



Aquatic Facility Operator (AFO) Certification Exam Application

**Requests must be received at least 7-10 business days before the requested examination date.*

Applicant Information

First Name: _____ MI: _____ Last Name: _____

Work Home Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____ Email: _____

Online Examination Setup Information

1. The AFO Exam will be administered online through NRPA's Learning Management System (LMS) and a Zoom meeting with the proctor.
2. Once the application is received dates and times will be provided to schedule an exam with the candidate.
3. The AFO Exam is an open-book exam. During the exam, you can use the Aquatic Facility Operator Manual, a handheld calculator, the Saturation Index Calculator that comes with the AFO manual, and a scrap piece of paper.
 - The latest version of the AFO manual can be found in [NRPA's online store](#).
4. You will be given 3 hours to complete the exam. You will receive your results immediately after submitting the exam. Result emails with AFO certificates will be emailed within 1-2 weeks.

Off-site Examination Setup Information

1. Secure a proctor to administer the exam.
 - Approved proctors are AFO Instructors, Public Librarians, University Professors, Professional Testing Center Staff Members, Military Base Professionals, State Affiliate Staff Members, or NRPA employees.
 - A date should be secured with the proctor and provided on the application.
2. The AFO Exam is an open-book exam. During the exam, you can use the Aquatic Facility Operator Manual, a handheld calculator, the Saturation Index Calculator that comes with the AFO manual, and a scrap piece of paper.
 - The latest version of the AFO manual can be found in [NRPA's online store](#).
3. You will be given 3 hours to complete the exam. The AFO Exam will be mailed back to NRPA to be scored. Exam results with AFO certificates will be emailed to the candidate within 2-4 weeks.

Proctor Information

Online AFO Exam Off-site AFO Exam

Request for proctor by NRPA Employee for Online AFO Exam.

Proctor Information for Off-site Exams

Examination Date: _____ Time: _____

Proctor Name: _____

Testing Center Name: _____

Testing Center Address (to mail exam): _____

Proctor Phone: _____

Proctor Email: _____

Exam Fee and Payment Information

Examination Fee - \$125.00

Please make checks payable to: National Recreation and Park Association (NRPA)

Check Credit Card: Visa Mastercard American Express Discover

Credit Card Number: _____ Expiration Date: _____

Name on Credit Card: _____ CVV: _____

Signature: _____

Return application and payment information:

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

Check Payments Mail To:

National Recreation and Park Association
PO Box 5007
Merrifield, VA 22116-5007

For additional questions please email afoinstructors@nrpa.org.