



National Association of Activity Professionals  
CREDENTIALING CENTER

## Consulting/Educating Standards

**Note: All written verifications submitted under any category are subject to random verification by the Credentialing Center.**

### Types of Consulting/Educating Experience Allowed:

(A minimum of 3 out of 6)

1. One (1) hour for every 60 minutes of consulting provided to the Activity Department Program of a company that serves the elderly. Written verification must be provided on company letterhead to include your name, beginning and end date of consulting service, total hours of consulting service provided to and paid for by the company, and the signature of the Owner/Administrator.
2. 25 hours for a published professional book. Please submit a copy of the cover of the book with your name as author/co-author displayed. (Cannot also be used as CE credit)
3. One (1) hour for every 120 minutes of on-site supervision and training provided for college students through an internship or field placement or service learning students at your company. Student must be working in the Activity Department and under your direction. Written verification must be submitted on the College letterhead, including your name as site supervisor, the student's name, brief description of their duties, written verification that they were working within the Activity department, dates of internship/field placement, total hours of supervision and signature of the student's Instructor.
4. One (1) hour for every 90 minutes applicant manages 4 or more activity staff. Written verification must be submitted on company letterhead to include your name, dates of employment, your title, the number of staff supervised and their titles, total number of hours you have supervised these staff and signature of your Supervisor or Administrator.
5. Two (2) hours for every 60 minutes provided teaching an education session at a Workshop/Seminar/Webinar/College. Repeat sessions (same material) cannot be counted. Written verification of either a flier or brochure of the education session, indicating you as the speaker, or a certificate that includes your name, date, time, location, CE hours taught, topic and signature of host.
6. Published informational newsletter article (not a report) =2 hours. 5 CE hours for a published professional magazine article, submit a copy of the article(s) and where/when it was appeared. (Cannot be used as experience if already used for continuing education credit.)

Adopted 12/2010  
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