

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

**Professional Registration (RP)
Instructions for
Continuing Education Unit (CEU) Credits**

Do I need CEUs? Yes, if you are a registered parliamentarian.

To retain registered membership, the RP® shall earn twenty (20) continuing education credits (CEUs) within each six-year period as provided in the policies of NAP. (NAP Bylaw Article III, Section 1., B., 1., b) (Operational Policies and Procedures Manual, 5.5.)

All registered parliamentarians on January 1, 2012 began their reporting period on that date. (Proviso to amendment to Article III, Section 1B1b adopted at the NAP Biennial Convention, September 2011). Members who became registered after January 1, 2012 began their reporting period on January 1st of the next year after they qualified as an RP.

A registered parliamentarian who fails to obtain the required reinstatement within the six-year period shall be reinstated as a regular member. (NAP Bylaw Article III, Section 2., B.)

How do I earn my twenty (20) CEUs?

Participate in parliamentary educational workshops at NAP Unit, Association, and District levels, NAP Training Conferences and Biennial Conventions, and NAP Webinars. CEUs may also be earned through participation in parliamentary educational workshops presented by the American Institute of Parliamentarians and, with supporting documentation, other organizations that offer education in parliamentary procedure. Participants will earn one CEU for each hour, calculated on quarterly time intervals. (Example: 1 hour 15 minute lesson will earn 1.25 CEUs.) Participants must be present for at least two-thirds of the entire session time in order to receive credit.

How do I apply? Maintain and keep a record of your parliamentary educational experiences by using the Continuing Education Unit Worksheet. Complete and return the *Registered Parliamentarian Continuing Education Unit Reporting Form* to NAP Headquarters before the end of your six (6) year renewal period. Points may be applied only to the current credentialing period and may not be accumulated beyond the next six-year period.

The worksheet and reporting form may be obtained from the NAP website under Documents - Registered Parliamentarians.

Be advised that the *Registered Parliamentarian Continuing Education Unit Reporting Form* is subject to audit by the NAP Professional Development Committee; therefore, keep supporting documentation to verify information recorded on the worksheet.

Then what? Your six-year period as a registered parliamentarian will be renewed for the next six-year period at the close of your current period.

A registered parliamentarian who wishes to change to RP-R status may apply for reclassification of membership by submitting to the NAP Executive Director the *RP/PRP Request for Reclassification to Retired Status Form*. (Standing Rule 19.) (Operational Policies and Procedures Manual, 5.7.02)