

**NAPSA Certificate Application Process for  
Central California Adult Services Training Academy  
CCASTA**

The CCASTA will only process and fund applications for the NAPSA certificates for the number of slots that each county has been previously assigned. All additional certificate applications will need to be processed directly with NAPSA.

Note: Individuals who do not have an assigned slot must submit all paperwork directly to NAPSA and/or through their own county representative if the county is sponsoring their application. Such applications are not funded by CCASTA.

Funded

**Process for Funded Slots applications**

County staff person must complete a “NAPSA Certificate Application” form after completion of all 23 Core Competency courses.

Certificate Application

Form must be typed.

If staff had previously completed courses at the Southern Academy they will be required to obtain all transcripts and verifications of training attendance and attach it with the application. Dawn Gibbons-McWayne from Southern Academy has provided a written process for staff to access their own transcripts from the Southern website. See attached information for accessing transcripts.

Transcript Retrieval

A “freeze” date of 7/1/17 has been established, this will assist trainees by allowing for a two year look back on their training dates. Completion of the trainings have to fall between 7/1/15 and 7/1/19, a four year span, in order to be eligible for a certificate.

Staff will have their Supervisor send an email to Cynthia Rodriguez [cynthia@csufresno.edu](mailto:cynthia@csufresno.edu) and Debbie Blankenship [dblankenship@mail.fresnostate.edu](mailto:dblankenship@mail.fresnostate.edu) to confirm that the staff person has met the 2 year full-time work requirement in APS

CCASTA will validate training’s to ensure completeness.

CCASTA will sign the application form acknowledging all training has been completed and send application and documentation to NAPSA- Kevin Bigelow and cc Lori Delagrammatikas with CDSS.

**Process for Non-funded applications**

Training Certificate  
Instructions

County staff will work directly with NAPSA on getting their certificate. CCASTA will be available to provide transcripts. Transcript requests can be made by emailing **Cynthia Rodriguez** [cynthia@csufresno.edu](mailto:cynthia@csufresno.edu).

**Valley Mountain County****Certificate Slots**

Calaveras	1
Fresno	2
Kern	3
Kings	1
Madera	1
Mariposa	1
Merced	2
San Luis Obispo	2
Santa Barbara	2
Stanislaus	1
Tulare	1
Ventura	3

**Central/Bay Area County**

Alameda	3
Contra Costa	1
Marin	1
Monterey	1
Napa	1
San Benito	1
San Francisco	3
San Mateo	1
Santa Clara	3
Santa Cruz	2
Solano	1
Sonoma	2



# 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

E=eLearning T= See Transcript

#	Core Competency Topics Please see Catalog for details	E	T	Date	Trainer Name	Location	Office Use only Reviewed
1	Overview						
2	Values/Ethics						
3	Regulations						
4	Aging Process						
5	Physical/Dev. Disabilities						
6	Mental Health in APS						
7	Substance Abuse in Mature Adults						
8	Dynamics of Abusive Relationships						
9	Communication & Interviewing						
10	Self-neglect clients						
11	Caregiver Neglect						
12	Financial Exploitation						
13	Physical Caregiver Abuse						
14	Elder Sexual Abuse						
15	Documentation & Report Writing						
16	Investigation First Steps						
17	Assessing Client Capacity						
18	Risk Assessment						
19	Voluntary Case Planning						
20	Involuntary Case Planning						
21	Collaboration in APS Work						
22	Working with Criminal Justice						
23	Case Closure						

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.

# ACCESSING A TRANSCRIPT

## LOG IN:

- **USERNAME:** WORK E-MAIL
- **PASSWORD:** The password you designated.

*If this is your first time logging in, or have not logged in for some time, please use the word "password" for the password.*

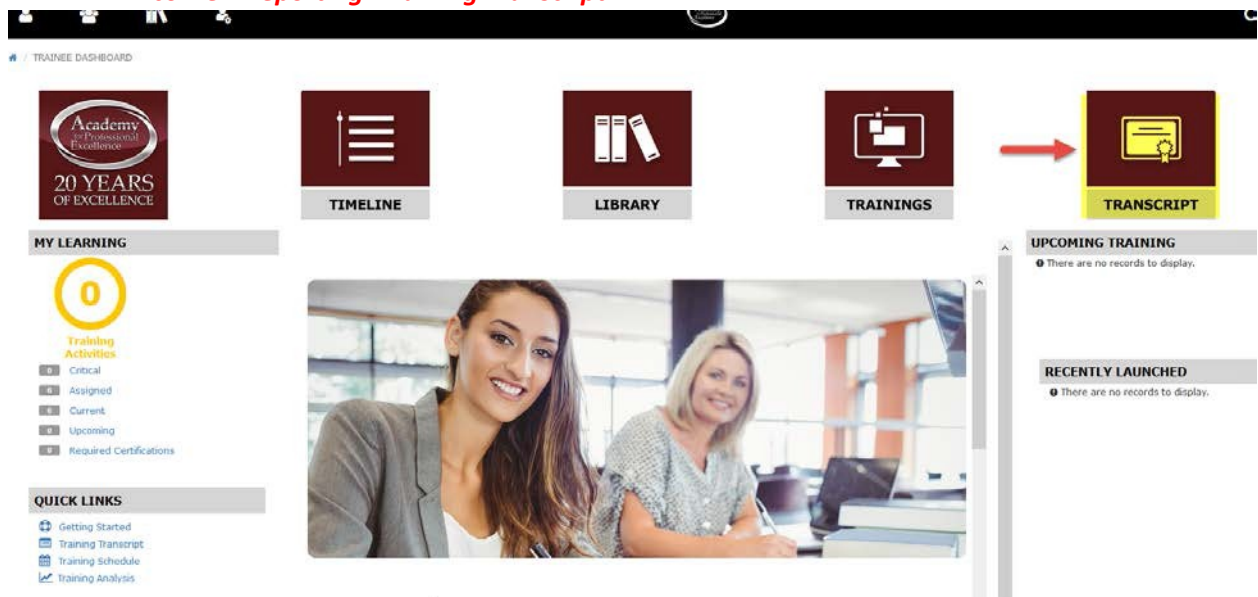
For log in assistance please contact the appropriate helpdesk

PCWTA: [academylms@mail.sdsu.edu](mailto:academylms@mail.sdsu.edu)

BHETA: [Bheta@mail.sdsu.edu](mailto:Bheta@mail.sdsu.edu)

## 1. Click on **TRANSCRIPT**

- Transcript can also be accessed by clicking on the person icon on the left hand corner>Reporting>Training Transcript*



## 2. In the **RIGHT HAND CORNER** click on **EXPORT TO PDF**

# ACCESSING A TRANSCRIPT

Activity	Estimated Credit Hours	Start Date	Completion Date	Expiration Date	Score
Course: Compassion Fatigue: Healing the Heart/Rewiring the Soul		2/26/2016	2/26/2016		
Course: eLearning - Overview of CCSC	1.5	1/20/2016	1/20/2016		
Curriculum: Behavioral Health Cultural Competency eLearning rev 1.2016.2		10/19/2015	10/20/2015		100
Course: BHS Disaster Training		10/14/2015	10/14/2015		

3. Click **FILE** to view

sumTotal

To download a file, click the link.



4. **PRINT** is located on the **RIGHT HAND CORNER** of the page

*The National APS*  
CERTIFICATE PROGRAM

## NAPSA Training Certificate-Instructions for Regional Training Academies and Other Training Authorities

Thank you for contacting the National Adult Protective Services Association (NAPSA) about the NAPSA Training Certificate. This information sheet is intended to provide you with information on the requirements and procedures for obtaining the NAPSA Training Certificate for Programs or large Groups that have committed to complete the requirements for the NAPSA Training Certificate. NAPSA is committed to making consistent, high quality training and training materials available to Adult Protective Services (APS) professionals who provide life-saving interventions to elderly and vulnerable adults who are abused, exploited or neglected. A comprehensive, research-based and well-tested set of 23 core APS competency curricula modules have been developed by NAPSA in cooperation with San Diego State University's School of Social Work's Academy for Professional Excellence.

The Requirements for obtaining the NAPSA Training Certificate for the identified trainees are:

1. Complete the Application for the NAPSA Training Certificate
2. Pay the application fee for each applicant (this fee can be negotiated for programs or large groups by contacting the NAPSA Certificate Coordinator).
3. Provide documentation that the applicant
  - a. Successfully completed the required Certificate training modules
  - b. Date each module was completed,
  - c. What form each module took (in-person training, e-learning, or 'test-out'<sup>1</sup>).
4. Upon completion of all required training modules, submit that documentation to the NAPSA Certificate Coordinator.
5. Provide documentation that the applicant has been an APS Professional for at least two years.
6. Pay the Certificate completion fee.

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<sup>1</sup> 'Test out' is only available to APS Professionals who have been working as APS Professionals in good standing for at least five years, and whose Supervisors have completed the test-out application form certifying that these seasoned workers have completed the NAPSA Training Modules and/or equivalent training and have extensive experience working as APS Professionals. If they have met these requirements they have the option of having access to a series of 'test-out' questions based on each NAPSA module which can count as completion of a given module. 'Test-out' examinations must be passed by 70% to receive credit.

# *The National APS*

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## CERTIFICATE PROGRAM

Role of the Regional Training Academies or other Training Authorities:

The role of the Regional Training Academies is to oversee the Certification process for the Programs or large training groups applying as a group to take part in the Certificate Program. For the Programs or large groups that the Training Academies or other Training Authorities will be overseeing, the following activities will be required:

1. Collection of completed applications for the NAPSA certificate Program and forwarding of these applications to NAPSA.
2. Payment will be made either by the programs whose staff are committing to complete the program, or through the Training Authorities, depending on the procedures for your region or state.
3. Track and collect documentation of training completions including the name of all applicants who have completed a given training, the name of the training, the version of the training (in-person, e-learning, or 'test-out') and submission to NAPSA.
4. Notify NAPSA of completions of the required curriculum (23 training modules as specified) for each applicant who completes.
5. Notify NAPSA if/when the each applicant has completed at least two years as an APS Professional in good standing utilizing the appropriate form.
6. Payment of the NAPSA Certificate completion fee will have to be made either by the individual's program or through the Training Authority depending on the procedures for the region or state.