



## Professional Service Experience Form



Return with renewal application and all documentation:

**National Recreation and Park Association**

Attn: Certification

22377 Belmont Ridge Rd, Ashburn, VA 20148

Or email to [certification@nrpa.org](mailto:certification@nrpa.org)

The National Recreation and Park Association offers Certified Park & Recreation Professionals and Certified Park and Recreation Executives an opportunity to earn **Professional Service Experience (PSE) Credit**. Together with the traditional CEU or academic credit, PSE credits enable individuals to renew professional certification by utilizing their professional activities.

Points fall into two different categories: Service and Literary/Training Material Contribution. In order to receive the appropriate credit, supporting documentation must be furnished with the PSE application. The PSE Information Sheet outlines points awarded for service, maximum points available within the two year period, and supporting documentation required.

In order to obtain PSE credit, please complete the Professional Service Experience Form and submit it to NRPA with your renewal application:

- **CPRPs** – may use up to 10 PSE Points (1.0 CEU equivalency credits) as a partial offset to the 2.0 CEUs required to maintain your certification.
- **CPREs** – may use up to 15 PSE Points (1.5 CEU equivalency credits) as a partial offset to the 3.0 CEUs required to maintain your certification.

The remainder must be CEUs or CEU equivalents earned through attendance at CEU granting courses or workshops, or through academic courses or other qualifying continuing education experiences relating to parks and recreation.

***(Example: 1.0 PSE + 1.0 CEU = 2.0 minimum requirement for CPRPs)***

**If you have any questions about this program please email: [certification@nrpa.org](mailto:certification@nrpa.org)**

## Professional Service Experience Information

### SERVICE

#### **A. Service as an Officer, Chairperson, or Committee Member of NRPA, the NRPA Networks, or a State Affiliate**

- 1. Elected officer.....5 points per year
- 2. Committee Chairperson .....5 points per year
- 3. Committee Member .....2 points per year

*Supporting Documentation:* documentation from the organization verifying the position held, its responsibilities and dates of services

#### **B. Service as a Speaker, Presenter, or Instructor at NRPA or State Affiliate conferences or seminars, or guest speaker at accredited universities and colleges at the following levels:**

- 4. Presenter/Co-presenter -Educational session/webinar/keynote presentation at NRPA Annual Conference, state conferences, or universities/colleges .....1 point per session hour (up to 5 points per year)
- 5. NRPA Research Session .....1 point per session

*Supporting Documentation:* documentation from the sponsoring organization verifying professional's role in session. Note: a single topic may be submitted for credit only once during the two-year time frame.

#### **C. Service as a Legislative/Lobbying representative of NRPA organizations in the following areas:**

- 6. Prepared legislation featuring a bill or charter code relevant to the parks and recreation profession.  
.....5 points per year

*Supporting Documentation:* verification of involvement by a representative of legislative body

#### **D. Service as an Accreditation Visitor (for CAPRA):**

- 7. Accreditation Chair .....7 points per year
- 8. Accreditation Member.....4 points per year
- 9. Accreditation Visitor.....4 points per year

#### **E. Service as an Accreditation Visitor (for COAPRT):**

- 10. Accreditation Chair .....5 points per year
- 12. Accreditation Visitor.....2 points per year

### LITERARY/TRAINING MATERIAL CONTRIBUTION

#### **A. Service as an Author of a published professional article, manual, book, video or computer software program:**

- 13. Author of published books/textbooks/training manuals/training software related to the parks and recreation profession .....15 points per book
- 14. Authored/edited chapter(s) of published books/textbooks related to the parks and recreation profession  
.....5 points per book
- 15. Refereed Journal Articles related to the parks and recreation profession .....5 points per journal
- 16. Unpublished masters and/or doctoral thesis/applied research related to the parks and recreation profession.....10 points
- 17. Articles (print or online) for NRPA or State Affiliate magazines or blogs  
.....3 points per article
- 18. Manuscripts/Articles for NRPA or State Affiliate professional publications or research abstracts  
.....2 points per article



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**National Recreation and Park Association attn.: Certification**  
 22377 Belmont Ridge Rd, Ashburn, VA 20148  
 Or email to [certification@nrpa.org](mailto:certification@nrpa.org)

**To obtain Professional Service Experience Points:**

1. Complete and submit this form with your renewal application. Be sure to include all PSE points you are requesting and the date(s) of service or publication.
2. **Please submit all supporting documentation with this form (PSE points will not be granted without documentation)**
3. Keep a copy of this form and supporting documentation for your records.
4. You may use up to 10 PSE Points (1.0 CEU equivalency credits) toward your 2.0 CEU required for renewal for CPRPs and 15 PSE Points (1.5 CEU equivalency credits) toward your 3.0 CEU required renewal for CPREs.

Name: Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Job Title: \_\_\_\_\_ Agency \_\_\_\_\_

Address: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

<b>Service Type</b> <small>(please refer to the PSE Information sheet for maximum points available in each area)</small>	<b>P.S.E Points Requested</b>	<b>Date(s) of Service/Publication</b>
1. Elected Officer.....	5 points/year	
2. Committee Chairperson.....	5 points/year	
3. Committee Member.....	2 points/year	
4. Presenter/Co-presenter.....	1 points/session hour	
5. NRPA Research Session.....	1 points/session	
6. Legislative/Lobbying Representative.....	5 points/year	
7. Accreditation Chairperson (CAPRA).....	7 points/year	
8. Accreditation Member (CAPRA).....	4 Points/Year	
9. Accreditation Visitor (CAPRA).....	4 points/year	
10. Accreditation Chairperson (COAPRT).....	5 points/year	
11. Accreditation Visitor (COAPRT).....	2 points/year	
<b>Literary/Training Material Contribution</b>		
12. Author of published books/textbooks/training manuals/training software...	15 points/book	
13. Authored/edited chapter(s) of published Books/textbook.....	5 points/book	
14. Refereed Journal Articles.....	5 points/article	
15. Unpublished masters and/or doctoral thesis/applied research.....	10 points	
16. Articles for NRPA or State Affiliate magazines or blogs.....	3 points/article	
17. Manuscripts/Articles for NRPA or State Affiliate professional publications or research abstracts.....	2 points/article	
<b>TOTAL P.S.E Points Requested:</b>		<b>Certification (circle one)</b> CPRP (10pt max) CPRE (15pt max)

**For NRPA Use Only**

Total PSE Points Awarded \_\_\_\_\_ Total Credit for Certification Renewal \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

