

# Activity Consultant Certification

## ***Online Independent Study & Mentoring Course for NCCAP ACC Tracks 1-3***

This online independent study and mentoring course for Activity Consultant Certification (ACC) Track 1-3 will provide a hands-on approach to the consulting basics of becoming an activity manager and/or consultant. Topics covered include ethical decision making, managing an activity department, developing business plans for consulting, communication skills, roles and responsibilities of consultants, and regulatory issues in healthcare.

To participate in the ACC independent study and mentoring course, the candidate must be NCCAP Activity Director certified in good standing, willing to complete all aspects of the ACC track requirements, work independently, able to complete the process in the designated semester, and be willing to evaluate the process upon completion.

Due to the nature of the assignments, projects and course requirements, it is recommended that the student be employed in an activity department/facility serving the elderly population. A student not working in a facility will need to make arrangements with a local facility in order to complete several projects/assignments throughout the course.

The ACC mentoring course is delivered fully online using D2L Brightspace learning management system. Each week there are assignments, readings, discussions, and other activities required to be completed. The course format is designed to offer flexibility for the working activity professional yet provide structure in meeting the course requirements.

This 2-credit college course is divided into two parts and delivered over two semesters. Students will register for one credit fall semester and one credit spring semester. Both Part 1 and 2 are required.

Good time management skills are essential in becoming an activity consultant. In this course, you will need to balance not only your work and personal responsibilities, but also the requirements that go along with an online college course.

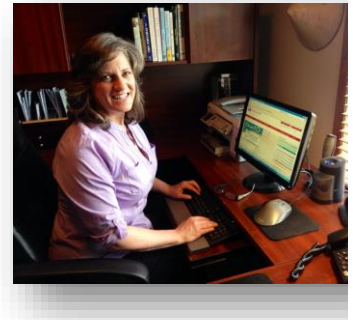
Required textbook: *The Professional Activity Manager and Consultant* available through Idyll Arbor or Amazon.

Visit [nccap.org](http://nccap.org) for full consultant certification requirements.

***Quality online  
training designed  
for the working  
activity professional***



**For more information contact:  
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"There was so much that I learned that I utilize every day in my job. I feel more confident in all that I do because I have the training. The resources I collected throughout the curriculum are priceless."

~Gina

### **Course Start Dates**

Fall Semester Part 1  
ADR 2950 1 credit  
Aug 21 – Dec 15, 2023

Spring Semester Part 2  
ADR 2950 1 credit  
Jan 8 – May 10, 2024

(Both parts are required for mentoring track)

***Registration Deadline  
August 11, 2023***

*Call 320-234-8592 to register.*