



National Association of Pretrial Services Agencies

Dear Certified Pretrial Services Professional:

After three years as a *CERTIFIED PRETRIAL SERVICES PROFESSIONAL Level One*, CPSPs you must apply for Re-Certification by completing a RE-CERTIFICATION Application Forms obtainable at www.napsa.org. Qualifying at this stage requires documentation that you have obtained the required 25 Continuing Education Hours, and have submitted the recertification fee. Re-Certification applicants who do **not** meet the Certification Commission's requirements will be granted a six-month "grace period." If they fail to meet Re-Certification requirements after this period has expired, their CPSP status becomes invalid.

Types of Valid Recertification Hours:

It will not be necessary for you to take another Level One exam. Recertification entails obtaining 25 training hours over the course of the next three years.

This can be done in a number of ways:

1. Attending one NAPSA Conference and Training Institute. Attending all plenary sessions, workshops and other special meetings provides can provide you with the required 25 hours. However, you can only claim sessions you actually attended.
2. Any college course or employer-provided training pertaining to pretrial services, legal history, and work-related responsibilities may be counted.
3. If you are involved in preparation of training sessions for your staff, preparation time can be counted toward recertification so long as the preparation entails your involvement in researching, organizing and presenting such criminal justice information as mentioned above. (It does not, for example, involve such administrative things such as setting up materials and taking attendance.)
4. Attendance at other conferences or seminars, such as drug-court, or mental health conferences may be counted toward the 25

training hours.

5. If you belong to a state or regional association that provides conferences or training, workshops attended will count toward recertification as will up to 5 hours of service time if you served as a board member of such an association.

6. If you attend a session that appears not to fit into one of the above, please send e-mail with subject entitled "*RECERTIFICATION*" to pkiers@nycja.org and request clarification.

This package contains the following:

- Recertification Letter
- Individual Course Form
- Summary Course Form
- Recertification Payment Form

Please remember to fill out and submit all forms. It is necessary that your program manager or supervisor responsible for authorizing and verifying your training sign the appropriate forms.

See Certification Overview for further information. www.napsa.org/certification.htm

Thank you for your participation in the certification process.