## NATIONAL ASSOCIATION OF PARLIAMENTARIANS®

## Professional Renewal Courses/Modules Reporting Form

NAME:

Six-year Reporting Period ending: $\square$ 12/31/2024 or $\square$ 12/31/2025					
Instructions: Complete this form, indicating that during your current credentialing period you have fulfilled this requirement in one of the following four ways: 1) successfully completing the in-person or virtual Professional Renewal Course, 2) facilitating an in-person or virtual Professional Renewal or Professional Qualifying Course, 3) successfully completing or facilitating a combined total of seven Professional Renewal modules, the five required (marked with an asterisk), and two electives, in-person or online, or 4) I have completed 15 CEUs including two Code of Professional Responsibility. Check the appropriate box(es) below or successfully complete 15 CEUs two of which are Professional Responsibilities.					
Fulfillment of this requirement may NOT be applied toward a future six-year reporting period.					
Professional Con Completed:	urses The in-person/virtual Professional Renewal Certification Location:	Dates:			
☐ Facilitated:	The in-person/virtual Professional Renewal Certification Location:	Dates:			
☐ Facilitated:	The in-person/virtual Professional Qualifying Certification Location:	Dates:			
	Served on the Professional Development Committee	Dates:			
	15 Continuing Education Units (CEUs) including two Professional Responsibility				

NOTE: The September 2023 PRC or individual modules successfully completed may be used as CEUs for the 2024-2025 CEU accrual period. This includes PRPs with a former expiration date of December 2024, 2025, 2026, and 2027.

## **Individual Modules**

Record individual modules you have successfully completed or facilitated during this credentialing period. Note the dates and fill in the location for any modules completed in-person or online.

Each module can only be counted once.							
		Successfully					
Individual Modules	Completed	Facilitated —	Date				
Doing Business as a Professional Parlian	nentarian						
Online In-Person	Location:	_					
* Professional Responsibility (formerly E	thics)						
$\square$ Online $\square$ In-Person	Location:						
☐ * Governing Documents							
$\square$ Online $\square$ In-Person	Location:						
☐ * Writing Parliamentary Opinions							
☐Online ☐In-Person	Location:						
☐ Script Writing							
☐Online ☐In-Person	Location:						
$\square$ * Serving as a Meeting Parliamentarian							
☐Online ☐In-Person	Location:						
☐ Serving as a Presiding Officer							
☐Online ☐In-Person	Location:						
$\square^*$ Interactive Teaching RONR (formerly Te	aching RONR)						
☐Online ☐In-Person	Location:						
Name Street Address							
City		State	Zip				
Telephone							
Home	Work		Cell				
E-Mail Address							
<b>CERTIFICATION:</b> I attest that I have completed, during my current six-year period, all of the professional renewal activities that are claimed on this form. I understand that this report is subject to audit by the Commission on Credentialing and that the committee may disallow activities, which in its judgment are not supported by appropriate documentation. I agree to provide the Commission on Credentialing documentation or verification as the committee may request.							
Signature		Date					