

NAPSA

CERTIFICATION PROGRAM Overview



December 2011

NAPSA Certification Program provides national recognition to qualified pretrial practitioners. Persons who successfully complete certification will become Certified Pretrial Service Professionals (CPSP.) Those working in the pretrial field may apply for certification through NAPSA. It is anticipated that certification will be available for practitioners on various levels depending on his or her responsibility in his or her pretrial agency or organization. *Certified Pretrial Services Professional Levels One* certificates are presently available.

Achieving Certified Pretrial Services Professional status involves qualifying in occupational experience and education, and passing an examination (which deals with both general legal and court issues and practices, and issues specific to the individual's pretrial area.) Persons obtaining *Level One Certification* demonstrate a basic understanding of the Pretrial movement and the history upon which it is based. To maintain this status, individuals must be re-certified when the three-year certification term expires. This requires that an applicant meet qualifying criteria concerning his/her current position, and acquire 25 Continuing Education hours.

OBJECTIVES

The Certification Program is designed to advance the overall knowledge level of practitioners in the pretrial field, and help ensure that they are aware of the most current information and best practices. Further, it promotes the capabilities of pretrial professionals—both within the program and to the public in general—by demonstrating their adherence to the NAPSA *Code of Ethics*, and enhancing their public image thereby aiding in the recruitment and formation of new and talented staff.

CERTIFICATION PROCEDURES

There are three major phases to the Certification Program: 1) candidate status, 2) certification status, and, 3) re-certification. The **FIRST PHASE**, candidate status, has three steps: (a) applying for certification; (b) qualifying; and (c) passing an examination---all three steps must be completed within two years from the date the application is received by Certification Staff. An individual employed full-time in pretrial release or diversion who wishes to become certified begins the process by submitting the completed electronic application for certification. This is available at www.napsa.org during the specified application period. Submitting a completed application, along with required documentation and applicable fee, constitutes entering the Certification Program. After the application material has been reviewed and approved by the Certification Staff, the now-qualified candidate must take and pass an exam. These exams will be given twice each calendar year.

A Candidate who passes the exam enters the **SECOND PHASE** and will become a *CERTIFIED PRETRIAL SERVICES PROFESSIONAL Level One (CPSP)*. His/her pretrial career has received the highest level of national peer recognition in that certification category. This **SECOND PHASE** lasts for three (3) years.

To continue as a *CERTIFIED PRETRIAL PROFESSIONAL Level One* beyond the three year period, the CPSP must be re-certified---which constitutes the program's **THIRD PHASE**. Re- certification requires the individual to have attended 25 hours of continuing education (that is pertinent to pretrial and the law,) and to hold a position equal to, or higher than, his/her position at the time the original certification was issued. (Persons, who are in a lesser position than the position held at the original certification, may appeal to the Chair of the Education Committee to be re-certified. This will be reviewed on a case by case basis.)

PROGRAM SPECIFICS:

- Applicants who apply for Candidate Status and who sign an agreement on the **Application for Certification** indicating they will strive to uphold NAPSA's professional *Code of Ethics*, will be assessed on three factors: 1) the duties/responsibilities of their current position, 2) their educational background, and 3) their number of years of full-time pretrial experience. A decision will be made by Certification Staff as to whether the applicant meets the standards for Candidate Status. Level One applicants must hold a full-time position of at least 35 hours per week, or a 3/5th part-time position in Pretrial Services or Diversion¹; an Associates degree or 60 college credits; and at least one year's full-time criminal justice experience or two years part-time experience; or a high school diploma and 4 years full-time experience.
 - Applicants who **do not** meet the certification criteria established by the NAPSA Board on Certification will need to re-apply for Candidate Status once they meet the criteria. (They will be eligible for a refund of their application fee minus a \$10 processing fee.)
 - Applicants who **do** qualify enter **Candidate Status** and are invited to take the Examination. The exam must be taken within two years from the date their initial application was received by the Certification Staff.
- Candidates who **do not** pass the examination will need to take it again within two years from the date of their initial application. There is no additional fee for taking the exam a second time. If a person does not take the exam within two years, or fails a second time, he or she will need to start over again by completing a new **Application for Certification** and paying the appropriate fee.
- Candidates who do pass the examination are **Certified**, will receive a Certification credential, will be placed in Certification Status, and will have their name listed as a *CERTIFIED PRETRIAL SERVICES PROFESSIONAL Level One* on NAPSA's web-site.
- Certification expires after three years after which certified individuals need to become **RE-CERTIFIED**. The requirements for this determination are based on whether the individual has submitted the appropriate form and required fee, and has acquired 25

¹ This includes working for a probation department that incorporates a pretrial or diversion program.

continuing education hours during their three years as a *CERTIFIED PRETRIAL SERVICES PROFESSIONAL Level One*. Those who meet these criteria will be re-certified and receive a new three-year Certification credential. CPSPs who have not completed the required number of continuing education hours will be granted an automatic six-month “grace period.” Failure to meet the re-certification criteria when the grace period expires will result in a voided certification status whereby the CPSP will be required to pass an examination again to be certified.

APPLICATIONS, FORMS, AND REQUIRED DOCUMENTATION

Phase One: Individuals enrolling in the Certification Program will need to complete and submit the appropriate forms along with the required fee. These forms are available at www.napsa.org.

Phase Two: The **Certification Examination Application Form** must be submitted by all applicants along with an updated copy of their resume an organizational chart of their program and a verification form signed by their program manager indicating employment, title and length of service. Upon review and approval by Certification Staff, applicants will become **candidates**. The Certification Program requires candidates to pass a Certification Examination which will examine the candidate's knowledge about the general field of important laws and the pertinent history of pretrial-services, knowledge of pretrial discipline including NAPSA-approved Release and Diversion standards and best practices. All examinations include objective true-or-false, multiple-choice, and fill-in-the-blank questions, and two essay questions. Final drafts of the Certification Examination will be reviewed by the Education Chair and approved by the Board on Pretrial Certification. The exam will consist of 105 points. Passing an examination, with a grade of 85% or higher², places an individual into CPSP status.

Phase Three: After three years as a *CERTIFIED PRETRIAL SERVICES PROFESSIONAL Level One*, CPSPs must apply for re-certification—by completing and submitting a **Re-Certification Application Form** obtainable at www.napsa.org along with the required fee. Qualifying at this stage requires documentation that the CPSP has obtained the requisite 25 Continuing Education Hours (*see above*). Re-Certification applicants who do **not** meet the Certification Committee’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.

² A grade of 95% or above earns an **HONORS** credential.

Pretrial Services Certification Program

How did *YOU* find out about this Certification Program?
[Please check (☒) ALL that apply]:

- a. NAPSA conference
 - b. NAPSA website
 - c. Affiliate, state, or local conference
 - d. Agency staff
 - e. Colleague
 - f. Other Conferences _____
 - g. Flyer
 - h. Printed Catalogue
 - i. Supervisor
 - j. Training Academy
 - k. Other: _____
- _____
- _____
- _____

Thank You!

“How will getting certified help me?”

NAPSA Certification Program

☛ **PROFESSIONALISM** – The Certification Program enhances professionalism among those who work in the field of Pretrial Services and, thereby, corrects the public’s misunderstanding of our field. The Certification Program:

- ❖ Increases credibility;
- ❖ Promotes leadership;
- ❖ Provides opportunity to attain expertise;
- ❖ Attracts high-caliber recruits for advancement in the pretrial services field.

☛ **“WHY GET CERTIFIED?”** – Many jurisdictions perceive the desirability of having their staff recognized by peers as having achieved the highest level of professionalism within the pretrial field. The Certification Program:

- ❖ Acknowledges a lifetime of individual progressive achievement;
- ❖ Establishes a standard of high performance;
- ❖ Helps make professionalism throughout pretrial a fact.

Now, It's Up to You!

FOR CERTIFICATION STAFF USE ONLY:

Date Form Received _____

Before 2yr. deadline: **Yes/No**
[circle ONE]

Documentation Received (Check ALL that apply):

	Date Requested	Date Received
1. <input type="checkbox"/> Application for Certification —heading and all items completed	_____	_____
2. <input type="checkbox"/> Completed Certification Declaration form---all items A thru D	_____	_____
3. <input type="checkbox"/> Completed Certification Examination form---all 3 items	_____	_____
4. <input type="checkbox"/> A table of organization ---highlighting applicant's current position, AND a position description	_____	_____
5. <input type="checkbox"/> Education accomplishment---photocopy of highest academic degree from an accredited institution	_____	_____
6. <input type="checkbox"/> Length of full-time, on-the-job pretrial experience --- resume	_____	_____
7. <input type="checkbox"/> Current NAPSA membership , if applicable--- photocopy of current membership card	_____	_____
8. <input type="checkbox"/> Correct Application / Examination Fee paid	_____	_____

¹ **Qualified**—WRITE-IN exam. Site/date _____ / _____ **Exam #**

[circle 1 or 2]

² Does NOT meet Qualification Standards (if selected, *write-in* reason)

Staff Member: _____ **Date:** _____

Pretrial Services Certification Program

Enclosed Examination fee: Check level applying for and one applicable fee

Level One (CPSP)	NAPSA members	Non-members	Discounted Fee
<input type="checkbox"/>	<input type="checkbox"/> \$50	<input type="checkbox"/> \$110	<input type="checkbox"/> \$35.00

If you are an NAPSA member, check

7. Payment (Select only ONE payment method – 7a, 7b, or 7c):

7a. Check or Money Order payable to: NAPSA

7b. Institutional Purchase Order # _____

7c. PayPal

Send Declaration, Resume, Table of Organization, Payment or PO to:

NAPSA CERTIFICATION PROGRAM

c/o NAPSA

P.O. Box 67200

Rochester, NY 14617

Signature: _____

Non-Discrimination: The NAPSA Certification Program and the National Association of Pretrial Services Agencies, in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age in any of its policies, procedures, or practices, nor does the Program or the Association discriminate on the basis of sexual orientation.

Additional Information: The NAPSA Certification staff may need to request additional information if a question arises concerning the material you have provided. Such information will be maintained as confidential and will not be made available to any non-certification personnel without the applicant's prior written consent.

Discounted Fee: NAPSA members earning a full-time salary of \$20,000 gross or less may apply for a discounted fee of \$35.00. If you want to request the discount, please provide either a salary verification form signed by your manager or the payroll department. Only NAPSA members earning a full-time salary of \$20,000 or less are eligible for the discounted fee.

Pretrial Services Certification Program

Certification Declaration

To be completed by Applicant:

A. I, _____
(print NAME as you wish it to appear on Certification Certificate)
am applying for Certification status. As part of my application process, it is necessary to document
(in addition to other information) that I have been in my current position:

_____ since _____
Job Title/Position **Date**

B. I have read the NAPSA's Code of Ethics. My signature below attests to my agreement to strive to uphold the NAPSA Code of Ethics, and to not engage in any examination improprieties.

C. All my answers on this Application are correct, to the best of my knowledge. I hereby authorize the Certification Board/Staff to investigate my background as it relates to the information in this application. I understand intentionally false or misleading statements or intentional omissions shall result in denial or revocation of my certification.

I further agree to hold the NAPSA Certification Program, the National Association of Pretrial Services Agencies, its officers, board members, employees, and examiners free from any civil liability for damages or complaints by reason, for any action that is within the scope of the performance of their duties which they may take in connection with this application and subsequent examinations, and/or the failure to issue a certification certificate.

Applicant's Signature ; _____
Date

Notary's Signature ; _____
Date

D. To be completed by Applicant's Program Manager or Supervisor Date _____

The above individual has received satisfactory (or better) **performance evaluations** in his/her current position during the past year and is a person **in good standing** at his/her workplace.

PRINT Supervisor's Name **Signature**

PRINT Job Title/Position **PRINT Program**

Attestation of Income for Reduced Fees

I attest that this employee earns \$20,000 or less per annum as a full-time employee, or, if a part-time employee, earns a salary that would be equal to \$20,000 or less per annum were he or she working full-time.

PRINT Supervisor's Name

Signature

PRINT Job Title

PRINT Program