

Frequently asked Questions about Web-based Courses

How do I access the class and find the lecture?

You access the class with a logon ID that is given to you by the Instructor after enrollment in the class. The lecture, study guide and chat room link is all located on the website www.activitiespro-ed.com

How do I send assignments?

You have two options for sending assignments. You can send assignments electronically through e-mail or postal mail.

What is the timeframe for the course?

You can work at your own pace and have a **minimum of five months** and **up to eight months** to complete this self-study course without leaving your hometown. You are able to take time off from the course as long as you are able to meet the chat room guidelines of two hours/month.

When can I begin the course?

This is a self-study course. You can begin as soon as the application and fee is submitted to the Instructor. You network with other students through the chat sessions and e-mail.

Is there a certificate of completion?

Yes, if you meet the guidelines established by NCCAP and the Instructor. You will receive a certificate of completion for each part (MEPAP part 1 or MEPAP part 2) you complete.

ACTIVITY PROFESSIONALS

CONSULTANT LLC

Specializing in Long-term Care Facilities

Modular Education Program For Activity Professionals *2nd Edition* Part 1 and 2

Web-based Education
www.activitiespro-ed.com

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Certified

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MEPAP 2nd Edition Part 1

Course Content

- ~ Activity Service Practice Settings
- ~ Colloquy
- ~ Professional Framework
- ~ Governmental and Social Systems
- ~ Advocacy: in the Public Arena
- ~ The Behavioral Sciences
- ~ Adult Client Populations
- ~ Professional Approach to Care
- ~ Care Planning Practices
- ~ Care Service Delivery
- ~ System of design, development and evaluation of department services

How Does it Work?

The course conducted via the Internet, will consist of 11 units defined above, consisting of 90 core competencies. Course consists of 90-hours web-based instruction that includes the following:
 11 unit lectures, core competencies 1-90
 Textbook reading
 Internet links
 Chat room 2 hours/month (Tuesdays)
 5 Exams and a comprehensive final exam

90 hours of required practicum.

Course Fee: \$600.00
Textbook Fee: \$ 60.00

Application

Name: _____
 Social Security Number: _____
 Home Address: _____
 City: _____ State: ___ Zip: _____
 Home Phone: _____
 e-mail address: _____
 Facility Name: _____
 Facility Address: _____
 City: _____ State: ___ Zip: _____
 Facility Phone: _____
 Position/Title: _____
 Education - years completed _____
 Degree: _____
 Experience in Long Term Care: _____

 On-site Practicum Supervisor/title: _____

Part 1 Part 2

Enclose with the application, course and book fee, the following things:

1. Confirmation letter of your practicum site on letterhead stationery with the on-site practicum supervisor's name, title and phone number. *If you are the Activity Director, your practicum supervisor must have a supervisory role in the facility (Administrator, DON, or Director of Social Services.)
2. Completed practicum contract.
3. Completed Course guidelines.
4. Copy of high school diploma/GED or college diploma.

MEPAP 2nd Edition Part 2

Course Content

- ~ The Art and Science of Management
- ~ Leadership
- ~ Advocacy: Within the Organization
- ~ The Planning Function of Management
- ~ The Organizing Function of Management
- ~ The Staffing Function of Management
- ~ The Directing Function of Management
- ~ The Controlling Function of Management

How Does it Work?

The course conducted via the Internet, will consist of 8 units defined above, consisting of 73 core competencies. Course consists of 90-hour web-based instruction that includes the following:
 8 unit lectures, core competencies 91-163
 Textbook reading
 Internet links
 Chat room 2 hours/month (Tuesdays)
 3 Exams and a comprehensive final exam

Course consists of 90 hours of required practicum.

Course Fee: \$600.00
Textbook Fee: \$ 60.00 +