

## **Activities Directors Association of Missouri Certification Board**

### **Missouri Certified Activity Director Standard**

Dear Activity Professional,

Congratulations on deciding to begin the process of becoming a state certified Activity Director. The purpose of the Activity Directors Association of Missouri Certification Board is to:

Establish state evaluation and standards for the certification and recertification of individuals who possess the competencies of the activity profession, grant recognition to individuals who voluntarily apply and meet the established standards, and monitor adherence to these standards.

These standards require academic education, experience, and continuing education to keep professionals current in the activity field.



Instructions for completing your application:

1. Read the instructions thoroughly before completing the application.
2. Make a copy of the form to use as a work sheet.
3. Read the criteria for all the tracks to decide which one applies to you.
4. Refer to the required coursework and the Body of Knowledge to determine if your course work and continuing education meets the standards of certification.
5. Make copies of documentation regarding workshops, conferences, in-service, high school Diploma or GED, original college transcript or copy of diploma (keep the originals of CEU's for your files). Make copies of letters of verification of employment, but send the originals.
6. Print or type information on the original application form.
7. Sign application.
8. Go over enclosed checklist before mailing. Forgetting any required paperwork or fee can cause your application to be delayed, denied, or returned to you.

## Certification Tracks

### Track One

1. High School Diploma or GED.
2. Five years health care experience: 6,000 hours must be in activities within the past five years.
3. Fifty Continuing Education Hours within three years prior to application.
4. Successful completion of any 36 hours or more of Activity Courses offered in MO.

### Track Two

1. Sixty college semester units or completion of the MEPAP Basic Education Course.
2. 6,000 hours of Activity work experience.
3. Forty continuing education hours within three years prior to application.

### Track Three

1. Bachelor's Degree or Completion of MEPAP Basic and Advanced Education Courses.
2. 4,000 hours of Activity work experience.
3. Thirty Continuing Education hours within two years prior to application.

### Track Four

1. MEPAP Basic Education Course 180 Hours. (90 hrs. classroom 90 hrs. practicum)
2. Five years experience in health care. 4,000 hours must be in activities.
3. Thirty Continuing Education hours within two years prior to application.

### Track Five

1. Activity Director Certified by NCCAP or NAAPCC

### Track Six

#### Recertification

1. Thirty Continuing Education Clock hours within the past two years.

## Certification Fees

A \$25.00 non-refundable application fee must be included with the completed application if you are a member of one of the Chapters of A.D.A.M. If you are a non member then the cost will be \$50.00. **Make check out to A.D.A.M.** You will receive a certificate, a card, and a pin when approved.

## **Certification Review Process**

When an application is received it is:

- Determined if the application and documentation are complete, or
- Requests further material if documentation is missing or incomplete.

If all information is correct, a letter is sent to the applicant within two weeks of receiving the application. This letter is to let them know they have been approved. The letter states that they should be receiving their certification soon.

If certification is denied, a letter is sent stating the reason for denial. Applicants have six months to follow through and get the additional requirements or appeal to the board. Appeals can be made through review board members. Applicants who apply again after the six months will be required to submit a complete new application with fee.



### **Renewal Process**

As Activity Professionals it is essential to keep current on the trends and new ideas in our profession. Therefore, 30 CEU's are required every two years to renew your certification. After a lapse of one year of non renewal, a new application must be submitted.

- Sixty Days before the expiration date, a renewal form will be mailed to you.
- Applications must be postmarked by the due date.
- Extensions must be requested in writing and approved by the board.
- CEU's must be from the last two years.
- Renewals are \$15 for members and \$35 for non-members.
- Applications received postmarked after the due date will be charged \$30 late renewal fee for members and \$70 for non-members.



### **NOTICE**

These standards and this certification process have been developed by the Activities Director Association of Missouri after years of surveying and research. By applying for certification you are agreeing to the standards as stated. This certification process is strictly voluntary. Failure of A.D.A.M. to certify does not affect the right to obtain employment. For further information, please go to our website: [www.activitydirectorsofmo.org](http://www.activitydirectorsofmo.org).

## General Academic Standards

1. High School Diploma or GED.
2. Academic Degrees. Many degrees from a good background for qualifying a person for certification. There is no time limit on degrees.
3. Required Content Coursework Areas. Content courses must be within the focus of study that is fundamental to activities.
4. Areas of Applicable Course Work
  1. Gerontology
  2. Communication
  3. English, Writing
  4. Leadership Skills
  5. Psychology
  6. Sociology
  7. Speech, Drama
  8. Physical Ed., Movement
  9. Health Sciences
  10. Management/Admin.
  11. Biology
  12. Human Services
  13. Therapy (Art, Dance, Drama, OT, PT, Recreation, Speech)
  14. NAAP/NCCAP Basic Education Course & Practicum equals 9 Semester or 13.5 quarter hours.
5. Body of Knowledge

Biology of Aging	Sociology of Aging
Psychology of Aging	Leisure & Aging
Spirituality of Aging	Basic Health
Documentation	Group Instruction/leadership
Therapy for Aging	Public Speaking
Public Relations	Interpersonal Relationships
Professionalism	Motivation
Evaluation Residents	Community Services/Support
Regulations	Programming
Management	Personnel
Financial Management	Leadership
6. Documentation of Experience. A letter from the employer and/or past employer to verify experience. The letter must state the time of employment, what department, and hours (full or part-time). Volunteer hours in an activity department may be used.
7. Qualifying Continuing Education. Qualifying CE is: seminars, college courses, professional meetings, speeches, and workshops that fall into the Body of Knowledge. CE must be spent in a group or educational setting with a leader. CE must be at least 60 minutes long. In-services may be used if the content is applicable. Only 25% of in-services can be used if the content is applicable.
8. Qualifying CE Documentation. Certificates must include the following: topic, date, location, hours earned, instructors name and credentials, sponsoring agent.