



<b>Basic Re-Certification Requirements</b>
Name Complete Address
E-mail / Phone #

**To renew** your **PowerPath Basic Certification** please submit the following:

The process for renewing certification has been revised. To renew your certification you will need to:

1. Submit two complete case studies using the Basic Screenings.  
Forms for submitting the case studies will be available at the *PowerPath* website.  
Please submit the Basic Case Study form with your documentation. Please review the form carefully, as case study details evolve over time. Case studies will not be accepted without this form being attached and completed.
2. Submit a List of Participants in System report that can be generated from your *PowerPath* software.  
The list must indicate, over a 24 month period, that you have screened at least 15 individuals.
3. Submit a Service Summary report for the 12 month period prior to your submitting re-certification materials. This report will reflect how you are using *PowerPath* in your program.
4. Attend one *PowerPath* Update session within 24 months of the date on your certificate. Update sessions will be listed on our website.

**Help us by letting us learn with you.....**

*How is your program implementing **PowerPath** as a learning tool for all students?*

*What could you and your program be doing to make implementation easier?*

*How have participants responded to the (please use the back of this form to repond to this list):*

- Personal Profile**
- Basic or Extended Screening**
- The Individual Report**
- The Partnership Contract**
- The Personal Learning Plan or Personal Employment Plan**

*What have you added to the **PowerPath Process** to make it better?*

*How are you using Share the Power?*

*How is the **Service Summary** being used in your program?*

Send this completed form with your:  
**Case Studies and completed Certification Form,  
List of Participants and Service Summary to:**  
**PowerPath Certification**

The TLP Group • PO Box 21510 • Columbus, OH 43221

*Any Questions -- Call the PowerLine > 800.641.3632 • PowerPath@aol.com • www.PowerPath.com  
Please allow 6-12 weeks for processing.*