



National Certification Council for Activity Professionals

Setting Standards of Excellence for Quality of Life through Education

317 Office Square Lane, Suite 202A, Virginia Beach, VA 23462 USA | (757) 552-0653 | info@nccap.org

Jeff Brown, Instructor
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Registration Information

Fill out the **Official Registration Form** which contains the **Course Policies**. Be sure to include the **Invoice** with your **Official Registration Form**. Once these forms are filled out completely and signed, scan and email them to me and I will contact you via e-mail to confirm that I have received it.

It is the student's responsibility to make sure the following tasks have been completed:

Step 1. Fill out and Email Registration Forms...

Fill out all forms completely and be sure to write legibly.

Step 2. Make Payment

Credit/Debit Card transactions can be paid through PayPal using the links on this site. Checks and money orders should be made payable to Jeff Brown. Also, if you choose the payment plan, there will be a \$75 fee per class and your 1st installment (1/2 of balance due plus the \$75 fee) must be received by the first day of the class. The fee is \$500 per class. If you sign up for the entire MEPAP class (Parts 1 & 2), you will receive a \$100 discount. You must pay the entire fee up front to receive the savings. No certificate will be issued until payment is received in full.

Step 3. Starting the Class

Once payment is received, you will receive a link to the Google Classroom where you will have access to all assignments, quizzes, additional reading material and exams. Please take a look at all of the material as you will be responsible for completing all of the required materials. If you have any questions, don't hesitate to ask. There is a discussion board in Google Classroom where you can ask general questions. Specific questions can be answered via email, text or call.

This packet includes:

- Registration Information
- Official Registration Form
- Invoice



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Official Registration Form

_____ MEPAP Part I _____ MEPAP Part II

Please indicate by placing your initials in the blanks provided by the classes you wish to register. Each class consists of 90 hours of coursework and a 90 hour practicum. If you are taking both classes, that means 180 hours of coursework and 180 hours of practicum.

Personal Information

Name: _____

Student Address: _____

City/State/Zip: _____

Phone: _____

E-mail (REQUIRED): _____

Course Policies

Requirements

The student must have a valid email address and access to a computer. The student must have a high school diploma or GED. All of your assignments must be created by you and must be completely original. Plagiarism will not be tolerated and will be grounds for dismissal from the course without any refund.

Computer Requirements

The computer must have access to the Internet and an email account. The computer must have a word processing program. **Accepted:** Microsoft Word or Pages (Mac).

Payment Plan

Please include the attached invoice when you send it in. The payment plan consists of half the total amount plus the \$75 fee (per class) for the payment plan due prior to receiving class link. The other half due within 30 days. If a student does not pay on time, an additional late fee of \$75 will be applied. If the entire course cost is not paid in full within 120 days from enrollment, the course will become null and void and the student must retake the course to receive credit.

***If you do not complete this course, you are still accountable for the course fee.**

Certificate

Upon successful completion of each course and full payment, the student will receive a certificate of completion. You will then be able to apply for certification to NCCAP.

Copy of Certificate

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

I have read and agree to the Course Policies included in this Registration Packet. By signing below, I am stating that I understand and agree to all the information that has been communicated to me and that the information I have provided is accurate and true to the best of my knowledge. Upon satisfactory completion of the MEPAP curriculum and my payment has cleared, my certificate of completion will be sent to me via email by my instructor, Jeff Brown.

Signature: _____

Date: ____ / ____ / ____



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Invoice

*Please include this form with any payment made by check, so it can be applied to the proper account.

Facility Information:

Facility Name: _____

Facility Address: _____

City/State/Zip: _____

Facility Telephone: _____ Fax: _____

Student Name: _____

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 that has been communicated to me and that the information I have provided is accurate and true to the best of my knowledge. Upon satisfactory completion of the MEPAP curriculum and my payment has cleared, my certificate of completion will be sent to me via email by my instructor, Jeff Brown. This invoice 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's Signature

Responsible Party of Facility Signature

Date: ____ / ____ / ____

Date: ____ / ____ / ____

Check One	Course Description	Cost	Price
	MEPAP - Part I	\$500	
	Payment Plan - Part I	\$75	
	MEPAP - Part II	\$500	
	Payment Plan - Part II	\$75	
	MEPAP - Parts 1 & 2 (Payment Plan not available)	\$900	
		Total	

Credit/Debit Card transactions can be paid through PayPal at paypal.me/JBrown865. Also, if you choose the payment plan, there will be a \$75 fee per class and your 1st installment (1/2 of class + fee) must be received before class can be started. No certificate will be issued until payment is received in full. Make checks/money orders payable to Jeff Brown. No refunds.

Jeffery L. Brown, CTRS, ACC/EDU - Instructor
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