



APN 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, retirement community, or with adult developmentally/physically disabled individuals. Work experience must be directly within the Activity/Recreation Department and the job title should reflect that, keeping in mind communities are using nontraditional 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 full-time 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.

C. Documentation from College/University where applicant has taught to include number of hours teaching and the subject materials taught.

Types of Credit allowed for Continuing Education

Please note that all education topics must be from our Topic Areas list.

A. At least 12 of all required Continuing Education Credits must come from actual CE hours for attendance/participation in a workshop/conference/seminar with a live speaker. 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.

B. Education from any basic or advanced activity course may be used toward required CE credits. (12 CE’s must be from live education including course CE’s)

C. 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.

D. College courses may be used toward CE credits. 1 CEU of college credit is equal to 10 CE credits. (12 of required CE’s must be from live instruction)

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APNCC

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Recognized Basic or Advanced Activity Course

In keeping with the Federal regulations, the following will be accepted for the basic/advanced activity course criteria under the AP-BC Path 2.

Basic or Advanced Activity Courses will be accepted by APNCC when the entire course (or combination of activity courses) is at least 36 hours in length and also meets any one of the following criteria:

1. Are a nationally recognized course, such as the MEPAP 1 and 2
2. Is a State approved Activity course (minimum of 36 hours)
3. Are taught through a community/technical college or college/university as an Activity Course (can only use the course content once, i.e.; cannot use it for course criteria and also CE criteria or Associate Degree for another PATH)
4. Are taught by a nationally recognized instructor. Contact APNCC to assure someone meets the instructor criteria.
5. Has been pre-approved by APNCC as a APNCC recognized pre-approved course

The following are additional types of credits accepted.

A. 2 CE hours for a published informational newsletter article (not a report) – Submit a copy of the article and where/when it appeared.

B. 5 CE hours for a published professional magazine article – submit a copy of the article and where/when it appeared.

C. 25 CE hours for a published professional book – submit a copy of the cover of the book with author's name displayed

D. 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.

E. 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.

F. 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.

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