

APTAC's Recertification Training Credit Approval Process

Frequently Asked Questions (FAQs) about APTAC Training Credits (ATC)

1. Q: What about training I receive at APTAC Conferences?

A: The Training Approval Process is used ONLY for training outside of APTAC national conferences. Credit for training received at APTACs national conferences in the spring and fall will continue to be documented by stamped COR sheets.

2. Q: Why must every training course go through this process? Why can't I just submit a certificate of completion?

A: The Credit Approval Process accomplishes a number of important purposes:

- It allows the Education Committee, which oversees the Recertification Process, to ensure that training received is relevant and meaningful well in advance of your application for recertification
- It introduces a greater level of consistency and oversight into the Recertification process, thereby increasing the value of your certification; and
- It encourages a greater level of participation by Program Managers in their staff's professional development.

3. Q: Should I use this process for training toward a new level of certification?

A: This process was designed specifically to facilitate the **RE**certification process, which is administered by the Education Committee.

What else can this process be used for? It may also be used to obtain approval of, or to document your participation in, local or regional training events which you plan to use toward a new level of certification. Initial or new levels of certification are administered by APTAC's Professional Review Board (PRB).

What should this process NOT be used for? Remember, federal government or NCMA sponsored training toward new certification should not be submitted through this process; certificates of completion should be submitted directly to the PRB as part of your application for certification. For more details on Certification requirements and procedures, see: http://www.aptac-us.org/new/APTAC_Members/educate.php

4. Q: Will I still have to submit a request for Recertification to PHS each year?

A: Yes. To achieve recertification, you must submit to PHS by January 31st each year a request letter, including hard copies of your COR sheets and/or e-mail confirmations of

APTAC approved training credits assigned to you. For more information on the Recertification process, see:

http://www.aptac-us.org/new/APTAC_Members/certifcateRe.php.

PLEASE - ONLY SUBMIT DOCUMENTATION OF THE 10 CREDITS REQUIRED FOR RECERTIFICATION. PHS DOES NOT RETAIN ANY ADDITIONAL INFORMATION SUBMITTED.

5. Q: I attended training (or completed on-line training), but forgot to have it approved through the process. Can I still get credit?

A: Yes. Training events and courses may still be submitted for approval *after* completion of the training, up until December 31st of the year in which it occurred. However, there is always the possibility that some or all of the training will not qualify for credit.

6. Q: Why can't inexperienced counselors get credit for attending outreach events on topics in which they are not yet knowledgeable?

A: APTAC training credit must meet the true definition of professional development which does not include training you provide to clients through your PTA program outreach. Credit is awarded to APTAC members who go above and beyond PTA program responsibilities to improve their vocational skills and knowledge required to keep current with changing technology and practices in the PTA Program Profession.

7. Q: DAU and NCMA offer training which is very relevant and rigorous. Why is this training worth only half the credits of APTAC Conference sessions?

A: APTAC Conference training sessions are granted a higher level of credit toward recertification for two reasons:

- APTAC conference training is geared specifically to meet the needs and priorities of PTAC staff as determined by the requirements of the SCAA under which we all operate, and
- there is tremendous benefit to participation in an APTAC national conference above and beyond the content of the sessions. Often, nearly as much is learned through the networking, brainstorming and general sharing and problem solving that occur between sessions as during the sessions themselves. Consequently, the overall value of APTAC Conference participation is reflected in the higher level of credit.

8. Q: Why do I have to go through my Program Manager – why can't I apply for training credit directly?

A: Program Managers have responsibility under the SCAA to manage the ongoing professional development of the counselors who work for them. Requiring Program Managers to submit the Training Approval Requests – and subsequently assign the Training Credits – ensures that they are fully involved in the continuing education of those in their program while also providing a safeguard for the integrity of the process.

9. Q: For regional training events, in which several PTACs participate, must each Program Manager submit the event for approval?

A: No. In the case of regional training events, the host Program Manager (or Regional Director) is responsible for submitting the event for approval and providing for all attendees to be assigned credit.

10. Q: I am an alumni member of APTAC – no longer with a PTAC. I want to maintain my Certification, but have no Program Manager through which to request approval for training. What should I do?

A: Contact your Regional Director. She or he can request approval and assign credit to you.