

Activity Director Training - Course Enrollment Pack

Follow these **3 Easy Steps** to Complete Enrollment:

Step 1. Complete the Enrollment Forms:

- **Enrollment Form - Type your Information & Sign**
 - If you need to Print and Submit, E-Mail to admin@activitydirector.net or Fax to 1-866-405-5724
- **Course Policies Form – Read, Sign, & Date**
- **Purchase Order Form**
Include the **Purchase Order Form** with your **Enrollment Form** and **Course Policies Form** if...
 - a company/facility is paying the course fees by check OR
 - using the payment plan (see **Course Policies Form**).

Step 2. Create Student Account

- Visit www.activitydirector.org and click **"Create New Account"**.
- Use your legal name, exactly as you want it to appear on your Certificate of Completion.
- Provide a valid E-Mail address.
- **Choose a Student ID and Password that uses your real name** for easy identification.

Step 3. Make A Payment

- Visit www.activitydirector.org and click the **"Make A Payment"** button.
- Choose your payment option.
- **Payment Plan Fee is \$75** and your 1st payment must be received by the start date of the course.

Getting Started: The 1st Day of Class

- Visit www.activitydirector.org and [Login](#).
- 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 **"Activity Director Course"** listed in the **"My Courses"** box to enter the course.

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National Association of Activity Professionals
CREDENTIALING CENTER



Activity Director Training - Course Enrollment Form

***Please Type Your Information, Sign Electronically, & Submit by clicking Finish in Top Right Corner of Screen.**

Course ID#: _____ (Note: The Course ID# is the start date of the course.)

Personal Information

Student Name: _____

Student Address: _____

City: _____ State: _____ Zip: _____

Student Telephone: _____ Fax: _____

Student E-Mail (Required): _____

Birth Date: ____/____/____

Employment

Are you currently employed as an Activity Professional? ____ - Yes or ____ - No ____ -Years Experience

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Student Profile

Why did you decide to become an Activity Director?

What are your career goals?

Required: (Initial) _____ I have read and agree to the **Course Policies Form**

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: _____

Printed Student Name: _____

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Activity Director Training - Course Policies Form

Plagiarism:

- Plagiarism of any kind will not be tolerated and results in immediate dismissal from the course without refund.

Student Requirements:

- High School Diploma or GED**
- Basic Computer Knowledge**
(Example: navigating the Internet, sending and receiving E-Mails, using a word processor, saving and uploading files)

Computer Requirements:

- E-Mail Account and Internet with an up-to-date Internet browser (ie, Firefox, Chrome, etc).
- Word Processor - **Accepted Formats:** Microsoft Word, Microsoft Works, and 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, 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 refund. Student may then forfeit amount or retain as a credit to be used at a later date (Transfer Fee applies), or gift to another student.

Payment Plan:

- Payment Plan is half of the course fee due prior to the 1st day of the course. The other half is due by the 8th week of class.
- The **Payment Plan Service Fee is \$75**, due with the second payment.
- If the balance is not paid in full by the 8th week, an additional **late fee of \$75** will be applied.
- If not paid in full within 30 days of the course ending, the course will become null and void for non-payment.
- If using payment plan, **please include the Purchase Order** 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.
- A total of two transfers are permitted.
- If the course is not completed after two transfers, the student must begin the enrollment process over.

Certificate of Completion:

- Upon completion of this course the student will receive an **Approved Certificate of Completion** for the **Activity Director Training Course** within 4 weeks of the last day of the course.
- There is a **\$25 Fee for Lost/Replacement Certificates** due to an invalid mailing address.
- This course is designed to prepare you for **running the Activity Director Department**. If your goal is Certification you will need to complete the **Certification Process with NAAPCC**.

Military Discount:

- Receive **\$100 OFF with Military ID**. Include a copy along with **Enrollment Forms**.
- Applies to Military Dependent or Military Family with a Military ID. *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:** _____

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Activity Director Training - 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 Accounting Communications): _____

Choose Course	Activity Director Course Fees	Price
	Activity Director Training Course	\$500.00
	Payment Plan Fee - This fee applies if the course will not be paid in full by 1st day of class	\$75.00
	Total:	

To **Make Payment by Credit Card** – Go to www.ActivityDirector.org and click **"Make A Payment"**

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: _____

P.O. Approved By: _____ Date: _____

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Activity Director Training - Course Syllabus

Course Communication:

Instructor: Celeste Chase, AC-BC, ACC, CDP, CMDCP

Course Forum: Once enrolled, Celeste will provide her E-Mail address to all enrolled students. 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:

Celeste Chase, AC-BC, ACC, CDP, CMDCP was involved in the startup of a medical adult day center in the role of Activity Director and worked closely with the Alzheimer's Association, Massachusetts Chapter during to develop program modules to serve the Alzheimer's diagnosed participants. She was exclusively instrumental in the successfully implementation of the center's Child and Adult Care Food Program (CACFP); working with the state to create the centers reporting structure and standards for compliance to state specified regulations. Celeste was recognized for her business development contributions and was became the Centers' Program Director.

Celeste has served as consultant and Instructor for Activity Directors Network since 2011- supporting the student educational experience in pursuit of Activity Director Certification. Over the past several years, she has served as Practicum Advisor for students that otherwise would not have been able to complete the course.

Celeste continues to support educational opportunities as the author of The Activity Consultant's Help Desk since its inception in 2018. This Activity Directors Network newsletter reaches a readership with interest in further developing of their professional knowledge base as senior care industry professionals. She has also written Continuing Education (CEU) courses and has authored the "Behavioral Health Programming Guide for Skilled Nursing Facilities".

How it Works:

Course Schedule:

- 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 course in order to graduate on time.

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).
- Include a full heading (**Your Name, Course ID#, and E-Mail**) on each assignment.

There are 3 Major Components of the Course:

#1 - 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.

#2 - 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.

#3 - 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 directly within the assignment page.

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