Continuing Education Unit (CEU)
Equivalency Petition

Return application and all documentation to:
National Recreation and Park Association
CL#500007
PO Box 5007
Merrifield, VA 22116-5007

The program allows individuals who are certified as an AFO, CPRP or CPRE 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 AFO, CPRP or CPRE 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 _______

*The number of units must be rounded to the nearest tenth (0.04 or lower round down, 0.05 or higher round up). For example, if you calculate 0.15 CEUs, you will round up to 0.2 CEUs.

Please make checks payable to: National Recreation and Park Association (NRPA)
☐ Check  Credit Card: ☐ Visa  ☐ MasterCard  ☐ American Express  ☐ Discover
Credit Card Number: ____________________________ Expiration Date: ____________
Name on Credit Card: ____________________________ Credit Card Security Code: ____________
Signature: ____________________________
Billing Address: ____________________________
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. _______________________________________________________________________________________

Verfication 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):
________________________________________________________________________________________

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
Check or money order made payable to NRPA for the appropriate fee