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.

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 (Electronic or In-person) | |  |
| **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 NAP Leadership Conference(s) | |  |
| **TOTAL POINTS CLAIMED IN CATEGORY VIII –** Parliamentary Educational Workshops presented by other parliamentary organizations, with supporting documentation of areas of study directly related to the current edition of RONR. Maximum of 12 CEUs. | |  |
| **TOTAL POINTS CLAIMED IN CATEGORY IX –** Serving as a Parliamentarian – 1 CEU may be earned per year per organization served. Maximum of 4 CEUs. | |  |
| **TOTAL POINTS CLAIMED IN CATEGORY X –** Teaching Parliamentary Procedure – 2 CEU may be earned per one credit workshop (1 credit for prep and one for teaching). Maximum of 4 CEUs. | |  |
| **TOTAL POINTS CLAIMED IN CATEGORY XI –** Participating in Parliamentary Organizations. 1 CEU may be earned per position, per year when serving as an elected or appointed parliamentary leader. (i.e. NAP or AIP officer for national, association or unit roles.) Maximum of 4 CEUs. | |  |
| **TOTAL POINTS CLAIMED IN CATEGORY XII –** Working with Parliamentary Youth Groups. 1 CEU may be earned per workshop taught or judging event per year. Maximum of 4 CEUs. | |  |
| **TOTAL POINTS CLAIMED IN CATEGORY XIII –** Other Parliamentary Activities. 1 CEU may be earned per article published in a parliamentary journal or translation service hour provided. Maximum of 4 CEUs. | |  |
| **GRAND TOTAL POINTS EARNED DURING THE SIX-YEAR REPORTING PERIOD –**  **Minimum required is 25 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. **Submit this worksheet if you are requesting courses from other parliamentary organizations outside of NAP, to be included for credential renewal. Instructors of lessons may also claim CEUs.**

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| **CATEGORY I – Parliamentary Educational Workshops at NAP Training Conference(s)** | | | |
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| **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 (Electronic or In-person)** | | | |
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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 NAP Leadership Conference(s)** | | | |
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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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| **CATEGORY VIII – Parliamentary Educational Workshops presented by** **other parliamentary organizations**, **with supporting documentation of areas of study directly related to the current edition of RONR**. **Maximum of 12 CEUs.** | | | |
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| **Date/Length of time** | **Organization** | **Presenter** | |
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| **TOTAL POINTS CLAIMED IN CATEGORY VIII** | | |  |

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| **CATEGORY IX- Serving as a Parliamentarian- 1 CEU may be earned per year per organization served. Maximum of 4 CEUs.** | | |
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| **Dates/Length of time** | **Organization Served** | |
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| **TOTAL POINTS CLAIMED IN CATEGORY IX** | |  |

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| **CATEGORY X- Teaching Parliamentary Procedure – 2 CEU may be earned per one credit workshop (1 credit for preparation and one for teaching. Maximum of 4 CEUs.** | | | |
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| **Date/Length of time** | **Workshop Title** | **Organization Taught** | |
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| **TOTAL POINTS CLAIMED IN CATEGORY X** | | |  |

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| **CATEGORY XI- Participating in Parliamentary Organizations. 1 CEU may be earned per position, per year when serving as an elected or appointed parliamentary leader. (i.e. NAP or AIP officer for national, association or unit roles.) Maximum of 4 CEUs.** | | | |
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| **Dates/Length of time** | **Organization Served** | **Position** | |
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| **TOTAL POINTS CLAIMED IN CATEGORY XI** | | |  |

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| **CATEGORY XII- Working with Parliamentary Youth Groups. 1 CEU may be earned per workshop taught or judging event per year. Maximum of 4 CEUs.** | | |
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| **Date/Length of time** | **Youth Workshop Taught/Youth Organization Judged** | |
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| **TOTAL POINTS CLAIMED IN CATEGORY XII** | |  |

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| **CATEGORY XIII- Other Parliamentary Activities. 1 CEU may be earned per article published in a parliamentary journal or translation service hour provided. Maximum of 4 CEUs.** | | | |
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| **Date/Length of time** | **Title of Article Published/Description of Activity** | **Organization/Publication** | |
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| **TOTAL POINTS CLAIMED IN CATEGORY XII** | | |  |

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