



# ACTIVITY DIRECTOR Request for Continuing Education Approval

## INDIVIDUAL APPLICATION

Name of Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Address: \_\_\_\_\_  
\_\_\_\_\_

Title of Educational Offering: \_\_\_\_\_

Date of Offering: \_\_\_\_\_ Location of Offering: \_\_\_\_\_

Sponsor of Offering: \_\_\_\_\_ Sponsor Phone: \_\_\_\_\_

Sponsor Address: \_\_\_\_\_  
\_\_\_\_\_

Please describe the value of this offering to the Activity Director Profession: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check the category that best describes this offering (CHECK ONLY ONE):

- |                                            |                                                 |                                            |
|--------------------------------------------|-------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Management        | <input type="checkbox"/> Regulations            | <input type="checkbox"/> Train-the-Trainer |
| <input type="checkbox"/> Patient Health    | <input type="checkbox"/> Therapy                | <input type="checkbox"/> Other             |
| <input type="checkbox"/> Reporting/Records | <input type="checkbox"/> Leadership Programming | Explain: _____                             |

Total Number of Educational Hours Being Requested: \_\_\_\_\_

(60 minutes = 1 educational hour – Do not count breaks or lunch in the total)

Signature of Individual Requesting Approval \_\_\_\_\_ Date \_\_\_\_\_

**FOR NMHCA OFFICE USE ONLY**

Action Taken:

- Approved for \_\_\_\_\_ Hours
- Not Approved Reason: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
NMHCA Representative Responsible for Determination Date

**Check List for Documents to be Enclosed with Request:**

- Application Form
- Overall Description of Course
- Timeframe for all Education Activity
- Review Fee (\$25.00)
- Instructor Credentials
- Certificate of Completion

*Incomplete applications will be returned without review. It is the responsibility of the applicant to ensure all information is included in brochures submitted. If the brochure fails to include all information, it is the applicant's responsibility to obtain and submit the necessary information.*

Mail all required information to:

**NMHCA**  
2329 Wisconsin St NE, Suite B  
Albuquerque, NM 87110  
(505) 880-1088

**PLEASE RETAIN A COPY OF ALL FORMS FOR YOUR FILES**

To ensure compliance, Activity Directors should follow the steps outlined below:

- ❖ Obtain 15-hours of continuing education annually.
- ❖ Once completed, fill out the Activity Director Request for Confirmation of Continuing Education (15-Hour Letter) form.
- ❖ Attach the form to copies of certificates of completion for the courses taken.
- ❖ Mail the form and copies of the certificates to NMHCA. (Submit this form when you complete 15 hours of continuing education)
- ❖ NMHCA will mail a letter within 4-weeks verifying that requirements have been met for the year.

Activity Directors should also be aware of the time line. **HINT: The anniversary date of when the 40-Hour Course was completed is very important.** Continuing education hours must be accrued annually. However, the education-year begins in the month that the Basic Course was completed. For example:

December, 1998	<b>Course Completed</b> - Don't have to do anything else for an entire year;
December, 1999	Time to <b>start accruing</b> CE hours;
December, 2000	<b>Must have completed 15 hours</b> and submit proof of completion to NMHCA for verification; Also time to start getting 15 more CE hours;

By allowing your 15-Hour letter to expire, you are placing the facility in jeopardy of being non-compliant with State Regulations. **Late Renewals are subject to a \$50.00 late fee.**

#### How do I get 15-hours of continuing education credit each year?

Courses offered by NMHCA that are appropriate for Activity Directors are automatically approved. Whether or not a course is approved for Activity Directors is stated on the educational brochures/flyers. An average of 100 hours of continuing education credits is available each year through NMHCA. Information on our educational offerings is included in our monthly newsletter, which is sent to the attention of the administrator of your facility. Likewise, brochures/flyers are also sent to the administrators of all member facilities.

#### What if I want to take a course not offered by NMHCA?

Courses not offered by NMHCA or not submitted for prior approval by the sponsor must be submitted for approval by the individual wanting to count them as part of the 15-hour requirement.

An application packet should be completed, accompanying documents attached and review fees submitted for each course for which you are seeking approval.

#### Attachments to Application Forms

The following information should be supplied by the individual and the sponsor for an application for continuing education approval to be complete:

- ❖ Program outline or syllabus showing the topics to be covered
- ❖ Schedule or timeline
- ❖ Faculty/trainer list with instructor qualifications
- ❖ Review fee (see below)

#### Suggested Curricula

NMHCA will consider only superior quality curriculum for continuing education approval in order to support and maintain the professional excellence of Activity Directors. The following bodies of knowledge are indicative of the types of coursework generally recognized as credible by NMHCA:

- < **Regulations, Survey & Legislation** - Example topics might include: Regulations Impacting Activity Professionals, The Activity Department's Role in the Survey Process, etc.
- < **The Therapeutic Role of Activities** - Suitable topics might include those dealing with Recreational Therapy, Speech Therapy, Restorative Therapy, Physical Therapy, Occupational Therapy, Art/Music Therapy, Drama/Poetry Therapy, et al.
- < **Patient Health** - For example, Biological Changes Associated with Aging, Preparing for and Dealing with Death, Holistic Health for the Aging Individual, General Wellness, and Confusion & Mental Dysfunction are suitable topics
- < **The Activity Director as Leader/Manager** - Coordinating a Staff, Recruitment of Volunteers, Patient Assessment, Care Plans, Charting, Incident Reports, Records Maintenance, Cost Control, Media Relations for Activity Professionals, Teaching and Training Methods for Activity Directors are example topics
- < **General Programming** - Creating an Exercise Program for the Elderly, Religious Programming for the Nursing Home Resident, Activities for the Handicapped, Intergenerational Programs, and Planning Parties Outdoors are example topics

Please note that these bodies of knowledge should serve only as examples of suitable coursework. Classes outside these areas, when relevant to the Activity Profession, will likewise be considered.

#### Activities and Functions NOT Qualifying for Credit Approval

NMHCA will not consider any of the following for educational credit:

- < General business meeting of activity director clubs
- < Meetings of association or club committees or panels
- < Meetings devoted to national, regional or state association duties
- < Meetings for the purpose of social interaction
- < Luncheons or other related meal functions

Exception will be made only in the case of a business meeting that included an educational session earmarked as such (credit will be given for the educational portion **only**) or a "working" lunch. Final decision on whether or not credit is applicable will be the reserved right of NMHCA.

If an individual wishes to request credit for any of the above-mentioned types of activities, justification must be provided indicating how the activity served as an educational opportunity for the attendee.

#### Fees

**An application fee will be charged for all initial applications for continuing education approval. These fees shall be as follows:**

- < **Sponsors** \$5 per Contact Hour
- < **Individuals** \$25 per course review.

Applications submitted without payment will be returned without review by NMHCA.

One (1) Contact Hour = 60 Minutes