



## MEPAP Registration

Fill out the Enrollment Form and read over and sign the Course Policies Form.  
Once Accepted into the Program you will receive an Invoice with payment instructions

### Personal Information – PLEASE PRINT LEGIBLY

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Primary Phone \_\_\_\_\_ Secondary Phone \_\_\_\_\_

Email: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Registration Information

Please Choose which course(s) you would like to register for

MEPAP I – September 10<sup>th</sup>, 2020 Start - \$600 ☐

MEPAP II – August 26<sup>th</sup>, 2020 Start - \$600 ☐ MEPAP II – May 6<sup>th</sup>, 2021 Start - \$600 ☐

\*\*MEPAP I & II - \$1150 ☐

\*\* Please list desired start dates: MEPAP I \_\_\_\_/\_\_\_\_/\_\_\_\_ & MEPAP II \_\_\_\_/\_\_\_\_/\_\_\_\_

### Payment Information

How will you be paying for this course?

Personal Check ☐

Credit Card ☐

\*My employer will be paying ☐

\*Please provide an e-mail for your employer - \_\_\_\_\_

(We will send both you and your employer the invoice for billing purposes.)

### Employment Information

Are you currently working? Yes ☐ No ☐

If Yes, Where? \_\_\_\_\_

Work Address: \_\_\_\_\_

City/ State/Zip: \_\_\_\_\_

Do you plan on becoming certified through NCCAP (National Certification Council for Activity Professionals)? Yes ☐ No ☐

By Signing below, I am stating that the information that I have communicated in this form is accurate and true to best of my knowledge.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



## **Course Policies**

### **Plagiarism**

Plagiarism will not be tolerated and results in immediate dismissal from the course without any refund. All assignments must be created by you and must be completely original.

### **Student Requirements**

The student must have access to a valid e-mail address, a computer with audio and webcam capabilities, highspeed internet access, and access to a scanner or fax machine. The student must have a High School Diploma or GED and be able to read, write, and speak English. A basic knowledge of computers is required (i.e. An understanding of navigating the Internet, be able to send and receive emails, the ability to use a word processor, and know how to save and upload files). If the student does not know how to operate a computer, this is NOT the course to take as it is conducted exclusively online. 5SensActivities has the right to deny enrollment at their discretion based on assessment of these skills.

### **Attendance & Makeup Sessions**

If participating in FACE-TO-FACE courses students may not miss more than three sessions. After three missed sessions students are required to schedule a make-up session with their instructor. Additional payment of \$50 per make-up session is required. These policies do not apply to study at your own pace courses.

### **Computer Requirements**

Student must have access to the Internet and an email account. The computer must have a word processor, as well as audio and webcam capabilities.

### **Dropping a Course**

If the course is dropped within 14 days of the course start date students will receive a partial refund of 75% of the original amount paid. Any cancellations placed after the 14-day grace period will not be eligible for any refund.

### **Payment**

Payment will be due on the date that will be listed on the invoice (day the course starts). Payments will be able to be done online, or through paper check. There is a fee associated with paying online which will be reflected on your invoice..

### **Certification**

Upon successful completion the student will receive a certificate of completion within 4-6 weeks of the last day of the course. The Certificate of completion is part of the NCCAP Activity director certification process. It does not certify the student as an Activity director. The student will need to fulfill the other certification requirements set forth by NCCAP.

By Signing Below, I am stating that I understand and agree to the course policies listed above.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_