

MCOA RECERTIFICATION STANDARDS AND CONTINUING EDUCATION CREDITS

MCOA certification is valid for 5 years.

Renewal requirements are:

*Program Manager: \$50.00 and 50 completed continuing education credits
COA / Senior Center Directors: \$50.00 and 75 completed continuing education credits*

I. CRITERIA FOR CONTINUING EDUCATION CREDITS

The overriding consideration in determining whether a specific program/offering qualifies as acceptable continuing education is that it be a planned program of learning that contributes directly to the professional competence of the practitioner. Applicants are encouraged to seek diversity in obtaining credits.

A. ACCEPTABLE CONTINUING EDUCATION

In addition to MCOA offerings at conferences, regional meetings and membership meetings, continuing education offerings (seminars, workshops, etc.) that have been approved by the following shall be acceptable for MCOA recertification:

1. Commonwealth of Massachusetts Boards of Registration in Social Work, Nursing, Public Health, CAN, and Mental Health/Family Counseling;
2. National Association of Social Workers (NASW);
3. National Board of Certified Counselors (NBCC);
4. National (NCCAP) Certification Council for Activity Professionals;
5. Any other similar national or state board;
6. An accredited college or university;
7. Accredited home study organizations;
8. Other accredited organizations that offer continuing education credit;
9. Other courses, workshops taught by professionals that meet subject matter criteria as described in Section C.

B. UNITS:

1. 50 consecutive minutes is equivalent to 1 continuing education credit (CEC) for MCOA recertification purposes. Beyond the first 50-minute hour, 25 minute half-hour increments are acceptable.
2. At least 30% of the CECs submitted for recertification must have been obtained at MCOA functions (conferences, membership meetings, regional conferences). See below for requirements.

3. College and or graduate courses will be counted as 15 Continuing Education Credits for each semester hour (copy of transcript must be provided).
4. Educational articles published in state or national professional publications will be counted as 1 hour for each 400-600 words. (Copy of published article and word count must be provided). (up to 20% of required CECs)
5. Workshops and in-service trainings presented may be counted provided they meet the subject matter criteria in Section C. Only the initial presentation may be counted if repeated. Will be counted as in Section B. 1. Proof that the presentation for non-MCOA sponsored workshops did occur is required. (Proof consists of verification on letterhead and signed by sponsor or copy of participant sign-in sheet). (Up to 20% of required CECs).

C. SUBJECT MATTER:

1. Appropriate subject matter shall include one or more of the following:
 - management, administration, and supervision in senior services delivery
 - social, economic, political, legal aspects of senior care
 - teaching senior care and consumer education
 - aging theory including spirituality of aging, biology of aging, sociology and psychology of aging
 - programming including recreation activities, volunteer programs, adult learning, intergenerational programs, social programs, arts programs
 - senior care theory and practice
 - research in senior care
 - requirements for a formal program in gerontology or a related field beyond that completed for original certification
 - that which improves competency and is not specified on the foregoing list

If applicant is in doubt as to the appropriateness of the subject matter, he/she can contact a member of the Certification Committee for clarification.

2. Employee orientation, or other subject matter that is standard operating procedure of the employing agency shall not qualify for continuing education credits.
3. Subject matter shall be described in outline form and shall include learner objectives, content, time allotment, teaching methods, faculty and evaluation format.

D. CREDITS AT MCOA CONFERENCES/ TRAININGS/ ETC.:

One half of your credits must be obtained at MCOA-sponsored conferences, trainings, regional meetings. Sign-off sheets will be available at these events. You must complete a workshop evaluation form (available at each session) and submit these with your sign-off sheet. Submit the sign-off sheet and evaluations at the end of the conference, etc. You will be advised as to the acceptance of credits following the event by the certification committee. Not all such workshops and trainings may be eligible for credit (see "subject matter" # C above).

II. RESPONSIBILITY OF THE CERTIFIED INDIVIDUAL

It is the responsibility of the individual to maintain an authenticated record of continuing education offerings completed, and to submit evidence of required number of contact hours for that specific certification period and that level of certification, upon request of the governing body. This evidence should be maintained for two consecutive registration periods.

1. Application for certification renewal shall be signed under the pains and penalties of certification suspension.
2. The individual will submit evidence of qualifying courses (other than those achieved through MCOA) by submission of a photocopy of a certificate provided under paragraph A or by submission of a statement (or photocopy) including the following:
 - a. name of institution or organization conducting the course;
 - b. location of course;
 - c. title of course;
 - d. dates attended;
 - e. hours claimed;
 - f. name (or signature) of authorizing individual

A record form is available from MCOA.

Individuals certified by MCOA, as of October 2006, have 5 years from that date to obtain recertification.

III. APPEAL PROCESS

Any individual who wishes to appeal a decision of the governing body for not accepting submitted continuing education credits must submit a letter of appeal within 30 days of receipt of the notification of the non-qualifying continuing education experiences to MCOA. A committee of three Board members (not serving on the certification governing body) will meet to review and make a recommendation on the appeal. The appellant will be notified of the hearing at least 10 days in advance and may be present at the hearing.