

NATIONAL ASSOCIATION OF PARLIAMENTARIANS[®]

Professional Registered Parliamentarian (PRP[®]) Instructions for PRP Renewal

What is required to renew?

As provided in NAP Bylaw Article III, Section 1., B., 2., b. and Operational Policies and Procedures Manual, 5.4., there are two requirements to obtain the renewal of the Professional Registered Parliamentarian status within your six-year credentialing period:

1. Under direction of the Professional Development Committee, successfully complete or teach the two-day professional renewal course, or complete or teach the five required and two elective modules of the professional renewal course, or teach the professional qualifying course. Submit to NAP Headquarters the *Professional Renewal Courses/Modules Reporting Form*.
2. Submit to NAP Headquarters an additional one-hundred-fifty (150) points in parliamentary activities during your current six-year period on the *PRC One-Hundred-Fifty Points Reporting Form*. Keep a record of your educational experiences by using the *PRC One-Hundred-Fifty Points Reporting Worksheet*.

Do not submit the *Worksheet* and supporting documentation unless requested to do so by the NAP Professional Development Committee. Be advised that the Professional Registered Parliamentarian Point Reporting Forms are subject to audit by the NAP Professional Development Committee; therefore, keep supporting documentation to verify recorded information.

The reporting forms and worksheet are available on the NAP website under Documents-Professional Registered Parliamentarian. Points may be *applied only to the current credentialing period* and may not be used as credit towards future accreditation periods.

Professional Registered Parliamentarians who fail to fulfill the above requirements in order to retain their professional status shall automatically revert to RP status at the conclusion of their designated six-year period. (NAP Bylaw Article III, Section 2., C.)

When does my new six-year period begin?

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

A professional registered parliamentarian who wishes to change to PRP-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)