2015 Continuing Education Unit (CEU) Equivalency Petition

Return application and all documentation to:
National Recreation and Park Association
attn. Certification
22377 Belmont Ridge Rd, Ashburn, VA 20148
Or fax to 703-858-0794

The program allows individuals who are certified as a CPRP or AFO with the NRPA office to petition for acceptance of continuing education unit equivalency for courses, institutes, and workshops that do not offer CEUs or college credits. When awarded, CEU equivalents are not actual CEUs and are good only for maintaining CPRP or AFO certification.

Please Print or Type

Title (e.g. Mr./Mrs.): _____ First Name:_____ Middle Initial: _____

Last Name:_____ Suffix: _____

Mailing Address: _____

City: _____State: _____ Zip: _____

Home Phone: _____ Business Phone: _____

Email Address: _____ NRPA member?   ☐ Yes- Membership # _____   ☐ No

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Fees: $20 application fee plus $2.00 for each 0.1 CEU equivalent being petitioned (0.1 CEU = 1 1/4 hours).

Example: If you are petitioning for 0.3 CEU equivalents, your fee will be $26.00. Petitions will not be processed without this payment.

Application Fee: $ 20.00

+ _____ Units x $2.00   + _____

TOTAL DUE   _____

Form of Payment: Check: _____ Credit Card Type:_____

Account #:_____ Expires: _____

Signature: _____

Would you like a copy of your receipt emailed to you?   ☐   Yes   ☐   No

Identifying Information

Title of the continuing education program being petitioned for acceptance as CEU equivalency credit:

_____

Name of agency sponsoring event/program: _____

Name of person having primary responsibility for event/program:

    Name:_____ Organization:_____

    Title: _____ Phone: _____

    Program Date(s): _____ Program Location: _____
                                                                                                    City, State

Brief description of program (a detailed program brochure may be attached in lieu of a written description) Include a program brochure with your application to demonstrate the expected benefits of the instruction and to give a brief description of learning outcomes. Please do not submit handouts or workbooks.

_____

_____

If you were not provided with learning outcomes for the course, please provide three detailed learning outcomes in the space below. **Do not send handouts or workbooks.** If you were provided with learning outcomes from the course, please provide them here and highlight them in the brochure.

    1._____

    2._____

    3._____

Verification of Attendance—Proof of attendance must come from the host of the course, a room host, or the instructor. If you are petitioning prior to attendance, remember CEUs will not be awarded until proof of attendance is received by NRPA. If the course you are attending is a conference, you must supply verification of attendance for **each** session you attend. Verification for the total conference will not be acceptable, as we must have verification of each session that you attended. We will accept a signature of the instructor or room host next to the class on the program or brochure or you can type a list of the courses you are planning to attend (including dates/times) and have the instructor or room host sign next to each class.

How many contact hours of instruction are contained in this program?_____
(Must be a minimum of 1 1/4 hours in length. **Do <u>not</u> count breaks, meals, etc.**)

Number of CEU equivalents requested (**0.1 CEU = 1 1/4 hours**):_____

Have you included (ALL of these must be verified or the petition will be returned):
        _____ Program brochure (including detailed subject outline)
        _____ Time frame course (listing breaks, meals, etc.)
        _____ Verification of attendance