

# NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

## Registered Parliamentarian (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, Leadership Conferences, and NAP Webinars. Electronic units are treated the same as unit workshops for CEU credits. Webinar CEU credits are listed in the NAP Bookstore or the web-based course descriptions.

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). At a **minimum**, the workshop should last for fifty (50) minutes for a one-hour CEU credit. Participants must be present for the entire session time to receive credit.

**Instructors who present educational workshops may also claim CEUs.**

**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. You may begin to earn points upon notification that you have obtained the RP credential even if your six-year reporting period starts on January 1 of the following year. Points may not be accumulated beyond a six-year reporting 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)