

# Course Guidelines

The MEPAP 2<sup>nd</sup> Edition Part 1 has specific guidelines developed by the National Certification Council for Activity Professionals (NCCAP). All guidelines listed must be met in order to pass the course and receive a certificate of completion.

1. The 90-hour practicum experience is to be completed outside the classroom.
2. Any hands-on practicum experience is to be completed in a long-term care setting.
3. All of the practicum requirements will be met through classroom assignments which will be completed as “homework”. All assignments are designed to assist the Activity Professional in learning the functions of an Activity Department and knowing the Federal, regulations. All assignments are geared to improving the professionalism of the Activity Department that they are working in.
4. You **must** have a passing grade of 75% on the practicum assignments. **If you get a grade below C, you will have to redo the assignment.**
5. The classroom experience must have 90 hours in length and will contain 90 core competencies. This is inclusive of lecture, completing the study guides, reviewing website links, taking exams, participating in the chat room per month and chapter readings. The course can be completed as quickly as 5 months but cannot exceed 8 months.
6. The student must communicate on a regular basis with the on-site practicum supervisor regarding the course content and practicum assignments. **The on-site practicum supervisor will write two evaluations of the student during the course which will be supplied by the instructor.**
7. There are five unit exams and a final exam. A **passing grade of 75** must occur with each exam in order to complete the course. If the final exam does not have a passing grade of 75 or higher, you will not pass the course.
8. **This is a self-paced course. By enrolling, you take responsibility for completing it on time. If you have not completed 3 units by the 6th month, you will need to terminate from the class. Chat rooms are regularly scheduled, and with the current system all students should be capable of completing the course effortlessly in a five to eight month period. You are responsible for tracking your course completion timeline.**

I understand the guideline requirements for this course. I take responsibility for completing the course in the maximum timeline specified.

Name \_\_\_\_\_ Date: \_\_\_\_\_

Please retain a copy of this form for your records and mail this along with your application.