National Adult Protective Services Association 'NAPSA'
Certificate Application for Central and Bay Area
California Adult Services Training Academy CCASTA

The Central and Bay Area California Adult Services Training Academy will fund the NAPSA application fee and certificate. After completing all 23 Core Competency courses, county staff must complete a "NAPSA Certificate Application" form, which must be typed.

Staff will have their Supervisor email Cynthia Rodriguez at cynthia@csufresno.edu to confirm that the staff member has met the two-year full-time work requirement in Adult Protective Services 'APS'.

CCASTA will validate training to ensure completeness.

CCASTA will sign the application form, acknowledge that all training has been completed, and send the application and documentation to NAPSA.

- Application date: **7/1/2024 or later**
- Eligible employment date: each participant has to have been employed in the Adult Services "APS" for at **least two (2) years** with verification from their supervisor.
- 2 Year look-back date: Classes must be completed after **June 30, 2022** (which means that if a person took a required class for the NAPSA certificate dated June 29, 2022, or earlier, it will not pass, and they will need to retake the class.

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 _____

City_____State_____ Zip Code_____

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% of your time on APS?

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

Please ask your supervisor to verify the 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☐ UC 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 _____

Each NAPSA competency requires completion of either the Adult Services Training Academy (ASTA eLearning **OR** the Adult Services Training Academy ASTA instructor-led training (ILT). All eLearnings are available in CyberTrain, and if more than one eLearning is listed for a competency, learners only need to complete **one** of the listed options.

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** (Complete one listed below) • APS102E: Overview eLearning • APS489E: NATC – APS Overview eLearning						
2	**Values/Ethics** (Complete one listed below) • APS107e: APS Values and Ethics • Ethics, Values & Cultural Responsiveness in APS (ILT)						
3	**Regulations** • APS127e: California APS Regulations eLearning						
4	**Aging Process** (Complete one listed below) • APS481e: NATC - The Aging Process eLearning • NATC eLearning Facilitator Guide: Aging Process (ILT) • The Aging Process (ILT)						
5	**Physical & Developmental Disabilities** • APS173e: Effectively Working with People Who Have Disabilities eLearning						
6	**Mental Health in APS** (Complete one listed below) • APS112e: Mental Health in APS eLearning • Mental Health in APS (ILT)						
7	**Substance Misuse in Mature Adults** (Complete one listed below) • APS497e: NATC - Substance Misuse and Substance Use Disorders eLearning • Substance Use in Older Adults NAPSA (ILT)						
8	**Power & Control Dynamics** (Complete one listed below) • APS482e: NATC - Power and Control Dynamics eLearning • Power & Control Dynamics (ILT)						
9	**Communication and Interviewing** (Complete one listed below) • APS483e: NATC - Communication and Interviewing eLearning • NATC eLearning Facilitator Guide: Communication and Interviewing (ILT)						
10	**Working with Clients Experiencing Self-Neglect** (Complete one listed below) • APS484e: NATC - Self-Neglect eLearning • Working with Clients Experiencing Self-Neglect (ILT)						

11	**Caregiver Neglect** (Complete one listed below) • APS485e: NATC - Neglect by Others eLearning • Caregiver Neglect (ILT)						
12	**Financial Exploitation** • APS490e: NATC - Financial Exploitation eLearning						
13	**Physical Caregiver Abuse** • APS486e: NATC - Physical and Emotional Abuse eLearning						
14	**Sexual Abuse** (Complete one listed below) • APS498e: NATC - Sexual Abuse eLearning • Sexual Abuse (ILT)						
15	**APS Case Documentation & Report Writing** (Complete one listed below) • APS101e: APS Case Documentation and Report Writing eLearning • APS Case Documentation and Report Writing Instructor-Led Training (Blended with eLearning)						
16	**Investigation First Steps** • APS491: NATC - Case First Steps and Professional Safety eLearning						
*16	**Worker Safety** • APS103E: Worker Safety eLearning						
17	**Screening for Decision-Making Ability** (Complete one listed below) • APS301e: Screening for Decision-Making Ability when Working with APS Clients eLearning • Screening for Decision-Making Ability When Working with APS Clients (ILT)						
18	**Risk Assessment** • APS116e: Risk Assessment eLearning						
19	**Voluntary Service Planning** • APS124e: Voluntary Case Planning eLearning						
20	**Involuntary Service Planning** • APS120e: Involuntary Case Planning						
21	**Collaboration In APS Work** (Complete one listed below) • APS499e: NATC - Case Collaboration eLearning • Facilitator Guide: Case Collaboration (ILT)						
22	**Working with Criminal Justice** • APS159e: Working with the Criminal Justice System eLearning						
23	**Case Closure** (Complete one listed below) • APS354e: Case Closure in APS eLearning • Case Closure (ILT)						

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.

***16 – If taking these Modules as eLearning, you must complete both Modules**