

Modular Education Program for Activity Professionals 2nd Edition
Course Syllabus

I. BACKGROUND

NATIONAL PERSPECTIVE

The Modular Education Program for Activity Professionals (MEPAP) was developed by professionals with backgrounds in activities consulting, gerontology, nursing home administration, recreation therapy, occupational therapy, behavioral health, and dementia. The result was a standardized, professional education program underwritten by both the National Association of Activity Professionals (NAAP) and the National Certification Council for Activity Professionals (NCCAP).

The MEPAP sets the national standard for preparation to become an activity professional. The curriculum is widely accepted throughout the U.S. and Canada. Check with your specific state for their guidelines and qualification requirements.

II. INSTRUCTOR

GENERAL REQUIREMENTS

Instructors must be qualified and certified by NCCAP to use its training curriculum. They must possess, at a minimum, NCCAP certification as an ADC or ACC, a Bachelor's degree, adult teaching experience, current activity experience, and they must have successfully completed the MEPAP themselves.

Stephanie Courtney has a Master's degree in Therapeutic Recreation, and is a Certified Therapeutic Recreation Specialist (CTRS) and an Activity Consultant Certified (ACC). Stephanie completed the MEPAP in 2006 and is pleased to now offer this course to you.

III. COURSE DESCRIPTION AND OBJECTIVES

GENERAL DESCRIPTION

The MEPAP 2nd edition is divided into two parts:

Part 1: The Basic Course is 90 hours of instruction, designed to give students a theoretical framework of the profession, as well as provide knowledge of specific job functions including client populations, approaches to care, and documentation.

Part 2: The Advanced Management Course is 90 hours of instruction that targets advanced concepts of management such as planning, organizing, staffing, directing, and advocacy.

A third component of the course, to be completed concurrently, is a 180 hour field-experience practicum, where students will partner with an agency to complete assignments and have an opportunity for skills practice.

COURSE COMPLETION

A certificate will be issued for those who successfully complete the course requirements. A list of individuals who complete each course is sent to the National Certification Council for Activity Professionals. If a student must drop the course prior to completion, a certificate will be issued stating which core content areas have been successfully completed. **Successful completion of this course does not ensure national certification.** This course is only one of the requirements for national certification. The student must meet additional standards for certification, and will need to pursue this independently through NCCAP.

CLASS SCHEDULING/TIME LINE

This course is designed as a self-paced internet-based/home study course. The student is responsible for completing all lectures, assignments, practicum hours, and on-line chats in a timely manner.

Students must complete the Basic OR Advanced Management course within 12 months of their start date. For students enrolled in the Combined Course, you must finish within 18 months of the start date.

If at the end of your course limit, should you need additional time to complete the course, you may renew your registration in the course for an additional 3 months for a \$50 fee.

IV. COURSE REQUIREMENTS

A. STUDENT ENTRANCE CRITERIA

1. Students must have, at a minimum, a High School Diploma or GED.
2. This course is presented through an alternative method (i.e. internet) therefore students must have a valid e-mail address and computer, printer, and internet access to participate in this course.
3. Students must have a working knowledge of an internet browser (e.g. Internet Explorer, Mozilla Firefox), word processing software (e.g. MS Word, Word Perfect), e-mail, and chat rooms.
4. You will need to purchase the three required texts for this course at your own expense. They are not provided by the instructor. This is to allow you to borrow if able, or shop around for bargains.
 - a. Other texts may be recommended throughout the course, but these may be purchased at your discretion.

B. CRITERIA FOR COURSE COMPLETION

1. ATTENDANCE AND PARTICIPATION

- a. Since this class does not meet in person, attendance will be based on participation in weekly chat sessions.

- b. Unexcused absences: Only two unexcused absences are allowed for each course (Basic and Advanced). Any unexcused absences after that will result in a grade reduction.
- c. Excused absences are allowed in the case of vacation, illness, bereavement, or a survey in your facility. Other issues will be considered on a case by case basis. You *must* notify the instructor ahead of time and a make-up assignment will be assigned at that time. If you do not notify the instructor ahead of time, you will not be permitted to make up the chat. If a student requests an excessive amount of excused absences, this will be addressed individually by the instructor.
- d. Tardiness: If you are more than 15 minutes late to chat, this will be counted as a tardy. Two tardies equal one unexcused chat.
- e. Simply attending the chat session will not be enough for a grade. You must actively contribute to discussions, asking questions and responding to prompts.
- f. A passing grade for participation is a 75% or higher. This will be calculated by dividing the number of chats you attended by the number of chats held during the time you were a student.

2. UNIT LECTURE ASSIGNMENTS

- a. Assignments will be due for each unit of coursework covered that will correspond with the lecture material.
- b. All assignments for a unit must be completed and turned in before you may advance to the next unit.
- c. Assignments will be graded based on the following:
 - i. The quality of the content (25%)
 - ii. Your original ideas (25%)
 - iii. Whether they are complete and the directions were followed (25%)
 - iv. Professional presentation (25%) including
 - spelling, grammar, and punctuation in English
 - legible handwriting when applicable
 - pages that are visually well organized
 - neat, clean paper and presentation
- d. A passing grade for all assignments is 75 percent. You may correct and re-submit any assignment one additional time and the instructor will take the higher of the two grades.

3. PRACTIUM

- a. 180 hours of guided field work (the "practicum") are required in order to complete this course (90 for Basic, 90 for Advanced).
- b. Practicum assignments will be due for each unit of coursework covered. See criteria for grading and passing assignments above.
- c. You will also be required to submit a time sheet of practicum hours, signed by your on-site practicum supervisor.
- d. You may complete practicum hours at your place of employment if your supervisor agrees in writing.

- e. You must meet in person with your Practicum Supervisor at least once a week for 15 minutes to review progress in the course.

4. QUIZZES AND EXAMS

- a. In order to pass each unit, you must pass the unit quiz with a grade of 75% or better.
- b. All unit and practicum assignments must be completed and turned in prior to taking the quiz.
- c. NCCAP requires that each student pass a final, comprehensive exam with a grade of 75% or better. The final exam must be passed in order to receive a certificate of completion.
- d. If the final exam is not passed, students may elect to re-take the exam after a waiting period of three months. This request must be received in writing, including a \$50 administrative fee, within two weeks of taking the final exam.
- e. Students may opt to take an incomplete at the end of the course if he or she feels they are not prepared to take the exam. They will be given an additional three months to prepare, at which time they must take the exam. Students must formally request this in writing prior to the completion of the final unit's test. A \$50 administrative fee must accompany this request.

5. FINAL PROJECTS

- a. Prior to the completion of each course (Basic & Advanced), the student must submit their final projects.
- b. Student will choose a final project from a list of suggestions, or will submit an original idea, to be approved the by the instructor, prior to completion of Unit One for the Basic Course, and Unit 6 for the Advanced Management course.
- c. The project may include a written report, an oral presentation (video or web-cast recorded), and/or an evaluation of the project.
- d. The final project will count as 10% of the final course grade.

6. GRADES

UNIT LECTURE ASSIGNMENTS	20%
PRACTICUM ASSIGNMENTS	20%
UNIT QUIZZES	20%
PARTICIPATION	20%
FINAL PROJECT	10%
FINAL EXAM	10%

Contacting the Instructor:

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Activity Professional's Career Development Center

Instructor: Stephanie Courtney

Please sign indicating that you have read the Course Syllabus and understand all requirements for this course, including the attendance policy and course completion time-line.

Check to acknowledge that you understand the refund policy. Refunds will be granted, minus a \$50 administrative fee, if the course is cancelled within two (2) weeks of your start date.

Student Signature

Date

Return this signature sheet with your completed application.

Your input is valuable to me. Please take a moment to answer the following questions.

How did you hear about this course?:

NCCAP website

Internet search

Brochure

My consultant recommended it. Your company: _____

Other: _____

What made you choose this course?

Professional, easy to navigate website

The "work at your own pace" concept

I was able to pay with a credit card

The price was reasonable

It was recommended by someone

No particular reason

Other: _____