ASAP-NYCB Trainer Registry & Training Approval Program
TRAINING DEVELOPMENT & SUBMISSION GUIDELINES
Specialty Certifications | January 2024

Specialty certifications are offered to suitably qualified individuals with preexisting recognized foundational certification, professional credentials or relevant role experience as described in the certification standards. Specialty certifications are not offered to entry level candidates.

Approved role training for specialty certification typically comprises 20 training hours (net of any assigned offline activities such as "homework"). Training will be developed/approved to deliver instruction and practice in the identified role competencies of the certification. These role competencies are categorized by content Domains and associated action item (knowledge, skills, abilities). Role competencies identified through formal Role Delineation Studies are posted to the ASAP-New York Certification Board website.

Training courses totaling fewer than the total required hours may be approved when shown, via Course Inventory, to be relevant to the required content. Trainers approved to offer coursework that does not fully meet the total training requirement are expected to complete their training for a certification application.

Where role competence is tested via a formal exam, training graduates are expected to be sufficiently proficient in the KSAs to achieve a minimum passing grade. As of current date, the Peer Supervision Professional (PSP) certification for professionals supervising peers includes an exam.

Members of the ASAP-NYCB Trainer Registry are invited to submit training programs in support of specialty certifications as follows:

1. Review the Domains and Competencies of the specialty certification ("Which Certification" on the ASAP-NYCB homepage at https://www.asapnys.org/ny-certification-board/.
2. Open a training approval submission form at https://tinyurl.com/asap-nycb-approval-sub.
3. Prepare a Course Inventory per the sample and worksheet accessible at
4. Make a PDF of your Course Inventory for upload to your training approval submission form.
5. When complete, submit the training approval submission form for review.
6. Submissions received before COB on the 15th are reviewed within that calendar month. Submissions received on or after the 16th roll over into the following month.
7. ASAP-NYCB may enter into follow-up correspondence with you to confirm any aspect of your submission.

Trainers may submit role training courses in one or more of the following formats:

➢ A single approved training course offering 100% of the role competencies (KSAs) in a complete training;

or

➢ A selection of approved training courses which, when bundled, offer 100% of the role competencies (KSAs). ASAP-NYCB will offer technical assistance to ensure that the bundle completes the required training.

or

➢ One or more trainings offering a % of the role competencies and required hours. ASAP-NYCB will offer suggestions for additional trainings to be recommended to graduates.