

NAPS Professional Book and Audiotape Review Continuing Education Activity

The National Association of Personnel Services (NAPS) has established the following guidelines to assist individuals holding the Certified Personnel Consultant (CPC) and Certified Temporary-Staffing Specialist (CTS) designations to obtain continuing education units (CEUs) for reading relevant professional materials and listening to NAPS national conference audiotapes. Individuals electing this method of obtaining CEUs must select books that have relevance to their professional situation or choose selected audiotapes that have been recorded at past NAPS national conferences.

CEU credit will be awarded for each of the following activities:

1. Reading book/listening to the audiotape and preparing written response to discussion questions
2. Participating in a discussion group (optional)

Procedures

1. Participating certificants identify book or tape that has relevance to their situation in the personnel services industry. If the certificants intend to conduct a discussion group, all of the participants should be involved in the selection of the book or tape.
2. Certificants read the book or listen to the tape.
3. (Optional) Certificants meet for a 1-2 hour period to discuss the book or tape with their professional colleagues. Participants may utilize the discussion questions in #4 to frame their discussion.
4. Following the reading or listening exercise (and the optional discussion group meeting), each certificant is required to answer the following questions in writing. While the discussion group may collectively address these questions, the written response is to be an individual one, reflecting the individual's interpretation of the book/audiotape and resulting impressions.

Book review discussion questions

1. What implications does the message or theme of the book have for the personnel services industry in general?
2. What relevance does the book's message or theme have for the individuals who function within the personnel services industry (e.g., owners, managers, consultants, support personnel)?
3. List and discuss those aspects of the message or theme being conveyed by the author(s) that you can apply to your personal staffing industry situation. Convey how would you go about making this application?
4. Is there any aspect of the message or theme that you find inappropriate for your work or work setting, If yes, identify and discuss why.

Audiotape review discussion questions

1. What implications does the message being conveyed by the conference presenters on the audiotape have for your particular aspect of the personnel services industry?
2. List and discuss those aspects of the message or theme being conveyed by the presenter(s) that you can apply to your personal staffing industry situation. Convey how you would go about making this application.
3. Is there any aspect of the message or them that you find inappropriate for your work or work setting. If yes, identify and discuss why.

Note: It is expected that the written response to the above questions will be 2-3 typewritten (double spaced) pages in length.

Continuing Education Units (CEUs) Available

Certificants who complete the above activities and submit the following application for credits will receive continuing education units (CEUs) for their participation in the professional book/audiotape review activity.

NAPS will award the following continuing education unit (CEU) credit for the various activities:

Book reading or audiotape listening and written response to discussion questions	-	.5 CEUs
Group discussion (optional)	-	.2 CEUs

If you have any questions about this activity, please contact:
National Association of Personnel Services, Suite 10905 Ft. Washington Rd, Fort Washington Telephone:301/203-6700.
Email: fburnett@recruitinglife.com

NAPS Book/Audiotape Review Continuing Education Unit (CEU) Application

Name _____

Firm _____

Address _____

City _____ State _____ Zip code _____

1. Title of book or audiotape: _____

Author/Presenters: _____

2. Group discussion of book or audiotape (Optional):

Discussion date: _____ Approximate length of time: _____

Group participants: _____

3. Attach your written response to the following discussion questions to this application. It is expected that the written response to the above questions will be 2-3 typewritten (double spaced) pages in length.

Book review discussion questions

1. What implications does the message or theme of the book have for the personnel services industry in general?

2. What relevance does the book's message or theme have for the individuals who function within the personnel services industry (e.g., owners, managers, consultants, support personnel)?

3. List and discuss those aspects of the message or theme being conveyed by the author(s) that you can apply to your personal staffing industry situation. How would you go about making this application?

4. Is there any aspect of the message or theme that you find inappropriate for your work or work setting, If yes, identify and discuss why.

Audiotape review discussion questions

1. What implications does the message being conveyed by the conference presenters on the audiotape have for your particular aspect of the personnel services industry?

2. List and discuss those aspects of the message or theme being conveyed by the presenter(s) that you can apply to your personal staffing industry situation. How you would go about making this application.

3. Is there any aspect of the message or them that you find inappropriate for your work or work setting. If yes, identify and discuss why.

In accordance with the procedures established by NAPS for the awarding of continuing education units (CEUs), I hereby submit the above application.

Name: _____ Date: _____

Return this application, written response to the discussion questions and a \$15 application fee (\$25 for non-members) to National Association of Personnel Services, 131 Prominence Ct., Suite 130, Dawsonville, GA 30534
Telephone: 706.531.0060 | Fax: 866.739.4750

Allow three weeks for your application and written materials to be reviewed and a certificate of CEU credit to be prepared. Thank you for your participation in the professional development and certification activities of the National Association of Personnel Services.

For NAPS use only:

Date reviewed: _____ CEUs awarded: _____

Notes: _____

