



# Becoming a Professional Associate of the National Association of ADA Coordinators

## 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 and compliance officers who look to the Association as their professional organization and their source of the up-to-date ADA training needed 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 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 first be or become an Individual Associate since the PA designation is for an individual, not an organization. The Individual Associate who applies needs to maintain this status in good standing throughout the period of time needed to obtain this recognition. To become a PA, one first needs to apply for the recognition program and pay a one-time PA application fee of \$50.

The PA designation is earned by obtaining a total of 66 Association continuing education training credits through registering and attending workshop sessions at Association conferences during a period of four consecutive years from the date of the P.A. application, or sooner. The PA can be earned in as little as 1.5 years, by attending three consecutive Association national conferences. There are currently 22 or more CEU recognition credits available at each national conference or at least 176 recognition credits over the four-year consecutive period under the current conference structure. Only CEUs earned over the four-year consecutive period count toward the PA designation. If the 66 credits 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 an applicant for the PA can receive 22 CEUS:

Monday - Wednesday:	Six CEUs per track, each day for a total of 18 CEUs
Thursday Special Presentations:	Four 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 thereafter after the initial PA recognition is 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"*, 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)

One CEU recognition credit is awarded by the Association for attendance, completion, and verification of attendance for each Association-designated workshop. The 66 total 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, special presentations, and track workshops as well as elective workshops attended.

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 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 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. At least one fundamental workshop, as designated by the Association, for Title One (Employment), earning 1 CEU; and,
4. At least one fundamental workshop, as designated by the Association, for Title Two (Accessibility), earning 1 CEU; and,
5. At least one fundamental workshop, as designated by the Association, for Higher Education, earning 1 CEU; and,
6. At least three Special Presentations on the duties and responsibilities of an ADA Coordinator, as designated by the Association. These are usually half-day sessions scheduled for the last day of the national conference. There are two required CEUs per special presentation. The PA applicant needs to earn at least six required CEUs in this particular category; and,
7. At least two Special Presentation on current ADA issues such as Law Enforcement, ADA/Workers" Compensation/FMLA Interfaces, Medical and Psychiatric Issues, or other topics as designated by the Association. There are two earned CEUs per special presentation. The PA applicant needs to earn at least four required CEUs in this particular category.

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

Each conference track will have, in addition to the fundamental workshop described above, 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 is 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 non-designative 20 CEUs are elective and selected from any other combination of workshops in the accessibility, employment, higher education, and/or transit tracks. 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 in the PA program can submit applications at any time. The four year consecutive period begins as of the date of the application is accepted by the Association. E.g., if the application is dated and the application fee is received as of 7/20/2008 of a particular year, the consecutive four-year period begins as of the first of the next month, 8/1/2008. The required four-year consecutive period will then end on 7/31/2012.

*As a one time offering*, those who apply before 10/20/2008 for the PA recognition, and attended one of the conferences in the last year (either the Fall 2007 Conference in Salt Lake City or the Spring 2008 Conference in Miami), will be awarded 5 recognition CEUs per conference day (up to a total of 20 CEUs) based on the number days attended as shown by the person's registration form for either of those two conferences. Those prior conference CEUs are awarded as elective CEUs for the 20 non-designated track CEUs as described above. All other PA and Association conditions apply.

This is an Association administered program for Individual Associates and no CEUs from other organizations or programs can be applied to this program.

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 1.0, as of 6/10/2008.