**Section 3125.100 Responsibilities of the Applicant for the Navigator, In-Person Counselor or Certified Application Counselor Certification**

a) Prior to receiving approval for a Navigator, In-Person Counselor or Certified Application Counselor certification, the applicant must complete approved State and federal training courses prescribed by the Director. Initial courses for Navigators and In-Person Counselors will be at least 24 hours and may be provided in-person or online. Initial courses for Certified Application Counselors will be at least 6 hours and may be provided in-person or online. An applicant for a Navigator, In-Person Counselor or Certified Application Counselor must complete the Director prescribed State and federal training courses within 12 months prior to certification.

b) Certified Navigator, In-Person Counselor or Certified Application Counselor

1) Each Navigator or In-Person Counselor shall complete 12 hours of continuing education requirements prior to requesting an extension of a certification.  Two of the 12 hours of continuing education must consist of ethics.

2) Each Certified Application Counselor shall complete a minimum of 4 hours of continuing education requirements prior to requesting an extension of a certification. One of the 4 hours of continuing education must consist of ethics.

c) Each Navigator, In-Person Counselor or Certified Application Counselor shall maintain a record of each course completed for 3 years from the date of completion.  The record shall include the name of the Training Provider, the course title, and the date of completion. Courses initiated or completed prior to the original issue date of the certificate shall not be used to meet continuing education requirements.