



Continuing Education Unit (CEU) Equivalency Petition

All fields MUST be completed, and petitions MUST be submitted with all documentation or they will be returned (see bottom of page 2 for checklist).

The program allows individuals who are certified as an AFO, CPRP, CPRE or CPSI with the NRPA office to petition for acceptance of continuing education unit equivalency for courses, institutes, and workshops that do not offer CEUs or college credits. When awarded, CEU equivalents are not actual CEUs and are good only for maintaining AFO, CPRP, CPRE or CPSI certification.

First Name: _____ MI: _____ Last Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Primary Phone: _____ Email: _____

Fees: [] application fee plus [] for each 0.1 CEU equivalent being petitioned (0.1 CEU = 1 hour).

Example: If you are petitioning for 0.3 CEU equivalents, your fee will be \$ []. Petitions will not be processed without this payment.

Application Fee: \$ []
+ _____ Units* x \$ [] + _____
TOTAL DUE _____

**The number of units must be rounded to the nearest tenth (0.04 or lower round down, 0.05 or higher round up). For example, if you calculate 0.15 CEUs, you will round up to 0.2 CEUs.*

Please upload to our secure Dropbox at <https://nrpa.leapfile.net> – Certification

Credit Card: ___ Visa ___ Mastercard ___ American Express ___ Discover

Credit Card Number: _____ Expiration Date: _____

Name on Credit Card: _____ CVV: _____

Signature: _____

Identifying Information

Title of the continuing education program being petitioned for acceptance as CEU equivalency credit:

Name of agency sponsoring event/program: _____

Name of person having primary responsibility for event/program:

Name: _____ Organization: _____

Title: _____ Phone: _____

Program Date(s): _____ Program Location: _____
(City, State)

Brief description of program (a detailed program brochure may be attached in lieu of a written description) Include a program brochure with your application to demonstrate the expected benefits of the instruction and to give a brief description of learning outcomes. Please do not submit handouts or workbooks.

If you were not provided with learning outcomes for the course, please provide three detailed learning outcomes in the space below. **Do not send handouts or workbooks.** If you were provided with learning outcomes from the course, please provide them here and highlight them in the brochure.

1. _____
2. _____
3. _____

Verification of Attendance - Proof of attendance must come from the host of the course, a room host, or the instructor. If you are petitioning prior to attendance, remember CEUs will not be awarded until proof of attendance is received by NRPA. If the course you are attending is a conference, you **MUST** supply verification of attendance for each session you attend. Verification for the total conference will not be acceptable, as we must have verification of each session that you attended. We will accept a signature of the instructor or room host next to the class on the program or brochure or you can type a list of the courses you are planning to attend (including dates/times) and have the instructor or room host sign next to each class.

How many contact hours of instruction are contained in this program? _____

(MUST be a minimum of 1 hour in length. Do not count breaks, meals, etc.)

Number of CEU equivalents requested (**0.1 CEU = 1 hour**): _____

Have you included (ALL of these must be verified, or the petition will be returned):

- _____ Program brochure (including detailed subject outline)
- _____ Time frame course (listing breaks, meals, etc.)
- _____ Verification of attendance
- _____ Check made payable to NRPA for the appropriate fee

Return application and payment information:

Credit Cards: Upload to our secure Dropbox at <https://nrpa.leapfile.net - Certification>

Checks Mail to:

National Recreation and Park Association, CL# 500007, P.O. Box 5007, Merrifield, VA 22116-5007