



Recreation Activity Resources

The source for all of your educational needs.....

**The Fundamental and Administrative Skills
for Activity Professionals Enrollment Packet**

**Dorothea Brewer M.A., TRS/TXC, CTRS, ACC
Karen Connelly TRS/TXC**

Recreation Activity Resources

P.O. Box 682664
Houston, Texas 77268

Recreation Activity Resources The Fundamental and Administrative Skills for Activity Professionals Enrollment Policies

Student Requirements (ONLINE)

- The student must have a valid e-mail address.
- The student must have access to a computer with internet capabilities and a fax machine.
- The student must have a valid phone number and mailing address.
- The student must have a High School Diploma or GED and be able to write and speak English.
- The student must have a basic knowledge of computers is required. (i.e. navigation, sending and receiving e-mails, uploading files and saving documents.)

Student Requirements (HOME STUDY)

- The student must have a valid phone number, mailing address valid e-mail address.
- The student must have a High School Diploma or GED and be able to write and speak English.

Dropping a Course

- The student has 3 days from the course start date to drop the course. The full amount paid, minus a \$100 Service Fee will be refunded to the student.
- Any cancellations placed after the **3-day grace period** will not be eligible for any refund, you may forfeit the amount or use the payment as a credit(s) towards another course.

Payment Plan

- To pay by credit card, visit www.raronline.org and click on the "**course button**" you are interested in.
- If you decide to take advantage of the payment plan, please include the Payment Plan Contract.
- The Payment Plan installments are due in 2 payments
 - 1st payment due prior to the course start date
 - Final payment due by **Week 12** of the course
 - If you register for **BOTH** classes. Please contact us to discuss the payment plan option.
- The **Service Fee** for the **Payment Plan is \$100**, payable by **Week 12** of the course.
 - If a student does not pay on time, an **additional charge of \$100** will be applied.
- If the entire course cost is not paid in full within **30 days** of the course ending, the course will become null and void and the student must retake the course to receive credit.

Certificate of Completion

- Upon successful completion of this course the student will receive a **Certificate of Completion**. This Certificate **DOES NOT** guarantee National Certification through NCCAP or Texas certification through CTRAC. Additional standards/requirements as setup by each certifying body **MUST** be fulfilled in order to apply for certification through NCCAP or CTRAC.
- The student will receive their certificate of completion in the mail 4-6 weeks after completion of the course.

Military Discount

- Receive \$100 off with your military ID.

Copy of Certificate

- A \$25 fee will be applied for an additional copy of your "Certificate of Completion."

Transfer Process

Course Transfer-A student is able to transfer to a different course up to two times. Student's account must be paid in full in order to be eligible for a transfer. The transfer fee is \$175.00 per transfer (unless the student chooses to transfer within 3 days of the course start date in which case there is no penalty).

Should the student wish to transfer beyond the allowed two times, all previous payments will be forfeited and the student must retake the course to receive credit.

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Recreation Activity Resources The Fundamental and Administrative Skills for Activity Professionals ENROLLMENT FORM

*Please fill out this form, print, sign the bottom, and mail into Recreation Activity Resources P.O. Box 682664 or fax this page to 1-800-816-3078. Please allow 48 hours for your information to be received by the instructor. You will be contacted at the number or e-mail provided below to setup enrollment payment and a Student ID.

PERSONAL INFORMATION			
Last Name:		First:	
		M:	Date of Birth:
Student Address:			City/State/Zip:
Student Telephone:		Fax:	Student E-Mail (if available)
<input type="checkbox"/> Male	<input type="checkbox"/> Female	Course ID:	
EMPLOYMENT INFORMATION			
Are you currently employed: ___yes ___no		If yes, where?	
Employer Address:		City/State/Zip	
Hours Worked Per Week?			
EDUCATION		ADDITIONAL ACTIVITY TRAINING/OR CERTIFICATIONS(include copy of certificate(s))	
<input type="checkbox"/> High School Diploma or GED Date Granted: _____ <input type="checkbox"/> Some College # of credits received: _____ <input type="checkbox"/> Associates Degree <input type="checkbox"/> Bachelors Degree <input type="checkbox"/> Graduate School Please include any High School or College transcripts and proof of degree(s)	<input type="checkbox"/> Completed a State approved course <input type="checkbox"/> NCCAP <ul style="list-style-type: none"> <input type="checkbox"/> Activity Assistant Certified (AAC) <input type="checkbox"/> Activity Director Provisionally Certified (ADPC) <input type="checkbox"/> Activity Director Certified (ADC) or <input type="checkbox"/> Activity Consultant Certified (ACC) <input type="checkbox"/> Certified Therapeutic Recreation Specialist (CTRS) <input type="checkbox"/> Other: _____		
APPLICATION CHECKLIST			
<input type="checkbox"/> Application is filled out completely <input type="checkbox"/> Proof of High School Diploma or GED <input type="checkbox"/> Proof of college credits or degree, if any <input type="checkbox"/> Copies of certifications, if any <input type="checkbox"/> Signed copy of the course syllabus attached <input type="checkbox"/> I have signed the Acknowledgement below <input type="checkbox"/> Payment for course fee (check or money order made payable to: Recreation Activity Resources or online payment)			

Do you plan on becoming certified through the National Certification Council for Activity Professionals? (NCCAP-visit www.nccap.org) or Consortium for Therapeutic Recreation/Activities Certification? (CTRAC-visit www.ctractexas.org) for additional information on becoming certified) Yes: _____ No: _____

ACKNOWLEDGEMENT

(Initial) _____ I have read the enrollment packet and agree to the Syllabus Requirements.

By signing below, I certify that all information above is true. I understand that by signing this enrollment form, I am committing to completing all scheduled coursework and practicum time. I understand that successful completion of this course does not guarantee national certification through NCCAP or Texas certification through CTRAC, and that I must meet additional standards in order to apply for certification.

STUDENT SIGNATURE:	DATE: / /
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Recreation Activity Resources The Fundamental and Administrative Skills for Activity Professionals PAYMENT PLAN CONTRACT

Student Information

Student Name: _____

Student Address: _____

City/State/Zip: _____

Student Telephone: _____ Fax: _____

Student E-Mail (Main source of communication with your instructor): _____

_____ The Fundamental and Administrative Skills for Activity Professionals Part I

_____ The Fundamental and Administrative Skills for Activity Professionals Part II

_____ Home Study or _____ Online Course Start Date: _____

This payment plan and the acceptance of it, as provided herein, shall constitute a contract made in, and to be governed in all respects by the laws of the state of Texas.

Payment Plan: If you decide to take advantage of the payment plan, please inform the instructor of this decision. The Payment Plan consists of the following

- The Activity Professional Courses: are due in 2 installments
 - 1st payment due prior to the course start date
 - Final payment due by Week 12 of the course
 - If you register for **BOTH** classes. Please contact us to discuss the payment plan option.

The Service Fee for the Payment Plan is \$100.00, **payable by week 12 of the course**. If a student does not pay on time, an additional charge of \$100.00 **will be applied**.

I, the undersigned member, agree to make payments on the specified dates and the agreed amounts stated on the payment schedule below to Recreation Activity Resources. If the entire course cost is not paid in full within 30 days of the course completion, I understand this course will be considered null and void and I will be required to repeat the course to receive credit.

Total amount owed (beginning balance)..... \$ _____

Payment Date	Payment Amount	Balance
____/____/____		
____/____/____		
____/____/____		
____/____/____		
____/____/____		
____/____/____		

Student Signature _____

Date: ____/____/____

Responsible Party of Facility Signature: _____

Date: ____/____/____

To pay by credit card, visit www.raronline.org
Or send check or money order payable to:
Recreation Activity Resources
P.O. Box 682664
Houston, Texas 77268

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Recreation Activity Resources
The Fundamental and Administrative Skills for Activity Professionals
Purchase Order Form
NCCAP Approval #NCCAP 27045-13-M2-NT

****Please include this form with any payment made by check or money order, so payment can be applied to the proper account. Please fill out the registration form below. The instructor will contact you. It is important that you fill out this form as completely as possible. Correct contact information is critical so the instructor can respond to your request.**

FACILITY INFORMATION		
Facility Name:	Facility Address:	
Facility Address:		
STUDENT INFORMATION		
First Name:	Last Name:	
Street Address:	City/State/Zip	
Student Telephone:	Evening Telephone:	
Fax Telephone (if available)	Student E-Mail:	
<input type="checkbox"/> Male <input type="checkbox"/> Female	Birth Date: / /	
Select Course	The Fundamental and Administrative Skills for Activity Professionals-ONLINE	Price
<input type="checkbox"/>	The Fundamental and Administrative Skills for Activity Professionals Part I	\$600.00
<input type="checkbox"/>	The Fundamental and Administrative Skills for Activity Professionals Part II	\$600.00
<input type="checkbox"/>	The Fundamental and Administrative Skills for Activity Professionals Part I and II	\$1080.00
Select Course	Modular Education Program For Activity Professional Course-HOME STUDY	Price
<input type="checkbox"/>	The Fundamental and Administrative Skills for Activity Professionals Part I	\$650.00
<input type="checkbox"/>	The Fundamental and Administrative Skills for Activity Professionals Part II	\$650.00
<input type="checkbox"/>	The Fundamental and Administrative Skills for Activity Professionals Part I and II	\$1180.00
Total		

In the event that you decide to cancel your registration, please do so within 3 days after the scheduled start date of the course. If you do so within 3 days after the start date, a full refund will be issued, minus a \$150.00 processing and registration fee. Cancellations received after that time will not be eligible for any refund. You may forfeit the amount or use the payment as a credit(s) towards another course.

If the student transfers from one course to another at anytime during the course after the grace period, he/she must pay a \$175.00 Transfer Fee. There are absolutely no exceptions. If you do not complete this course, you are still accountable for the course fee. All of your assignments must be created by you and completely original. Plagiarism will not be tolerated and will be grounds for dismissal from the course without a refund. By signing below, I am stating that I understand and agree to all the information I have communicated in this form and is accurate and true to the best of my knowledge.

This purchase order and the acceptance of it, as provided herein, shall constitute a contract made in, and to be governed in all respects by the laws of the State of Texas.

Student Signature _____

Date: ____/____/____

Responsible Party of Facility Signature: _____

Date: ____/____/____

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Recreation Activity Resources The Fundamental and Administrative Skills for Activity Professionals Course Syllabus

Course Program Category

- **The Fundamental and Administrative Skills for Activity Professionals Part I**
 - **Coursework 96 Hours/9 Weeks and Fieldwork Experience 96 Hours/7 Weeks**
- **The Fundamental and Administrative Skills for Activity Professionals Part II**
 - **Coursework 96 Hours/9 Weeks and Fieldwork Experience 96 Hours/7 Weeks**

Brief Overview: Each course is each 16 weeks long with instructors Dorothea Brewer and Karen Connelly-Leath. These courses have been created so that the student will focus strictly on the classroom course work for the first 9 weeks. Once student completes the classroom part of the course they will continue with their Fieldwork Experience starting week 10 through week 16. The student will be responsible for submitting their assignment in the following order

- **Online Course:** Assignments are submitted every other week via on the course line.
- **Home Study Course:** Assignments are submitted every three weeks via snail mail.

Turning in assignments utilizing these schedules will allow the student time management while balancing their work, family and class. Each student will have non-mandatory accessibility to the instructor through 4 individual telephone chats. All students will have access to fellow classmates and instructors in the course through a classroom forum. Each class will have non-mandatory scheduled live chats available to them to meet with the other students.

Required Textbook:

The Fundamental and Administrative Skills for Activity Professionals Part I

- **Activities Keep Me Going & Going-Volume A**--By Mary E. Miller, ACC; Jennifer L Krupa, ACC; Charles W. Peckham, ACC; and Arline B Peckham, BA. 8-1/2" x 11", Softcover, 479 pages. Copyright 2011.

The Fundamental and Administrative Skills for Activity Professionals Part II

- **Activities Keep Me Going & Going-Volume B**-- By Mary E. Miller, ACC; Jennifer L Krupa, ACC; Charles W. Peckham, ACC; and Arline B Peckham, BA. 8-1/2" x 11", Softcover, 418 pages. Copyright 2008.
 - **Management in Action: Guidelines for New Managers**, Author: William D. Hitt, Published by: Battelle Press
- You will need the required textbooks listed in the syllabus
- It is the student's responsibility to find and order these book by the second week of class

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Recreation Activity Resources The Fundamental and Administrative Skills for Activity Professionals Instructors Biography

Instructor:

Dorothea E. Brewer MA, TRS/TXC, CTRS, CLP, and ACC: Dorothea has over 30 years' experience as a practitioner in the field of Therapeutic Recreation. She has extensive knowledge in the field of Rehabilitation, Psychiatry, Community, Long Term Care and Special Population.

She has taught the Basic and Advance Activity Directors courses at Houston Community College, Lamar University, North Harris College, independently and currently teaches courses for Victoria College/Alvin Community College. Dorothea has also taught the Introduction to Therapeutic Recreation as well as Therapeutic Recreation Program Planning courses. She is a Certified Activity Consultant and instructor for National Certification Council of Activity Professional (NCCAP) and Consortium of Therapeutic Recreation/Activities Certification (CTRAC). She is an instructor for our online Modular Education Program for Activity Professionals (MEPAP) courses as well as our online and home study CTRAC Certification Courses for Activity Professionals (Texas residents only).

Dorothea is a past board member of the National Therapeutic Recreation Society, past President of the Therapeutic Recreation Branch of the Texas Park and Recreation Society and has been program chair for the Therapeutic Recreation Branch tract during the Texas Recreation and Park Annual Institute numerous times. She is a past and current Board member of CTRAC (Consortium of Therapeutic Recreation/Activities Certification Inc.)

Instructor:

Karen Connelly-Leath TRS/TXC is a Therapeutic Recreation Specialist from Houston, Texas. Karen has 18 years' experience in Assisted Living Facilities, Long Term Care, Dementia Care, Psychiatric, and recreation centers.

Karen received a B.A. from Texas State University in Recreation Administration with an emphasis in Therapeutic Recreation. She is an approved instructor for the Consortium for Therapeutic Recreation and Activity Professionals in Texas, for the last 11 years and has also taught the Introduction to Therapeutic Recreation as well Therapeutic Recreation Program Planning She is currently an instructor for Alvin Community College. Karen has created and presented many Continuing Education Units workshops for Activity Professionals on various topics including Dementia nationwide.

Karen completed her emergency certification course to teach K-12 Special Education.

She has authored three books with Professional Printing & Publishing "Activity Director Guide for Assisted Livings", "Tons of Trivia and Word Games" and "Successful Staff Motivation".