

NATIONAL ASSOCIATION OF PARLIAMENTARIANS®
Professional Development Committee
MENTOR AND MENTEE INTRODUCTION

The Preparation

Preparing for the Professional Qualifying Examination (PQE) and the Professional Renewal Certification (PRC) requires a considerable investment in time overall consisting of regular weekly investments in time.

Although the time varies for each mentee, it is not unusual for mentoring to involve several online meetings per week over a period of several months.

The assistance will be provided predominately through distance learning using email, telephone, and online meeting services.

The Agreement

The “Mentor and Mentee Agreement” will be signed by both parties and a copy will be submitted to the PDC.

The Certification

The PQE and PRC involve

A Five written assignments to be completed prior to the event

- 1 A lesson plan (1%), with handouts (2%), and an outline of a 60-minutes teaching program from which the student will be presenting a ten-minute excerpt at the PQE or PRC;
- 2 answer questions on parliamentary ethics (5%);
- 3 answer research question based on RONR (10%);
- 4 prepare particular motion scripts for a presiding officer (15%); and
- 5 write a professional opinion with an accompanying cover letter and invoice (20%)

B Three in-person elements

- 1 Demonstrate ability to teach on a parliamentary topic by presenting a ten-minute excerpt from the teaching program for which a lesson plan, handouts and outline were provided as a pre-course assignment (7%);
- 2 Demonstrate ability to preside (20%); and
- 3 Demonstrate ability to serve as a parliamentarian (20%).

Successful completion requires achieving a total grade of 80%.