Continuing Education Unit (CEU) Equivalency Petition

Return application and all documentation to:
National Recreation and Park Association
Attn: Certification Staff
22377 Belmont Ridge Rd
Ashburn, VA  22148-4501

All fields must be completed and petitions must be submitted with all documentation or they will be returned (see bottom of page 2 for checklist).

The program allows individuals who are certified as a CPRP, CPRE and 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, CPRE and AFO certifications.

Please Print or Type

Title (e.g. Mr./Mrs.): ___________ First Name:__________________________________________ Middle Initial: _______
Last Name:__________________________________________ Suffix: __________________________
Mailing Address (Work/Home):__________________________________________________________
City:__________________________________________ State: _______________ Zip: __________
Home Phone: ____________________________ Business Phone: __________________________
Email Address: ____________________________ NRPA member? □ Yes- Membership # ____________ □ No

Fees: $30 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 $36.00. Petitions will not be processed without this payment.

Application Fee: $ 30.00
+ _______ 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: ___________________________________________ CVV: __________
Signature: ____________________________________________________
Billing Address: ____________________________________________

[Signature]
[Date]

[Address]

[City, State, Zip]
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: Include a program brochure, handouts including a description and/or learning objectives of the training/course with your application to demonstrate the expected benefits of the instruction and to give a brief description of learning outcomes.
__________________________________________________________________________________________
__________________________________________________________________________________________

If you were not provided with learning outcomes for the course, please provide three detailed learning outcomes in the space below. 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. We will accept a letter/email from the host verifying attendance, certificates of attendance, 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. Please contact an NRPA Representative for more details at certification@nrpa.org.

Time Frame Verification: Must include documentation of the time frame of the course/training

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