

CONTINUING EDUCATION GUIDELINES FOR A.P.N.D.

1. Read the instructions thoroughly before completing the application.
2. All applications must be paid members of A.P.N.D. for the first fiscal year in which they are applying for verification of continuing education hours (C.E.).
3. Make a copy of the form to use as a worksheet.
4. Study and be informed of all levels of verification that are offered to determine the highest level for which you are qualified.
5. Make copies of all documentation regarding workshops, conference, and inservices. (Keep the originals for your file.) Make sure the documentation for continuing education includes all criteria. Without this verification, your verification will be delayed or even denied.
6. Sources where to obtain C.E. hours recognized by A.P.N.D.
 - a. A.P.N.D. sponsored workshops
 - b. Inservices in the facility: up to 100 % of A.P.N.D. requirements. These inservices need to pertain to topics that will enhance your job. Inservice topics such as life, confidentiality, resident rights, etc. are acceptable. (Refer to Body of Knowledge)
 - c. College course for credit. (Each semester hour equals 15 C.E. hours; each quarter equals 15 C.E. hours.) Courses need to have material pertinent to and designed to enhance the Activity Professional competence. The college transcript is your proof of attendance.
 - d. Correspondence courses.
 - e. State and National Conventions
 - f. Seminars related to the Activity profession.
 - g. Adult community education offered through schools, churches, etc. These need to pertain to the Activity profession. (Refer to Body of Knowledge)
 - h. Serving on A.P.N.D. committees:
 1. APND President, Vice President, Secretary, Treasurer, State Officers, Area Reps- 10 hours of C.E. each fiscal year.
 2. Committee Chairperson- 5 hours of C.E. each fiscal year.

i. CNA training course- 6 credits offered- ONE TIME ONLY!!

7. Length:

a. C.E. session must be a least one-hour in length.

8. Time Limit:

a. C.E. hours must be obtained during current fiscal year.

b. Members must forward application for verification of C.E. hours to State Secretary by July 31st of each fiscal year. (Current fiscal year runs from July 1st through June 30th.)

9. Documentation of C.E. hours must include:

a. Name

b. Topic

c. Length

d. Date

e. Location

f. Speaker's name and speaker's qualification with credentials

g. Signature of sponsor or instructor. This can be:

1. Certificate of attendance (preferred)

2. Letter from instructor or sponsor with all above information.

3. Sign-in attendance sheet for inservices, along with topic, instructor and instructor's qualification and credentials. (If items do not appear correct and not filled out properly, application will be returned!!)

10. Programs where C.E. hours are NOT allowed:

a. Videos

b. Tapes

c. Business meetings

- d. Entertainment
- e. Exhibits at convention
- f. Sharing discussions
- g. Bible study- Sunday school classes
- h. Exercise class
- i. Diet class
- j. Reading

11. All applications for Verification of Continuing Education Hours are reviewed by the Board of Examiners according to the provisions of the A.P.N.D.

12. Please feel free to contact your State Secretary for any assistance you may need. We want you to succeed with your application.

Revised 9-27-2011