



National Association of Activity Professionals  
**CREDENTIALING CENTER**

## **NAAP Credentialing Center Standards for Certification**

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

### **Education:**

Please see the individual "Path" for Education requirements, send a copy of the appropriate documentation with your application.

### **Work Experience**

See Pathways for specific requirements.

Work experience must be with the elderly in a long-term care setting, an adult day program, assisted living or retirement community. Work experience must be directly within the Activity Department and the job title should reflect that, keeping in mind communities are using non-traditional activity titles, such as Life Enrichment Coordinator, Wellness Coordinator, etc. 25% of work experience may come from volunteer work as long as it is through the activity department and written verification is provided. One year of employment is equal to 2000 hours.

### **Documentation to be provided with application where applicable is:**

- A. Written verification on company letterhead to include your name, position held (include all activity positions and dates for each if applicable), dates of employment, hours worked per week, brief description of responsibilities, population served, the total hours worked at the company at time of application, and signature of supervisor or human resources director.
- B. Volunteer experience directly in an Activity Department/Program – written verification on company letterhead to include your name, dates of service, total hours volunteered, brief description of duties, population served and the signature of your on-site supervisor or the volunteer director.

### **Types of Credit allowed for Continuing Education**

**Please note that all education topics must be from our Topic Areas listed below.**

- ✓✓ One half (1/2) of all Continuing Education Credits must come from actual CE hours for attendance/participation in a workshop/conference/seminar. Said conferences may include facility tours, share sessions and round table discussions – submit a copy of the certificate that includes your name, session topics/titles, speaker and credentials, location, date, time, CE hours granted, and signature of speaker or host.
- ✓✓ Attending the NAAP Lunch and Learn Webinars at the time they are presented will count as face to face hours as long as you follow the protocol required by NAAP. You can learn about them on the NAAP website at [naap.info](http://naap.info).
- ✓✓ One half (1/2) of the required number of CE credit for any Path may be from any state or national approved course. Example: Path 3 requires 50 hours of continuing education therefore 25 hours of continuing education may be used from the course.

- ✓✓ One (1) continuing education credit equals 60 minutes of education, .5 CE credit is equal to 30 minutes of education We do not recognize credits under .5.

**The following are additional types of credits accepted.**

1. 2 CE hours for a published informational newsletter article (not a report) – Submit a copy of the article and where/when it appeared.
2. 5 CE hours for a published professional magazine article – submit a copy of the article and where/when it appeared.
3. 25 CE hours for a published professional book – submit a copy of the cover of the book with author’s name displayed
4. Actual CE hours for a webinar or home study/correspondence course from a Professional. Submit a copy of the certificate that includes your name, session topic/title, organization/person providing the session, speaker/educator and credentials, date, time, CE hours granted and signature of speaker or host.
5. 2 CE hours for every 60 minutes of a teaching/education session you present (in person or webinar)– submit either a copy of the certificate indicating you as the speaker, or a copy of the brochure/flier. Additional credit will not be granted for a repeat of the same session, i.e.; individual can only receive credit for teaching the same session/material one time.
6. In-service at your workplace - .5 CE hours per 30 minutes of in-service – submit a copy of the in- service record that includes the topic, date, session time frame, your name and signature of supervisor or staff development individual **or** written verification on company letterhead indicating your name and the in-services attended, including the topic, date, session time frame and appropriate signatures.

**Consulting/Educating Experience**

See Paths for specific hours required

**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 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. The 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. Repeat sessions (same material) cannot be counted. Written verification by 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 appeared. (Cannot be used as experience if already used for continuing education credit.)

### **NAAP Credentialing Center Exam**

Successful completion of the NAAP Credentialing Center Competency Exam (must pass with 75% of the questions answered correctly) is required. Please submit your exam certificate stating you passed. The exam is taken through our website ([www.naapcc.net](http://www.naapcc.net)). Payment on the website will register you to take the exam, you will be sent the password via email to open the exam. Learn more about the exam on our website.

### **Renewals**

Renewal for AP-BC shall be every 2 years and will require 30 hours of continuing education hours per NAAP Credentialing Center Standards.

Renewal for AC-BC shall be every 2 years and will require 40 hours of continuing education hours per NAAP Credentialing Center Standards.

Adopted 12/2010

Revised 11/17

## **NAAP Credentialing Center Continuing Education Topic Areas**

Any activity related workshop/conference/session should fall into one of these topic areas. If you question that a session would qualify, email or call the NAAP Credentialing Center. Topics that relate to the Activity Professional or their job responsibilities will be approved.

1. Activities/Programming
2. Behaviors
3. Budget/Financial Management
4. Confidentiality/HIPAA
5. Cognitive Impairment/Dementia
6. Consulting Related to Activities
7. Community Resources/Programs/Outings
8. Computer/Audio/Visual Technology
9. Councils: Resident/Family
10. Culture Change
11. Diagnosis and Chronic Disorders
12. Documentation/MDS/Care Planning
13. End of Life Issues/Hospice
14. Environment
15. Ethics
16. Fund Raising
17. Goal Setting
18. Grant Writing
19. Hiring, Training and Staff Retention
20. Interpersonal Relations
21. Leisure Time
22. Management and Supervision
23. Motivation
24. Pain Management/Palliative Care
25. Person Centered Programs
26. Policies and Procedures
27. Professional Growth/Development
28. Professionalism
29. Psychology of Aging
30. Public Relations
31. Quality Assurance
32. Record Keeping
33. Regulations/Survey Process
34. Research and Development
35. Resident Assessment
36. Resident Rights/Social Workers Role
37. Resources for Activity Professionals
38. Sensory Stimulation
39. Short Term Stay: Rehab
40. Special Populations/Needs
41. Spirituality/Religion
42. Standards of Practice
43. Teamwork
44. Therapies (PT, OT, ST, Aroma, Massage, etc.)
45. Time Management
46. Validation
47. Volunteers: Recruitment, Retention
48. Wellness Models

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