



Becoming a *Professional Associate* of the National Association of ADA Coordinators (Updated 3/31/2013)

Introduction

The National Association of ADA Coordinators (Association) has established a program to provide the opportunity to become a Professional Associate (PA). The program is for ADA coordinators, compliance officers, and other professionals who look to the Association as their professional organization and their source for up-to-date ADA training on basic, advanced, and special issues.

The Association believes that the completion of the PA recognition program will increase the ADA coordinator/compliance officer's professional ability to understand the full breadth of their responsibilities as well as effectively promote and complete their day to day work and projects. Of course, recognition programs do not remove the need for due diligence or a strong evaluation process by the employer. The program must be viewed as an enhancement to the person's knowledge and practical application of ADA compliance, not just an accomplishment or activity to place on a resume.

Requirements - Professional Associate (PA)

The Association's recognition program creates the Professional Associate (PA). To obtain the professional level, the person must be an Individual Associate or from an entity that is an Organizational Associate. The PA designation is for the individual applicant not the entity. The person who applies needs to maintain his/her status in good standing throughout the period of time needed to obtain this recognition. If one leaves from an entity who is an Organizational Associate, to maintain your status to become a PA, you will need to become an Individual Associate.

To apply, please complete the PA application for the recognition program and pay the one-time PA application fee of \$100. The application form is available in this program binder and on the Association's web site, www.AskJAN.org/NAADAC.

The PA designation is principally earned by obtaining a total of 66 Association continuing education training credits (CEUs) through registering and attending workshop sessions at the Association conferences offered during a period of four consecutive years from the date of the P.A. application's approval, or sooner. Additionally, CEUs, as individually assigned, can be obtained by attending and signing the roster for live webinar sessions, or by submitting a verification letter of completion accepted by the Association for other events and CDs offered by the Association. The PA may be earned in as little as 1.5 – 2 years by attending consecutive Association national conferences and by attending the requisite sessions to obtain the necessary required and elective CEUs offered during those conferences.

There are currently 24 or more required PA CEU recognition credits available at each national conference or at least 192 recognition credits over the four-year consecutive period under the current conference structure. Only PA CEUs earned over the four-year consecutive period count toward the PA designation. If the 66 requisite PA CEUs are not obtained over the consecutive four-year period



from date of the application, the Individual Associate needs to submit a letter of request for a reasonable extension of time to complete the 66 CEUs which requires Association approval in writing.

Each conference is currently set up so a candidate applicant for the PA can receive 24 (or more) CEUs:

Monday (DOJ and EEOC general sessions):	Six (or more) CEUs per day.
Tuesday (Track Workshops):	Six (or more) CEUs per day.
Wednesday (Track Workshops)	Six (or more) CEUs per day.
Thursday Designated Presentations:	Six (or more) CEUs for the day

Once the Professional Associate level is attained, the designation is good for one year from date of completion. In order to maintain the PA recognition, the participant must keep current by maintaining PA status by being awarded 16 CEU recognition credits for each consecutive two-year period thereafter after the initial PA recognition is completed and granted.

This professional designation is awarded and recognized by the National Association of ADA Coordinators **only** and is an evolving program with expansion expected in the future. A PA will also receive a written notification of completion as well as a **“Recognition of Completion of the National Association of ADA Coordinators’ Professional Associate Program,”** certificate suitable for framing, when the PA is awarded by the Association as well as when it is properly renewed.

We can verify PA status, if the request is made on the employer’s letterhead by the individual’s employer with all contact information on who should receive the verification of PA status. Inquiries on PA status can be by letter or fax. No additional information will be provided to any other entity or person.

Earning the PA Continuing Education Units (CEUs)

CEU recognition credits are awarded by the Association for attendance, completion, and verification of attendance for each Association-designated workshop, conference session, or webinar session. The 66 total of required CEUs must be earned before a person will be approved by the Association for the PA Level of Achievement.

The PA program requires CEUs to be earned from designated general sessions, designated presentations, and track workshops as well as elective workshops attended, with the option of earning CEU’s through webinar sessions or other Association offerings as assigned by the Association.

All PA candidates need to obtain and be awarded the following required CEUs:

1. At least two, half-day General Sessions by the U.S. Department of Justice. These General Sessions are usually scheduled on the first conference day of each national conference. Each half day DOJ General Session is awarded three CEUs. The two general sessions earn six CEUs; and,
2. At least two, half-day General Sessions by the U.S. Equal Employment Opportunity Commission. These half day General Sessions are usually scheduled on the first conference day of each national conference. Each EEOC General Session is awarded three CEUs. The two general sessions earn six CEUs; and,



3. One fundamental workshop **only is awarded**, as designated as such by the Association, for Title One (Employment), earning 1 CEU; and,
4. One fundamental workshop **only is awarded**, as designated as such by the Association, for Title Two (Access, Services, and Design (accessibility)), earning 1 CEU; and,
5. One fundamental workshop **only is awarded**, as designated as such by the Association, for Higher Education, earning 1 CEU; and,
6. Ten **Designated Presentations** as offered by the Association. These are usually workshops/general sessions scheduled for **the last day of the national conference**. There is one CEU per designated presentation unless more CEUs are assigned by the Association. The PA applicant needs to earn at least 10 required CEUs in this particular category.

The above “must have” required workshops represent a total of 25 required CEUs awarded for completing the required categories over the consecutive four-year period.

Elective PA CEUs

Each conference track will have, in addition to the fundamental workshops described above, a total of nine other workshops on Day 2 and Day 3 that each earn 1 CEU. The remaining 41 CEUs are awarded from these. These 41 CEUs are elective, however, **the following minimum combination of credits are required:**

- Six CEUs from the Title One Employment Track; **and**
- Six CEUs from the Title Two Accessibility Track; **and**
- Six CEUs from the Higher Education Track.

The remaining 23 CEUs are non-designated and elective from any other combination of workshops in the accessibility, employment, higher education, and/or other tracks, Association webinar sessions, or other Association events as determined by the Board. **You may earn more than these 23 elective credits however, your required elective workshops totals must still be completed. NOTE:** Anything over the 23 elective credits will *not* count toward your above-described required CEU workshop totals.

This program satisfies the Association’s goal of fostering Professional Associates who have an understanding of the many aspects of the ADA and not just a single discipline.



Those interested becoming a candidate in the PA program can submit applications at any time. The four-year consecutive period begins as of the date the application is accepted by the Association. E.g., if the application is dated and the application fee is received as of 8/22/2012 of a particular year, the consecutive four-year period begins as of the first of the next month, 9/1/2012. The required four-year consecutive period will then end on 8/31/2016.

If a PA candidate applies and pays the PA application fee during a conference and submits the PA Verification by the end of a particular conference, the consecutive four year periods begins as of the first date of that particular conference.

This is an Association administered program for Individual Associates. No CEUs from other organizations or programs can be applied to this program. Final required and total CEU determination is made solely by the Association for purposes of granting the Professional Associate designation.

The Association reserves the exclusive right to revise, change, or modify this program in the interests of the Association. If revised, any PA CEUs earned by the Individual Associate will be applied to such revised programs up to a total of 66 CEUs awarded in the PA program.

PA Designation Requirements, Version 7.0, as of 3/31/2013