



40-Hour Basic Course For Activity Directors

Continuing Education and Policy and Procedures

Tracy Alter

NMHCA Senior Director of Member Services



40-Hour Basic Course for Activity Directors

Tracy Alter, BBA, Senior Director of Member
Services

November 6, 2017

NMHCA/NMCAL: Advancing Excellence in Long Term Care

- Qualification
 - Requalification
 - Approval of Courses
 - Music and Memory
-

NMHCA/NMCAL: Advancing Excellence in Long Term Care

Qualification

- ❖ Activity programs MUST be led by a qualified activity professional

 - ❖ 4 Ways to Qualify
 - Eligible for certification as a therapeutic recreation specialist on August 1, 1989.
 - 2 years experience in a social or recreational program within the last 5 years. One of which must be full-time patient activity program in a health care setting.
 - Be a qualified OT or OT Assistant.
 - Complete a state-approved training course
-

NMHCA/NMCAL: Advancing Excellence in Long Term Care

Qualification

Going through NMHCA's training program means you accept all aspects and requirements of the program, including our policies.

Brief History

- Original course: 36-Hours approved by DoH and included a continuing education requirement.
 - Expanded to 40-Hours in 1997
 - 1998 the current curriculum was approved
 - Re-qualification Date change approved in April, 2003.
 - Licensing and Certification removed the CE requirement in July, 2015.
 - NMHCA still requires CEs to receive requalification letter annually.
-

NMHCA/NMCAL: Advancing Excellence in Long Term Care

Re-Qualification

Going through NMHCA's training program means you accept all aspects and requirements of the program, including our policies.

1. Complete 15 hours of continuing education annually.
2. Verify all hours are approved by NMHCA (ACT) or NCAAP.
3. Complete your 15-hour request letter
4. Submit the 15-hour letter and proof of CE to NMHCA.
Please do not mail originals.

There is no charge to re-qualify.

NMHCA/NMCAL: Advancing Excellence in Long Term Care

Re-Qualification Costs?

If you are late re-qualifying, or if you fail to obtain your continuing education, you will incur late fees or you will have to retake the course.

1. CE approval for continuing education not pre-approved - \$25.00 or \$10 per clock hour.
 2. Submitting your request letter after May 31 - \$50 dollar late fee
 3. Failure to obtain 15 hours of continuing education between June 1 and May 31 annually:
 - a) Cost of retaking entire course
 - b) \$50 late fee plus \$50 fee per month past May until requalification is submitted
-

NMHCA/NMCAL: Advancing Excellence in Long Term Care Continuing Education Approval

Pre-approved CEs will have either an ACT number or a statement of approval for NCAAP.

1. Submit the request for CE approval individual application
 - a) Make sure all documentation in the checklist is attached. The application will not be processed if any item is missing, including payment.
 2. NMHCA will not tell you whether something will be approved before you submit it!
 3. You may sponsor education for regional or state-wide meetings but submitting the sponsor application. Must be done prior to training.
-



MANUAL OF POLICIES AND PROCEDURES

OVERVIEW OF THE 40-HOUR BASIC COURSE FOR ACTIVITY DIRECTORS & CONTINUING EDUCATION POLICY

The 36-Hour Basic Course was approved in 1989 by the New Mexico Department of Health (DOH) as the *only* state-approved training course for Activity Directors. The course was extended to 40-hours in 1997. In April, 1998, a revised curriculum for the course was approved once again by DOH.

Upon approval of the course in 1989, the DOH asked for the establishment of a continuing education requirement as part of the course curriculum. NMHCA instituted the policy that **ACTIVITY DIRECTORS WHO COMPLETE THE BASIC COURSE ARE REQUIRED TO OBTAIN 15-HOURS OF CONTINUING EDUCATION CREDIT PER YEAR TO MAINTAIN THEIR QUALIFICATION.** The policy was approved by the DOH and has been effective since 1989.

In New Mexico, Activity Directors are neither officially licensed nor certified. By completing the Basic Course, Activity Directors become **QUALIFIED**. Additionally, according to the Federal Register, Vol. 54, No. 21, § 483.15, an activities program must be directed by a qualified professional who:

- 1) Is a qualified therapeutic recreation specialist who is:
 - a) Licensed or registered, if applicable, by the State in which practicing; **and**
 - b) Eligible for certification as a therapeutic recreation specialist by a recognized accrediting body on August 1, 1989, **or**
 - c) 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**
 - d) Is a qualified occupational therapist or occupational therapy assistant, **or**
 - e) *Has completed a training course approved by the State.*

NMHCA enters the picture as the final option (e). Since the State approved our course, they also approved our policies. It is extremely important, then, that individuals meet the continuing education criteria. If they don't keep their paperwork current, they and their facilities can get into hot water during survey.

To ensure compliance, Activity Directors should follow the steps outlined below:

- ❖ Obtain 15-hours of continuing education annually.
- ❖ Once completed, fill out the Activity Director Request for Confirmation of Continuing Education (15-Hour Letter) form.
- ❖ Attach the form to copies of certificates of completion for the courses taken.
- ❖ Mail the form and copies of the certificates to NMHCA. (Submit this form when you complete 15 hours of continuing education)
- ❖ NMHCA will mail a letter within 4-weeks verifying that requirements have been met for the year.

Activity Directors should also be aware of the time line. **HINT: The anniversary date of when the 40-Hour Course was completed is very important.**

Continuing education hours must be accrued annually. However, the education-year begins in the month that the Basic Course was completed. For example:

Activity Directors should also be aware of the time line. **15-hour letters are due before the end of May each year.**

December, 2012	Course Completed
December, 2013	Have you begun acquiring your CE hours?
May, 2014	Must have completed 15 hours and submit proof of completion to NMHCA for verification; Also time to start getting 15 more CE hours;
May, 2015 –	Must have completed 15 hours and submit proof of completion to NMHCA for verification; Also time to start getting 15 more CE hours;

How do I get 15-hours of continuing education credit each year?

Courses offered by NMHCA that are appropriate for Activity Directors are automatically approved. Whether or not a course is approved for Activity Directors is stated on the educational brochures/flyers. An average of 100 hours of continuing education credits is available each year through NMHCA.

NMHCA offers at least two statewide meetings each year:

- ❖ Annual Convention & Trade Show (July or August) Albuquerque
- ❖ Spring Leadership Symposium (January or February) Santa Fe

Throughout the year, NMHCA offers a variety of stand-alone workshops and seminars on topics of current concern.

Information on our educational offerings is included in our monthly newsletter, which is sent to the attention of the administrator of your facility. Likewise, brochures/flyers are also sent to the administrators of all member facilities.

What if I want to take a course not offered by NMHCA?

Courses not offered by NMHCA or not submitted for prior approval by the sponsor must be submitted for approval by the individual wanting to count them as part of the 15-hour requirement.

An application packet should be completed, accompanying documents attached and review fees submitted.

New Mexico Health Care Association

4600-A Montgomery NE (#205)
Albuquerque, NM 87109
505-880-1088 (phone)
505-880-1157 (fax)
www.nmhca.org



MANUAL OF POLICIES AND PROCEDURES

APPROVAL OF ACTIVITY DIRECTORS' CONTINUING EDUCATION

Statement of Policy

The New Mexico Health Care Association shall base all approvals or denials of continuing education for Activity Directors on: (1) the quality of the offering; and (2) its applicability to the Activity profession. Means for determination of approval to be utilized by NMHCA are detailed herein.

General Procedures

The following procedures must be completed before a course offering or program of study will be considered for continuing education approval by the New Mexico Health Care Association. Any application received that has not followed each prescribed step shall be returned for completion to the party requesting continuing education approval. No applications for approval will be considered until complete.

The Application

An individual, group or organization wishing to sponsor continuing education offerings to be provided to a group of Activity Professionals must submit a **Sponsor Application** when requesting continuing education credit. This credit, if approved, will be granted to all Activity Professionals in attendance at the sponsored offering who completes the educational offering at the predetermined level of proficiency.

An individual Activity Director who wishes to take part in an educational program whose sponsoring body has not applied for blanket continuing education credit may submit an **Individual Application** on his or her own for continuing education approval. Copies of these forms are included herein.

Deadline for Applications

Completed **Sponsor Applications** must be submitted to and received by NMHCA no later than **30 days prior to the course offering**. This 30-day period allows for the turn around time required for return and resubmission of incomplete applications, gathering of supplemental information or the like should the initial application be denied approval.

Individuals should submit a continuing education application upon completion of the educational offering.

Application Forms

Requests for continuing education approval must be submitted on NMHCA request forms or photocopies of the same. Please use forms included herein as a "master" copy.

Attachments to Application Forms

The following information should be supplied by the individual and the sponsor for an application for continuing education approval to be complete:

- < Program outline or syllabus showing the topics to be covered
- < Schedule or timeline
- < Faculty/trainer list with instructor qualifications
- < Review fee (see below)

Suggested Curricula

NMHCA will consider only superior quality curriculum for continuing education approval in order to support and maintain the professional excellence of Activity Directors. The following bodies of knowledge are indicative of the types of coursework generally recognized as credible by NMHCA:

- < **Regulations, Survey & Legislation** - Example topics might include: Regulations Impacting Activity Professionals, The Activity Department's Role in the Survey Process, etc.
- < **The Therapeutic Role of Activities** - Suitable topics might include those dealing with Recreational Therapy, Speech Therapy, Restorative Therapy, Physical Therapy, Occupational Therapy, Art/Music Therapy, Drama/Poetry Therapy, et al.
- < **Patient Health** - For example, Biological Changes Associated with Aging, Preparing for and Dealing with Death, Holistic Health for the Aging Individual, General Wellness, and Confusion & Mental Dysfunction are suitable topics
- < **The Activity Director as Leader/Manager** - Coordinating a Staff, Recruitment of Volunteers, Patient Assessment, Care Plans, Charting, Incident Reports, Records Maintenance, Cost Control, Media Relations for Activity Professionals, Teaching and Training Methods for Activity Directors are example topics
- < **General Programming** - Creating an Exercise Program for the Elderly, Religious Programming for the Nursing Home Resident, Activities for the Handicapped, Intergenerational Programs, and Planning Parties Outdoors are example topics

Please note that these bodies of knowledge should serve only as examples of suitable coursework. Classes outside these areas, when relevant to the Activity Profession, will likewise be considered.

Activities and Functions NOT Qualifying for Credit Approval

NMHCA will not consider any of the following for educational credit:

- < General business meeting of activity director clubs
- < Meetings of association or club committees or panels
- < Meetings devoted to national, regional or state association duties
- < Meetings for the purpose of social interaction
- < Luncheons or other related meal functions

Exception will be made only in the case of a business meeting that included an educational session earmarked as such (credit will be given for the educational portion **only**) or a "working" lunch. Final decision on whether or not credit is applicable will be the reserved right of NMHCA.

If an individual wishes to request credit for any of the above-mentioned types of activities, justification must be provided indicating how the activity served as an educational opportunity for the attendee.

Approval or Denial

Each educational offering approved for credit by NMHCA shall be noted as such on the Educational Approval form. On this form, note will be made on the number of hours approved, length of time during which the offering may be repeated without resubmission, etc. No approval form shall be considered valid without the embossed seal of the New Mexico Health Care Association affixed thereto.

Offerings declined approval shall be noted as such on the Educational Approval form. Likewise listed shall be the reason(s) for denial of credit approval and a date by which the requester may correct the deficiencies so noted and resubmit the application. If the revised application is not received by the date delineated, the offering in total shall be considered denied.

It should be noted that a program with two or more modules might be found partially acceptable. This is, while one component may be inappropriate for Activity Directors' credit, the rest of the offering may well be approved.

Reasons for Denial

- **Failure to justify need for the course:** Explanation has not been adequately provided to indicate why the course is important to the continuing education of Activity Personnel.
- **Quality of course content:** The course does not indicate a high-caliber educational experience. Examples might include extremely remedial or simplistic courses or "educational programs" provided by salespersons that are actually an attempt to sell a product or service.
- **Instructor qualifications:** The trainer for any approved course must be proficient in the field he/she trains in and that field must be directly beneficial to Activity Professionals.
- **Adequacy of time allotted for training:** Scheduling should indicate that the subject could be taught in the length of time provided. For example, "How to Create a Care Plan" scheduled for one (1) hour would most likely be denied.
- **Tardiness of application:** Sponsor applications must be received no later than 30 days in advance of the course offering.

Retroactive Approval Requests

Sponsor applications for retroactive credit will **NOT** be accepted.

Since individuals submit their application after the course is completed, all requests are retroactive.

Education Committee Review

In the event that an application for credit approval is denied, the requester may resubmit the application for review by the NMHCA Education Committee. The committee will convene either by direct meeting or by telephone/mail to review the resubmission and determine at that time whether to approve or deny the offering. Determination will be based on justification provided by the requester. The committee will issue its decision in writing to the requestor.

Attendance and Completion

Each sponsor of an approved course must supply attendees with either a certificate of completion or a copy of the NMHCA Approval Form as an indicator of course completion. Likewise, NMHCA recommends that the sponsor establish a "sign-in" sheet that may be used as a cross-reference for

the purpose of document verification. Furthermore, it is the responsibility of the individual to acquire and keep all certificates of completion.

Fees

An application fee will be charged for all initial applications for continuing education approval. These fees shall be as follows:

- < Sponsors \$10 per Contact Hour
- < Individuals \$25 per course.

One (1) Contact Hour = 60 Minutes

Applications submitted without payment will be returned without review by NMHCA.

Response Time

NMHCA will return approval or denial notice within thirty (30) days after receipt of the application packet.



40-Hour Basic Course For Activity Directors

Policies and Important Forms

Tracy Alter

NMHCA Senior Director of Member Services





40-Hour Basic Course for Activity Directors

Tracy Alter, BBA, Senior Director of Member Services

November 6, 2017

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NMHCA/NMCAL: Advancing Excellence in Long Term Care

- Qualification
- Requalification
- Approval of Courses
- Music and Memory

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Qualification

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**NMHCA/NMCAL: Advancing
Excellence in Long Term Care**

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Brief History

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4. Submit the 15-hour letter and proof of CE to NMHCA. Please do not mail originals.

There is no charge to re-qualify.

**NMHCA/NMCAL: Advancing
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 - a) Make sure all documentation in the checklist is attached. The application will not be processed if any item is missing, including payment.
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Music and Memory

Tracy Alter, BBA, Senior Director of Member Services



Music and Memory SM

Promoting excellence in long term care in New Mexico.

It's all about superior care for seniors

Music and Memory

Executive Director Dan Cohen founded Music & Memory with a simple idea: someday, if he ended up in a nursing home, he wanted to be able to listen to his favorite '60s music.



Why Music?



Bringing Music and Memory to NM

The Associate Director of Utah was touting the program, and once our Executive Director saw the film *Alive Inside*, she was a complete convert.

Music and Memory was introduced to our members in 2015 at our Leadership Symposium in Santa Fe.

Alive Inside

Meet Henry, who has suffered from dementia for a decade and barely said a word to anyone—until Music & Memory set up an iPod program at his nursing home:



<https://www.youtube.com/watch?v=5FWn4JB2YLU>





15-Hour Letter Activity Director Requalification Request

Activity professionals who earned their qualification through NMHCA's Basic Course must complete 15 hours of continuing education each year. This form must be submitted with proof of 15 hours of continuing education. All requalification requests must be received by NMHCA no later than May 31 each year. All late requests will be charged a \$50 late fee.

Name: _____

Phone: _____ Email: _____

Address: _____

City _____ State _____ Zip _____

I completed the Basic Course for Activity Directors in:

Month: _____ Year: _____

Signature _____ Date _____

NMHCA will send a letter verifying your compliance with the continuing education requirement. If you do not receive your verification within 30 days, please contact NMHCA at 505-880-1088.

Did you remember to:

1. Include copies of your certificates of completion (NEVER SEND ORIGINALS).
2. Verify all courses you are submitting have been approved for activity directors by NMHCA or NCAAP.
3. Make a copy for your records.

FOR NMHCA OFFICE USE ONLY

Applicant _____ (did or did not) re-qualify in previous year. If yes, Date of re-qualification _____

Applicant submitted proof of _____ hours and all hours were approved by NMHCA for activity directors.

All submitted hours were taken between June 1, 20____ — May 31, 20____, as required.

Reason Taken:

- Approved for June 1, 20____ — May 31, 20____.
- Need Additional Information—Applicant notified on _____

NMHCA Representative Responsible for Determination _____ Date _____

Mail all required information to:
 NMHCA / NCAL
 4600-A Montgomery NE (#205)
 Albuquerque, NM 87109
 505-880-1088
 OR
 You may fax the information to:
 505-880-1157
PLEASE RETAIN A COPY OF ALL FORMS FOR YOUR FILES



Check List for Documents to be Enclosed with Request:

- Application Form
- Overall Description of Course
- Timeframe for all Education Activity
- Review Fee
- Instructor Credentials
- Certificate of Completion

Incomplete applications will be returned without review. It is the responsibility of the applicant to ensure all information is included in brochures submitted. If the brochure fails to include all information, it is the applicant's responsibility to obtain and submit the necessary information.

ACTIVITY DIRECTOR Request for Continuing Education Approval

INDIVIDUAL APPLICATION

Name of Applicant: _____

Phone: _____ Email: _____

Applicant Address: _____

Title of Educational Offering: _____

Date of Offering: _____ Location of Offering: _____

Sponsor of Offering: _____ Sponsor Phone: _____

Sponsor Address: _____

Please describe the value of this offering to the Activity Director Profession: _____

Check the category that best describes this offering (CHECK ONLY ONE):

- | | | |
|--|--|---|
| <input type="checkbox"/> Reporting/Records | <input type="checkbox"/> Aging/Gerontology | <input type="checkbox"/> Leadership Programming |
| <input type="checkbox"/> Management | <input type="checkbox"/> Regulations | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Resident Health | <input type="checkbox"/> Therapy | |

Total Number of Activity Director CE Hours Being Requested: _____
(60 minutes = 1 contact hour)

Signature of Individual Requesting Approval _____ Date _____

FOR NMHCA OFFICE USE ONLY

Action Taken:

- Approved for _____ CE Contact Hours Approval # _____
- Not Approved Reason: _____

NMHCA Representative Responsible for Determination Date

Mail all required information to:
NMHCA / NCAL
4600-A Montgomery NE (#205)
Albuquerque, NM 87109
505-880-1088

OR

You may fax the information to:
505-880-1157

PLEASE RETAIN A COPY OF ALL FORMS FOR YOUR FILES

INDIVIDUAL GENERAL PROCEDURES

To ensure compliance, Activity Directors should follow the steps outlined below:

- Obtain 15 hours of continuing education annually.
- Once completed, fill out the Activity Director Request for Confirmation of Continuing Education (15-Hour Letter) form.
- Attach the form to copies of certificates of completion for the courses taken.
- Mail the form and copies of the certificates to NMHCA. (Submit this form when you complete 15 hours of continuing education.)
- NMHCA will mail a letter within 4 weeks verifying that requirements have been met for the year.

Activity Directors should also be aware of the time line. **15-Hour Letter Requalification Requests are due by May 31 each year.**

- November 2019 **Course Completed** - Don't have to do anything else for an entire year.
- November 2020 **Have you begun acquiring your CE hours?**
- May 31, 2021 **Must have completed 15 hours** and submit proof of completion to NMHCA for verification; also, time to start getting 15 more CE hours.
- May 31, 2022 **Must have completed 15 hours** and submit proof of completion to NMHCA for verification; also, time to start getting 15 more CE hours

By allowing your 15-Hour letter to expire, you are placing the facility in jeopardy of being non-compliant with State Regulations. **Late Renewals are subject to a \$50.00 late fee.**

How do I get 15 hours of continuing education credit each year?

Courses offered by NMHCA that are appropriate for Activity Directors are automatically approved. Whether or not a course is approved for Activity Directors is stated in the educational information on our website (www.nmhca.org). An average of 100 hours of continuing education credits is available each year through NMHCA. Information on our educational offerings is included in our weekly newsletter, which is sent to the attention of the administrator of your facility.

What if I want to take a course not offered by NMHCA?

Courses not offered by NMHCA or not submitted for prior approval by the sponsor must be submitted for approval by the individual wanting to count them as part of the 15-hour requirement.

An application packet should be completed, accompanying documents attached, and review fees submitted for each course for which you are seeking approval.

Attachments to Application Forms

The following information should be supplied by the individual and the sponsor for an application for continuing education approval to be complete:

- Program outline or syllabus showing the topics to be covered
- Schedule or timeline
- Faculty/trainer list with instructor qualifications
- Review fee (see below)

Suggested Curricula

NMHCA will consider only superior quality curriculum for continuing education approval in order to support and maintain the professional excellence of Activity Directors. The following bodies of knowledge are indicative of the types of coursework generally recognized as credible by NMHCA:

- **Regulations, Survey, and Legislation**— Example topics might include: Regulations Impacting Activity Professionals, The Activity Department's Role in the Survey Process, etc.
- **The Therapeutic Role of Activities**— Suitable topics might include those dealing with Recreational Therapy, Speech Therapy, Restorative Therapy, Physical Therapy, Occupational Therapy, Art/Music Therapy, Drama/Poetry Therapy, etc.
- **Patient Health**— For example, Biological Changes Associated with Aging, Preparing for and Dealing with Death, Holistic Health for the Aging Individual, General Wellness, and Confusion & Mental Dysfunction are suitable topics.
- **The Activity Director as Leader/Manager**— Coordinating a Staff, Recruitment of Volunteers, Patient Assessment, Care Plans, Charting, Incident Reports, Records Maintenance, Cost Control, Media Relations for Activity Professionals, Teaching and Training Methods for Activity Directors are example topics.
- **General Programming**—Creating an Exercise Program for the Elderly, Religious Programming for the Nursing Home Resident, Activities for the Handicapped, Intergenerational Programs, and Planning Parties Outdoors are example topics.

Please note that these bodies of knowledge should serve only as examples of suitable coursework. Classes outside these areas, when relevant to the Activity Profession, will likewise be considered.

Activities and Functions NOT Qualifying for Credit Approval

NMHCA will not consider any of the following for educational credit:

- General business meeting of activity director clubs
- Meetings of association or club committees or panels
- Meetings devoted to national, regional, or state association duties
- Meetings for the purpose of social interaction
- Luncheons or other related meal functions

Exception will be made only in the case of a business meeting that included an educational session earmarked as such (credit will be given for the educational portion only) or a "working" lunch. Final decision on whether or not credit is applicable will be the reserved right of NMHCA. If an individual wishes to request credit for any of the above-mentioned types of activities, justification must be provided indicating how the activity served as an educational opportunity for the attendee.

The following application fees will be charged for all initial applications for continuing education approval.

- 1–2 Contact Hours — \$10/class
- 3+ Contact Hours — \$25/class

One (1) Contact Hour = 60 minutes. Applications submitted without payment will be returned without review by NMHCA.



Check List for Documents to be Enclosed with Request:

- Application Form
- Overall Description of Course
- Timeframe for all Education Activity
- Review Fee (\$10/contact hour)
- Instructor Credentials
- Certificate of Completion

Incomplete applications will be returned without review. It is the responsibility of the applicant to ensure all information is included in brochures submitted. If the brochure fails to include all information, it is the applicant's responsibility to obtain and submit the necessary information.

ACTIVITY DIRECTOR Request for Continuing Education Approval

SPONSOR APPLICATION

Name of Applicant: _____

Phone: _____ Email _____

Applicant Address: _____

Title of Educational Offering: _____

Date of Offering: _____ Location of Offering: _____

Sponsor of Offering: _____ Sponsor Phone: _____

Sponsor Address: _____

Please describe the value of this offering holds for Activity Directors: _____

Check the category that best describes this offering (CHECK ONLY ONE):

- | | | |
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| <input type="checkbox"/> Reporting/Records | <input type="checkbox"/> Aging/Gerontology | <input type="checkbox"/> Leadership Programming |
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Total Number of Activity Director CE Contact Hours Being Requested: _____
(60 minutes = 1 contact hour)

Signature of Individual Requesting Approval _____ Date _____

FOR NMHCA OFFICE USE ONLY

Action Taken:

- Approved for _____ CE Contact Hours Approval # _____
- Not Approved Reason: _____

Mail all required information to:
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You may fax the information to:
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Sponsor Application General Procedures

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Deadline for Applications

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Sponsor applications for retroactive credit will **NOT** be accepted.

Attachments to Application Forms

The following information should be supplied by the individual and the sponsor for an application for continuing education approval to be complete:

- Program outline or syllabus showing the topics to be covered
- Educational Offering Sheets
- Schedule or timeline
- Faculty/trainer list with instructor qualifications
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Please note that these bodies of knowledge should serve only as examples of suitable coursework. Classes outside these areas, when relevant to the Activity profession, will likewise be considered.

Activities and Functions NOT Qualifying for Credit Approval

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- General business meeting of activity director clubs
- Meetings of association or club committees or panels
- Meetings devoted to national, regional or state association duties
- Meetings for the purpose of social interaction
- Luncheons or other related meal functions

Exception will be made only in the case of a business meeting that included an educational session earmarked as such (credit will be given for the educational portion **only**) or a "working" lunch. Final decision on whether or not credit is applicable will be the reserved right of NMHCA.

If an individual wishes to request credit for any of the above-mentioned types of activities, justification must be provided indicating how the activity served as an educational opportunity for the attendee.

Fees

An application fee of \$10 per contact hour will be charged for all initial applications for continuing education approval. One (1) Contact Hour = 60 Minutes. Applications submitted without payment will be returned without review by NMHCA.

Response Time

NMHCA will return approval or denial notice within thirty (30) days after receipt of the application packet.

EDUCATIONAL OFFERING INFORMATION SHEET

Learning Objectives

Please describe the learner outcomes in terms of what the course will teach the Activity Professional to do. Avoid terms such as "learn how to," "understand," and "recognize." For example, "Ride a bicycle" is a valid learning objective; "Understand how to ride a bicycle" is not.

Upon completion of this course, the student should be able to:

Teaching Methods

Explain what teaching methods will be used. For example, will you use lecture, audio/visuals, group discussion, questions and answer sessions?

Topics to be Covered

Please list the main ideas that will be addressed.

On a separate sheet, please give a complete agenda of activity that will take place during the educational program. Include start and end times, all breaks, luncheons, etc.

PLEASE NOTE: Credit hours will not be given for non-learning activity such as breaks and meals unless the mealtime is specifically identified as a "working" period.



Activity Director Qualification Lapse

Activity Directors qualified through NMHCA's 40-hour course are required to obtain 15 hours of continuing education (CE) each year in the 12 months prior to their May re-qualification date in order to re-qualify. Until now, Activity Directors have been required to retake the 40-hour course for Activity Directors to re-qualify should they fail to meet the CE requirements. NMHCA is proposing a change in this policy to allow for activity directors who allow their qualifications to lapse as follows:

Categories of Lapsed Qualification:

1. Failure to send in 15-hour Letter and proof of CE on time.
2. Failure to acquire the required 15 hours of CE in the 12 month period preceding renewal.
3. Failure to re-qualify in previous years.

Failure to send in 15-hour Letter and proof of CE on time - this is the most typical reason for qualification lapses.

Remedy: Submit required documentation and \$50.00 late Fee to NMHCA

Failure to acquire the required 15 hours of CE in the 12 month period preceding renewal.

Remedy:

1. The activity director must obtain the missing number of hours.
2. The activity director must fill out the lapsed qualification application and the facility administrator must sign the application outlining the reason the activity director did not meet the continuing education requirements. Submit the application and **\$50 per month penalty fee** (this is in addition to the regular late fee). So if you were supposed to re-qualify in May and you took classes in June and July and did not submit the application until August your total fees will be \$200. \$50 for the late fee and \$50 for each month your qualification was lapsed (June, July and August).
3. The application will then be submitted to the NMHCA Education Committee for review. The committee's decision is final.
 - a. If the committee recommends re-qualification, your re-qualification will be sent. Your renewal period will be continue to be the May – May time frame and you will be expected to obtain your CE credit BEFORE the qualification letter expires. Failure to do so will result in the activity director being required to sit for the 40-hour basic course to re-qualify.
 - b. If the committee recommends the application be denied, the activity director will be required to sit for the 40-hour basic course to re-qualify.

Reasons for Possible denial:

1. Administrator not recognizing your inability to gather CE requirements.
2. Invalid reason for failing to meet CE requirements.
3. Activity Director was not employed at the facility where seeking re-qualification for at least 6 months.
4. Activity Director has not worked as an activity director continuously for the last 12 months.

Failure to re-qualify in previous years

Remedy:

1. The activity director must submit proof of 15 hours of CE for each year that re-qualification was not done and a \$50 late fee for each year that the AD failed to re-qualify.
 - a. If the AD did not obtain the required CE hours in any year except the current, the AD will be required to sit for the 40-hour basic course to re-qualify.
 - b. If the AD obtained the required the CE in all years except the current re-qualification period, please see Section 2 for additional requirements.



Check List for Documents to be Enclosed with Request:

- Complete Application Form
- Copies of Proof of CE (do not send originals)
- Fees (\$50.00 Late Fee + \$50 per month not qualified)

Incomplete applications will be returned without review. It is the responsibility of the applicant to ensure all information is submitted.

ACTIVITY DIRECTORS REQUEST FOR LAPSED QUALIFICATION RENEWAL

SPECIAL REQUEST FORM

Individuals requesting continuing education credit approval through NMHCA may request special consideration for review by the Education Committee and staff by submitting all normally required documents along with this form. Please be as thorough as possible when completing the information.

Reason for Request:

- Failure to send in 15-Hour Letter Requalification Request form and proof of CE on time.
- Failure to requalify in previous year(s).
- Failure to acquire the required 15 hours of CE in the 12-month period preceding renewal.
 - Number of hours obtained during requalification period _____
 - Number of hours obtained after requalification period _____

Explanation of Request for Special Consideration:

Please briefly explain the circumstances that caused you to allow your qualification to lapse. (Attach additional sheet if necessary.)

Total Number of Educational Hours Taken after Requalification Date: _____

Signature of Individual Requesting Approval Date

Signature of Administrator Date

FOR NMHCA OFFICE USE ONLY

Action Taken:

- Requalification Approved
- Requalification Denied—Reason: _____

Mail all required information to:
 NMHCA / NCAL
 4600-A Montgomery NE (#205)
 Albuquerque, NM 87109
 505-880-1088

OR

You may fax the information to:
 505-880-1157

PLEASE RETAIN A COPY OF ALL FORMS FOR YOUR FILES

NMHCA Representative Responsible for Determination Date

SPECIAL REQUEST FOR LAPSED REQUALIFICATION RENEWAL

By allowing your 15-Hour Letter to expire, you are placing the facility in jeopardy of being non-compliant with State and Federal regulations. Typically, qualification lapses are the result of:

- Failure to send in 15-Hour Letter Requalification Request form and proof of CE on time
- Failure to requalify in previous year(s)
- Failure to acquire the required 15 hours of CE in the 12-month period preceding renewal

Remedies for Lapsed Qualification

Failure to send in the requalification information on time is the number one reason for lapsed qualifications. The remedy for this lapse is simply to submit the information along with a \$50 late fee. NMHCA does not charge to issue requalification letters but implemented the late fee to encourage activity directors to be timely in the submission of their requalification request.

1. Failure to requalify in previous years, while not prevalent, does occur. Typically, the activity director accrues the educational requirements but fails to submit them to NMHCA. If the activity director has all documentation for each year, they should submit the documentation and the \$50 late fee for each year they are requesting documentation. (Please note that activity directors failing to requalify and not obtaining the required CE credits in any year becomes ineligible to requalify the next year.) If the activity director cannot provide the appropriate documentation for any year that they failed to requalify, they may be required to retake the 40-Hour Basic Course to be in compliance with state regulations.
2. Failure to acquire the required 15 hours of CE in the 12-month period preceding renewal in the past has resulted in the activity director being required to retake the 40-Hour Basic Course. In November 2006, the Licensing and Certification department approved the following policy change.
 - A. The activity director must obtain the missing number of hours.
 - B. The activity director must complete the lapsed qualification application and the facility administrator must sign the application outlining the reason the activity director did not meet the continuing education requirements. Submit the application and \$50 per month penalty fee (this is in addition to the regular late fee). So, if you were supposed to requalify in May and you took classes in June and July and did not submit the application until August, your total fees will be \$200 — \$50 for the late fee plus \$50 for each month your qualification was lapsed (June, July, and August).
 - C. Lapsed qualifications MUST be renewed within 12 months of allowing the qualification to lapse. If your qualification lapses on May 31, 2007, you must make up the hours and submit your application before May 31, 2008. In addition, you must accrue your 15 hours for the 2007–2008 requalification period. Failure to do so will result in the denial of your request.
 - D. The application will then be submitted to the NMHCA Education Committee for review. The committee's decision is final.
 - i. If the committee recommends requalification, your requalification letter will be sent. Your renewal period will not change and you will be expected to obtain your CE credit BEFORE the qualification letter expires in May. Failure to do so will result in the activity director being required to retake the 40-Hour Basic Course to requalify.
 - ii. If the committee recommends the application be denied, the activity director will be required to retake the 40-Hour Basic Course to requalify.

Reasons for Possible Denial

- Administrator does not recognize your inability to gather CE requirements
- Activity Director acquired all 15 CE hours after requalification deadline
- Unacceptable reason for failing to meet CE requirements
- Activity did not meet CE requirements two (2) consecutive years
- Activity Director was not employed at the facility where seeking requalification for at least six (6) months
- Activity Director has not worked as an activity director continuously for the last 12 months

Please note these are only some reasons for possible denial and do not reflect every situation.

Each application will be examined individually and the committee will base all decisions on the information submitted.

**NEW MEXICO HEALTH CARE ASSOCIATION
ACTIVITY DIRECTORS REQUEST FOR CONTINUING EDUCATION APPROVAL**

SPECIAL REQUEST FORM

Individuals requesting continuing education credit approval through NMHCA may request special consideration for review by the Education Committee and staff by submitting all normally required documents along with this form. Please be as thorough as possible when completing the information. (Note: If you are requesting permission to submit other documents at a later date, submit only this completed form as early as possible. You will be notified by NMHCA as to approval or disapproval of your request.)

Reason for Request:

- Requestor wishes to meet with the Education Committee to explain and clarify information contained within the Request for Continuing Education Approval
- Circumstances prohibit the requestor from submitting the application packet 30 days in advance of the course offering.

Explanation of Request for Special Consideration:

Please briefly explain the circumstances that necessitated your request for review by the NMHCA Education Committee

Request for Education Committee Review submitted by:

Signature of Requestor

Date of Request

NMHCA Education Committee Review	
Date Request Received: _____ Initials _____	
Approved by Education Committee for _____ hours on _____ (date)	
Not Approved	Reason: _____ _____
_____	_____
Committee Chair	Date
_____	_____
Director of Education	Date
_____	_____







40-Hour Basic Course For Activity Directors

Music and Memory Program

Tracy Alter

NMHCA Senior Director of Member Services





Music and Memory

Tracy Alter, BBA, Senior Director of Member Services

November 6, 2017



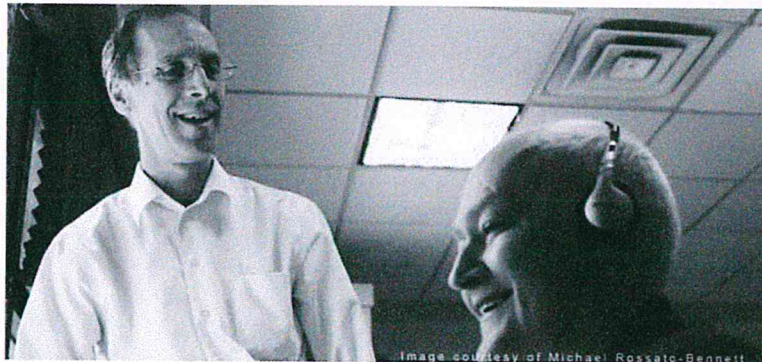
Music and Memory SM

Promoting excellence in long term care in New Mexico.

It's all about superior care for seniors

Music and Memory

Executive Director Dan Cohen founded Music & Memory with a simple idea: someday, if he ended up in a nursing home, he wanted to be able to listen to his favorite '60s music.



Why Music?

**All it takes
is 1 song
to bring
back 1,000
memories.**

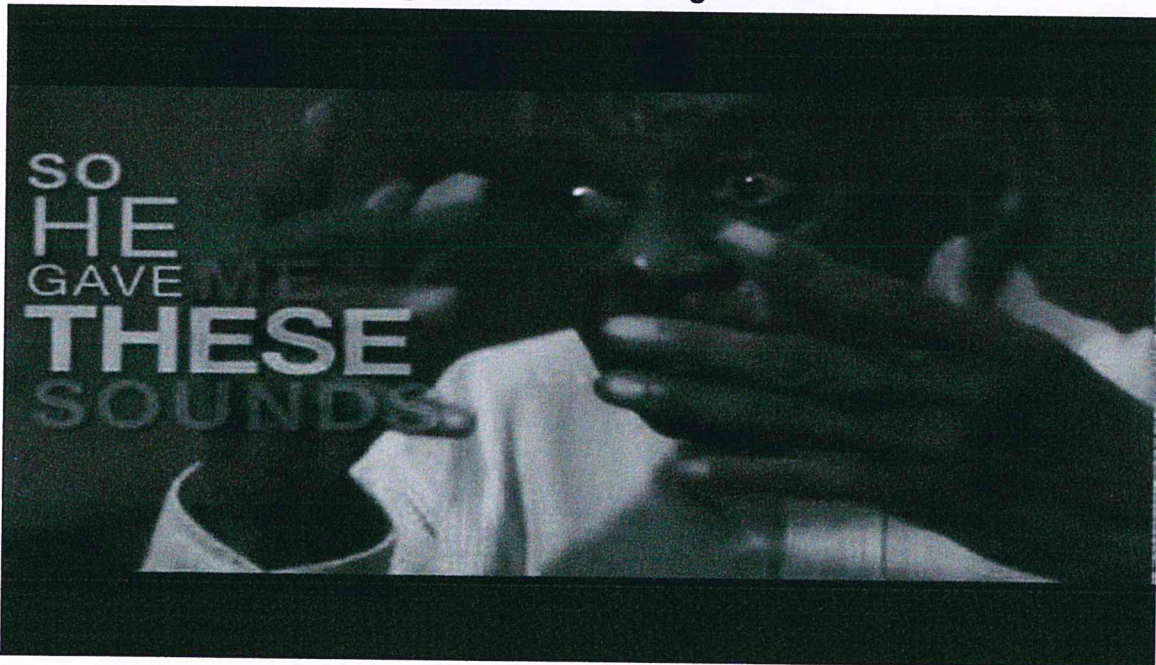
Bringing Music and Memory to NM

The Associate Director of Utah was touting the program, and once our Executive Director saw the film *Alive Inside*, she was a complete convert.

Music and Memory was introduced to our members in 2015 at our Leadership Symposium in Santa Fe.

Alive Inside

Meet Henry, who has suffered from dementia for a decade and barely said a word to anyone—until Music & Memory set up an iPod program at his nursing home:



<https://www.youtube.com/watch?v=5FWn4JB2YLU>