



National Recreation  
and Park Association

# How to Host an NRPA Aquatic Facility Operator (AFO) Course



## Independent Instructor Information

## HOW TO HOST AN NRPA AQUATIC FACILITY OPERATOR COURSE – Independent Instructors

**This host handbook information is intended for AFO course hosts that are contracting directly with an AFO instructor. If you need NRPA to provide an instructor to you, you must follow the Contracted Instructor host handbook.**

1. **DATE** Submit an AFO course reservation form by email or fax. **You must submit the course request form AT LEAST four weeks before you intend to give the course.** You will need to select someone to be the main contact for the course, and give us his or her name and telephone number. All questions about the course will be referred to that person. All courses – private or public – need to be scheduled with NRPA. Materials will not be sent to a site without a reservation form on file.
2. **LOCATION** This course DOES NOT require the use of a swimming pool. The location should be set up in classroom style with tables and chairs for the participants. The participants should be seated 2 per 6 foot table during the certification exam. Please ensure that the course location is accessible for persons with disabilities.

Make sure the meeting room can comfortably seat all of the participants, with space in the front for the A-V equipment and an instructor table.

3. **EQUIPMENT** It is important to make sure the audio-visual equipment is in good working order and is set up in the room at least one half hour before the course is to begin. Standard required equipment is an LCD projector, flip chart with markers and/or dry-erase board. Instructors will provide a laptop computer for the presentation.
4. **COURSE PROMOTION** The AFO Marketing Toolkit is located at <http://www.nrpa.org/Professional-Development/Certification/AFO/AFO-Marketing-Toolkit/> This toolkit includes a fill-in registration brochure, an AFO ad, banners, media advisories and a sample press release. NRPA-AFO logos must be included in all of the course promotion. The logos will be provided to you in the toolkit. Your course promotional material should contain the date and location of the course, registration fees, where to send payment, to whom checks should be made payable, information about accommodations for persons with disabilities, and any other pertinent information.
6. **REGISTRATION**
  - a) Set up registration forms and processes for your course. All registration fees are collected by the host.
  - b) Suggested registration fees for the AFO course are:  
Standard two-day course \$275.00 per person  
**Please indicate clearly on the form any additional fees.**
  - c) Provide the participants with confirmation of his/her registration. The confirmation should include location and times, hotel information, directions to the course, and the name and phone number of someone who will be available the first morning of the course to answer last minute questions and handle any emergencies.

d) Be sure to state your refund policy. You may charge an administrative fee for cancellations. You will be charged for all materials that you order unless they are returned to the NRPA office.

7. **PARTICIPANTS** The course should have a maximum of **15 participants**. More than 60 participants is allowable only if the course site can accommodate that large of a group. The ratio of students to instructors should not exceed 20:1. ***Please contact NRPA if extenuating circumstances arise.***

8. **COURSE and EXAM MATERIALS** Order your course and exam materials NO LATER than three weeks before your course. You will be charged for expedited delivery if you order your materials late.

You are required to provide the participants with the course materials a minimum of two weeks before the course. Advise the participants that they need to read the manual in advance of the course and bring their materials with them when they come to the course.

9. **COURSE SPONSORS** You may solicit sponsors to help offset your course expenses (i.e. food and beverage, facility fees, etc.) HOWEVER the sponsors are not permitted to promote, sell, advertise or solicit participants during the course and exam. You also may not include any sponsor logos or product information with the course materials.

10. **ON-SITE** You must provide a staff person to manage all of the on-site logistics during the course and exam (i.e. check in, name badges, etc.)

11. **PAYMENT** NRPA accepts checks, credit cards and purchase orders as payment for your course and exam materials. Payment for course material must be made at the time you place your order. Refunds will be issued only for unused unopened course manuals. The refund will not be issued until the unused materials are received back at NRPA headquarters. Payment for exam materials will be billed following the receipt of the exam materials and score roster.

12. **CERTIFICATION EXAM** The AFO Certification Exam will be administered by the course instructor beginning at 3:00 the second afternoon of the course. The instructor will proctor the exam as well as grade the exams on site. Upon successful completion of the exam the instructor will provide the participant with an AFO certificate and wallet card.

13. **RESULTS** You must provide NRPA with an electronic roster of exam participants and exam results in the appropriate electronic format. NRPA will provide a Microsoft Excel template with the required information. Successful AFO candidates will not be added to the national listing until the roster is provided to NRPA staff. **The exam roster and any unused examination materials must be returned to NRPA within 10 business days of course and exam completion.**

**This is a brief overview of the hosting process. Please contact NRPA with any additional questions you may have.**

# Aquatic Facility Operator

## Course Reservation Request

Course Date: \_\_\_\_\_

Course Location: \_\_\_\_\_

Anticipated Number of Attendees: \_\_\_\_\_

**Will NRPA be providing the instructor(s) or will this be your responsibility?**

☐ NRPA contracted instructor    ☐ Independent instructor

Instructor(s): \_\_\_\_\_

\_\_\_\_\_

-----  
Host Organization/Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### **Submit To:**

National Recreation & Park Association

22377 Belmont Ridge Road

Ashburn, VA 20148

Email: [afoinstructors@nrpa.org](mailto:afoinstructors@nrpa.org)

Phone: 800-677-2236

Fax: 703-858-0794



**COMPLETE ONE FORM PER COURSE**



AFO Course  
Material Request Form  
(Independent)

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



**COURSE DATE** \_\_\_\_\_ **ORDER DATE** \_\_\_\_\_

(Orders must be received at least 15 business days prior to the course start date or additional fees will apply. Any additional fees acquired for late requests will be added to your bill (i.e. rush shipping).

**COURSE LOCATION** \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Shipping Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**AFO PACKETS** \_\_\_\_\_ @ \$40 \_\_\_\_\_

(Packet fee includes: manual, slide rule, handouts, and practice quiz)

**INITIAL/RETESTS/RECERTIFICATION EXAMS** \_\_\_\_\_ @ \$65 \_\_\_\_\_

(One certificate and wallet card will be sent with each exam)

**Instructor e-mail address(s):** \_\_\_\_\_

*Orders will be billed at the time of placement for course materials. Electronic score rosters, exam, score sheets and unused certificates **must** be returned to NRPA within 10 days following the course.*

*Hosts will only be billed for the used exam materials.*

Form of Payment : Check # \_\_\_\_\_ Invoice/PO Number \_\_\_\_\_

Credit Card Type \_\_\_\_\_ Account #: \_\_\_\_\_

Card Expiration Date: \_\_\_\_\_ Signature: \_\_\_\_\_

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

**Aquatic Facility Operator (AFO) Host Agreement**  
**between**  
**The National Recreation and Park Association**  
**and**

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(hosting agency name)

WHEREAS, the National Recreation and Park Association (NRPA) provides the Aquatic Facility Operator (AFO) certification course designed to meet the needs of those who operate public, semi-public, and private recreational pool and waterpark facilities;

WHEREAS, the AFO program is the most advanced, state-of-the-art educational training program in the nation for persons managing and operating aquatic facilities;

WHEREAS, the NRPA estimates there are more than 200,000 public and semi-public swimming pools and aquatic facilities in communities who could benefit by this training program;

WHEREAS, the AFO program is especially sensitive to management and operational needs such as risk management, purchasing, and program development in addition to the technical operation of filters, pumps, controllers, mechanical equipment, and pool chemicals, all of which are necessary for safe and efficient aquatic facility operation;

WHEREAS, the NRPA believes an aggressive distribution of its AFO program will provide safer pool and waterpark facilities;

WHEREAS, \_\_\_\_\_(hosting agency) desires to become an authorized provider of the NRPA AFO program; and

WHEREAS, \_\_\_\_\_(hosting agency) agrees to only utilize instructors trained through NRPA's AFO Instructor Training Program and to uphold course guidelines, policies and procedures as outlined; and

NOW THEREFORE, be it resolved that \_\_\_\_\_(hosting agency) and the National Recreation and Park Association hereby agree to provide this training program to all swimming pool and aquatic facilities with the goal of providing a healthier and safer aquatic environment for all citizens.

FURTHERMORE, this agreement is valid for 24 months from the date of execution by NRPA, and should either party wish to rescind this agreement, they may do so by giving 90 days written notice to the other party.

For:  
National Recreation and Park Association

By: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

For: \_\_\_\_\_

(Hosting Agency)

By: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_



National Recreation  
and Park Association



INSTRUCTOR AGREEMENT  
*Aquatic Facility Operator Course and Examination*

This AGREEMENT, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the National Recreation and Park Association (hereinafter referred to as NRPA), and \_\_\_\_\_, an individual, (hereinafter referred to as INSTRUCTOR).

WHEREAS, NRPA desires to engage the services of INSTRUCTOR to teach the Aquatic Facility Operator (hereinafter referred to as AFO) course and administer the AFO examination in accordance with the terms and conditions established by the NRPA:

1. All AFO course and INSTRUCTOR assignments will be approved by NRPA
2. INSTRUCTOR agrees to teach the AFO course in accordance with the approved schedule
3. INSTRUCTOR acknowledges NRPA will attempt to fairly distribute teaching assignments, but cannot guarantee the assignment of INSTRUCTOR within any specified time period
4. That as an independent contractor pursuant to this AGREEMENT, INSTRUCTOR shall not in any way be considered an employee of NRPA
5. INSTRUCTOR hereby declares that he/she shall hold NRPA free, clear, and harmless from any and all claims, damages, or litigation arising out of his/her performance of the duty imposed pursuant to this AGREEMENT
6. In the event that INSTRUCTOR is injured while in the performance of his/her duties, NRPA shall be held free, clear, and harmless of any obligation to pay medical expenses or compensation arising from said injury. INSTRUCTOR understands that he/she is not entitled to Workers' Compensation Benefits, provided by the NRPA
7. INSTRUCTOR agrees to comply with the Aquatic Facility Operator Instructor Code of Ethics and General Procedures. *(attached)*
8. INSTRUCTOR agrees to abide by the AFO Test Administration and Proctoring policies when acting as the AFO exam administrator/proctor. *(attached)*
9. If contracted by NRPA for a specified AFO course INSTRUCTOR will be subject to the travel policy and procedures for contracted instructors outlined by NRPA. *(attached)*

This AGREEMENT is subject to cancellation at any time by either party submitting a 30-day written notice of cancellation.

Approved by:

\_\_\_\_\_  
Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
NRPA

\_\_\_\_\_  
Date





**National Recreation  
and Park Association**



## **Code of Ethics and Instructor Agreement for Aquatic Facility Operator (AFO) Instructors**

The National Recreation and Park Association (NRPA) provides the Aquatic Facility Operator (AFO) certification course designed to meet the needs of those who operate public, semi-public, and private recreational pool and water park facilities, while protecting the public health and safety. The AFO course is nationally recognized for the invaluable information and certification it provides participants who successfully complete the AFO course.

The National Recreation and Park Association demands the highest ethical performance from its AFO Instructors. As such, the NRPA has adopted the following principles and policies hereinafter called the Code of Ethics. This code and instructor agreement shall govern the actions of all AFO Instructors.

As an AFO Instructor, I recognize and agree that:

1. I am a member of a select group of professionals who represent the National Recreation and Park Association and, as such, must operate and adhere to the highest moral and legal standards;
2. I am responsible for teaching the knowledge and material contained in the AFO program and will do so in a professional and unbiased manner;
3. I will abide by all NRPA policies and procedures regarding the AFO course and understand that failure to do so can jeopardize my status as an AFO instructor;
4. I agree to remain impartial and fair during the course of the AFO certification examination and will not coach or lead any candidates;
5. I agree to proctor the AFO certification exam to all candidates, including those who require special accommodations according to the Americans with Disabilities Act or request English as a Second Language accommodations;
6. I agree to maintain confidentiality with all candidate personal documentation and examination results;
7. I will maintain the knowledge required to teach the AFO course and commit to stay abreast of new developments in the field of aquatics and pool operations;
8. I will not knowingly take any action or make any statement intended to influence the National Recreation and Park Association in such a way as to confer any financial

benefit on myself or on any corporation or entity in which I have a significant interest or affiliation;

9. I will be aware of potential conflicts of interests, and in the event my obligation to operate in the best interest of the National Recreation and Park Association conflicts with the interests of any organization in which I have a financial interest or with which I am affiliated, I shall disclose such conflict to the NRPA as soon as I become aware of it;
10. I will contribute to the health, safety, and welfare of the public in the maintenance and operation of swimming pools and spas, in compliance with applicable laws, ordinances and regulations.
11. I will avoid statements that may be misleading or which might divulge personal or professional prejudices or biases.
12. I will not by statements or actions endorse a product, system, company or method unless such endorsement is authorized NRPA.
13. I will not speak disparagingly of the NRPA, other organizations or the teaching and operational philosophies of the AFO program.
14. I will not engage in unethical practices, or activities that may be injurious or harm the NRPA's good name.

Failure to comply with the code of Ethics and Instructor Agreement as set forth by the NRPA shall warrant disciplinary action, including but not limited to, reprimand, teaching restrictions, and termination of Instructor status.

I sign without reservation this Code of Ethics and Instructor Agreement and agree to abide fully by the standards explained herein.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

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AFO Instructor (Print Name)

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Signature

# INSTRUCTOR GUIDELINES

## Travel/Reimbursement

Instructors not contracted through the NRPA are not eligible for travel reimbursement or speaker fees from the NRPA.

## Exam Security

Exams are sent to the host in a sealed envelope. Opened envelopes should be reported to the NRPA office.

Exams will be graded by the instructor on-site per the exam procedures outlined by the NRPA.

Return all exams (used or unused) within 10 business days at the conclusion of the course.

Exams not handled in this manner will result in disciplinary action.

## Instructor Code of Ethics

Every instructor has been asked to sign the Instructor Code of Ethics and Agreement and a copy is filed in the AFO office. NRPA and the AFO Program wish to maintain the high degree of standards originally set forth by the founders of this program. Instructor status is evaluated based on these standards.

## Instructor Status

Instructor status is based on current NRPA membership and an instructor having taught one AFO course during his/her AFOI certification period.

# EXAM PROCEDURES

## Exam Facilitation

The course hosts/instructors will order the appropriate number of AFO exams packets 3 weeks prior to the date of the course/exam using the NRPA material request form. Each exam packet includes an exam booklet, one score sheet per participant, one certificate per candidate, and a score report roster. NRPA will mail the requested amount of course materials, exams, certificates and wallet cards to the host/instructors at least one week prior to the course. **Course, exam or certificates may not be photocopied at any time.** The course instructor/proctor (only AFO instructors trained by the NRPA are authorized to proctor the exam) will follow the exam proctoring procedures (Appendix A). The candidates will have 3 hours to complete the open book exam.

## ADA Compliance

The NRPA complies with the Americans with Disabilities Act by ensuring that no individual with a disability is deprived of the opportunity to take an examination solely by reason of disability.

All registration materials must include a statement regarding special accommodations.

A candidate who has a disability may request a special accommodation; the request must be submitted in writing at the time of exam registration to the host. The request form is available online at [www.nrpa.org/AFO](http://www.nrpa.org/AFO) (Appendix B). The course host/instructor will work collaboratively with NRPA to ensure all approved reasonable accommodations are met.

## Services for ESL Candidates

### A. English as a Second Language

1. Time Extension - If a candidate's primary language is not English and he or she wants to request a time extension he/she must submit a request to the host for a time extension at the time of registration for the course. The proctor may allow 90 minutes to the time allowed for the exam.
2. Translation Dictionary – If a candidate's primary language is not English and he or she wants to use a strict translation dictionary (book form only, no electronic dictionaries allowed), he or she must submit a request to the host at the time of registration. Unless a time extension is also requested the candidate will be required to complete the exam within the standard 3 hours. The dictionary will be inspected prior to use to ensure exam security.

## Exam Scoring

The passing score for the examination reflects the amount of knowledge that a committee of experts has determined to be appropriate for the AFO certification. The exam committee will work with the professional testing company to evaluate each item on the examination in order to identify the passing point.

Upon completing the exam the candidate will submit their exam booklet and score sheet to the exam proctor. The proctor will score the exam using the scoring key provided by the NRPA. Those candidates achieving the desired passing percent will be awarded certification.

Candidates that do not achieve the desired passing score will be required to retake the exam at a later date. Candidates will not be permitted to go back and change answers to meet the desired passing score.

The following items must be returned to NRPA within 10 business days of the exam (see Appendix C for the return checklist);

- All used and unused exams and individual score forms
- All unused certificates and wallet cards
- Demographic surveys
- CEU Roster
- E-mail the completed score roster to [certification@nrpa.org](mailto:certification@nrpa.org) (Appendix D)

Shipping charges are the responsibility of the host/instructor. All packages must be returned with a tracking number. All candidates will be entered into the NRPA AFO Certification database to ensure accurate records are available for all AFOs.

### **Issuing of Certificate and Wallet Cards**

Upon completion of the AFO exam successful candidates will receive the AFO certificate and wallet card. Hosts/Instructors will receive a template for entering the AFO's name and certification cycle on the certificate and wallet card. The certification number for each individual should be the same number as their exam booklet.

All unused certificates and wallet cards must be returned to NRPA within 10 business days following the exam.

<b>AFO CERTIFICATION CYCLES</b>	
<b>Exam Date</b>	<b>Certification Cycle</b>
Any day in January - June	June 30 <sup>th</sup> – five years later (Example: June 30, 2010 – June 30, 2015)
Any day in July – December	December 31 <sup>st</sup> – five years later (Example: December 31, 2010 – December 31, 2015)

### **Auditing of Score Rosters**

The NRPA certification staff will verify the score roster (Appendix D) with the completed individual score sheets to ensure consistency. Exams, score sheets, certificates and wallet cards will be inventoried upon receipt. NRPA certification staff will contact the host/instructor to rectify any inconsistencies with the documentation. Hosts and proctors with repeated inconsistencies may be subject to disciplinary actions as determined by the AFO certification committee.

All course contacts will receive an electronic version of the AFO Score Roster upon scheduling an AFO course. This electronic document should be sent to the exam proctor for completion.

Completing the score roster is an essential step following the completion of the AFO exam.

NRPA staff will use the AFO Score Roster to ensure the proper information relating to the AFO examination candidate is stored in the NRPA database. The roster must be completed to include each candidate's contact information, grades, scores, test dates, certification number, and the tracking number for the exam materials returned to NRPA. All information and documents must be returned to NRPA no later than 10 business days following the date of exam.

### **Re-examination**

Candidates that were unsuccessful in passing the AFO exam may apply to retake the exam 24 hours of notification of their failing grade. Candidates will refer to the AFO course calendar to determine a scheduled exam accessible to them and call the course contact; or contact the host/instructor of the course they attended to schedule to retake the exam. Candidates may also contact the NRPA certification division for assistance with facilitating the reexamination. Instructors/hosts will follow the same procedures for administering/proctoring the retake exam as for the initial exam. Re-examinations must be proctored by an NRPA instructor or by an NRPA authorized testing facility.

### **Release of Information**

The NRPA is committed to protecting the confidentiality of candidate records and have adopted policies to ensure their privacy. Candidate's examination scores are not routinely released to any third party. Notification of pass/fail goes directly from the host/instructor to the NRPA. Successful candidates are added to the NRPA AFO registry available at [www.nrpa.org/AFO](http://www.nrpa.org/AFO).

### **Appeals**

Applicants desiring to appeal their examination score may write a letter of appeal to the AFO certification committee. In the letter, candidates should state reasons why they do not agree with the examination outcome. Written appeals must be received within sixty (60) days of the examination date for the appeal to be considered.

### **Renewal Requirements**

Renewal of the AFO Certification ensures that professionals are knowledgeable of the current best practices in aquatic facility operation and management.

There are two methods of renewing the AFO certification by the candidate's expiration date. The first method is through successfully passing the AFO exam. The second method is through the renewal application (Appendix E) process which includes the completion of 2.0 Continuing Education Units (CEU) in the aquatics field (Appendix F).

### **Fees and Charges**

- A. Exam Fee – Hosts/Instructors will be charged \$65 per exam packet. The exam packet will include the exam and score sheet. All exam packets must be returned to NRPA. The instructor/host will only be billed for the used exams.
- B. Certificates and wallet cards – Free with the purchase of an exam packet. Unused certificates and wallet cards must be returned to NRPA within 10 business days of the exam.
- C. Retake Exam Fee – Candidates wishing to retake the AFO exam at a facility set-up (college or university testing center) by NRPA will be charged \$80.
- D. Renewal Application and Exam Fee – \$99.00 required every 5 years for either an exam or renewal by CEUs.
- E. Petition for equivalency (Appendix G) - An application fee of \$20 plus \$2.00 will be charged for each 0.1 CEU petitioned.
- F. Return Shipping Charges – the host/instructor is responsible for all charges related to the return of exam packets, certificates and wallet cards.

## **APPENDIX A – Test Administration and Proctoring Instructions**

# AFO Test Administration & Proctoring Instructions

Please find enclosed the materials you will need in order to administer the Aquatic Facility Operator (AFO) examination. At any time you have questions concerning the test administration please feel free to contact the NRPA Certification Division at 1-800-626-6772.

The following activities **MUST** be completed in order to administer this examination and give each candidate an equal opportunity to take the examination:

## **Receiving Exam Materials**

Verify that you have received the correct number of exams packets for your upcoming course. Each exam packet will include an exam booklet and score sheet. Ensure that examination packets are kept in a secure location until just prior to handing them out to the candidates.

## **Proctoring the Exam**

1. Proper ID must be checked for each candidate
  2. Candidates should be seated approximately 3 feet apart
  3. Candidates are instructed to turn off their cell phones
  4. Candidates are asked to complete the demographic survey
  5. Candidates are permitted to use the "Aquatic Facility Operator Manual", a slide rule and calculator during the exam. Candidates may use scratch paper and pencils provided by the instructor.
  6. The exam booklets and individual score sheets are distributed to each candidate. Once the exams are distributed candidates will be instructed not to converse with each other.
  7. Instruct candidates to enter their name, demographic information, and the exam booklet number (the exam booklet # is very important, this will become the candidates certification # if they pass the exam) on the score sheet.
  8. Instruct candidates to ensure all answer "bubbles" are filled.
  9. Candidates are informed that they have 3 hours to complete the exam.
  10. The proctor should remain in the testing room for the duration of the exam.
  11. Candidates may use the restroom as needed however all exam materials must remain in the testing room.
  12. The exam proctor should notify candidates of the time every hour and every quarter hour for the 3<sup>rd</sup> hour of the exam.
  13. Upon completing of the exam the candidate will submit the exam booklet, the score sheet, scratch paper and the demographic survey to the exam proctor.
- ALL** exam booklets must be accounted for.

## **Scoring the Exam**

Upon the candidate completing the exam the host/instructor will use the answer key provided by NRPA to score the exam. Candidates that score 78% or higher will receive the AFO certification. Candidates are not authorized to change incorrect answers to



obtain a passing score. Candidates who fail the exam will be required to take the exam at a later date (at least 24 hours from completing the initial exam).

### **Issuing Certificates and Wallet Cards**

Candidates that receive a passing score will be awarded an AFO Certificate and wallet card. An electronic template has been provided for assistance with entering the candidates name and certification cycle. The AFO's certification number can be found on their exam booklet and should be entered on the individual score sheet and group score roster.

<b>AFO CERTIFICATION CYCLES</b>	
<b>Exam Date</b>	<b>Certification Cycle</b>
Any day in January - June	June 30 <sup>th</sup> – five years later (Example: June 30, 2010 – June 30, 2015)
Any day in July – December	December 31 <sup>st</sup> – five years later (Example: December 31, 2010 – December 31, 2015)

### **Returning Exam Materials**

At the conclusion of the examination all exams, score sheets, demographic surveys, and unused certificates should be returned to NRPA. The score roster must be submitted to NRPA electronically before any candidate information will be entered into the NRPA database. All return shipping fees are the responsibility of the host/instructor. The host/instructor will be billed for all used exam packets.



# **National Recreation and Park Association**

**Attn: Certification Division  
22377 Belmont Ridge Road  
Ashburn, VA 20148-4501**

## **APPENDIX B – ADA Request Form**



# National Recreation and Park Association

## REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

If you have a disability covered by the Americans with Disabilities Act, please complete this form and the Documentation of Disability-Related Needs on the reverse side so your accommodations for testing can be processed efficiently. The information you provide and any documentation regarding your disability and your need for accommodation in testing will be treated with strict confidentiality.

### CANDIDATE INFORMATION

\_\_\_\_\_  
Name (Last, First, Middle Initial, Former Name)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Daytime Telephone Number

### SPECIAL ACCOMMODATIONS

I request special accommodations for the  
\_\_\_\_\_ examination.

Please provide (check all that apply):

\_\_\_\_\_ Special seating or other physical accommodation

\_\_\_\_\_ Reader

\_\_\_\_\_ Extended examination time (time and a half)

\_\_\_\_\_ Distraction-free room

\_\_\_\_\_ Large print examination (paper and pencil administration only)

\_\_\_\_\_ Circle answers in examination booklet (paper and pencil  
administration only)

\_\_\_\_\_ Other special accommodations (Please specify.)

**Return this form with your examination application to the AFO host contact.**

## DOCUMENTATION OF DISABILITY-RELATED NEEDS

Please have this section completed by an appropriate professional (education professional, physician, psychologist, psychiatrist) to ensure that NRPA is able to provide the required examination accommodations.

### PROFESSIONAL DOCUMENTATION

I have known \_\_\_\_\_ since \_\_\_\_ / \_\_\_\_ / \_\_\_\_ in my capacity  
as a

Examination Candidate Date

Professional Title

The candidate discussed with me the nature of the examination to be administered. It is my opinion that, because of this candidate's disability described below, he/she should be accommodated by providing the special arrangements listed on the reverse side.

Description of Disability:

---

---

---

---

---

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone  
Number: \_\_\_\_\_

Date: \_\_\_\_\_ License # (if applicable): \_\_\_\_\_

**Return this form with your examination application to the AFO host contact.**

## **APPENDIX C – Return Checklist**



## **AFO Course Return Checklist**



**The Return Checklist and listed materials must be sent to NRPA within 10 business days of exam date.**

- \_\_\_\_\_ Exams included (Numbers \_\_\_\_\_ through \_\_\_\_\_)
- \_\_\_\_\_ Number of answer sheets included (Completed and unused)
- \_\_\_\_\_ Number of unused certificates included
- \_\_\_\_\_ Demographics surveys
- \_\_\_\_\_ CEU Roster
- \_\_\_\_\_ Unused Course Manuals (if applicable)
- \_\_\_\_\_ Answer Key

Electronic checklist (e-mail to: [certification@nrpa.org](mailto:certification@nrpa.org))

- \_\_\_\_\_ Score roster submitted

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This sheet must be returned to NRPA with all materials listed above.

\_\_\_\_\_  
Host/Instructor Signature

\_\_\_\_\_  
Staff Signature upon receipt

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Send checklist and materials to within 10 business days of exam date to:

**National Recreation and Park Association**

attn. AFO

22377 Belmont Ridge Rd, Ashburn, VA 20148

Or fax to 703-858-0794

## **APPENDIX D – Score Report Roster**

Microsoft Excel - AFO Score Roster

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

85% Arial 10 B I U

Reply with Changes... End Review...

F11

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	<b>AFO Score Roster</b>													
2	<b>Test Location:</b>													
3	<b>Test Date:</b>													
4														
5	FirstName	MiddleName	LastName	Suffix	Address	City	State	Postal Code	Email	Phone	Grade(P/F)	Score	Test Date	CertNumber
6														
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14														
15	<b>Total Candidates:</b>													
16	<b>Total Number of Passers:</b>													
17	<b>Total Number of Failers:</b>													
18														
19	<b>Additional Information:</b>													
20	Please complete all of the table above with each candidate's contact information and exam information.													
21	In grade column please place a P for Pass or a F for Fail													
22	The score column should be filled with the percentage received on the exam.													
23	The certnumber column should be filled with the number on the front of the exam used by the candidate.													
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Sheet1 Sheet2 Sheet3

Ready NUM

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## **APPENDIX E – Renewal Application**



**AFO Renewal Application**  
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

Office Use Only  
AFO\_RENEW:  
To Acct:

***Please print or type***

Title (e.g. Mr./Mrs.): \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last  
Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_  
\_\_\_\_\_

**RENEWAL APPLICATION FEE - \$99**

Application should be completed and submitted with appropriate documentation and application fee to NRPA.

Form of Payment      Check \_\_\_\_\_ Credit Card \_\_\_\_\_  
Account #: \_\_\_\_\_ Card Expiration Date: \_\_\_\_\_  
Would you like a copy of your receipt emailed to you?    ↑      Yes    ↑      No  
Signature: \_\_\_\_\_  
\_\_\_\_\_

## CONTINUING EDUCATION UNIT (CEU) REQUIREMENTS

Continuation of certification shall be contingent upon completion of a minimum of two (2.0) Continuing Education Units or through successful completion of the current AFO certification examination. CEUs submitted to renew an AFO certification must have a minimum of .5 CEUs from each topic groups listed below (Group A and B). CEUs may be obtained from NRPA or any group offering the Continuing Education Unit (CEU) or a candidate may submit a CEU petition to gain CEUs for participation. The NRPA National Aquatic Conference, the NRPA Annual Congress, state recreation conferences and regional trainings/workshops are examples of places where CEUs in aquatics topics are typically offered.

## CONTINUING EDUCATION UNIT (CEU) AFO GROUP LISTING

### Group A

Health Department considerations

Circulation

Filtration

Heating and Power

Water Chemistry

Chlorine and chemical types

Sanitation

Breakpoint/Super Chlorination

Pool Water Balance

Stabilization

Water Testing

Chemical Dosages

Pool Problems and Solutions

Alternate Sources of Disinfection

Automation and Control

Design Considerations

Spas, and Special Case pool operation

Peripheral and Deck Equipment

AFT

### Group B

Preventative Maintenance

Safety Considerations

Aquatic Facility Leadership/Management

Aquatic Risk Management

Selected topics from the NRPA National

Aquatic Management School

Selected topics from the NRPA National

Aquatic Conference

Better Beaches Course

### CEUs that WILL NOT be accepted

Swimming techniques, instruction, or coaching courses

WSI, lifeguarding, CPR

Aquatic Programming

Other non-technical or non-managerial topics

If you have any questions regarding whether a course qualifies for either of the groups listed above please contact the NRPA certification department at (800)626-NRPA (6772).

## AGREEMENT TO ALL TERMS

By signing, I certify that all the information given in this application is true and correct to the best of my knowledge. I further understand that false representation relative to any information will provide the basis for withdrawal of certification. **I authorize NRPA and the National Certification Board to release my contact information and current certification status to appropriate park and recreation leadership, the media, and the general public.**

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## **APPENDIX F – CEU Petition**



## **Continuing Education Unit (CEU)** **Equivalency Petition**

Office Use Only

CEU's Approved:  
To Acct:

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

**Petition forms submitted for any programs that have already taken place *must* be petitioned within 30 days following the program.**

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 \_\_\_\_\_

**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: \_\_\_\_\_

## 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: \_\_\_\_\_

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 not count breaks, meals, etc.**)

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

## **AFO HOST ACKNOWLEDGEMENT FORM**

**Please return this page with an authorized signature signifying your understanding and acceptance of this information.**

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Company or agency

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Authorized Signature

---

Date

Please don't hesitate to call if there are any problems or questions:

Matthew Cowan, NRPA  
Education Program Specialist  
(703)-858-2186