



THE NCCAP MODULAR EDUCATION PROGRAM FOR ACTIVITY PROFESSIONALS 2nd EDITION

I. BACKGROUND

National Origins

The NCCAP Modular Education Program was underwritten by the National Certification Council for Activity Professionals (NCCAP). The course curricula were written and developed by authorities in the activities profession who are adult training and development experts, activity administrators and practitioners, gerontologists, university professors, mental health group leaders and licensed long term care administrators.

States' Action

The curriculum is widely accepted throughout the U.S. and Canada. Some of the states who mandate the curriculum or have used the course as the basis for an activities college degree or credit courses are: California, New Jersey, Ohio, Wyoming, Virginia, Wisconsin, Texas, and Nevada.

General Description

The NCCAP Modular Education Program for Activity Professionals 2nd Edition sets forth national standards for professional preparation in activity services. There are two parts to the program:

MEPAP 2nd Edition Section 1 – 90/90 (Total 180 hours)

MEPAP 2nd Edition Section 2 – 90/90 (Total 180 Hours)

The MEPAP 2nd Edition Section 1 contains 90 hours of classroom instruction. The curriculum is designated to prepare students in the fundamental job requirements: planning, carry out, evaluating and documenting direct care and services to residents and clients. Ninety hours of fieldwork is required as part of the course and must be preformed concurrently with class instruction.

The MEPAP 2nd Edition Section 2 contains 90 hours of classroom instruction. Its subject matter develops the leadership, compliance and managerial skills that enable practitioners to be responsible and accountable for the performance outcomes of the Activity Department. Ninety hours of fieldwork, called a practicum, is a required part of the course and must be performed concurrently with class instructions.

COURSE COMPLETION: A certificate is issued to those students who successfully complete the course requirements. A list of those who satisfactorily pass the course is kept permanently by the **ALTCQI** and a copy is sent to the **National Certification Council for Activity Professionals**.

Class Scheduling: The **ALTCQI** conducts the course as follows:

MEPAP 2nd Edition Section 1 - meets three days a month (Wednesday, Thursday and Friday) for four months.

MEPAP 2nd Edition Section 2 – presently not offered.

Instructors: Instructor has completed a MEPAP 2nd Edition Training Course and has been pre-approved to instruct the MEPAP 2nd Edition Section 1 (pre-approval number listed). Guest Speakers are qualified to instruct course areas in their field of expertise. A vita and profile and maintained on file with the ALTCQI.

II. MEPAP 2nd EDITION SECTION 1 COURSE REQUIREMENTS

A. STUDENT ENTRANCE CRITERIA

Students shall hold a high school diploma or GED and submit proof at the time of class registration.

B. CRITERIA FOR SUCCESSFUL COURSE COMPLETION

1. ATTENDANCE

- a. Class attendance for 90 hours is mandatory.
- b. No more than two (2) excused absences are allowed during the course. The student may **not** miss more than two (2) of the twelve (12) days of classroom instruction.
- c. Excused absences must be made up by satisfactorily completing a make up assignment that covers the material missed in class. The completed make up work must be handed in by the **NEXT CLASS**.
- d. Substitutes are not permitted after the first unit has begun.
- e. Due to the large amount of information covered in each unit, students missing more than two (2) days of classes will forfeit their fees and will not be allowed to complete the current training. However, they will be given priority admission should they elect to attend the next class.

2. PRACTICUM and PRACTICUM ASSIGNMENT STANDARDS

- a. Guided field work experience for 90 hours is mandatory and is called the "practicum". The practicum is directed by the primary instructor. (See sections C and D following)
- b. Grades for both practicum assignments and make up work are based upon:
 - i. the quality of their contents and ideas
 - ii. whether they are complete and if directions are followed
 - iii. professional presentation that includes
 - *spelling, grammar, punctuation in standard American English
 - *writing that can read easily
 - *pages that are visually well organized
 - *neat, clean paper
 - iv. Being handed in on designated due date. In no case will assignments be accepted after the last class of each unit. **A grade of zero (0) will be given automatically.**
- c. Passing criteria for practicum assignments is a grade of at least 75.
- d. Each and every unit must be passed. A unit is passed when the average grade of all the practicum assignments are 75 AND when the unit test is passed with a grade of 75. A grade below 75 in EITHER the practicum assignments OR the unit test means the unit is failed.
- e. If one unit is failed, the student will be given an INCOMPLETE and an opportunity to do a self study project and may retake the unit exam within a one month period. The administrative fee attached is **\$35.00**. If the unit is failed again, the student must **WITHDRAW** from the class.

3. CLASS PERFORMANCE

Class performance means demonstrations, participation in discussion and group tasks. Class work is considered satisfactory when students participate accordingly in the exercise being presented.

4. TESTS AND EXAMS

- a. A test must be passed for each of the four (4) units. Passing grade is a **75**. All practicum and make up assignments must be passed before the unit test can be taken.
- b. A final comprehensive exam required by NCCAP must be passed with a grade of 75. The final exam must be passed to receive the certificate of completion; if not, the course must be taken again.

5. GRADES

- a. There are three (3) different areas that are graded.
They are:
PRACTICUM EXPERIENCE AND ASSIGNMENTS – minimum passing grade – 75
UNIT TESTS – minimum passing grade – 75
FINAL EXAM – minimum passing grade – 75
** The grades **will not** be averaged among the other areas.