

## Specialist Certificate Tracking Form for Life Transitions



Life transitions are challenging because they force us to let go of the familiar and face the future with a feeling of vulnerability. Whether positive or negative, life transitions can force us to adjust to new ways of living, being and working, at least temporarily. How to deal with life transitions can be quite challenging. This Track is designed to provide support, ideas and tools for PO's/PC's to help their clients face these challenges, either at home or work. This Track will strengthen your foundation and equip you with skills to share with your clients and skills for coping as you work through the transition.

Choose two classes from the Core and Client Interaction divisions and four classes from the Skills division for a well-rounded set of knowledge. The Core classes will focus on general understanding transition factors and their effects. The Client Interaction classes focus on ways to relate to your clients and provide a teaching environment that makes it easy for them to learn. The Skills classes go deeper into exploring specific ways to break-through the clutter and time pressure that comes with all transitions.

**To earn the NAPO Specialist Certificate in Life Transitions, you must complete a minimum of eight (8) classes in the following:**

### Completion of (2) Two Core Classes

The Core classes focus on factors affecting managing business aspects like planning, staffing, and business issues and productivity including project and team management.

NAPO U Class ID	Class Name	Class selected	Date Complete	Cost **	Time (hrs)	CEU Credit	Class Type	Code Words
OD 1-118	<a href="#">Understanding and Navigating Life Transitions</a>			\$90	2.0	2	OD	1) 2) 3)
OD 2-227	<a href="#">Organized Transitions: Project Management for Life's Milestones</a>			\$135	3.0	3	OD	1) 2) 3)
OD 4-425	<a href="#">Organizing for Life's Unexpected Curve Balls</a>			\$90	2.0	2	OD	1) 2) 3)
OD 4-427	<a href="#">Graduating Into Adulthood: Spring-boarding to Independence</a>			\$90	2.0	2	OD	1) 2) 3)
OD 4-428	<a href="#">Life After 40: Finding a New Focus for the Future</a>			\$90	2.0	2	OD	1) 2) 3)

### Completion of (2) Two Client Interaction Classes \*\*\*

The Client Interaction classes focus on ways in which you interpersonally relate to your clients through recognition and boundaries and help you to connect with your clients to provide a teaching environment.

NAPO U Class ID	Class Name	Class selected	Date Complete	Cost **	Time (hrs)	CEU Credit	Class Type	Code Words
OD 3-301	<a href="#">Transference of Organizational Skills</a>			\$90	2.0	2	OD	1) 2) 3)
OD 3-303	<a href="#">Understanding Learning and Thinking Styles</a>			\$135	3.0	3	OD	1) 2) 3)
OD 4-401	<a href="#">The Magic of Motivating</a>			\$90	2.0	2	OD	1) 2) 3)
OD 4-403	<a href="#">Managing Client Expectations</a>			\$90	1.5	1.5	OD	1) 2) 3)
OD 4-424	<a href="#">When Communication Works: How to Communicate Effectively with Clients</a>			\$90	2.0	2	OD	1) 2) 3)
OD 4-426	<a href="#">Transform Your Client Relationships: An Introduction to Coaching</a>			\$90	2.0	2	OD	1) 2) 3)

### Completion of (4) Four Skills Classes

The Skills classes offer a variety of subjects to sharpen already present skill-sets or to add new tools to your toolbox to expand your marketability for helping business clients remain relevant in a demanding professional environment.

NAPO U Class ID	Class Name	Class selected	Date Complete	Cost **	Time (hrs)	CEU Credit	Class Type	Code Words
CR 1-116	<a href="#">Organizing Solutions for Overwhelmed Families</a>			\$15	1.0	1	CR *	1) 2) 3)
OD 2-214	<a href="#">Digital Disorganization</a>			\$45	1.0	1	CR *	1) 2) 3)
CR 2-222	<a href="#">Organizing Dead People</a>			\$15	1.0	1	CR *	1) 2) 3)
CR 2-224	<a href="#">Bridging the Gap Through Virtual Organizing</a>			\$15	1.0	1	CR *	1) 2) 3)
CR 3-304	<a href="#">Still Someone: Organizing Older Adults with Memory Loss</a>			\$15	1.0	1	CR *	1) 2) 3)
CR 4-407	<a href="#">How Organizers Engage Students</a>			\$15	1.0	1	CR *	1) 2) 3)
CR 4-420	<a href="#">Demystifying the Deaccession and Appraisal of Household Contents</a>			\$15	1.0	1	CR *	1) 2) 3)
CR 2-607	<a href="#">Demystifying Health Insurance Claims and EOB's</a>			\$15	1.0	1	CR *	1) 2) 3)
CR 2-609	<a href="#">Relos Near, Far and Far, Far Away</a>			\$15	1.0	1	CR *	1) 2) 3)
CR 4-619	<a href="#">The Art of Letting Go</a>			\$15	1.0	1	CR *	1) 2) 3)

Upon completion of your 8 classes, log on to NAPO University and apply here: <https://www.pathlms.com/napo/courses/6205>

**Class Type:** L = Live Webinar / OD = On Demand / CR = Conference Recording

\* If you are a member of a NAPO chapter who has purchased the Conference Records then you will be automatically granted access to these recordings at no cost. If a class was taken at conference, your cost would be zero.

\*\* The cost of coursework for each certificate begins around \$350. Specialist Certificate bundles can be purchased at \$299 for members. If you are interested in earning all NAPO Specialist Certificates (Life Transitions, Residential Organizing, and Workplace Productivity) we suggest you review the benefits of the E-Learning Advantage priced at \$799.

\*\*\* These classes are listed across the board in Client Interaction Classes for all NAPO Specialist Certificates class options. Up to two classes may be applied twice to Specialist Certificate Tracks.

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