

# Specialist Certificate Tracking Form for Residential Organizing



Ready to dive deeper into the residential world of organizing? The Residential Organizing track will strengthen your foundation in residential organizing by means of three basic class divisions. Choosing classes from each division will equip the residential organizer with a well-rounded diversity of knowledge:

**To earn the NAPO Specialist Certificate in Residential Organizing, 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 the development and management of your business.

NAPO U Class ID	Class Name	Class selected	Date Complete	Cost **	Time (hrs)	CEU Credit	Class Type	Code Words		
PO-206	Project Management for Professional Organizers ***			\$90	2.0	2	LW / OD	1)	2)	3)
PO-207	Client Intake Interviews			\$90	2.0	2	LW	1)	2)	3)
PO-208	Needs Assessment and Action Plan			\$180	4.0	4	LW	1)	2)	3)
PO-402	Safety in the Organizing Environment			\$135	3.0	3	LW / 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		
PO-301	Transference of Organizational Skills ***			\$90	2.0	2	OD	1)	2)	3)
PO-303	Understanding Learning and Thinking Styles ***			\$135	3.0	3	LW	1)	2)	3)
PO-403	Managing Client Expectations ***			\$90	1.5	1.5	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.

NAPO U Class ID	Class Name	Class selected	Date Complete	Cost **	Time (hrs)	CEU Credit	Class Type	Code Words		
PO-107	Eliminating Excess			\$90	2.0	2	LW	1)	2)	3)
PO-108	Less is More: Maximizing Small Residential Spaces			\$45	1.0	1	OD	1)	2)	3)
PO-109	Photo Organizing			\$90	2.0	2	OD	1)	2)	3)
PO-202	Paper Management Systems for Residential Clients			\$90	2.0	2	OD	1)	2)	3)
PO-204	Organizing Digital Information			\$90	2.0	2	OD	1)	2)	3)
PO-205	Organizing – Eyes Toward Redesign			\$45	1.0	1	OD	1)	2)	3)
PO-209	Home Inventories			\$45	1.0	1	OD	1)	2)	3)
PO-211	The Chronic-ness of Chronic Disorganization			\$15	1.5	1	ODCR *	1)	2)	3)
PO-304	Still Someone: Organizing Older Adults with Memory Loss			\$15	1.5	1	ODCR *	1)	2)	3)
PO-305	Booming Your Baby Boomer Business			\$15	1.5	1	ODCR *	1)	2)	3)
PO-407	How Organizers Engage Students			\$15	1.5	1	ODCR *	1)	2)	3)
PO-408	ADHD in the Family: How to Really Help			\$15	1.5	1	ODCR *	1)	2)	3)

Upon completion of your 8 classes, log on to NAPO University and apply here: <https://www.pathlms.com/napo/courses/2795>

**Class Type:** LW = Live Webinar / OD = On Demand / ODCR = On Demand 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. If you are interested in earning both NAPO Specialist Certificates (Residential Organizing and Workplace Productivity) we suggest you review the benefits of the Passion for Learning Bundle priced at \$440.

\*\*\* These classes are listed in both the Workplace Productivity and Residential Organizing NAPO Specialist Certificates course options. Up to two classes may be applied to both the Workplace Productivity and Residential Organizing tracks.