**https://lh3.googleusercontent.com/S28SC4_XsSubQP6wuaW1uqOVwFkK2PesipW-lQUJ3ra2ofKAJ0KTEq7HNh8EJsAjPfpDrT5d8ovUVSppD6N5fh0mdBf7holhaT6iqW_NQTZzv-ckBP0gT_oqJc7lVlK6G5laoUCk**

*FY 2021-2022 NAPSA Certificate Steps*

|  |  |
| --- | --- |
| Task | Completed |
| Step 1: Register for NAPSA Certificate Program   * 1. Begin by registering for the APSWI NAPSA Certificate Program through your county training coordinator |  |
| 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](mailto:jovalle@sdsu.edu) |  |
| 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)* |  |
| 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](mailto:jovalle@sdsu.edu) | ` |