

# NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

## Professional Renewal 150 Points Worksheet

NAME: \_\_\_\_\_ 6-Year Reporting Period: 1/1/20 \_\_\_\_\_ to 12/31/20 \_\_\_\_\_

**Instructions:** 150 points must be earned by engaging in professional activities during the current credentialing period. Prepare this worksheet as the basis for the NAP PRC Point Reporting Form which you will submit to headquarters. Do not submit this worksheet unless you are requested to do so by the Professional Development Committee. **On a separate form, you will report the 50 points required** for successfully completing the Professional Renewal Course or teaching the Professional Renewal Course or the Professional Qualifying Course during the current credentialing period. **Neither the 150 points nor the 50 points may be applied to the next six-year period.**

### CATEGORY I. – Serving as a Parliamentarian (Must have a minimum of 20 points.)

Enter the names of organizations for which you served as the officially designated parliamentarian on a yearly basis and the years during which you served. **Count 10 points for each year you served each organization.**

(1a)	International or National Organization	Years	Points
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

(1b)	State Organization	Years	Points
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

(1c)	Local Organization	Years	Points
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Enter the dates, locations, and names of organizations that you served on a one-time basis as the parliamentary consultant in the following areas: parliamentarian, professional presider, or bylaw consultant followed by the number of times you served. **Count 5 points for each time you served each organization.**

(1d)	Parliamentarian	Times	Points
_____		_____	_____
_____		_____	_____
_____		_____	_____
_____		_____	_____
_____		_____	_____

(1e)	Professional Presider	Times	Points
_____		_____	_____
_____		_____	_____
_____		_____	_____
_____		_____	_____

(1f)	Bylaws Consultant	Times	Points
_____		_____	_____
_____		_____	_____
_____		_____	_____
_____		_____	_____

Enter the dates and names of the organizations for which you prepared formal, written parliamentary opinions. **Count 5 points for each written opinion.**

(1g)	Written Opinion	Times	Points
_____		_____	_____
_____		_____	_____
_____		_____	_____
_____		_____	_____

Enter the dates and places in which you served as an expert witness followed by the number of times you served. **Count 10 points for each time you served.**

(1h)	Expert Witness	Times	Points
_____		_____	_____
_____		_____	_____

**TOTAL CATEGORY I** \_\_\_\_\_

**CATEGORY II – Teaching Parliamentary Procedure**

Enter the dates and names of individual modules you taught face-to-face or online for the NAP Professional Renewal Course beyond the first time that you taught that module. **Count 10 points per module with a maximum of 20 points for teaching the same module beyond the first time. Teaching the module for the first time applies to the 50-point requirement.**

(2a)	Individual Module for the NAP PRC or PQC	Times	Points
_____		_____	_____
_____		_____	_____


Enter the dates and hours of workshops you taught at an NAP Training Conference, Biennial Convention, or Leadership Conference or at a District Conference, an Association Meeting, or a Unit Meeting. **Count 3 points for each hour taught.**

(2b) **NAP Training Conference/Biennial Convention/Leadership Conference, District Conference, Association or Unit Meeting Workshop** **Hours** **Points**


Enter the dates and hours you taught NAP-designated mentee(s) preparing for the Professional Renewal Course or Professional Qualifying Course or student(s) preparing for the Registration or Membership Examination. **Count 3 points for each hour taught.**

(2c) **NAP Designated Mentee(s)** **Hours** **Points**


(2d) **NAP Registration Student(s)** **Hours** **Points**


(2e) **NAP Membership Student(s)** **Hours** **Points**


Enter the dates and places of parliamentary workshops/programs you presented to **non-parliamentary groups**. **Count 3 points for each presentation.**

(2f)	High School, College, University	Times	Points

(2g)	Public Workshop	Times	Points

(2h)	Program Speaker	Times	Points

**TOTAL CATEGORY II**      \_\_\_\_\_

**CATEGORY III – Parliamentary Continuing Education**

Enter the date and location of each NAP Training Conference, Biennial Convention or Leadership Conference for which you registered and attended. **Count 12 points for an entire event or 6 points for a day attended.**

(3a)	NAP Training Conference, Biennial Convention, Leadership Conference	Date	Points

Enter the date and location of each NAP district/association/unit workshop you attended followed by the actual number of hours for each workshop. **Count 1 point for each hour attended.**

(3b)	Workshop Attendance	Hours	Points

<b>TOTAL CATEGORY III</b>		

**CATEGORY IV – Participating in Parliamentary Organizations**

Enter the position and year during which you served as an elected officer, parliamentarian, district director, committee chairman, or committee member of NAP. **Count 10 points for each year you served in each position.**

(4a)	NAP	Years	Points

Enter the position and year during which you served as an elected officer, parliamentarian, or committee chairman of an NAP association. **Count 5 points for each year served in each position.**

(4b)	NAP Association	Years	Points

Enter the position and year during which you served as an elected officer, parliamentarian, or committee chairman of an NAP unit. **Count 3 points for each year served in each position.**

(4c)	NAP Unit	Years	Points

Enter the date and location of each NAP District Conference for which you registered and attended. **Count 3 points for each conference.**

(4d)	District Conference	Dates	Points


Enter the date and location of each NAP state association convention or annual meeting for which you registered and attended. **Count 2 points for each convention/annual meeting.**

(4e)	Association Convention/Annual Meeting	Dates	Points
<b>TOTAL CATEGORY IV</b>			

**CATEGORY V. Working with Youth Groups**

Enter the date, team name, and institutional affiliation for each youth team you instructed in a district, regional, state, national, or international parliamentary procedure competition. **Count 5 points for each year for each team.**

(5a)	Youth Team Instructor	Years	Points

Enter the dates and places you served as instructor in parliamentary procedure for a youth group, other than a team. **Count 2 points for each hour taught.**

(5b)	Youth Group Instructor	Hours	Points

Enter the names of youth groups you served as parliamentarian followed by the years you served each group. **Count 5 points for each year for each group.**

(5c)	Parliamentarian	Years	Points

Enter the names, dates and organizational sponsors of parliamentary procedure competitions you judged. **Count a maximum of 5 points per entire competitive event.**

(5d)	Competition Judge	Times	Points
<b>TOTAL CATEGORY V</b>			

**CATEGORY VI –Other Parliamentary Activities**

Enter the titles of articles on parliamentary procedure that you had published. For each title, enter the name, date, and type of publication as international, national, regional (two or more states), state, or local. **Count points as follows: International 5 points, National 5 points, Region/State 4 points, Local 2 points.**

(6a)	Publication	Types	Points
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Enter the dates and places at which you provided language translation or sign language interpretation for oral or written parliamentary information. **Count 2 points per event.**

(6b)	Activity	Times	Points
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

**TOTAL CATEGORY VI** \_\_\_\_\_

**CATEGORY VII – Uncategorized Parliamentary Activities**

Enter other parliamentary professional development or continuing education activities you completed that you request be approved by the Professional Development Committee. **Attach documentation to include activity, date, and hours. The committee will determine value and fill in the points.**

(7a)	Activity & Date	Hours	Points
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

**TOTAL CATEGORY VII** \_\_\_\_\_