



APPLICATION ASSISTANT

For New Application Assistants

What is an application assistant?

Application Assistants will meet with potential program participants and make program referrals. Application Assistants determine whether an applicant is eligible for program services and assesses the program fit of potential applicants. They also assist applicants with completing the application and submit it to the ACP once complete. ACP staff do not meet with potential participants for enrollment.

How do I become a certified Application Assistant?

In order to become a certified application assistant for the NJ ACP, and begin assisting clients with enrollment, you will need to complete an application assistant training. You can satisfy this training by completing a quarterly training or by requesting an in-person training for your agency.

Online Training Process (Coming Soon)

1. Watch the Application Assistant Training webinar below. The training webinar last approximately one hour and thirty minutes. You may wish to print out the supplemental training handout to follow along with throughout the webinar.
2. Once you have watched the entire training webinar, complete the online training quiz. You must pass the quiz with 100% in order to become a certified application assistant. The quiz will automatically provide results to you and the ACP. If you do not pass, you may retake the training quiz as many times as needed. You may want to refer to the webinar to assist you with answering questions.
3. Once the ACP receives your submitted application assistant registration form and verifies the completion of the application assistant training quiz your certification request will be processed. You should receive your registration number and starter kit with enrollment materials, in the mail within approximately two weeks. If you do not receive your starter kit, please reach out to the ACP at...

For Current Application Assistants

Do you need to renew your application assistant designation?

Your designation is good for a two-year term. You can renew your designation for another two-year term by completing and submitting a new application assistant agreement.

Did you change your name or place of employment?



DIVISION ON
WOMEN



NEW JERSEY DEPARTMENT OF
CHILDREN AND FAMILIES

You can transfer your designation to a new employer if you are still providing counseling, referral or other direct services to victims of stalking, sexual assault and or domestic violence and have complete and submit an updated application assistant agreement.

Where can I check my certification listing online (Coming Soon)

Note: working towards – stay tuned

Application and Materials

Add links to click

Do you need additional program applications or other program materials?

If you are a current application assistant and are in need of program materials, click on the links below for digital versions or for hard copies contact NJ ACP at 1-877-218-9133.

Stay informed (Coming Soon)

The ACP creates a quarterly e-newsletter with updates and useful information for our currently application assistants. If you are not already subscribed, please use the form below to get started.

(create box to subscribe – coming soon)