APSWI NAPSA Certificate Program *Checklist*

FY 2023-2024 NAPSA Certificate Steps

Task	Completed
Step 1: Register for NAPSA Certificate Program a) Begin by registering for the APSWI NAPSA Certificate Program through your county training coordinator	
Step 2: Complete NAPSA Certificate Application & Employment Verification Form & Send Them to APSWI a) Complete page 1 of the **NAPSA Certificate Application** and date your application **July 1, 2021** i. *Note: Applicants receive training credit for NAPSA Modules that have been successfully completed up to two years prior to the application date.* b) Complete the Employment Verification Form and submit to supervisor for signature and approval c) Submit completed NAPSA Application and employment verification form to APSWI's Program Assistant/NAPSA Certificate Coordinator, Jennifer Ovalle at jovalle@sdsu.edu	
Step 3: Complete Training and Obtain Transcripts a) Complete a training for each of the Core Competencies b) 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:* *> APSWI LMS or NATC Transcript* • *If using NATC: Send us your full NATC transcripts as they are a different entity & we do not have access.*	
Step 4: Submit Training Completion Documentation to APSWI Submit your APSWI LMS Transcripts and/or your full NATC transcript that shows successful completion of all Core Competencies and email to Jennifer Ovalle at jovalle@sdsu.edu. Visit this link for instructions on how to obtain your transcripts.	`