



Activities Certification Process

Jackie Jones, MSW, LCSW

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Activities Certification Process

Objectives

1. Participants will know **what information is required** when applying for activity certification
2. Participants will know **where to send information** when applying for activity certification
3. Participants will know **who to contact** when applying for activity certification

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The activities program must be directed by a
qualified professional

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Why is this important?

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Activity Director is responsible for:

1. Development
2. Implementation
3. Supervision
4. Evaluation

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Who is a qualified activities professional?



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A qualified professional is
a person who meets anyone of the qualifications
listed under regulation

§483.15(f)(2)

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§483.15(f)(2) The activities program must be directed by a qualified professional who—

(i) Is a qualified therapeutic recreation specialist or an activities professional who—

(A) Is licensed or registered, if applicable, by the State in which practicing; and

(B) Is eligible for certification as a therapeutic recreation specialist or as an activities professional by a recognized accrediting body on or after October 1, 1990; or

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§483.15(f)(2)

(ii) Has 2 years of experience in a social or recreational program within the last 5 years, 1 of which was full-time in a patient activities program in a health care setting; or

(iii) Is a qualified occupational therapist or occupational therapy assistant; or

(iv) Has completed a training course approved by the State.

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“A qualified recreational therapist is one who is nationally certified as a certified therapeutic recreation specialist (CTRS), usually referred to as recreational therapists. Qualified professionals are certified through the National Council for Therapeutic Recreation Certification (NCTRC) <http://www.nctrc.org> which requires a bachelors degree or higher from an accredited university., a formal internship and the passing of a national certification examination. In addition, a CTRS must maintain their credential every five years through the NCTRC recertification process.”

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“The National Certification Council for Activity Professionals (NCCAP) is one of the Certifying Bodies recognized by Federal law, and incorporated in many state regulations. NCCAP is the PREMIER national organization that exclusively certifies activity professionals who work with the elderly primarily in LTC settings. “

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“ Federal Law, OBRA, states that an activity department much be directed by a “qualified professional.” One of the ways to become qualified is to become a Certified Activity Professional.”

NCCAP certification is recognized by CMS as an organization that certifies activity professionals who work specifically with the elderly.

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What information is needed to apply for certification ?

1. A letter of recommendation from the Administrator or Director of Nursing
2. Resume include:
 - Maiden name
 - Date of birth
 - Years and location of work experience
 - Include job title, signed and dated job description for activity position, education and copies of pertinent certificates/diploma supporting education and training
 - Include the name of current employing facility, training, current supervisors name, supervisor's credentials, and letter of recommendation from supervisor
 - If previously approved in the State of Alabama under another name, include the previous name.

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Clearly document each job experience separately, the period of time employed in that position and whether employed full or part time in that position.

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Where do I send the application?

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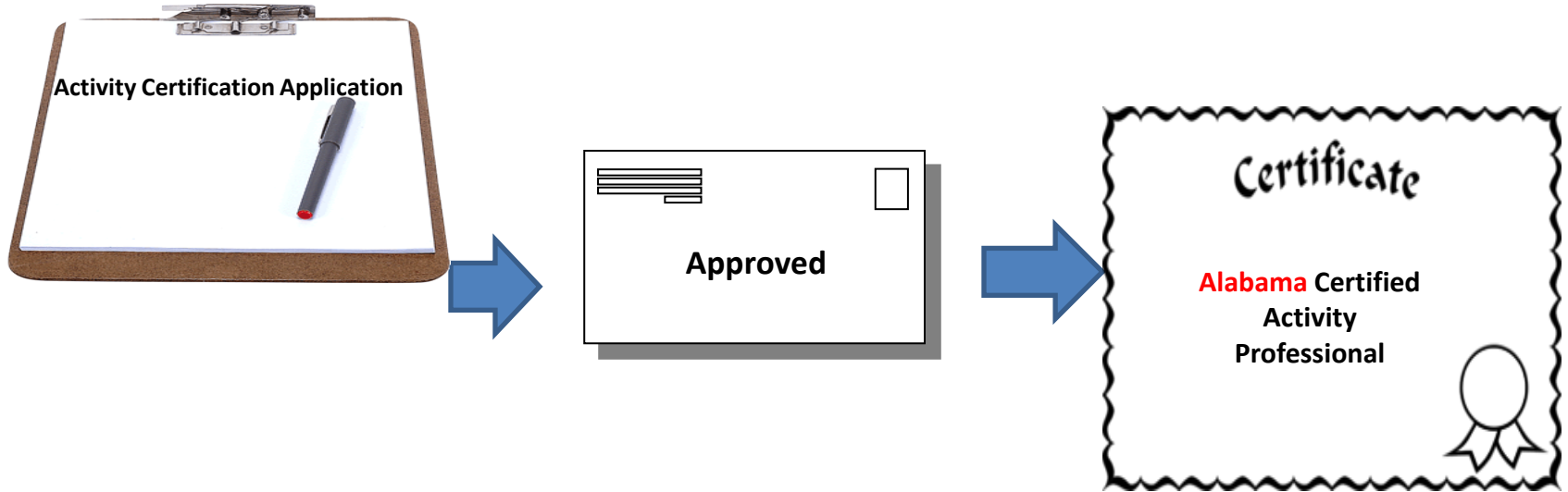
Bureau of Health Provider Standards

201 Monroe Street (Suite 700)

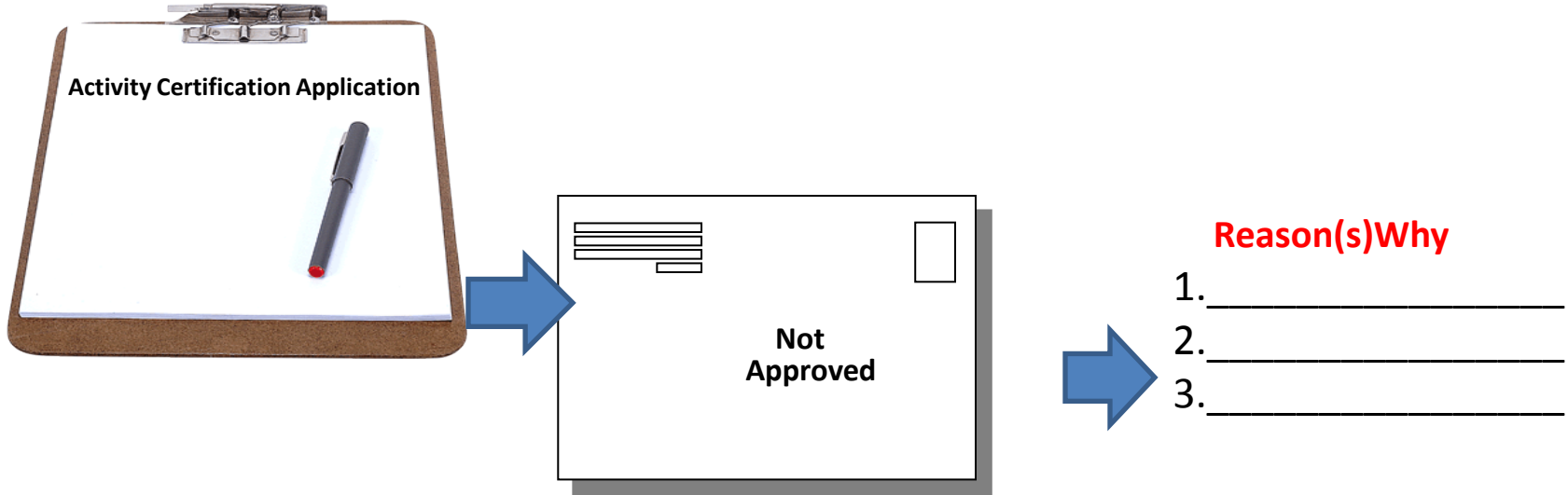
P. O. Box 303017

Montgomery, Al 36130-3017

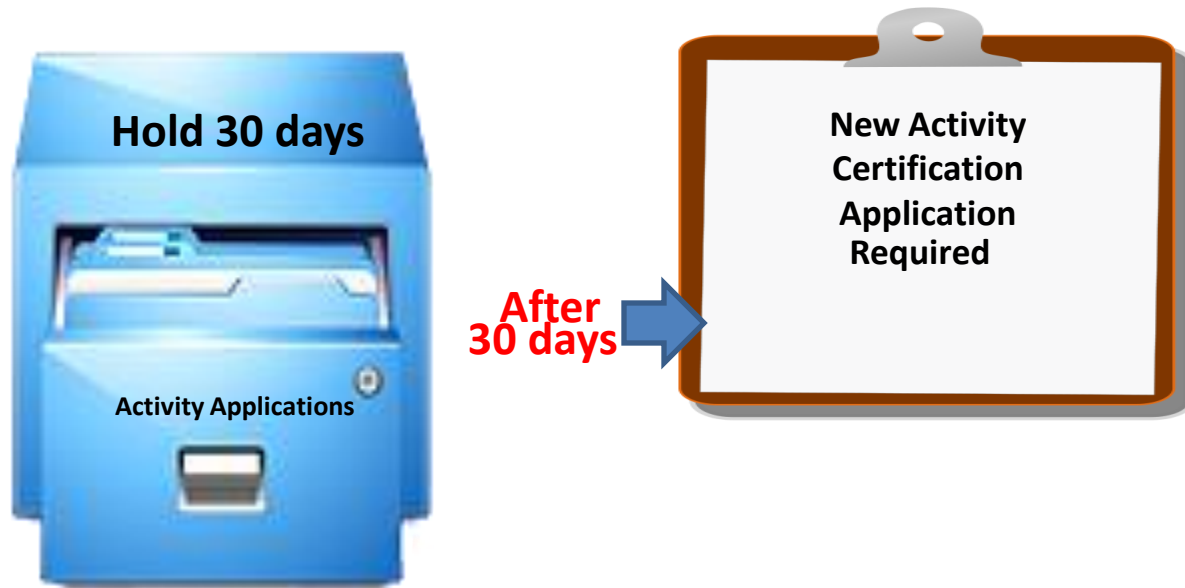
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Application will be suspended for 30 days from date of application result letter mailed to applicant. After 30 days applicant must resubmit new application.

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**For questions about the certification process
call:**

Jackie Jones, MSW

Phone: (334) 206-5104

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Resources

State Operations Manual

**Rules of Alabama State Board of Health-
Alabama Department of Public Health Chapter 420-5-10 Nursing Facilities**

www.nccap.org