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*FY 2021-2022 NAPSA Certificate Steps*

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| Task | Completed |
| Step 1: Register for NAPSA Certificate Program* 1. Begin by registering for the APSWI NAPSA Certificate Program through your county training coordinator
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| Step 2: Complete NAPSA Certificate Application and Employment Verification Form and Send Them to APSWI 1. Complete page 1 of the **NAPSA Certificate Application** and date your application July 1, 2019
	* 1. *Note: Applicants receive training credit for NAPSA Modules that have been successfully completed up to two years prior to the application date.*
2. Complete the Employment Verification Form and submit to supervisor for signature and approval
3. Submit completed NAPSA Application and employment verification form to APSWI’s Program Assistant, Jennifer Ovalle at jovalle@sdsu.edu
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| Step 3: Complete Training and Obtain Transcripts* 1. Complete a training for each of the Core Competencies
	2. Complete and update APSWI NAPSA Certificate Completion Checklist with your progress located on page 2 of the NAPSA Certificate Application as you complete each training*Note: Maintain documentation for each completed module. Verify completion with one or more of the following:> County or APSWI LMS Transcripts> Certificate of completion> Other forms demonstrating completion (e.g. training roster)*
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| Step 4: Submit Training Completion Documentation to APSWI* 1. Scan and submit County or APSWI LMS Transcripts, certificates of completion or other supporting documentation that shows successful completion of all Core Competencies and email to jovalle@sdsu.edu

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