

## N.A.P.T. National Activity Professional Training Course - Enrollment Pack

for APNCC National Board Certification

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



### Step 1. Complete the Enrollment Forms:

- **Enrollment Form - Type your Information & Sign**
  - If you need to **Print and Submit...**
    - **Scan & E-Mail** to [admin@activitydirector.net](mailto:admin@activitydirector.net) or
    - **Fax: 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 <https://classroom.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 <https://classroom.activitydirector.org> and click the **"Make A Payment"** button.
- Choose to Pay in Full or Choose the Payment Plan (Half Down/ Half Due 4<sup>th</sup> Week).
- Your 1<sup>st</sup> payment must be received by the start date of the course.

### Getting Started: The 1<sup>st</sup> Day of Class

- Visit <https://classroom.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 **1<sup>st</sup> Day of class**)
- Click on the **"NAPT - National Activity Professional Training Course"** listed in the **"My Courses"** box to get started.

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## N.A.P.T. National Activity Professional Training Course - Enrollment Form for APNCC National Board Certification

**\*Please Type Your Information, Sign, & Submit.**

\_\_\_\_\_ - **NAPT-Scheduled** (Starts: 1<sup>st</sup> Tuesday Every Month) \_\_\_\_\_ - **NAPT-OwnPace** (Starts: Anytime - Must Pay in Full)

**Course ID#:** \_\_\_\_\_

Note: Course ID# is the "Start Date" for scheduled course. (Example: "NAPT-010224" for January 2<sup>nd</sup>, 2024) or "NAPT-OwnPace"

### Personal Information

**Student Name:** \_\_\_\_\_

**Student Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Student Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Student E-Mail** (E-Mail Verification Required): \_\_\_\_\_

**Birth Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

### Employment:

Are you currently employed as an Activity Professional? \_\_\_\_\_ - **Yes** \_\_\_\_\_ - **No** \_\_\_\_\_ - Years of 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** (Page 3)

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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## N.A.P.T. National Activity Professional Training Course – Course Policies Form for APNCC National Board Certification

### 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 minus processing fees.
- If a refund is requested within 3 days, the full amount paid minus a **\$50 Processing Fee** will be refunded.
- Any cancellations placed after the 3-day grace period will not be eligible for any 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 1<sup>st</sup> day of the course. The other half is due by the 4<sup>th</sup> 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 midway point, 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 and getting Activity Professional Board Certified through APNCC. If your goal is Certification you will need to complete the Certification Process.**

### 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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## N.A.P.T. National Activity Professional Training Course - Purchase Order

for APNCC National Board Certification

\*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
	<b>NAPT - National Activity Professional Training Course</b> for APNCC Certification	<b>\$675.00</b>
	<b>12 Live CE Hour Course</b> for APNCC Certification – (8 Topics x 1.5 Hours each) - Included FREE with NAPT Course Enrollment -	<b>FREE</b>
	<b>Payment Plan Fee</b> - This fee applies if the course will not be paid in full by 1 <sup>st</sup> day of class	<b>\$75.00</b>
<b>Total:</b>		

To **Pay by Credit Card**, Go to <https://Classroom.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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## N.A.P.T. National Activity Professional Training Course – Syllabus

for APNCC National Board Certification

**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.

**Classroom: Activity Directors Network** – <https://Classroom.ActivityDirector.org>

Contact the office for questions about getting enrolled, payment status, tech support, etc. The ADN/NAPT technical support team is here to help you navigate and quickly resolve any system issue should you find yourself dealing with one along the way. Feel free to reach out to the team – we are invested in your success and committed to your professional goals while taking this course.

**Telephone: 1-888-238-0444**

**Email: [info@activitydirector.com](mailto:info@activitydirector.com)**

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

**Designations:**

- AC-BC** – Activity Professional – Board Certified (Board Certified Educator)
- ACC** – Activity Consultant Certified
- CDP** – Certified Dementia Practitioner
- CMDCP** – Certified Montessori Dementia Care Professional

Celeste 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 to develop program modules to serve the Alzheimer’s diagnosed participants. She was exclusively instrumental in the successful 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 is one of the fastest growing experts in the field! She has served as Consultant and Guest Instructor with Activity Directors Network since 2011 and is the go-to expert responsible for the weekly column, *The Activity Consultant’s Help Desk*. This ADN newsletter reaches a readership with interest in further developing their professional knowledge base as senior care industry professionals. She has also written several top selling Continuing Education (CE) courses and has authored the “Behavioral Health Programming Guide for Skilled Nursing Facilities”. Celeste’s vision for the future of the Activity Profession is fresh, innovative, creative and heart driven. One conversation with her leaves you empowered, inspired and ready to transform the industry. Celeste will guide you through this exciting journey as a partner, ensuring you are well educated, well supported and empowered to take on the world.

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**How it Works:**

This National Activity Professional Training Course (NAPT) is an interactive online education/training program designed to prepare the student to successfully pass the National Competency Exam that leads to activity professional industry certification and subsequent designation as an Activity Professional- Board Certified AP-BC.

**Inclusive Course:**

Coursework learning material is made available in the classroom site and is accessed completely online 24/7. Additional supplemental learning materials may also be provided through specified assigned internet research for topic related links. Thus, this course is completely inclusive; students are **NOT required to purchase additional textbooks**. There are no hidden fees or subscriptions to drive the cost of your pursuit to achieve your learning goals.

Students will follow the “weekly” structured learning topics in the scheduled course or sections for the “Own Pace” Course. The student is expected to read the coursework learning materials and submit required assignments by weekly due dates to earn credit.

**Each student will have 24-hour online availability to:**

- ▶ His/her “Activity Report” - tracks progress, grades, and allows student to self-monitor grades throughout the course.
- ▶ Coursework topics and required learning reading materials through the online classroom.
- ▶ Assignments – all assignments follow the learning topic module for each section/week.
- ▶ Uploading assignments – students may submit assignments online anytime (Assignment due the following Monday by midnight).
- ▶ Access to “Open Discussion Student Forum” – students gain peer support through conversations exchanged about the course.

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### Course Schedule:

- **Weeks begin on Tuesdays and end on Mondays** at Midnight.
- Access the classroom 24/7 from any computer allowing flexibility to work at your own convenience throughout the week.
- **All assignments are due by the following Monday at Midnight** Central Standard Time unless otherwise specified.
- Students must follow along with the weekly schedule of the course in order to graduate on time.

**NOTE:** The course is structure in a building upon topic learning and thus, students must follow along with the consecutively listed weekly schedule of in order to better comprehend the learning materials and to ensure course completion by the course ending date.

**IMPORTANT:** This syllabus, along with course assignments and due dates, are subject to change. It is the student's responsibility to periodically view the Assignment Forum for corrects or updates to the syllabus. Any changes will be clearly noted through course announcement or through email.

### Completing Assignments:

- **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 on each assignment:**
  - **(Your Name, Course ID#, and E-Mail)**
  - Assignment title (Example: Week #2 - Written Assignment #1)
  - Assignment Goal(s): This would depict the assignment information requested to earn optimum grade

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### There are 3 Major Components of the Course:

#### #1 - Resource/Reading Material:

- Each week, read the Resource/Reading Material is provided. Use this 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 - 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**. (Standard Default "New Document" setting in Word)
- 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.

#### #3 - 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.

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### Students will be expected to accomplish the following primary learning objectives below:

- Students will understand aging theories, the aging process, demographics associated with the aging population and current facility variations that serve this population
- Students will be able to apply critical thinking skills to develop individualized needs and interest appropriate facility programming following SMART goal care plan development.
- Students can recognize facility preparations to implement and comply with established OBRA'87 regulations
- Students will be knowledgeable about required resident documentation, assessments strategies and progress review standards
- Students will possess educational knowledge to successfully pass both the NAPT Final Exam and the APNCC national competency exam.

### Students will meet the outcomes listed above through a combination of the following activities:

- Complete all weekly written and forum assignments
- Participate in the interactive forums

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## N.A.P.T. National Activity Professional Training Course – Outline

for APNCC National Board Certification

### Week #1 – The People We Serve

- Students will be able to read, interpret, and understand common theories on Aging
- Students will be able to apply critical thinking skills to address senior psychosocial & behavioral Health needs.
- Students become familiar with common myths on the aging process

### Week #2 - Disease and Longevity

- Students will review the historic evolution on living longer, elder laws (Older Americans Act) and protection under the Elders Abuse Act and policies issued by the Ombudsman Program to uncover potential abuse instances.
- Students will become familiarized with common Aging related conditions and diseases, and identify normal aging related illness and aging diseases not considered normal aging progression.

### Week #3 – End of Life care

- Students will explore the grieving process and take a self-test to introspectively assess and understand the grieving process
- Students will review end of life stages, meaningful resident emotional and spiritual support to assist during end-of-life phases.
- Students can explain and understand the role of Palliative and Hospice care and comprehend the distinction between these two services.

### Week #4 – Senior Living

- Students can explain culture change, senior wellness issues and parameters that meet Quality of Life standards
- Students will explore the range of senior care facilities, cost comparisons and programming variations

### Week #5 – Facility Programming

- Students will review standards inclusive of Regulatory Mandated Programs, and facility Quality assurance and Performance Improvement (QAPI) programs.
- Students will become familiar with "survey readiness" and "survey process" requirements
- Students will explain facility's obligations to support resident choices from resident council to family councils

### Week #6 – Regulations

- Students will understand and explore CMS and OBRA'87 regulations.
- Students will be familiarized with Federal Tags specifically related to Director Qualifications and resident programming

### Week #7 – Documentation

- Students can explain requirements specific to resident record standards /Resident Records-Identifiable Information
- Students will understand the assessment process and expected documentation requirements and deadlines
- Students will create narratives to develop individualized needs based and well crafted SMART goal care plans

### Week #8 – Fundamentals

- Students will review the basics: standards of Practice/Code of Ethics, the scope of management styles/ leadership and specifics relating to writing departmental policies/procedures
- Students will become aware and be prepared to implement time management strategies and understand/support Ombudsman oversight
- Students will meet standards designated through HIPAA requirements, Residents' Rights and Self Determination

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## N.A.P.T. National Activity Professional Training Course – Instructor Grading Policy for APNCC National Board Certification

### Assignment Grading:

Weekly assignments are graded by a point potential possible range score: Example: 100/100, could be 100/100 or 90/100 or 80/100 depending on whether the student has included or not included specific assignment requirements.

### Viewing Grades:

All students will be able to view their “Activity Report” to check on grades earned. Students are notified via email when the instructor grades or uploads comments pertaining to the assignment.

Assignments must be submitted by the given deadline or special permission must be requested from instructor before the due date. Extensions will not be given beyond the next assignment except under instructor approved circumstances. All discussion assignments must be completed by the assignment due date and time. Late or missing discussion assignments will affect the student’s grade.

Late Entries/Assignments: Students are required to upload assignments each week. Late entry grade deduction may be applied if the student does not upload the assignment on the due date. If there is a valid reason for delayed assignment submission, it is the students’ responsibility to contact the instructor in advanced to request exemption.

### Academic Honesty Policy:

NAPT promotes academic honesty and integrity and has developed procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others’ academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions.

#### (1) Academic misconduct is an act in which a student:

- (a) Seeks to claim credit for the work or efforts of another without authorization or citation;
- (b) Uses unauthorized materials or fabricated data in any academic exercise;
- (c) Forges or falsifies academic documents or records;
- (d) Intentionally impedes or damages the academic work of others;
- (e) Engages in conduct aimed at making false representation of a student's academic performance; or
- (f) Assists other students in any of these acts.

#### (2) Examples of academic misconduct include, but are not limited to:

- cheating on an examination;
- submitting an assignment as one's own work when a part or all of the paper or assignment is the work of another;
- submitting an assignment that contains ideas or research of others without appropriately identifying the sources of those ideas;
- stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course;
- examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

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