

**ADMINISTRATIVE
PERSONNEL
ASSOCIATION**

**CERTIFICATION
PLAN**

NATIONAL CERTIFICATION CHAIR

Judy Franconi
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OR

NATIONAL OFFICE MANAGER

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**A Professional Association
Serving Administrative Professionals**

Partners in Ministry
Website: www.pcusa-apa.org

You are invited to attend any Regional/National Conference offered by APA prior to becoming a member. Course hours accumulated will be kept on file for one year from date taken. Within that year, if you become a member, those hours will count toward certification.

WHY IS CERTIFICATION IMPORTANT TO ME?

- ◆ Continued education and personal growth increase your value as a lay professional to your staff, congregation and to yourself.
- ◆ Your understanding of Presbyterian history, theology and polity is essential to your profession.
- ◆ APA certified members are listed in the Directory of the General Assembly as required by the Book of Order G-14.0802-G-14.0804.
- ◆ The Presbytery affirms the skill and dedication of these certified lay employees by providing recognition by the Presbytery upon certification and by invites these employees to Presbytery meetings, granting them the privilege of the floor.

WHO WILL TEACH ME?

- ◆ Ministers of the Word and Sacrament
- ◆ Seminary Graduates
- ◆ Business Professionals
- ◆ APA Members with Level III Certification

CERTIFICATION PLAN THREE LEVELS

Level I Core Classes

Church History, Office Administration Part I, Polity I, Spiritual Growth and Discipline, Theology – Christian Perspectives of the Church

Core Classes 20 Hours

Electives 20 Hours

TOTAL 40 Hours

Level II Core Classes

Directory of Worship, Legal Matters, Office Administration – Part II, PC(USA) History Since Reunion (1983), Polity II, Spiritual Growth and Discipline

Core Classes 17.5 Hours

Electives 27.5 Hours

TOTAL 45 Hours

Level III Core Classes

Polity III, Safety in the Workplace, Spiritual Growth and Discipline

Core Classes 7.5 Hours

Electives 42.5 Hours

TOTAL 50 Hours

Note: A list of elective classes and their descriptions can be found in the Certification Handbook on the APA website.

WHAT MUST I DO TO BEGIN?

Complete the certification application form and mail with the appropriate fee to the APA Treasurer:

Carol Ferrantelli
First Presbyterian Church
501 El Dorado Street
Monterey, CA 93940