

## Workshop Information

**Date:** November 5-9, 2018  
**Sign-In:** 8:00 am 11/5/18  
**Workshop:** 8:00 am-5:30 pm

This course meets 8:00- 5:30 and through lunch Monday through Friday, so students who must travel are able to leave early on Friday. Short breaks are given throughout the day.

### Early-Bird Deadline

October 15, 2018

### Registration Fees:

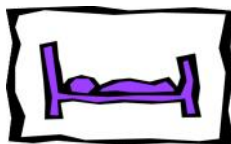
Member EARLY-BIRD	\$650.00
Member REGULAR	\$700.00
<i>(Must be a member at the start of the course to receive member rates)</i>	
Non-Member EARLY-BIRD	\$1100.00
Non-Member REGULAR	\$1200.00
Non-Facil. State EARLY	\$650.00
Non-Facil. State REGULAR	\$700.00

Morning coffee and rolls served daily. Lunch will be provided Monday - Friday.

## PRESENTERS

**Gail Tate, CTRS, ACC** is the principal instructor and coordinator of this course. She holds a Master's degree in Recreation Administration and owns/operates Total Recreation Concepts providing consultation to LTC facilities, Assisted Living facilities, and other programs needing assistance with recreation programming and documentation. Gail develops policies/procedures, systems, and resource manuals as well as offering training, in-services, and workshops on the role of activities in long-term care. She is a nationally certified recreation therapist, serves on the education committees of NMHCA & the NM Alzheimer's Association, and has served on the board of ANMAP.

- For your own personal comfort, please bring a sweater or jacket with you to the conference. Adjusting temperature in a meeting room takes time and is almost impossible to change immediately. Dressing in layers will help ensure that you will neither be too hot nor too cold.
- Please turn off all cellular phones, beepers, etc. during education & business sessions to prevent distracting speakers and/or other participants.
- You will receive an evaluation form for each session you attend. Your input is essential for the continuing improvement of NMHCA's educational programs.
- Thank you for not smoking during NMHCA educational, business, and/or meal functions.



Lodging within close proximity

#### Best Western Executive Suites

4630 Pan American Freeway  
Albuquerque, NM  
505-830-0900

#### Hampton Inn - Albuquerque

5101 Ellison NE  
Albuquerque, NM  
505-344-1555

#### Ramada Limited

5601 Alameda  
Albuquerque, NM  
505-858-3297

#### Howard Johnson Express Inn

7630 Pan American Freeway NE  
Albuquerque, NM  
505-828-1600

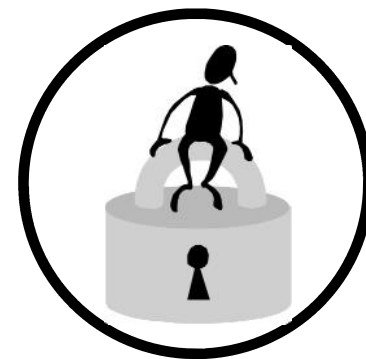
*Should you need additional assistance, please contact Tracy Alter at the NMHCA office, 505-880-1088*

# 40-Hour Basic Course for Activity Directors

This course meets 8:00 am until 5:30 pm Monday through Thursday, including over the lunch hour. Short breaks are provided throughout the day.

This schedule allows for early dismissal on Friday so that anyone who has to travel is able to do so before it gets dark.

40 CE Contact  
Hours for  
Activities



**Monday thru Friday  
November 5-9, 2018**

**8:00 am - 5:30 pm**

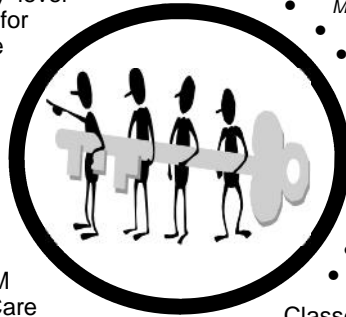
### Location of Workshop

NMHCA Classroom  
4600A Montgomery Blvd NE, Suite 205  
Albuquerque, NM 87109  
Phone: 505-880-1088 ♦ Fax: 505-880-1157

# 40-Hour Basic Course for Activity Directors...

## THE COURSE

The 40-Hour Course is intended to serve as a basic foundation of knowledge needed for entry level competency in the activities profession for those specializing in the care of the developmentally disabled or elderly. Educational sessions offered are designed to serve as refresher courses for individuals presently working in the activity field who wish to strengthen their own background and expertise. It should be noted that this course is State of NM-approved and meets the regulatory options 62.2.1D or 62.2.1E under the NM Regulations Governing Long Term Care Facilities.



- Care of Residents with Dementia
- Psychosocial Needs
- Death & Dying
  - Managing Volunteer Programs
  - Nursing Facilities vs. Alternative Care Systems
- Cross-Cultural Issues
- Goal Setting & Motivation
- Teamwork
- Family Matters
- Intergenerational Programming
- Basic Public Relations
- Regulations & Surveys
- Liability & Legal Issues
- Transfers & Body Mechanics
- Workplace & Managerial Skills

Classes incorporate lecture, group work, multi-media aids, class participation, & discussion.

**All participants must pass a written Post-Test in order to fulfill the qualification requirements.**

**PLEASE BRING THE FOLLOWING TO THE COURSE:**

Pens/Pencils, Notebook, Activity Calendars, MDS Forms, Charting Forms, Newsletters, Assessment Forms, and Facility Mission Statement.

## THE CURRICULUM

- Activity Theory
- Programming Techniques
- Assessment & Care Planning
- Dynamics of Communications for Caregivers
- Physiology of the Elderly
- Physical Fitness & Exercise
- Relationship of Recreation Therapy to Rehabilitation
- Dietary Aspects of Activities

## Continuing Education Policy



NMHCA requires that you attend the entire workshop to receive a certificate of completion. Partial credit will NOT be given for those who arrive more than 20 minutes late OR are absent from the workshop for more than 20 minutes. Breaks have been built into the overall schedule to allow adequate time for phone calls, etc.

## Cancellation & No-Show Policy

Cancellations received on or before the Early-Bird Deadline will be refunded in full, minus an administrative processing fee. No refunds will be issued after the Early-Bird Deadline. 'No-Show's' will be required to pay the full registration fee.

## Certificate of Completion



Each participant completing the course will receive a certificate verifying course participation. This certificate is the only proof of attendance needed for the licensing boards for certain professions. It is the responsibility of the attendee to retain the original certificate, program information, and instructor credentials for professional licensing purposes.

Duplicate certificates are available from NMHCA for a fee of \$25.00 per document replacement charge.

**This course runs 8:00-5:00 or 5:30 and through lunch Monday through Friday, so students who must travel are able to leave early on Friday.**

# "40-Hour Basic Course" Workshop Registration Form

Registration Fees	Number of Attendees	X Per Person Price	Total Fees
<input type="checkbox"/> Member EARLY-BIRD	_____	\$650.00	_____
<input type="checkbox"/> Member REGULAR	_____	\$700.00	_____
<input type="checkbox"/> Non-Member EARLY-BIRD	_____	\$1100.00	_____
<input type="checkbox"/> Non-Member REGULAR	_____	\$1200.00	_____
<input type="checkbox"/> Non-Facility State EARLY-BIRD	_____	\$650.00	_____
<input type="checkbox"/> Non-Facility State REGULAR	_____	\$700.00	_____
<b>Total Due:</b>			_____

On Site Registrations will incur an additional \$75.00 over the regular rate.

Name 1 \_\_\_\_\_

Name 2 \_\_\_\_\_

Name 3 \_\_\_\_\_

Facility/Organization Name \_\_\_\_\_

Facility Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

## Method of Payment

- Check
- Credit Card Payment (On-line)

## Early-Bird Deadline is 10/15/18

To register for this workshop, complete the information above and submit the form, along with **payment in full to:**

NMHCA  
4600A Montgomery Blvd NE, Suite 205  
Albuquerque, NM 87109  
Phone: 505.880.1088 ♦ Fax 505.880.1157

Payment **must be** received before activity director qualification certificates will be issued.