A training program for the Nebraska Nursing Facility Association offered through the Nebraska Health Care Learning Center
The Nebraska Health Care Learning Center (NHCLC) – An Affiliate of the Nebraska Health Care Association
CONTENT AND PURPOSE
The activity director training offers the basic knowledge to fulfill the role of activity director as defined in the state and federal requirements for nursing facilities/long-term care. This is an additional optional method of training that may be taken in place of the live and in-person version of the training.

OBJECTIVES
At the completion of the activity director training, the participant will be able to:
1. Function in the role of activity director in a nursing facility;
2. Assess the activity levels, preferences, and needs of the resident in a nursing facility;
3. Develop an individualized and appropriate activity plan of care for residents in a nursing facility;
4. Contribute to interdisciplinary team plan of care conferences;
5. Participate in the care team that provides services to the resident; and
6. Plan and/or arrange activities for residents in a nursing facility that meet the individual's needs.

HOME STUDY INFORMATION
This format is designed to allow students to work at their own pace as long as the student completes within 16 weeks of start date. The home study is divided into four (4) modules: long-term care education needs, planning needs, assessment, and general education needs. Each module has reading and written assignments to be completed. Grading for the home study is based on organization, neatness, creativity, and overall quality of work. The actual grade for the home study is either satisfactory or unsatisfactory.

HOME STUDY REQUIREMENTS
Students must have access to the Internet and all home study work must be completed at a nursing facility. Purchase of books and additional resources will be the responsibility of the student.

AUDIENCE
The activity director training is designed for the person with primary responsibility for the activity program in a nursing facility.

CONTINUING EDUCATION CREDIT
This training meets the criteria of an approved continuing education program for activity coordinators – 42 hours.

COLLEGE CREDIT
Training may be taken as credit or non-credit. The Nebraska Health Care Learning Center will award 4.2 quarter credit hours of college credit upon successful completion of 42 hours of home study instruction. See the Nebraska Health Care Learning Center Catalog (date published: May 2016) for credit requirements. View and/or print this catalog at nehca.org.
ACTIVITY DIRECTOR TRAINING
Home Study Version

NEBRASKA HEALTH CARE LEARNING CENTER POLICIES

The Nebraska Health Care Learning Center policies regarding admission, withdrawal, attendance, grades, transcripts, and refunds are located in the Nebraska Health Care Learning Center Catalog (date published: May 2016). View and/or print this catalog at nehca.org.

SUBSTITUTIONS

Substitutions are not possible once registration has been processed.

REFUND POLICIES

Students who withdraw from courses may receive a prorated tuition refund. Refunds shall be mailed within 30 days of official request. If the official request occurs within 72 hours of registration/enrollment, a full refund is appropriate. The request must be in writing and postmarked within 72 hours of registration/enrollment. If official request occurs after 72 hours of registration/enrollment but before classes have begun, a $150 registration fee is NOT refundable and all remaining tuition and fees will be refunded. After classes have begun, a $150 registration fee is NOT refundable and remaining tuition and fees will be refunded as follows:

Day 1 – 50% refund of tuition and fees over $150
Day 2 – 25% refund of tuition and fees over $150
Day 3 – no refund of tuition and fees

After classes have begun, costs associated with course materials are nonrefundable.

REGISTER BY MAIL, FAX OR ONLINE!

To register by mail or fax, use the attached enrollment form.

To register online, go to nehca.org.

WRITTEN PRE-REGISTRATION IS REQUIRED. No phone registrations will be accepted. Payment for tuition and fees must be included with the enrollment form.

TUITION AND FEES

for the Activity Director Training Program
Home Study Version

Members*:

- Tuition (member) .................. $231
- Fees (member) ..................... $181
- Total Member Tuition and Fees per person ........ $412

Non-Members:

- Tuition (non-member) ............ $231
- Fees (non-member)................. $593
- Total Non-Member Tuition and Fees per person .... $824

*Member rates apply to NNFA, NALA, LPNAN, and NHPCA members.

⇒ Payment must be included with registration.
⇒ Rates apply whether or not the participant elects college credit.

If a registrant has a disability that warrants special requirements, attach to the registration form a written description of the needs.
Nebraska Health Care Learning Center
Enrollment Form – Activity Director Training
2017 Home Study Version

Payment for tuition and fees must be included with this enrollment form. Make a copy of this form for your records.

To enroll by mail: Complete this enrollment form, include payment (use any of the payment methods listed below), and mail to Nebraska Health Care Learning Center, 1200 Libra Dr Ste 100, Lincoln NE 68512-9332.

To enroll by fax: You must pay by credit card in order to enroll by fax. Complete this enrollment form, check “Credit Card” as payment method, complete credit card information, and fax the completed form to 402-475-6289.

A student’s Social Security number is required as a condition of enrollment. A student’s Social Security number constitutes an “educational record” under the Federal Educational Rights and Privacy Act (FERPA). That information will be disclosed only with the consent of the student or in those very limited circumstances when consent is not required by FERPA.

PLEASE PRINT

Social Security Number _________________________________________________________________________________________________
Student Name (Last) ________________________________________ (First)________________________________ (MI) _________________
Home Address _________________________________________________________________________________________________________
City ______________________________________ State_____________________________________Zip________________________________
County ___________________________ Phone (Day)______________________________  (Evening)________________________________
Email __________________________________________________________________________________________________________________
Birth Date ________ /______ /__________ Gender: □ M □ F
Race (used for statistical purposes only): □ Asian/Pacific Island □ Black/African American □ Hispanic/Latino
□ Native American □ White/Non-Hispanic □ Other
Veteran Status or Dependant Using Military Benefits: □ Yes □ No
Resident Status: □ Resident of Nebraska □ Non-resident of Nebraska

Course Number: AC2017HS Course Title: Activity Director Training - Home Study Version
Credit: 4.2 Quarter Credits Tuition and Fees: □ Member – $412 □ Non-member – $824

If paying “member” tuition and fees through a facility membership, provide facility name and city:
Facility Name ____________________________________________________________City _______________________________
Check One Box (For Credit or Not For Credit):
□ For Credit (If requesting credit hours, must have high school transcript or equivalent on file with the Learning Center)
□ Not For Credit

Billing Information: □ Check □ Cash □ Credit Card
Payment must be included.
NHCLC is unable to bill.

Make checks and money orders payable to:
Nebraska Health Care Learning Center
1200 Libra Drive, Suite 100
Lincoln, Nebraska  68512-9332
Phone 402-435-3551
Fax 402-475-6289
Email education@nehca.org

Submit this form indicates that I understand the following: My registration is complete and that I am accountable for the tuition and fees and subject to a grade in the courses listed. Should I officially drop, withdraw or cancel, any refund in tuition will be determined by the date I submit my request to the Learning Center. Failure to attend does not constitute an official drop/withdrawal. The personal information is correct as shown; changes in the personal information must include the appropriate documentation. Students enrolling in courses through the Nebraska Health Care Learning Center consent to being photographed and videotaped during educational sessions for the possible inclusion in educational materials published by the Learning Center, NHCF, NNFA, and NALA. It is the policy of the Nebraska Health Care Learning Center to provide equal opportunity and nondiscrimination in all admission, attendance and employment matters to all persons without regard to race, color, gender, religion, national origin, or disability. Inquiries concerning the Nebraska Health Care Learning Center policies on equal opportunity and nondiscrimination should be directed to the Director of the Nebraska Health Care Learning Center, 1200 Libra Drive, Suite 100, Lincoln, Nebraska 68512, phone 402-435-3551, fax 402-475-6289, or email nhclc@nehca.org.

Signature ________________________________________________________  Date________________________________________________

CODE: AC2017HS-W