



# Certificate Program Application

Please complete this application to obtain access to the National Adult Protective Services Association (NAPSA) Certificate Program. Please print clearly or click on the Fill & Sign tool in the PDF version. (Note: When in the Fill & Sign mode, you will have to click on the arrow at the bottom of the first page to access the second page.)

Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Date of Application \_\_\_\_\_

Length of employment with APS \_\_\_\_\_ If you are assigned to multiple programs (i.e. APS/IHSS) are you time studying more/ less than 50% time to APS?

Time assigned to APS work: More than 50%  50% or less

Please ask your supervisor to verify length of time with APS by providing and attaching email verification.

### Supervisor Contact Information

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Use the checklist on the back of this form to make sure that you have completed all 23 core competency modules. Submit this application only after you have completed all modules and have either 2 years of full time or 4 years of part time APS experience.

### For Office Use Only:

Employment Verification on File  Employment Meets Requirements

Name of Verifier: \_\_\_\_\_ SDSU \_\_\_\_\_ Fresno \_\_\_\_\_ Davis \_\_\_\_\_

I hereby certify that the applicant has completed the required modules and meets the employment requirements to be eligible for the NAPSA Certificate.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please keep an accurate record of your training for NAPSA Certificate

Each competency can be met with either Instructor-Led OR eLearning MASTER training.

23 CORE COMPETENCIES REQUIRED FOR A NAPSA CERTIFICATE

#	NAPSA CERTIFICATE NAME	MASTER COURSE NAME	✓	DATE	Trainer Name	Location	Reviewed by
1	OVERVIEW	APS Overview Instructor-Led Half-Day Training <i>APS Overview eLearning</i>					
2	VALUES/ ETHICS	Ethics, Values, & Cultural Competence In APS <i>Ethics, Values, &amp; Cultural Competence in APS eLearning</i>					
3	REGULATIONS	<i>California Regulations For APS eLearning</i>					
4	THE AGING PROCESS	<i>The Aging Process eLearning</i>					
5	PHYSICAL & DEVELOPMENTAL DISABILITIES	<i>Physical And Developmental Disabilities eLearning</i>					
6	MENTAL HEALTH IN APS	Mental Health In APS Instructor-Led Training <i>Mental Health In APS Parts 1 &amp; 2 eLearning</i>					
7	SUBSTANCE ABUSE IN MATURE ADULTS	<i>Substance Abuse And Mature Populations eLearning</i>					
8	DYNAMICS OF ABUSIVE RELATIONSHIPS	Dynamics Of Abusive Relationships Instructor-Led Training <i>Dynamics Of Abusive Relationships eLearning</i>					
9	COMMUNICATION & INTERVIEWING	Professional Communication Instructor-Led Training <i>Interviewing Skills For APS Workers Parts 1, 2, &amp; 3 eLearning</i>					
10	SELF NEGLECT CLIENTS	Working With Self-Neglecting Clients Instructor-Led Training <i>Working With Self-Neglecting Clients eLearning</i>					
11	CAREGIVER NEGLECT	Caregiver Or Perpetrator Neglect Instructor-Led Training <i>Caregiver Or Perpetrator Neglect eLearning</i>					
12	FINANCIAL EXPLOITATION	Financial Exploitation Instructor-Led Training <i>Financial Exploitation: An Introduction eLearning</i>					
13	PHYSICAL CAREGIVER ABUSE	<i>Responding To Physical Elder Abuse And Neglect eLearning</i>					
14	ELDER SEXUAL ABUSE	Elder Sexual Abuse Instructor-Led Training <i>Elder Sexual Abuse eLearning</i>					
15	DOCUMENTATION & REPORT WRITING	APS Case Documentation & Report Writing Instructor-Led Training <i>APS Case Documentation &amp; Report Writing eLearning</i>					
16*	**INVESTIGATION FIRST STEPS	Initial Investigation: Taking The First Steps Instructor-Led Training <i>APS Intake Interview eLearning</i> <i>APS Worker Safety eLearning</i>					
17	ASSESSING CLIENT CAPACITY	Assessing APS Clients' Decision-Making Capacity Instructor-Led Training <i>Assessing APS Clients' Decision-Making Capacity eLearning</i>					
18	RISK ASSESSMENT	Investigation: Risk Assessment Instructor-Led Training <i>Risk Assessment In APS eLearning</i>					
19	VOLUNTARY CASE PLANNING	Voluntary Case Planning In APS Instructor-Led Training <i>Voluntary Case Planning In APS eLearning</i>					
20	INVOLUNTARY CASE PLANNING	Involuntary Case Planning And Intervention Process Instructor-Led Training <i>Involuntary Case Planning for APS Workers Modules 1, 2, &amp; 3 eLearning</i>					
21	COLLABORATION IN APS WORK	Collaboration In APS Work Instructor-Led Training <i>Collaboration In APS Work eLearning</i>					
22	WORKING WITH CRIMINAL JUSTICE	Working With The Criminal Justice System Instructor-Led Training					
23	CASE CLOSURE	Case Closure Instructor-Led Training Case Closure Instructor-Led Half-Day Training <i>Case Closure eLearning</i>					

\*\*Must take Instructor-Led OR BOTH eLearning courses

If available, please attach your training transcript. For modules taken outside of your region, please attach certificates of completion or other verifications. Refer to the Core Competency Curriculum Catalog, available from your RTA, to determine which courses meet the requirements for a specific topic area.