

**NAPBPro Certification Application
CANDIDATE INFORMATION**

Name _____
Title _____
Organization _____
Address _____
City, State, Zip _____
Telephone _____
E-mail _____
Fax # _____

Years of experience in pro bono _____ Dates _____
Organization Name & Location _____
Title of Position _____
Years in pro bono management _____ Dates _____
Organization Name & Location _____
Title of Position _____

Fees: _____ I am currently a NAPBPro member and enclose my
fee – \$75.00

_____ I wish to become a NAPBPro member and enclose
my fee – \$150.00 (which includes membership for
the current year)

I affirm the information submitted above is accurate and meets the eligibility
requirements for NAPBPro Certification.

Name (print) _____
Date _____

Signature _____

Please return to: Brenda Schexnider, Acadiana Legal Services, 914 Hodges
St. Lake Charles, LA 70601



NAPBPro CERTIFICATION PROCESS

As the national association for professionals in the field of pro bono, NAPBPro has developed criteria for certification in the field of pro bono management. The skills, knowledge and abilities necessary are considered core competencies. A certificate from NAPBPro is a mark of excellence in our chosen profession. To maintain the highest standards of achievement and excellence for our members, your Executive Committee with input from the membership, will periodically review the core competency requirements.

**PROFESSIONALISM • COMMITMENT
CORE COMPETENCY
REQUIREMENTS**

LEVEL I

**Pro Bono Standards
Ethics in Pro Bono
Leadership
Client Services**

**Volunteer Management
Recruitment
Retention
Performance Monitoring
Case Placement Strategies
Record Keeping & Case Monitoring
Case Intake
Priority Setting
Stakeholders**

LEVEL II

**Program Management
Organizational Structure
Mission Development
Personnel Policies & Procedures
Evaluation & Data Collection
Staff Development & Team Building**

**Financial Accountability
Fundraising 101**

**Planned Giving & Special Events
Budgeting
Crisis Management**

**Board Development
Board Training
Collaboration & Networking**

REQUIREMENTS FOR APPLICATION FOR CERTIFICATION:

You must be a Pro Bono Professional for at least one year prior to applying for certification

COST OF CERTIFICATION:

*NAPBPro members: \$75.00
Non-NAPBPro members: \$150.00 (includes one-year membership)*

Applications for Certification will be accepted from May 1-July 1 each year. Once you have applied for certification, you have two years to complete the process.

Certification maintenance requires a minimum of 10 credit hours every two years in the core competency areas. A bi-annual maintenance fee is contemplated for continuing certification. You must retain your membership to continue certification.

If minimum hour maintenance level is not maintained, recertification as well as the appropriate fee would be required.

GRANDFATHERING CRITERIA:

For those long-time members of NAPBPro who would consider themselves already proficient in the above areas, the following would be required to receive certification:

A current resume

A completed application and appropriate fee

A letter of accomplishments or essay on the above mentioned competencies

Evidence of your work

The certification process would take approximately two years to complete with one-third of the credits required to be taken at the Equal Justice Conference.

You may apply for grandfathering status until July 1, 2004.