

# NATIONAL ASSOCIATION OF PERSONNEL SERVICES

## STAFFING FIRM APPLICATION FOR STATUS AS AN APPROVED CONTINUING EDUCATION PROVIDER

Effective January 1, 1995, all individuals achieving the Certified Personnel Consultant (CPC) and Certified Temporary-Staffing Specialist (CTS) designations of the National Association of Personnel Services (NAPS) are required to engage in continuing education activities to meet newly enacted certification maintenance requirements. During each three year period, new certificate holders are required to participate in 50 hours of approved continuing education activity or acquire 5.0 continuing education units (10 hours of continuing education activity = 1.0 CEU). This continuing education requirement can be fulfilled in the following ways:

1. NAPS national conferences
2. www.napsed.org courses
3. NAPS professional development workshops
4. NAPS independent study courses
5. NAPS state association conferences/workshops
6. NAPS approved independent trainer/training organization programs
7. College/university courses
8. NAPS approved professional book/audiotape/CD activities
9. NAPS approved firm training programs
10. Other programs as approved by the NAPS certification and education consultant

Staffing industry firms seeking to be approved as continuing education providers must complete this application and submit it to the NAPS national headquarters. Following approval, these firms may award continuing education units (CEUs) for their professional and staff development programs and designate their activities as an "NAPS APPROVED CONTINUING EDUCATION PROGRAM."

Name of firm: \_\_\_\_\_

Chief executive officer: \_\_\_\_\_

Person responsible for training in firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email address: \_\_\_\_\_

1. General description of the training activities offered by the staffing firm. Feel free to add a sheet of paper to this application if this space is not sufficient.

2. Describe the relevance of the training activities for professionals in the permanent placement, temporary staffing or general staffing industry. Feel free to add a sheet of paper to this application if this space is not sufficient.

3. Enclose a sample of the following for the training program your firm would like to have approved by NAPS:

- a. Training agenda(s)
- b. Short biographical statement or resume for trainers and presenters

4. Firms approved as NAPS continuing education are required monitor participation and provide documentation to training participants of the CEUs they received for each training experience. This may be done by letter or certificate.

5. NAPS subscribes to the continuing education unit (CEU) definition of the International Association for Continuing Education and Training and trainers/training organizations approved as continuing education providers must issue CEUs according to IACET guidelines. One tenth of a CEU is to be awarded for each contact hour of training. Ten contact hours equal one CEU. Meals, hospitality breaks and related non-training periods are excluded. Therefore, a seven hour workshop would qualify for .7 CEUs or a two day workshop of 13 hours would qualify for 1.3 CEUs. Firms approved as continuing education providers will be required to abide by this definition.

6. Return this application, enclosures and the appropriate registration fee (see below) to: National Association of Personnel Services, Suite 400, 10905 Ft. Washington Road, Ft. Washington, MD 20744. Make checks payable to NAPS.

Application fee - There is no application fee for NAPS member firms. Non-member firms must submit a \$150 registration fee along with this application. If approved as a continuing education provider, this firm agrees to abide by the guidelines and definitions contained in this application and pay all required fees.

\_\_\_\_\_  
CEO or chief trainer for the firm

\_\_\_\_\_  
Date

Questions about the application form, continuing education requirements for CPC and CTS holders and related subjects should be directed to: Dr. Frank Burtnett, NAPS Certification and Education Consultant, c/o NAPS, Suite 400, 10905 Ft. Washington Road, Ft. Washington, MD 20744. Telephone and fax: 703/451-5889. Email: ednow@aol.com.