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*FY 2020-2021 NAPSA Certificate Steps*

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| Task | Completed |
| Step 1: Complete NAPSA Certificate Application and Employment Verification Form and Send Them to APSWI * 1. Begin by registering for the APSWI NAPSA Certificate Program through your county training coordinator
	2. 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.*
	3. Complete the Employment Verification Form and submit to supervisor for signature and approval
	4. Submit completed NAPSA Application and employment verification form to APSWI’s NAPSA Certificate Program Coordinator, Tina Kerrigan at tkerrigan@sdsu.edu
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| Step 2: Complete Training and Obtain Print 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 3: 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 tkerrigan@sdsu.edu

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