



National Association of Peer College Advisors  
A Division of the NAPCA Foundation

# HIGH SCHOOL CHAPTER STARTUP GUIDEBOOK

## PEER COLLEGE ADVISING CHAPTER PROGRAM

High School Chapters are recognized on campus as the student organization for student leaders who are committed to build and sustain a strong “college-going and career exploration and planning culture” in their high school. Additionally, Chapters are driven to work with their peers to help them become competitive applicants for admission to their top choice and best-fit postsecondary educational institutions.



NAPCA Foundation · 9800 S. La Cienega Blvd., 2nd Floor Suite 200 · Inglewood, CA 90301  
[www.NAPCAonline.org](http://www.NAPCAonline.org)

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# NAPCA Chapter Start-Up Guidebook

## 4 Steps to Bring NAPCA to Your High School Campus

### About the NAPCA High School Chapter

Congratulations on taking the first step in starting a NAPCA High School (HS) Chapter! Having an active NAPCA Chapter is a great addition to any high school community across the globe. Founding a chapter of NAPCA is an exciting venture for students who accept the challenge of starting a new organization on campus. There are many benefits in starting a student run organization, including building your leadership skills and gaining valuable experience that is very much like starting a business.

To be recognized by the NAPCA Board of Directors as an official NAPCA High School Chapter, you must follow and complete the four steps outlined in this Chapter Start-Up Guidebook to start a NAPCA High School Chapter at your school. If you have questions about starting a chapter, please contact the NAPCA Headquarters at 310-361-8585 or email us at [Support@NAPCAonline.org](mailto:Support@NAPCAonline.org).

#### **NAPCA Chapter Mission**

The mission of a NAPCA High School Chapter is to empower students to define their life's purpose/career path, break through their barriers, and prepare to enroll and complete some form of postsecondary education, specifically to be prepared to enter high skilled careers or trades.

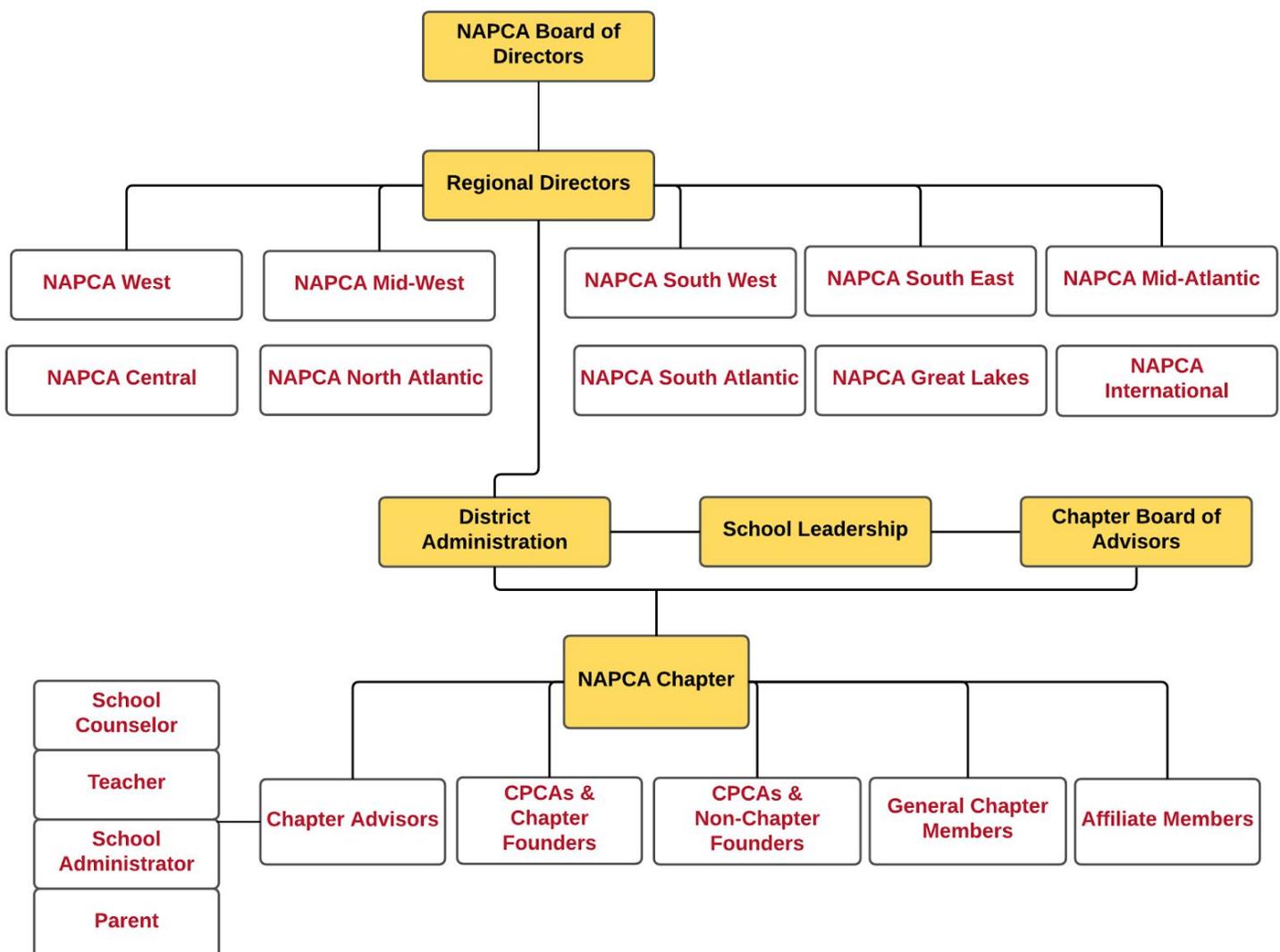
The NAPCA High School (HS) Chapter is a student-run peer college advising program on high school campuses across the globe. Chapters are recognized as the student organization for student leaders who are interested in increasing their school's college enrollment rate and strengthening their school's college-going culture where all students are expected to complete some form of postsecondary education after high school. A strong NAPCA HS Chapter attracts proactive student leaders and chapter advisors who are influential and passionate about serving their school's community. A NAPCA HS Chapter consists of a group of at least eight certified peer college advisors (CPCAs), four chapter advisors, six chapter officers, general chapter members, and affiliate members. Chapters receive training, materials, and guidance from NAPCA's chapter support team based in Southern California.

#### **Chapter Structure**

The NAPCA HS Chapter organizational chart shown in figure 1 illustrates the structure of the Chapter and relative ranks of each stakeholder or individual and their

position within the student run organization. The organizational chart commences with the Board of Directors who oversees the Regional Directors. The second level of the organizational chart displays the Regional Directors who oversee all NAPCA Chapters within the ten regions presented and work with school district administration and high school leadership to build and sustain a strong NAPCA Chapter. Additionally, school leadership and the chapter board of advisors oversee all chapter activities. The final level is the NAPCA Chapter which has five different membership types: Chapter Advisors, CPCAs & Chapter Founders, CPCAs & Non-Chapter Founders, General Chapter Members, and Affiliate Members.

**Figure 1: NAPCA High School Chapter Organizational Chart**



Join our global student movement by becoming a Chapter Founder and Certified Peer College Advisor at your high school to empower your peers to define their life's purpose/career path, break through their barriers, and prepare to enroll and complete some form of postsecondary education, specifically to be prepared to enter high skilled careers or trades.

### **Chapter Membership Types**

**Certified Peer College Advisors (CPCAs)** are high school and college student leaders who are recruited and trained to assist professional school counselors and college counselors. CPCAs are supervised and monitored by professional college counselors and school counselors. CPCAs work with middle and high school students from all backgrounds (including students with disabilities) to build their college and career aspirations. They also help their peers navigate through the complex processes of applying to, securing financial aid/scholarships, and enrolling into a regionally accredited two- or four-year college or career/technical training certificate program, specifically to be prepared to enter high skilled careers or trades. In addition, CPCAs help students register and complete college entrance exams and search for two- or four-year colleges that match their future education and career goals and fit their financial, social, and cultural needs. CPCAs work to tie college-going into the life of a school, devise creative approaches to reach and connect with students, and most importantly, open the eyes of students and their families to the importance of completing a regionally accredited undergraduate degree program or postsecondary career/technical training program to be prepared to enter and succeed in high skilled careers or trades.

CPCAs will co-lead a college-going team of 20 students (CPCA to student ratio is 1:10) from all grade levels that they are accountable to and will work with each student to ensure they complete the critical steps to enroll in some form of postsecondary education within one year of their high school graduation. CPCAs use a high-touch method, giving each student in their “college-going team” 18 - 36 hours of one-on-one peer college advising throughout the nine month school year.

Additionally, CPCAs engage students in candid conversations about their future college and career goals through small group peer college advising, group workshops and classroom presentations. In addition, CPCAs provide group workshops and classroom presentations to middle school students that help prepare them for their transition to high school and college. The peer college advising materials such as college readiness handouts, powerpoints, and sign in sheets, will be developed and distributed to CPCAs by the NAPCA Headquarters.

Furthermore, CPCAs organize monthly college visits to help students experience a range of two- and four-year college campuses and identify what type of setting works best for them.

**Chapter Advisors** consist of at least one school counselor, one teacher, one school administrator, and one parent. Chapter advisors are a supportive resource when the chapter needs help or advice and work within the school and community to further the mission of the NAPCA Chapter.

Chapter advisors, specifically school counselors and college counselors, offer CPCAs ongoing support. CPCAs and chapter advisors meet at least twice a month however, we highly recommend that CPCAs and chapter advisors meet more frequently than twice a month. CPCAs and chapter advisors meet to engage in problem solving conversations to identify the reasons for gaps in achievement, prioritize the key levers for raising achievement and students who need the greatest degree of attention, and develop actionable plans to increase the achievement of each student participating in a college-going team. Through these sessions, CPCAs develop the skills and practices to independently evaluate student outcomes, identify the root cause(s) of problems, and seek solutions.

**General Chapter Members** provide direct support to the chapter by getting involved in chapter committee work and helping promote chapter activities and events throughout the school year. Furthermore, general chapter members assist chapter officers with planning and implementing different chapter events and activities and identifying potential new chapter members. Additionally, general chapter members receive peer college advising services through their participation in one of our college-going teams co-led by CPCAs.

**Affiliate Members** consist of students school-wide who are enrolled in NAPCA's semester/year-long college and career readiness elective course or 3 week college and career readiness summer course. Additionally, affiliate members receive peer college advising services through their participation in one of our college-going teams co-led by CPCAs.

- All chapter membership types discussed above are recognized as members of the NAPCA Organization.
- All Chapter Founders, CPCAs, General Chapter Members, and Chapter Officers must maintain at least a 2.7 cumulative GPA or higher (on a 4.0 scale) in their academic courses.

### **Becoming a Member of NAPCA**

By uniting individual chapter member efforts and using our peer networking approach, NAPCA is building a strong student movement across the globe to help students from all backgrounds define their life's purpose/career path, break through their barriers, and prepare to enroll and complete some form of postsecondary education, specifically to be prepared to enter high skilled careers or trades.

The success of a NAPCA Chapter is based on the depth of commitment, vision and confidence of its members. NAPCA seeks student leaders who want to join our global student movement to empower students from all backgrounds to break through their barriers and take ownership of their future education and career goals. In return,

**Join our global student movement by becoming a Chapter Founder and Certified Peer College Advisor at your high school to empower your peers to define their life's purpose/career path, break through their barriers, and prepare to enroll and complete some form of postsecondary education, specifically to be prepared to enter high skilled careers or trades.**

NAPCA will serve as a conduit through which individuals can grow and develop, personally and professionally, while simultaneously providing service to their school and community.

NAPCA is not interested in the simple accumulation of members and chapters. Its emphasis, however, is in the quality and integrity of its membership. We expect our members to be mature. Maturity is more than simply reaching a certain age. Maturity to us means acceptance of reality, the ability to sacrifice, set goals, take ownership and responsibility for your actions, be considerate and respect the differences of others, incisive judgment, emotional balance, development of social skills, intellectual competence, and high moral and ethical standards.

### **Ways to Become a Member and Membership Requirements**

There are five different ways to become a member of the NAPCA Organization.

#### **I. CPCA Member and NAPCA Chapter Founder**

One way is by becoming a NAPCA High School (HS) Chapter Founder and CPCA. In order to become a NAPCA HS Chapter Founder and CPCA, you will need to complete the Start a NAPCA Chapter Application, Apply for Admission to the CPCA Training and Certification Program, and complete and submit a New Member Online Form.

**Note:** This membership type is for CPCA members who are chapter founders.

#### **CPCA & Chapter Founder Membership Requirements**

- Must Have at least a 2.7 Cumulative GPA or Higher (on a 4.0 scale) in their Academic Courses.
- Must Complete at least One Academic Semester of High School with at least a 2.7 or Higher
- Complete the Start a NAPCA Chapter Application
- Apply for Admission to the CPCA Training and Certification Program
- Complete and submit a New Member Online Form

#### **II. CPCA Member and Non-Chapter Founder**

The second way is by joining an active NAPCA HS Chapter and completing the steps to become a Certified Peer College Advisor (CPCA Member). Aspiring CPCAs must apply for admission to the CPCA Training and Certification Program and complete and submit a New Member Online Form.

**Note:** This membership type is for CPCA members who are not chapter founders.

#### **CPCA & Non-Chapter Founder Membership Requirements**

- Must Have at least a 2.7 Cumulative GPA or Higher (on a 4.0 scale) in their Academic Courses.

- Must Complete at least One Academic Semester of High School with at least a 2.7 or Higher
- Complete the Start a NAPCA Chapter Application
- Apply for Admission to the CPCA Training and Certification Program
- Complete and submit a New Member Online Form

### **III. Affiliate Member**

The third way is by joining the chapter as an Affiliate Member and completing an Affiliate Member Online Form.

An Affiliate Member receives peer college advising services through their participation in one of our college-going teams co-led by CPCAs. Additionally, an affiliate member is enrolled in NAPCA's semester/year-long college and career readiness elective course or 3 week college and career readiness summer course.

#### Affiliate Membership Requirements

- No GPA requirement. Open to all students school-wide.
- Complete and submit an Affiliate Member Online Form.

Upload the following documents to the Affiliate Member Online Form:

- Upload Letter of Interest answering the following:
  - Why you want to become an affiliate chapter member at your school?
  - What you hope to contribute as an affiliate chapter member to your school community?
- Upload Letter of Recommendation from a Teacher or Counselor
- Upload Required Participation Forms

(Visit [studentleaders.napcaonline.org/chapter-resources](http://studentleaders.napcaonline.org/chapter-resources) to download required participation forms. Once you fill out the required participation forms, upload to the Affiliate Member Online Form.)

### **IV. General Chapter Member**

The fourth way is by becoming a General Chapter Member and completing the General Chapter Member Online Form.

General Chapter Members provide direct support to the chapter by getting involved in chapter committee work and helping promote chapter activities and events throughout the school year. Furthermore, general chapter members assist chapter officers with planning and implementing different chapter events and activities and identifying potential new chapter members. Additionally, general chapter members receive peer college advising services through their participation in one of our college-going teams co-led by CPCAs.

#### General Chapter Membership Requirements

- Must Have at least a 2.7 Cumulative GPA or Higher (on a 4.0 scale) in their Academic Courses.
- Complete and submit a General Chapter Member Online Form.

Join our global student movement by becoming a Chapter Founder and Certified Peer College Advisor at your high school to empower your peers to define their life's purpose/career path, break through their barriers, and prepare to enroll and complete some form of postsecondary education, specifically to be prepared to enter high skilled careers or trades.

Upload the following documents to the General Chapter Member Online Form:

- Upload High School Transcript
- Upload a Letter of Interest answering the following:
  - Why you want to become a general chapter member at your school?
  - What you hope to contribute as a general chapter member to your school community?
- Upload Two Letters of Recommendation
- Upload Required Participation Forms

(Visit [studentleaders.napcaonline.org/chapter-resources](http://studentleaders.napcaonline.org/chapter-resources) to download required participation forms. Once you fill out the required participation forms, upload to the General Chapter Member Online Form.)

## **V. Chapter Advisor Member**

The fifth way is by becoming a chapter advisor and completing the Chapter Advisor Member Online Form.

Chapter Advisors consist of at least one school counselor, one teacher, one school administrator, and one parent. Chapter advisors are a supportive resource when the chapter needs help or advice and work within the school and community to further the mission of the NAPCA Chapter.

Chapter advisors, specifically school counselors and college counselors, offer CPCAs ongoing support. CPCAs and chapter advisors meet at least twice a month however, we highly recommend that CPCAs and chapter advisors meet more frequently than twice a month. CPCAs and chapter advisors meet to engage in problem solving conversations to identify the reasons for gaps in achievement, prioritize the key levers for raising achievement and students who need the greatest degree of attention, and develop actionable plans to increase the achievement of the prioritized group. Through these sessions, CPCAs develop the skills and practices to independently evaluate student outcomes, identify the root cause(s) of problems, and seek solutions.

### Chapter Advisor Membership Requirements

- Open to school administrators, counselors, faculty, parents, and other school staff.
- Complete and submit a Chapter Advisor Member Online Form.

### Membership Dues

Unlike most chapter-based student organizations, the NAPCA Organization does not require our student-led NAPCA chapters and members to pay membership dues.

### NAPCA Chapter History

The first High School NAPCA Chapter was established in Fall 2010 in the Rialto Unified School District. Chapters were recognized as the student organization for student leaders who are interested in increasing their school's college enrollment rate

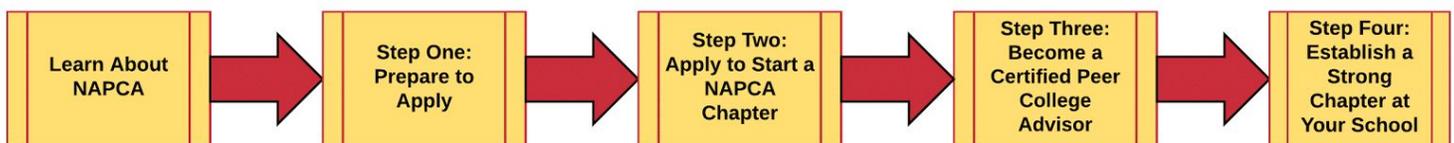
Join our global student movement by becoming a Chapter Founder and Certified Peer College Advisor at your high school to empower your peers to define their life's purpose/career path, break through their barriers, and prepare to enroll and complete some form of postsecondary education, specifically to be prepared to enter high skilled careers or trades.

and building and sustaining a strong college culture where all students are expected to complete some form of postsecondary education after high school.

The chapter program was implemented as a pilot study by a graduate student research team led by Aaron W. Smith from the University of Southern California Rossier School of Education from Fall 2010 through Spring 2013. The goal of the pilot study was to determine the feasibility of NAPCA's student-run peer college advising program and identify the components that are most important to the facilitation of the student-run college and career readiness school-wide intervention. After evaluation of the program, NAPCA learned that the student-run peer college advising approach was successful at raising students' college and career aspirations and helping students navigate the college application process. Additionally, the program evaluation revealed that the peer college advising approach provided students school-wide with the opportunity to have a meaningful relationship with at least one highly influential certified peer college advisor (CPCA) in addition to their professional school counselor, which helped meet the pressing demand for more one-on-one college advising than school counselors and college readiness programs could meet. CPCAs met with students in many different settings (i.e., college/career center, in classrooms during lunch, cafeteria/snack bar, athletic events, etc.), providing for a variety of opportunities and perhaps a more natural advisor/advisee relationship. Furthermore, research showed that by placing well trained certified peer college advisors in high schools as assistants to school counselors/college counselors, NAPCA will help improve the student-to-counselor ratio, which provides better access to college advising and preparation services for all students school-wide.

### Figure 2: High School Chapter Start-Up Flowchart

The chapter start-up flowchart is a visual representation, which shows you the process to start a NAPCA HS Chapter at your school.



Join our global student movement by becoming a Chapter Founder and Certified Peer College Advisor at your high school to empower your peers to define their life's purpose/career path, break through their barriers, and prepare to enroll and complete some form of postsecondary education, specifically to be prepared to enter high skilled careers or trades.

## Step 1: Prepare to Apply

### I. Learn About NAPCA and Download NAPCA High School Chapter Start-Up Materials

Aspiring chapter founders must visit NAPCA's website ([napcaonline.org](http://napcaonline.org)) to learn more about the organization. In addition, go to [studentleaders.napcaonline.org/chapter-resources](http://studentleaders.napcaonline.org/chapter-resources) to download the materials that will guide and support your efforts to start a NAPCA chapter. Use these chapter start-up materials when you explain the program to interested students, counselors, teachers, and administrators at your school and during the founders meeting. Having printed material on hand makes it easier to describe and promote the chapter. Share these informational materials and reading literature to all of your friends, teachers, counselors, and school administrators. We highly recommend that you review the following documents first: NAPCA HS Chapter View Book, Start a NAPCA HS Chapter Guidebook, Become a CPCA Guidebook, and Become a CPCA Flyer.

#### Download NAPCA HS Chapter Start-Up Materials

##### [studentleaders.napcaonline.org/chapter-resources](http://studentleaders.napcaonline.org/chapter-resources):

- NAPCA HS Chapter View Book
- Official HS Chapter Manual
- Chapter Recommendation Online Form
- CPCA Recommendation Online Form
- New Member Online Form
- HS Chapter Start-Up Interest Online Form
- HS Chapter Constitution & Bylaws Template
- Sample Chapter Activities and Events Calendar
- Official HS Chapter Founders Meeting Agenda
- CPCA Sponsorship Letter
- Official First HS Chapter Meeting Agenda
- NAPCA Logo
- Become a CPCA Flyer (8.5 x 11)
- HS Chapter Site Visit Request Online Form
- HS Chapter Start-Up Flowchart
- HS Chapter Performance Standards
- HS Chapter Roster Online Form
- NAPCA Chapter & CPCA Fundraising Guidebook
- HS Chapter Officer Position Descriptions
- CPCA Nomination Form
- Suggested Tips for Electing Chapter Officers and Transitions
- Chapter Officer Transition Guidebook
- HS Chapter Website Request Online Form
- NAPCA HS Chapter Start-Up PowerPoint Presentation
- Start a NAPCA Chapter Online Application Checklist
- CPCA Training & Certification Online Admissions Application Checklist
- NAPCA HS Chapter Information Session Facilitation Guide
- CPCA Scholarship Program Overview
- CPCA Code of Ethics

Join our global student movement by becoming a Chapter Founder and Certified Peer College Advisor at your high school to empower your peers to define their life's purpose/career path, break through their barriers, and prepare to enroll and complete some form of postsecondary education, specifically to be prepared to enter high skilled careers or trades.

- CPCA Training & Certification Program Overview
- HS Chapter Operations Online Training Course Overview
- Required NAPCA Chapter Participation Forms
- Ways to Become a Member & Membership Requirements

## **II. Create a NAPCA High School Chapter Interest Group at Your School**

Aspiring chapter founders must use their own network to recruit at least eight students and one teacher or school counselor who are interested in helping you start a NAPCA HS Chapter at your school. Aspiring chapter founders must create a contact sheet that includes an email address, phone number, grade level, current GPA, and a mailing address for each member including school staff members in your interest group. This list will serve as the basis for your "NAPCA HS Chapter Interest Group," or a collection of aspiring chapter founders interested in helping build a NAPCA HS Chapter at your school.

## **III. Schedule an Information Session**

Aspiring chapter founders must contact the NAPCA Headquarters to schedule an information session via telephone, Skype, or in person with a staff member from our NAPCA Chapter support team. The information session will inform prospective students of the details about how to become a member of the NAPCA Organization and start a NAPCA HS Chapter at your school.

NAPCA highly encourages aspiring chapter founders that are located within 10 miles of the NAPCA Headquarters to attend an information session at the NAPCA Headquarters. In-Person information sessions are encouraged but not required. The NAPCA Headquarters is located in Inglewood, CA, two miles east of the Los Angeles International Airport.

Visit [studentleaders.napcaonline.org/information-sessions](http://studentleaders.napcaonline.org/information-sessions) to register for an information session.

## **IV. Recruit Potential High School Chapter Founders & Certified Peer College Advisors (CPCAs)**

Aspiring chapter founders must recruit student leaders at your school interested in becoming a certified peer college advisor (CPCA) and chapter founder to help you build a strong NAPCA High School Chapter. Organize an information session on campus to help you promote and recruit founders for your chapter. Go to [studentleaders.napcaonline.org/chapter-resources](http://studentleaders.napcaonline.org/chapter-resources) to download the Information Session Facilitation Guide to help you facilitate your information session as well as prepare you to speak to students and staff members on campus about the NAPCA Chapter.

This document will guide and support your efforts to recruit CPCAs and chapter founders. We encourage you to approach student groups/clubs on campus because they can help spread the word about your chapter's activities. Ask your teachers if they know students who would be interested in serving as a committed and active Certified Peer College Advisors (CPCA) and/or chapter founder. Be sure to reach out to students from many different groups; from cheerleaders to chess club members, from student body leaders to student athletes. Remember, *all* students can help spread the word about your chapter, so try to get a diverse group of students to join.

- Go to [studentleaders.napcaonline.org/chapter-resources](http://studentleaders.napcaonline.org/chapter-resources) to download the Chapter View Book and Become a CPCA Flyer to help you recruit chapter founders and CPCAs.
- NAPCA highly recommends that you create a Facebook group page and use other social media platforms to help you start recruiting CPCAs and chapter founders for your NAPCA Chapter.

### **Recruiting CPCAs Through Teacher, Counselor & Student Nominations**

The CPCA Nomination Form will help you recruit CPCAs for your chapter. Ask teachers, counselors, and students at your school to nominate highly influential and college bound students with at least a 2.7 cumulative GPA who they think would be a good fit to serve as a Certified Peer College Advisor.

Let them know you are looking for students who would be interested in getting trained to help their peers navigate the college admissions process and secure the financial aid and scholarships needed to pay for college. Teachers, counselors, and students can nominate as many student leaders as they wish. Visit [studentleaders.napcaonline.org/chapter-resources](http://studentleaders.napcaonline.org/chapter-resources) to download a CPCA Nomination Form.

## **V. Obtain at least 4 Chapter Advisors to Support Your Chapter**

Aspiring high school chapter founders must identify at least four chapter advisors from their school community to support the chapter. The chapter is required to have the following to serve as chapter advisors: one professional school counselor, one full time teacher from any academic discipline at your school, one school administrator, and one parent.

### **Role of Chapter Advisor**

The Chapter Advisors are the chapter's link to the school and district administration. Chapter Advisors serve as adult school leaders. They are expected to inform the chapter of the school's guidelines for student clubs/organizations and inform

the school administration of the chapter's activities and value to the school community. In addition, chapter advisors volunteer their time to help organize and implement chapter events and activities - such as the annual chapter fundraising campaign, college and career fair, and college tours - throughout the school year.

Although a NAPCA High School Chapter is student-run, Chapter Advisors are important members of chapter leadership. Chapter Advisors give the chapter credibility among the school faculty and administration as well as providing solid educational guidance to the chapter. Chapter advisors offer CPCAs ongoing support. CPCAs and chapter advisors meet at least twice a month, however we highly recommend that CPCA and chapter advisors meet more frequently than twice a month. CPCAs and chapter advisors meet to engage in problem solving conversations to identify the reasons for gaps in achievement, prioritize the key levers for raising achievement and student who need the greatest degree of attention, and develop actionable plans to increase the achievement of the prioritized group. Through these sessions, CPCAs develop the skills and practices to independently evaluate student outcomes, identify the root cause(s) of problems, and seek solutions.

The opportunity to mentor NAPCA members as they develop into confident leaders and public speakers can be very rewarding. While the students organize, implement, and evaluate chapter activities and meetings, Chapter Advisors are actively involved behind the scenes providing much more than just an official signature when needed. If you are having trouble finding Chapter Advisors, please contact the NAPCA Headquarters to speak with our support team.

### **Why a Parent Advisor?**

There is a large body of research that exists about the importance of parent involvement in schools. Research overwhelmingly indicates that parent involvement not only positively affects student achievement, it contributes to higher quality education and better performance of schools overall. To that end, NAPCA requires all chapters do their part to encourage parent involvement in the college and career focused events and activities, organized and implemented by the NAPCA Chapter. Parents serve as a supportive resource and assist chapters by making a cash donation or an in-kind donation of goods and services to support the chapter. Parent Advisors also volunteer their time to help organize and implement chapter events and activities such as the annual chapter fundraising campaign.

## **VI. Obtain 4 Letters of Recommendation to Support Your Application to Start A NAPCA Chapter**

Aspiring chapter founders must obtain a letter of recommendation from 4 staff members at your school to support your application to start a NAPCA High School

Chapter. We recommend that you have all four chapter advisors complete a letter of recommendation. Have each recommender visit [studentleaders.napcaonline.org/chapter-recommendation-form](http://studentleaders.napcaonline.org/chapter-recommendation-form) to upload their letter of recommendation and complete our NAPCA High School Chapter Recommendation Form.

### **VII. Use Template Provided by NAPCA to Write Your High School Chapter's Constitution**

On most high school campuses, new student clubs/organizations must submit their chapter constitution for student government approval. To ensure you obtain approval, NAPCA requires that you download the NAPCA HS Chapter Constitution Template from [studentleaders.napcaonline.org/chapter-resources](http://studentleaders.napcaonline.org/chapter-resources) to help you write your chapter constitution. All constitutions must adhere to the Fundamental Principles of NAPCA Chapters, which means they must be democratically run, student-led, and must adhere to any school rules and policies.

### **VIII. Earn Official Student Group Status from Your High School**

Find out the requirements for setting up a NAPCA HS Chapter at your school. If you don't know where to start, try searching the web for "[your school] student organizations." In addition, you should speak directly with your school counselor, any student member of your school's ASB - associated student body - or school administration to find out the necessary requirements, rules, and restrictions regarding starting a student run organization at your school. Once you have identified the requirements to earn official student group status at your school, the next step is to complete and turn in any required documents or forms to become an official student organization.

When you earn official student group status with your high school, a wide world of benefits and support and funding possibilities is open to you. For example, your group will receive access to use your school facilities for chapter meetings and events throughout the school year.

### **IX. Organize Your First Official Founders Meeting**

The "founders' meeting" should include at least eight students and at least four chapter advisors who will help build the chapter. This meeting can be held during lunch, "free period," after school, or on a Saturday morning at your school. Use the founders meeting agenda provided by NAPCA from [studentleaders.napcaonline.org/chapter-resources](http://studentleaders.napcaonline.org/chapter-resources) to help you prepare to organize your first official founders meeting. A NAPCA representative may be available to speak at your meeting in person or via Skype.

To request that a NAPCA staff member visit your first official chapter founders meeting, your first official chapter meeting, information session, or special event, please fill out the HS Chapter Site Visit Request Form. Please note that when we conduct site visits our goal is not to evaluate you, but rather to work with your chapter to help you build a strong NAPCA chapter. In addition, we will make a strong effort to have a NAPCA team member at your event in person. If our schedule does not allow us to have a team member at your meeting or event in person, we will make every effort to join you live via Skype and/or we can send a pre-recorded video for you to present at your chapter meeting or event. Go to [studentleaders.napcaonline.org/chapter-resources](http://studentleaders.napcaonline.org/chapter-resources) to complete the HS Chapter Site Visit Request Form online. Please allow 3-5 business days for NAPCA to process your form.

## **X. High School Chapter Officer Elections & Transitions, Oath of Office, & Position Descriptions**

Chapter Officers run the chapter through various positions: Chapter President, Chapter Vice President, Chapter Secretary, Chapter Treasurer, Chapter Sentinel, and Chapter Historian and Reporter. Chapter Officers are responsible for managing the chapter's affairs. Chapter officers are required to serve as certified peer college advisors (CPCAs).

Chapter founders will need to elect chapter officers to run the high school chapter for the first year of chapter operations. NAPCA highly recommends that you visit [studentleaders.napcaonline.org/chapter-resources](http://studentleaders.napcaonline.org/chapter-resources) to download and review the *HS Chapter Officer Elections and Position Descriptions* document and the *Suggested Tips for Electing HS Chapter Officers & Transitions* document to help you organize your chapter officer elections.

### **Officer Elections**

Each year, officer elections should be held sometime in the middle of your school year or one month after spring semester. Formal nominations for office should begin one or two meetings before the actual election date. Candidates should be prepared to speak to all chapter members during the election meeting to express their desire to hold office and goals or plans for their term. Votes should be taken by secret ballot and counted by one of your chapter advisors.

### **Chapter Officer Transitions**

Chapter Officers will need to spend the last 3 months of their term or school year training the incoming student chapter officer. The newly elected chapter officers will shadow/learn from the current chapter officers in office. Chapter Officers will need to conduct a comprehensive chapter officer transition meeting with the new incoming

chapter officer (at least 2 months before the end of their term) to ensure the new chapter officer is set up for success. At the conclusion of the school year, the newly elected officers will officially begin their term.

To prepare for the officer transition meeting with the incoming chapter officer, you will need to develop an Officer Transition Report. We highly recommend that you download and review the Chapter Officer Transition Guidebook at [studentleaders.napcaonline.org/chapter-resources](http://studentleaders.napcaonline.org/chapter-resources) to help you develop your officer transition report and prepare for the transition meeting with the incoming chapter officer.

### **Chapter Officer Oath of Office During Induction Ceremony**

After elections, the NAPCA HS Chapter Oath of Office is to be administered during the chapter officer induction ceremony. Students should stand (if they are able) at the front of the room, raise their right hand, and repeat the Oath that is administered from an immediate past chapter officer, chapter advisor or NAPCA Staff present.

*"I, (state your name), solemnly swear that I will carry out the duties of my office with dignity and integrity. I will uphold the mission of the National Association of Peer College Advisors. I will devote my tenure in office to furthering the basic purpose of the Association and to implementing its policies and programs. To these responsibilities I pledge myself." Congratulations! (Applause)*

## **High School Chapter Officer Position Descriptions**

### **DUTIES OF CHAPTER PRESIDENT**

- Preside over meetings according to accepted rules of parliamentary procedure.
- Develop the Chapter Activities and Events Calendar for the school year.
- Appoint committees and serve on them as an ex-officio, non-voting member.
- Plan, organize, implement, and evaluate chapter events and activities.
- Represent the chapter in your school and community.
- Coordinate all chapter committee work.
- Work closely with the vice-president and chapter advisor to assess progress toward meeting chapter goals and the International NAPCA Chapter Standards.
- Conduct chapter officer transition meeting.

### **DUTIES OF CHAPTER VICE PRESIDENT**

- Assume all duties of the president if necessary.
- Develop the Chapter Activities and Events Calendar for the school year.
- Appoint committees and serve on them as an ex-officio, non-voting member.
- Plan, organize, implement, and evaluate chapter events and activities.
- Represent the chapter in your school and community.

- Coordinate all chapter committee work.
- Work closely with the chapter president and chapter advisor to assess progress toward meeting chapter goals and the International NAPCA Chapter Standards.
- Conduct chapter officer transition meeting.

#### DUTIES OF CHAPTER SECRETARY

- Prepare and send out the agenda to all chapter members and chapter advisors for each chapter meeting.
- Prepare and present the minutes of each chapter meeting.
- Place all committee reports in the secretary's file.
- Be responsible for chapter correspondence with the NAPCA Headquarters and school administration.
- Maintain member attendance and activity records and issue membership certificates.
- Have on hand for each meeting:
  - The secretary's file.
  - Copy of the Chapter Activities and Events Calendar
  - Copy of Official NAPCA Chapter Manual.
  - Copy of the Chapter Constitution
- Conduct chapter officer transition meeting.

#### DUTIES OF CHAPTER TREASURER

- Receive, record and deposit Chapter funds and issue receipts.
- Collect donations from chapter supporters
- Present monthly treasurer reports at chapter meetings.
- Maintain neat and accurate treasury records.
- Prepare and submit the membership roster and any donations to the NAPCA Headquarters.
- Serve as chairperson of the finance committee
- Conduct chapter officer transition meeting.

#### DUTIES OF CHAPTER SENTINEL

- Assist the president in maintaining order.
- Keep the meeting room, chapter equipment and supplies in proper condition.
- Welcome guests and visitors.
- Assist with refreshments.
- Assist chapter historian and reporter with taking pictures at all chapter events and meetings.
- Conduct chapter officer transition meeting.

## DUTIES OF CHAPTER HISTORIAN & REPORTER

- Serve as chair of the public relations committee.
- Promote your chapter with local radio, news TV stations, newspapers including school and district newsletters.
- Make use of other opportunities to share the success of the NAPCA Chapter.
- Release news and information to local and regional news media.
- Publish a chapter newsletter, website, and social media site such as Facebook.
- Prepare and maintain a Chapter scrapbook.
- Serve as the chapter photographer
- Conduct chapter officer transition meeting.

## EXPECTATIONS OF ALL CHAPTER OFFICERS

- A genuine desire to be part of a leadership team.
- A willingness to accept responsibility.
- A sincere desire to work with all chapter members in meeting their leadership, personal and chapter goals.
- A commitment to lead by example.
- A knowledge and understanding of the chapter constitution.
- An ability to memorize and recite their parts in the official ceremony.

**NOTE: Before you move on to Step 2, be sure you have completed all action items in Step 1. Please use the Step 1 Checklist on pg. 25 to assist you.**

## Step 2: Apply to Start a NAPCA HS Chapter

The NAPCA Chapter Support Team will work with aspiring chapter founders to ensure that you successfully complete the steps to start an official high school chapter of the NAPCA Organization and receive active chapter status. In addition, the Chapter Support Team will be available to assist you as you complete your application to start a NAPCA Chapter. There is no cost to start a NAPCA High School Chapter at your school.

### Transitioning from Provisional Status to an Active Status Chapter

Once aspiring chapter founders complete the steps to start an official NAPCA High School Chapter (see Figure 3), the chapter will receive a letter granting status as a provisional high school Chapter from the NAPCA Organization. Your chapter can start building a strong high school chapter at your school as well as assist your college

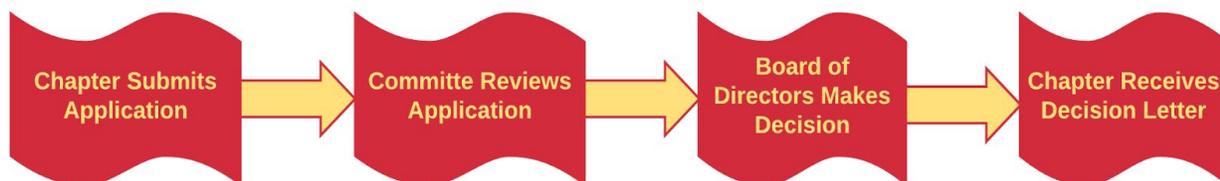
Join our global student movement by becoming a Chapter Founder and Certified Peer College Advisor at your high school to empower your peers to define their life's purpose/career path, break through their barriers, and prepare to enroll and complete some form of postsecondary education, specifically to be prepared to enter high skilled careers or trades.

counselors or school counselors with planning and implementing school-wide college and career focused activities and events. However, in order to transition from a provisional status chapter to an active status chapter, the chapter will need to complete the following:

- Have at least eight chapter founders or chapter members who will enroll and complete the Certified Peer College Advisor (CPCA) Training Certification Program (see step 3).
- Have chapter founders and chapter officers complete Chapter Operations Training (see section below).

Once you have completed these two steps, your NAPCA high school chapter will receive a letter from the NAPCA Organization granting status as an active high school chapter.

**Figure 3. Process of Obtaining Provisional High School Chapter Status**



### **I. Complete and Submit a Notice of Intent to Start a NAPCA Chapter**

To be recognized by the NAPCA Board of Directors as an official NAPCA High School Chapter, aspiring chapter founders will need to fill out and submit a Notice of Intent to Start a NAPCA Chapter Online Form to the NAPCA Office of Chapter Support Services. Go to [studentleaders.napcaonline.org/chapter-resources](http://studentleaders.napcaonline.org/chapter-resources) to complete and submit the Notice of Intent to Start a NAPCA Chapter Online Form.

### **II. Complete and Submit the Start a NAPCA Chapter Online Application**

There is no application fee to Submit the Start a NAPCA Chapter Online Application. Aspiring Chapter Founders must work together to complete and submit the Start a NAPCA Chapter Online Application.

### **Application Requirements & Documents Needed to Start a NAPCA Chapter and Become a Member of NAPCA**

- **Submit a Group Letter of Interest to Start a NAPCA HS Chapter**

Aspiring Chapter founders must work together to complete and submit a letter of interest responding to the following questions:

→ Why you want to establish a NAPCA HS Chapter at your school?

→ What you hope to contribute as a chapter to your school community?

- **Group Interview with Aspiring High School Chapter Founders**

The student group interview (Telephone, Via Skype, or In-Person) typically takes approximately 15 minutes to complete. During the group interview session, we will ask questions about why they decided to apply to start a Chapter and become a member of NAPCA, and the activities they are involved in at their school and outside of school. Please be prepared to do most of the talking! Additionally, applicants will have an opportunity to ask specific questions about the NAPCA High School Chapter Program. The interview will help us determine if the chapter is a good fit to become a member of NAPCA.

NAPCA highly encourages new high school chapters that are located within 10 miles of the NAPCA Headquarters to complete their group interview in-person. In-Person interviews are encouraged but not required. The NAPCA Headquarters is located in Inglewood, CA, two miles east of the Los Angeles International Airport.

- **High School Chapter Advisor Interview**

The Chapter Advisor interview (Telephone, Via Skype, or In-Person) typically takes approximately 15 minutes to complete. During the interview session, we will ask the chapter advisor questions to get a better insight of the school's college-going culture, college enrollment rate, how they plan to support the chapter, and why they feel the NAPCA high school chapter will be a good fit for their school community.

- **Upload High School Chapter Constitution & Bylaws**

The NAPCA Headquarters has provided a template for your chapter to use when writing your chapter constitution. Ensure that you visit [studentleaders.napcaonline.org/chapter-resources](http://studentleaders.napcaonline.org/chapter-resources) to download the chapter constitution and bylaws template. The next step is to use the template to write your chapter constitution and bylaws. After you have finished writing your chapter constitution, make sure all aspiring chapter founders and chapter advisors have read and agree to the chapter constitution and bylaws. Finally, upload your chapter constitution and bylaws to your Start A NAPCA Chapter Online Application.

- **Submit 4 Letters of Recommendation to Support Your Application to Start A NAPCA Chapter**

Aspiring chapter founders must have 4 staff members submit a letter of recommendation at your school to support your application to start a NAPCA High School Chapter. We recommend that you have all four chapter advisors complete a letter of recommendation. Have each recommender visit

[studentleaders.napcaonline.org/chapter-recommendation-form](http://studentleaders.napcaonline.org/chapter-recommendation-form) to submit their letter of recommendation and complete our NAPCA High School Chapter Recommendation Form.

- **Complete and Submit the NAPCA Chapter Roster Online Form**

Aspiring chapter founders will need to complete and submit a NAPCA Chapter Roster Online Form. Make sure you include your chapter advisors and all aspiring chapter founders and CPCAs on your first chapter roster.

Go to [studentleaders.napcaonline.org/chapter-resources](http://studentleaders.napcaonline.org/chapter-resources) to complete and submit the NAPCA Chapter Roster Online Form.

**NOTE: Before you move on to Step 3, please make sure you have completed all action items in Step 2. Use the Step 2 Checklist on pg. 25 to assist you.**

## **Step 3: Become a Certified Peer College Advisor**

Now that you have gained provisional status as a NAPCA High School Chapter, the next step is to have all chapter founders complete the following steps to become a High School Certified Peer College Advisor (HS CPCA):

Step 1: Learn About Becoming A High School CPCA

Step 2: Apply for Admission to the CPCA Training & Certification Program

Step 3: Complete the CPCA Training & Certification Program. Pass the Written and Oral Exam

Step 4: Pass the CPCA Code of Ethics Exam

To learn more about the steps to become a High School Certified Peer College Advisor, visit [studentleaders.napcaonline.org/become-a-cpca](http://studentleaders.napcaonline.org/become-a-cpca) and download the Become a HS CPCA Guidebook.

Additionally, your chapter can recruit student leaders from all grade levels at your high school who may be interested in becoming a CPCA. Each student leader will need to have earned at least a 2.7 cumulative GPA or higher (on a 4.0 scale) in their academic courses. NAPCA highly recommends that your Chapter recruits at least 20

student leaders at your high school to enroll and complete NAPCA's CPCA Training and Certification Program.

**NOTE: Before you move on to Step 4, be sure you have completed the steps to become a certified peer college advisor.**

## **Step 4: Establish A Strong Chapter at Your High School**

This section is for chapters that received recognition as an active high school chapter of the NAPCA Organization.

### **I. Review Official NAPCA High School Chapter Operations Guidebook**

NAPCA highly recommends that you review in detail the "Official NAPCA HS Chapter Operations Guidebook" to help you prepare to establish a strong chapter at your high school and start organizing college and career focused chapter events and activities for the school year.

### **II. Complete High School Chapter Operations Online Training Course**

Aspiring chapter founders and all chapter officers will need to complete NAPCA's high school chapter operations online training to ensure that all student leaders understand how to establish and also maintain a strong chapter in their school community.

To learn more about the HS Chapter Operations Online Training course, go to [studentleaders.napcaonline.org/chapter-resources](http://studentleaders.napcaonline.org/chapter-resources) and download the HS Chapter Operations Online Training Course Overview.

### **III. Complete and Submit Required Participation Forms**

All chapter members are required to complete and upload the following Participation Forms:

- Waiver of Liability/Parental Consent to Participate Form
- Image Release Form
- NAPCA Member Code of Conduct Form

#### **IV. Organize Your First Official Chapter Meeting**

Please use the First Official Chapter Meeting Agenda provided in HS Chapter Start-Up Materials at [studentleaders.napcaonline.org/chapter-resources](http://studentleaders.napcaonline.org/chapter-resources) to help you prepare a well-planned chapter meeting for all of your potential members. This meeting should be designed to promote your new NAPCA high school chapter and also to get the chapter organized for the year to come. Make sure that this meeting is interesting and productive so that potential members can see that you are organized.

#### **V. Create NAPCA HS Chapter Activities and Events Calendar for the Year**

All chapters must adhere to the NAPCA Chapter Standards and use the Sample Chapter Activities and Events Calendar provided in Chapter Start-Up Materials at [studentleaders.napcaonline.org/chapter-resources](http://studentleaders.napcaonline.org/chapter-resources) to help you create your own chapter calendar of events.

#### **VI. Continue Promoting the Establishment of Your NAPCA Chapter Within Your High School Community**

Continue promoting the establishment and chartering of your NAPCA chapter within your high school community. Start recruiting new members and chapter leaders for future years. Encourage underclassmen to attend your first official NAPCA Chapter Information Session and to help in planning and implementing chapter events. By getting them involved now, you can count on them to take over the chapter when you graduate to ensure continuity of your newly founded and chartered chapter.

#### **VII. Adding New HS Chapter Members and CPCAs**

If you have a new student at your high school who wants to become a member of your school's NAPCA HS Chapter and/or become a CPCA, they will need to apply for admission to the CPCA Training & Certification Program and complete and submit a New Member Online Form.

#### **VIII. Complete and Submit the NAPCA Chapter Roster Online Form**

You will need to complete and submit your finalized chapter roster to the NAPCA Headquarters. Make sure you include all new NAPCA Chapter members, chapter advisors, and/or CPCAs on the finalized chapter roster. Complete and submit your finalized chapter roster online form at [studentleaders.napcaonline.org/chapter-resources](http://studentleaders.napcaonline.org/chapter-resources).

If your NAPCA Chapter Roster changes (i.e. added new chapter members or new chapter advisors), we ask that you send an updated chapter roster to the NAPCA Headquarters. This is so we can accurately measure the size of our membership and effectively communicate with all members and supporters.

**IX. Complete and Submit an Online HS Chapter Website Request Form**

Each chapter will receive their own Chapter website which will be designed and managed by NAPCA Headquarters. You will need to complete and submit an Online HS Chapter Website Request Form to start the process of building your chapter's website. The request form will provide NAPCA's web development team with the information needed to build your chapter's website.

Additionally, you will need to create social media accounts for your chapter (Facebook group page, Twitter, Instagram, Youtube, etc.) so we can add it to your chapter's website. Furthermore, your chapter will receive an official NAPCA email address. For example: eiensehowerhs@napcaonline.org or yourschoolname@napcaonline.org.

**X. Order HS Chapter Materials & Paraphernalia from NAPCA's Online Store**

When your chapter needs brochures, posters, banners, business cards, NAPCA name badge for chapter members, t-shirts, hoodies, or other promotional items, please visit NAPCA's Online Store at [studentleaders.napcaonline.org/online-store](http://studentleaders.napcaonline.org/online-store).

**XI. Support the NAPCA Foundation**

The NAPCA Foundation expects each NAPCA chapter member to pay it forward and fundraise at least \$100 per year to go towards scholarships that help active NAPCA members pay for their college education. In addition, the funds raised for the NAPCA Foundation will cover the pre-service and ongoing training as well as administrative support provided to Certified Peer College Advisors (CPCAs). To help each chapter member fundraise at least a \$100 donation, the NAPCA Foundation suggests that the NAPCA Chapter work as a team by organizing and implementing an annual Chapter fundraising campaign. Go to [studentleaders.napcaonline.org/chapter-resources](http://studentleaders.napcaonline.org/chapter-resources) to download the NAPCA Chapter and CPCA Fundraising Guidebook.

**NOTE: Please make sure you have completed all of the action steps in Step 4. You can use the Step 4 Checklist on pg. 25.**

# NAPCA High School Chapter Start-Up Checklist

## Step 1:

- Learn About NAPCA and Download NAPCA HS Chapter Start-Up Guidebook and Start-Up Materials
- Create a NAPCA HS Chapter Interest Group at Your School
- Schedule an Information Session
- Recruit Potential Chapter Founders and Certified peer College Advisors (CPCAs)
  - Recruit at least 8 Student Leaders from your School Community to Become a CPCA (recruitment of 20 student leaders or more is highly recommend)
  - Use CPCA Nomination Form to Recruit CPCAs for Your Chapter
- Obtain at least 4 Chapter Advisors to Support Your Chapter. Remember, you must recruit at least one professional school counselor, one academic teacher at your school, one school administrator, and one parent to serve as a chapter advisor.
- Obtain 4 Letters of Recommendation to Support Your Application to Start A NAPCA Chapter
- Use Template Provided by NAPCA to Write Your Chapter's Constitution
- Earn Official Student Group Status from Your School
- Organize Your First Official Founders Meeting
- Elect Chapter Officers to Run the HS Chapter for the First Year of Chapter Operations

## Step 2:

- Complete the Steps to Start an Official NAPCA Chapter and Gain Provisional Chapter Status
- Complete and Submit the Start a NAPCA Chapter Online Application
  - Submit a Group Letter of Interest to Start a NAPCA HS Chapter
  - Complete Aspiring Chapter Founders Group Interview with a Representative from NAPCA
  - Complete Chapter Advisor Interview with a Representative from NAPCA
  - Use the Template Provided to Write Your Chapter Constitution and Bylaws
  - Complete and Submit the NAPCA Chapter Roster Online Form

## Step 3:

- Download and Review the Become a HS CPCA Guidebook

## Step 4:

- Review Official NAPCA HS Chapter Operations Guidebook
- Complete High School Chapter Operations Online Training Course
- Complete and Submit Required Participation Forms
- Organize Your First Official Chapter Meeting
- Create NAPCA Chapter Activities and Events Calendar for the Year
- Continue Promoting the Establishment of Your NAPCA Chapter Within Your School Community
- Adding New Chapter Members and CPCAs
- Complete and Submit Your NAPCA Chapter Roster Online Form
- Complete and Submit an Online Chapter Website Request Form
- Order Chapter Materials & Paraphernalia from NAPCA's Online Store
- Support the NAPCA Foundation

## Start a NAPCA Chapter Online Application Checklist

- Submit Group Letter of Interest
- Complete Group Interview with a Representative from NAPCA
- Complete Chapter Advisor Interview with a Representative from NAPCA
- Upload HS Chapter Constitution & Bylaws to your Start a NAPCA Application
- Upload 4 Letters of Recommendation to Support your Application to Start a NAPCA Chapter
- Upload Your First Chapter Roster Online Form

## Requirements to Become a Certified Peer College Advisor

- Enrolled as a full-time high school student where an active NAPCA Chapter is located on a school campus. If your school has no active NAPCA chapter, you may be eligible to start a NAPCA chapter at your school.
- Have at least a 2.7 cumulative GPA.
- Complete at least one academic semester of high school.
- Complete and submit the CPCA Training and Certification Program Online Admissions Application.
- Submit two Online Recommendation Forms from a teacher or counselor.
- Complete 100 hours of NAPCA's certified peer college advising classroom training and 40 hours of peer college advising fieldwork experience while enrolled in the CPCA Training and Certification Program.
- Pass the CPCA oral exam and written exam which covers the competencies needed to perform the role of a CPCA.
- Pass the CPCA code of ethics exam: rules of conduct and peer college advising practice standards.
- Commitment to visiting a minimum of 15 four-year degree granting colleges/universities and 3 community colleges/two-year degree granting colleges within the first two years of receiving certification.
- Commitment to attending NAPCA's Summer Academy for at least one summer at one of our university locations (i.e., Harvard University, UC Berkeley, UCLA).
- Commitment to enrolling and completing a high quality postsecondary degree, workforce relevant certificate, or credential within six years after high school graduation.
- Commitment to working with diverse populations.
- Create a solid school wide action plan to build and sustain a strong college-going culture and increase college enrollment rates within their school community.
- Friendly, approachable, self-motivated, creative, enthusiastic, and passionate about higher education.

To learn more about the CPCA Training and Certification Program, go to [studentleaders.napcaonline.org/cpca-training](http://studentleaders.napcaonline.org/cpca-training) and download the CPCA Training and Certification Program Overview.

**Join our global student movement by becoming a Chapter Founder and Certified Peer College Advisor at your high school to empower your peers to define their life's purpose/career path, break through their barriers, and prepare to enroll and complete some form of postsecondary education, specifically to be prepared to enter high skilled careers or trades.**