



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 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 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.

Continuing education options overview

Please note all education content must be from one of our topic areas

CE option	Required	Credit Amount	Allowable credits	
Approved provider opportunities	Certificate of completion	1 credit per 60 minutes	100%	Note: 12 credit hours must be attained in a live format
Education from a basic or advanced activity course	Certificate of completion	1 credit per 60 minutes	100%	Note: 12 credit hours must be attained in a live format
College level courses		1 CEU of college credit is equal to 10 CE credits		Note: 12 credit hours must be attained in a life format
Published informational newsletter article	Submit a copy of the article and where/when it appeared	2 CE hours		
Published professional magazine article	Submit a copy of the article and where/when it appeared	5 CE hours		
Published professional book	Submit a copy of the cover of the book with author's name displayed	25 CE hours		
Presentation of an in-person or webinar education session	Submission: either a copy of the certificate indicating you as the speaker, or a copy of the brochure.	CE hours available will be double the time of the actual course taught		This presentation will only be allowed once.
Work place in-service	Submit a copy of the in-service record that includes the topic, date, session time- frame, your name and signature of supervisor.			.5 CE hours = 30 minutes of in-service