
 - 4) Material/supplies/equipments
 - 5) Number of Volunteers/staff needed
 - 6) Steps on how to conduct the special event, include space considerations
 - 7) Specific therapeutic values for the residents/goals of this event
 - 8) For what group of residents is this planned
6. **Time Evaluation** – 100 points - Evaluation your use of Time. For a week record all that you do with your time in hour increments and then write a 1 page paper emphasis your strengths and weaknesses.
7. **Newsletter** – 100 points - Create a mock facility newsletter in print master, word or publisher
8. **Research** – 100 points – Gather 20 educational websites for the Activity Director
9. **Professionalism** – 100 points - Write and assessment of what you perceive your professional image to be in your facility. Outline problem areas, set goals for change, and draft a plan of what you will do to effect this change.



10. Volunteer Program – 100 points -Write a 3 page volunteer program plan with goals and objectives of how to improve your current program, new recruiting, and quality satisfaction of volunteers

11. Notebook - 200 points - Gather and type up 3 original

Motivational Activities, Drama Activities, Staff Motivational Activities, Spiritual Activities, Exercise/Fitness Activities, Musical Activities, Failure Free Activities, Arts and Crafts, Physical Games, Intergenerational Activities

Practicum

Weekly Log – 100 point – must be turned in to the instructor on a weekly basis

Midterm Evaluation – 200 points – must be completed by your supervisor and then turned into the instructor

Final Evaluation – 200 points - must be completed by your supervisor and then turned into the instructor

Tests

Exam 1 – 100 points

Exam 2 – 100 points

Comprehensive Final – 200 points

Live Chat Participation – 100 points

Advanced Management Course for Nursing Home Activity Directors Course Breakdown

Week 1

A. Instructor expectations

B. Review of current requirements

C. Using additional laws that affect the LTC resident

Assignment: Interview an Activity Director who has been working in the field for 15 years or more, ask about changes in the delivery of activity services, changes in the survey system, survival suggestions, etc. Write a one-page report about what you learned from the exercise.

Live Chat

Week 2

A. Areas of responsibility- a brief overview

B. Responsibilities regarding health and safety of resident, activity staff, volunteers

Assignment: Review your facilities policy and procedures on fire safety and disaster planning write a one page report discussion these policies and the activity directors responsibilities.

Live Chat

Notebook: Gather and type up 3 original Motivational Activities to turn in to the instructor

Week 3

A. Establishing "quality of life" through activity programs

B. What is recreation

Assignment: 1. Develop a Quality Assurance Tool that you could use in maintaining quality in your activity program planning. You will turn this form into the instructor. Then using this tool interview 10 residents, on the effectiveness of your program using your tool. The write a 2 page summary of your from your interviews.



2. Become familiar with various organizations that may be potential resources for professional involvement and write a list of Organization that you intend on belonging to or currently are involved with. And make a list of the organizations that your supervisor is involved with.

Live Chat

Notebook: Gather and type up 3 original Drama Activities to turn in to the instructor

Week 4

- A. Designing a program that meets the individual needs of All residents
- B. Establishing activity program goals
- C. Embracing the differences, maintaining the individual through group programs

Assignment: Using a copy of your census in your facility, evaluation the number of residents who are and create a chart showing the following:

- 4) Involved in group activities, the number of how often the resident attended 5x, 3x etc.
- 5) One on One visits who are active/low motivated, the number of who are inactive/alert and who are inactive/not alert.
- 6) The number who are involved in their own pursuits

Live Chat

Notebook: Gather and type up 3 original Staff Motivational Activities to turn in to the instructor

Week 5

- A. Understanding the by-product of effective Programming
- B. Putting it all together

Assignment: Develop three special events for the month assigned to you by your instructor. Write plans for each of these special events include:

- 9) Name
- 10) Number of participants
- 11) Advanced planning needs
- 12) Material/supplies/equipments
- 13) Number of Volunteers/staff needed
- 14) Steps on how to conduct the special event, include space considerations
- 15) Specific therapeutic values for the residents/goals of this event
- 16) For what group of residents is this planned

Live Chat

Notebook: Gather and type up 3 original spiritual Activities to turn in to the instructor

Week 6

- A. Special programming
- B. The Activity Director as a Manager

Assignment: Evaluation your use of Time. For a week record all that you do with your time in hour increments and then write a 1 page paper emphasis your strengths and weaknesses.

Live Chat

Notebook: Gather and type up 3 original Exercise/Fitness Activities to turn in to the instructor

Week 7

- A. Establishing effective methods of communicating
- B. Time- Management

Assignment: Create a mock facility newsletter in print master, word or publisher

Live Chat



Notebook: Gather and type up 3 original Musical Activities to turn in to the instructor

Week 8

- A. Developing Writing Skills
- B. Hiring Personnel

Live Chat

Assignment: Do an internet search on the following topics and attach 5-6 important websites

- 1) OSHA laws
- 2) Wage and Labor Laws
- 3) EEOC laws – hiring and firing

Week 9

- A. Supervision
- B. Employee Education
- C. Coping with the problem employee

Assignment: Write and assessment of what you perceive your professional image to be in your facility. Outline problem areas, set goals for change, and draft a plan of what you will do to effect this change.

Live Chat

Notebook: Gather and type up 3 original Arts and Crafts to turn in to the instructor

Week 10

- A. Performance Evaluation
- B. Terminating Employees

Assignment: ----

Live Chat

Notebook: Gather and type up 3 original Cultural Themed Activities to turn in to the instructor

Week 11

- A. Identifying the facility image in the community
- B. The Activity Directors image in the community
- C Professional image vs. Private image

Live Chat

Assignment: Write a 3 page volunteer program plan with goals and objectives of how to improve your current program, new recruiting, and quality satisfaction of volunteers

Notebook: Gather and type up 3 original Physical Games Activities to turn in to the instructor

Week 12

- A. Working with a budget
- B.Co-sponsoring programs and project with the community

Live Chat

Week 13

- A. Developing a positive role in the community at large
- B. Committees -

Live Chat

Week 14

- A. Recruiting

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- B. Management of the volunteer program
- C. Developing polices and procedures for the volunteer program

Live Chat

Week 15

Tie up lose ends and review for Final

Live Chat

Week 16

Final Exam

Grading Scale – 2300 points

2300 - 2070 – A

2069 -1840 – B

1839 – 1700 – C

Below 1700 – Must retake the Course

