



**NC COALITION^{to}_{end}
HOMELESSNESS**

NC SOAR Caseworker Certification

To become an NC SOAR Certified Caseworker, an individual must complete two stages of certification. Materials submitted for review should only be from approved applications; the SOAR State Team Lead will consider accepting denied or pending applications on a case-by-case basis.

For questions, please contact soar@ncceh.org.

STAGE 1

- ☐ Complete the SOAR Online Adult and/or Child Course and the NC SOAR-specific quiz
- ☐ Complete at least one SOAR application using the [Quality Review Checklist](#)
- ☐ Submit a copy of one Medical Summary Report and Quality Review Checklist
- ☐ Submit Complete SOAR Caseworker Certification Exam

Completion of Stage 1: NC SOAR Certified Caseworker—Provisional Status

STAGE 2

- ☐ Complete 2 additional applications
- ☐ Submit copies of all medical summary reports, quality review checklists to NCCEH for review
- ☐ Complete self-assessment and evaluation of SOAR values, skills and experience

Certification Process

NCCEH will evaluate submitted materials at each stage of certification and notify caseworker of approval of NC SOAR Certified Caseworker status. Caseworkers will receive documentation that they are NC SOAR certified and will be added to the state list of certified SOAR caseworkers.

In order to maintain NC SOAR Caseworker Certification, the individual must continue to submit outcomes forms, complete an annual SOAR self-assessment and evaluation, and participate in monthly SOAR dialogue calls and community workgroup meetings.

Task	Documentation
Complete the SOAR Online Adult and/or Child Course and the NC SOAR-specific quiz	None needed
Complete at least one SOAR application using Quality Review Checklist (newly trained caseworkers must begin first application within three months of training)	Completed Quality Review Checklist
Submit copy of medical summary report to NCCEH	Summary report (identifying info withheld)
Complete SOAR Caseworker Certification Exam	Online NC SOAR Caseworker Exam
Complete 2 additional applications	2 additional Quality Review Checklists
Submit copies of medical summary reports to NCCEH for review	Copies of summary reports (identifying info withheld)
Complete self-assessment and evaluation of SOAR values, skills and experience	Online assessment/evaluation