

## **Administrative Personnel Association Dormant Policy**

### **Certification Credits**

- **Current Situation**
  - As annual membership dues are paid, member continues to retain any certification credits they have received over the years.
  - Only requirement of a member is to complete a polity class no less than once every three years.
  - If a member decides to not renew their membership, for one or more years, their certification is not valid unless they rejoin the membership.
  - If a member does decide to rejoin and they wish to retain their certification credits, they are required to pay the current year membership dues, plus dues for the number of years they were not members. Example – If someone dropped their membership in 2018, and wanted to rejoin in 2020; they would pay the \$115 membership fee for 2020, and the \$75 membership fee for 2018 and for 2019 – a total of \$265.
- **Concerns**
  - A member may not be able to afford the cost of multiple years of membership dues and the current year membership dues.
  - Their employing entity may not be willing to support the membership with this additional cost of membership dues.
  - At a time when employing organizations are cutting costs including continuing education, this policy is outdated.
  - We need to find ways to make it easier for people to join APA rather than deterring them from it.
  - When a member has reached Level III Certification and they drop their membership for three years, and then ask them to start all over again, may be overwhelming.

### **Solution**

Membership in the Administrative Personnel Association is open to any person that is employed by an entity of the Presbyterian Church (U.S.A.). Membership dues are required to be paid annually to maintain certification status, as well as to obtain additional certification credits.

Recognizing that financial hardship or employment status may not allow membership in APA to continue we would like to propose the following:

- If a member of APA has been a member for at least five years, and obtained Level I certification, they may wish to place their membership and certification dormant. To place their membership in dormant status, they must complete an application to do so, and update this information annually.
- A member may remain dormant for up to three years. A member may elect to move their membership to dormant, once in a ten year period.
- To become an active member the member would need to pay an activation fee of \$75, plus the current year's membership dues. In addition the member would need to attend a conference within the upcoming year.
- When a member opts to take their membership to dormant status, the national and regional certification chair will be notified.

# Administrative Personnel Association of the Presbyterian Church (U.S.A.)

## Request for Membership to go Dormant (Maximum of 3 Years)

Please complete the following:

Name: \_\_\_\_\_

Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_

Street City State Zip

Work Phone: \_\_\_\_\_ Work Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

Street City State Zip

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Email: \_\_\_\_\_ I prefer to use my \_\_\_\_\_ home \_\_\_\_\_ work email

Position Title: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ mth/day only Year Joined APA: \_\_\_\_\_

APA Region: \_\_\_\_\_ PC (USA) Presbytery \_\_\_\_\_

I am submitting my request to have my membership/certification with the Administrative Personnel Association to be placed in a dormant state. Certification records will remain in their current state until reinstatement. No additional certification can be obtained while membership is dormant.

The reason for this request is:

\_\_\_\_\_ Change of Employment

\_\_\_\_\_ Family Obligations

\_\_\_\_\_ Insufficient Funding Available

\_\_\_\_\_ Other \_\_\_\_\_

I understand that my membership may remain dormant up to 3 years. To reinstate to active membership a fee of \$75.00 will need to be paid, along with the current year membership dues, and attend a conference in that same year, including taking a class in PC(USA) Polity.

If membership is not reinstated to active status within the 3 years, all certification records will be purged.

This request must be made on an annual basis.

I agree to all of the above: \_\_\_\_\_

Signature

*For Statistical Purposes Only:*

Age Range \_\_\_\_\_ 25 & Under \_\_\_\_\_ 26-45 \_\_\_\_\_ 46-55 \_\_\_\_\_ 56-65 \_\_\_\_\_ Over 66

Race: \_\_\_\_\_ Gender: \_\_\_\_\_

Are you Disabled? Please list type of disability \_\_\_\_\_

Are you a member of a PC(USA) Congregation \_\_\_\_\_ If yes, are you an Ordained Elder? \_\_\_\_\_

If no, please list your denomination \_\_\_\_\_

*By completing this application, you acknowledge that you have read, accept and agree to comply with the Standards of Ethical Conduct Policy of the Administrative Personnel Association (APA) per by-laws - September 2015.*



# Administrative Personnel Association (APA)

## Standards of Ethical Conduct

As a member of the Administrative Personnel Association (APA) of the Presbyterian Church (U.S.A.), I commit myself to the following standards of ethical conduct.

- Spiritual commitment to Jesus Christ and regard my work as a Christian vocation
- Recognize the need for continuing professional education and training
- Be knowledgeable of the governing documents of the association and be committed to the mission of the association by:
  - Uphold the bylaws, policies and procedures of APA and when in disagreement, follow defined procedures for recommending changes
  - Communicate in a timely manner
  - Participate with other colleagues in organized efforts to share new knowledge and development in professional practices.
  - Show professionalism to all those with whom I make contact on behalf of the association.
- Maintain a pleasant attitude in meeting and communication with people, treating each person as a child of God by:
  - Show respect for each other, the moderator, work of committees and the voice of the majority
  - Refrain from personal attacks or embarrassing comments
  - Listen and respect all viewpoints
  - Focus on issues rather than personalities
  - Refrain from gossip and abusive speech
  - Be trustworthy with confidential information

Failure to comply with the standards outlines herein will be subject to disciplinary action as outlined in the APA Manual of Operations, Policies and Procedures.

**Administrative Personnel Association of the Presbyterian Church (U.S.A.)**

Request for Membership to go from Dormant to Active

Please complete the following:

Name: \_\_\_\_\_

Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_

Street City State Zip

Work Phone: \_\_\_\_\_ Work Email: \_\_\_\_\_

Position Title: \_\_\_\_\_

APA Region: \_\_\_\_\_ PC (USA) Presbytery \_\_\_\_\_

I am submitting my request to have my membership/certification with the Administrative Personnel Association to be moved from dormant to active.

I agree to the following:

\_\_\_\_\_ I will pay a \$75.00 reinstatement fee

\_\_\_\_\_ I will attend a conference at least once in this calendar year

\_\_\_\_\_ I will take a PC(USA) Polity class within this calendar year

\_\_\_\_\_ I will pay the current year's membership dues (please complete the active membership application for the current year and submit with this application)

I agree to all of the above: \_\_\_\_\_

Signature

This form is to be mailed to:

Susan Carpenter, APA Treasurer  
1919 SE 5th Street Deerfield Beach, FL 33441

Make check payable to: Administrative Personnel Association (PCUSA)

Internal Use - Copy of this form should be sent to:

National Certification Chair  
National Membership Chair