

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

Professional Renewal 150 Points Reporting Form

NAME: _____ 6-Year Reporting Period: 1/1/20__ to 12/31/20__

Instructions:

Complete this form by transferring to the numbered lines below the totals you entered on the corresponding lines of the 150 Points Worksheet. Compute the category totals and enter them in the designated spaces in the summary. Enter your name, address, telephone number(s), and email address and sign and date the form on the signature line. Email or mail this form to NAP headquarters, retaining a copy of it and the worksheet and other documentation for your files.

CATEGORY I – Serving as a Parliamentarian, Presider, Bylaws Consultant, Opinion Writer, Expert Witness

- (1a) Parliamentarian for national or international organizations (10 pts. for each year served) (1a) _____
- (1b) Parliamentarian for state organizations (10 pts. for each year served) (1b) _____
- (1c) Parliamentarian for local organizations (10 pts. for each year served) (1c) _____
- (1d) Serving as parliamentarian on a one-time basis (5 pts. for each time served) (1d) _____
- (1e) Serving as a professional presider (5 pts. for each time served) (1e) _____
- (1f) Serving as a bylaws consultant (5 pts. for each time served) (1f) _____
- (1g) Preparing formal written parliamentary opinion (5 pts. for each opinion) (1g) _____
- (1h) Serving as an expert witness (10 pts. for each time served) (1h) _____

TOTAL CATEGORY I POINTS CLAIMED (Minimum required is 20):	_____
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CATEGORY II – Teaching Parliamentary Procedure

- (2a) Teaching PRC module (10 pts. per module beyond the first time taught with maximum of 20 pts. for the same module) (2a) _____
- (2b) Teaching workshops at NAPTC, Biennial Convention, Leadership Conference, District Conference, Association, or Unit meeting (3 pts. for each hour taught) (2b) _____
- (2c) Teaching NAP designated mentee(s) studying for PRC or PQC (3 pts. for each hour taught) (2c) _____
- (2d) Teaching student(s) studying for Registration Examination (3 pts. for each hour taught) (2d) _____
- (2e) Teaching student(s) studying for Membership Examination (3 pts. for each hour taught) (2e) _____
- (2f) Teaching parliamentary procedure at the high school, college, or university level (3 pts. for each presentation) (2f) _____
- (2g) Teaching parliamentary workshops for the public (3 pts. for each presentation) (2g) _____
- (2h) Teaching parliamentary procedure as a program speaker (3 pts. for each presentation) (2g) _____

TOTAL CATEGORY II POINTS CLAIMED:	_____
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CATEGORY III – Parliamentary Continuing Education

- (3a) Attending NAPTC, Biennial Convention, or Leadership Conference (12 pts. for entire event or 6 pts. for a day) (3a) _____
- (3b) Attending NAP District, Association, or Unit workshop (1 pt. for each hour attended) (3b) _____

TOTAL CATEGORY II POINTS CLAIMED:	_____
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CATEGORY IV – Participating in Parliamentary Organizations

- (4a) Serving as an elected officer, parliamentarian, district director, committee chairman, or committee member of NAP (10 pts. for each year of service in each position) (4a)_____
- (4b) Serving as an elected officer, parliamentarian, or committee chairman of an NAP state association (5 pts. for each year of service in each position) (4b)_____
- (4c) Serving as an elected officer, parliamentarian, or committee chairman of an NAP unit (3 pts. for each year of service in each position) (4c)_____
- (4d) Attending NAP District Conference (3 pts. for each conference) (4d)_____
- (4e) Attending NAP Association Convention or Annual Meeting (2 pts. for each event) (4e)_____

TOTAL CATEGORY IV POINTS CLAIMED:	
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CATEGORY V – Working With Youth Groups

- (5a) Instructor for youth teams in district, regional, state, national, or international parliamentary competitions (5 pts. for each year for each team) (5a)_____
- (5b) Instructor in parliamentary procedure for youth groups, other than teams (2 pts. for each hour taught) (5b)_____
- (5c) Serving as parliamentarian for youth groups (5 pts. for each year for each group) (5c)_____
- (5d) Judging parliamentary competitions (5 pts. per entire competitive event) (5d)_____

TOTAL CATEGORY V POINTS CLAIMED:	
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CATEGORY VI - Other Parliamentary Activities

- (6a) Having articles on parliamentary procedure published in publications with international or national circulation (5 pts. per article), regional [two or more states] or state circulation (4 pts. per article), local circulation (2 pts. per article) (6a)_____
- (6b) Providing language translation or sign-language interpretation of oral or written parliamentary information (2 pts. per event) (6b)_____

TOTAL CATEGORY VI POINTS CLAIMED:	
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CATEGORY VII – Uncategorized Parliamentary Activities

- (7a) Other parliamentary professional development activities or education activities approved by the Professional Development Committee. (The committee will determine the points for this line.) (7a)_____

TOTAL CATEGORY VII POINTS CLAIMED:	
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SUMMARY

- Total Category I Points Claimed (20 pts. Minimum) _____
- Total Category II Points Claimed _____
- Total Category III Points Claimed _____
- Total Category IV Points Claimed _____
- Total Category V Points Claimed _____
- Total Category VI Points Claimed _____
- Total Category VII Points Requested _____

Total Points _____

Your Full Name: _____

Address: _____

City: _____ State/Prov: _____ Mail Code: _____ Country _____

Phone: Home _____ Work _____

E-Mail Address: _____

CERTIFICATION: I attest that I have completed, during my current six-year period, all of the professional renewal activities for which points are claimed on this form, that I have retained the Reporting 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 professional development committee and that the committee may disallow activities, which in its judgment are not supported by appropriate documentation. I understand that renewal points must be earned during the current six-year period and that they cannot be applied to a future six-year period. I agree to provide the professional development committee, if requested, a copy of the Reporting Worksheet on which this report is based and such other documentation or verification as the committee may request.

Signature: _____ Date: _____