National Association of Parliamentarians®

**Registered Parliamentarian Continuing Education Unit Reporting Form**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Current Six-Year Reporting Period: 01/01/20\_\_\_\_ to 12/31/20\_\_\_\_**

**Instructions:**

Twenty (20) CEUs are required every six (6) years for certification renewal. Participants will earn one CEU for each hour, calculated on quarterly time intervals. (Example: 1 hour 15 minute lessons will earn 1.25 CEUs.) At a **minimum**, the lesson should last for fifty (50) minutes. Participants must be present for the entire session time to receive credit. **Instructors who present educational workshops may also claim CEUs.**

Complete this form by transferring to the numbered lines below the totals you entered on the corresponding lines of the Continuing Education Unit Worksheet. Compute the category totals and enter them in the designated spaces in the summary. Enter your name, address, and telephone number(s), and sign and date the form. Mail only this form to NAP Headquarters. Retain the Reporting Worksheet and documentation in your records together with a copy of this form.

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| **TOTAL POINTS CLAIMED IN CATEGORY I** – Parliamentary Educational Workshops at NAP Training Conference(s) |  |
| **TOTAL POINTS CLAIMED IN CATEGORY II** – Parliamentary Educational Workshops at NAP Biennial Convention(s) |  |
| **TOTAL POINTS CLAIMED IN CATEGORY III** – Parliamentary Educational Workshops through NAP Webinars  |  |
| **TOTAL POINTS CLAIMED IN CATEGORY IV** – Parliamentary Educational Workshops at NAP District Conferences |  |
| **TOTAL POINTS CLAIMED IN CATEGORY V** – Parliamentary Educational Workshops at the NAP Association Level |  |
| **TOTAL POINTS CLAIMED IN CATEGORY VI –** Parliamentary Educational Workshops at the NAP Unit Level (Electronic or In-person) |  |
| **TOTAL POINTS CLAIMED IN CATEGORY VII –** Parliamentary Educational Workshops at the Leadership Conference  |  |
| **TOTAL POINTS CLAIMED IN CATEGORY VIII –** Parliamentary Educational Workshops presented by the American Institute of Parliamentarians and, with supporting documentation, other organizations that offer education in parliamentary procedure *(No more than 50% of the 20 required CEUs may be from the American Institute of Parliamentarians and other organizations)* |  |
| **GRAND TOTAL POINTS EARNED DURING THE SIX-YEAR REPORTING PERIOD –** **Minimum required is 20 CEUs** |  |
| **Name:** |  |
| **Address:** |  |
|  | Street Address City State Zip |
| **Telephone:** |  |
|  | Home Work Fax |
| **E-mail:** |  |

**CERTIFICATION:** **I attest that I have completed all of the continuing education activities for which points are claimed on this form during my current six-year period or during the year before this period if it is my first reporting period.** **I understand that points cannot be applied beyond a designated six-year reporting period.** I attest that I have retained the Continuing Education Unit Worksheet that provides the basis for the points claimed on this form, and that all of the information on this form is true and correct to the best of my knowledge and belief.

I understand that this report is subject to audit by the NAP Professional Development Committee and that the committee may disallow activities, which, in its judgment are not supported by appropriate documentation. I agree to provide the NAP Professional Development Committee, if requested, a copy of the Continuing Education Unit Worksheet on which this report is based and such other documentation and/or verification as the committee may request.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

National Association of Parliamentarians®

**Continuing Education Unit Worksheet**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Current Six-Year Reporting Period: 01/01/20\_\_\_ to 12/31/20 \_\_\_**

**Instructions:** Prepare this worksheet before completing the Continuing Education Unit Reporting Form. When completed, use this worksheet as the basis for preparing the reporting form you submit to NAP Headquarters. Points may be applied to the current six-year period or to the year before this period if it is your first reporting period. **Do not submit this worksheet unless you are requested to do so by the NAP Professional Development Committee. Instructors of lessons may also claim CEUs.**

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| **CATEGORY I – Parliamentary Educational Workshops at NAP Training Conference(s)** |
|  |
| **Date/Length of time** | **Session Title** | **Presenter** |
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| **TOTAL POINTS CLAIMED IN CATEGORY I** |  |

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| **CATEGORY II – Parliamentary Educational Workshops at NAP Biennial Convention(s)** |
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| **Date/Length of time** | **Session Title** | **Presenter** |
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| **TOTAL POINTS CLAIMED IN CATEGORY II** |  |

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| **CATEGORY III – Parliamentary Educational Workshops through NAP Webinars**  |
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| **Date/Length of time** | **Session Title** | **Presenter** |
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| **TOTAL POINTS CLAIMED IN CATEGORY III** |  |

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| **CATEGORY IV – Parliamentary Educational Workshops at NAP District Conferences**  |
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| **Date/Length of time** | **Session Title** | **Presenter** |
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| **TOTAL POINTS CLAIMED IN CATEGORY IV** |  |

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| **CATEGORY V – Parliamentary Educational Workshops at the NAP Association Level** |
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| **Date/Length of time** | **Session Title** | **Presenter** |
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| **TOTAL POINTS CLAIMED IN CATEGORY V** |  |

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| **CATEGORY VI – Parliamentary Educational Workshops at the NAP Unit Level (Electronic or In-person)** |
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| **Date/Length of time** | **Session Title** | **Presenter** |
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| **TOTAL POINTS CLAIMED IN CATEGORY VI** |  |

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| **CATEGORY VII – Parliamentary Educational Workshops at the Leadership Conference**  |
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| **Date/Length of time** | **Session Title** | **Presenter** |
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| **TOTAL POINTS CLAIMED IN CATEGORY VII** |  |

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| **TOTAL POINTS CLAIMED IN CATEGORY VIII – Parliamentary Educational Workshops presented by the American Institute of Parliamentarians and, with supporting documentation, other organizations that offer education in parliamentary procedure** *(No more than 50% of the 20 required CEUs may be from the American Institute of Parliamentarians and other organizations)* |
|  |
| **Date/Length of time** | **Session Title** | **Presenter** |
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| **TOTAL POINTS CLAIMED IN CATEGORY VIII** |  |

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| **GRAND TOTAL POINTS EARNED DURING THE SIX-YEAR REPORTING PERIOD** |  |