



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

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 certification 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

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 Chairperson5 points per year
- 3. Committee Member2 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/colleges1 point per session hour (up to 5 points per year)
- 5. NRPA Research Session1 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. CAPRA Site Visit Team Lead.....7 points per year
- 8. CAPRA Site Visit Team Member.....4 points per year
- 9. CAPRA Commission Executive Committee Member.....7 points per year
- 10. CAPRA Commission Member.....4 points per year
- 11. CAPRA Commission Review Team Member.....4 points per year
- 12. CAPRA Agency Mentor.....4 points per year

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

- 13. Accreditation Chair5 points per year
- 14. 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:

- 15. Author of published books/textbooks/training manuals/training software related to the parks and recreation profession15 points per book
- 16. Authored/edited chapter(s) of published books/textbooks related to the parks and recreation profession
.....5 points per book
- 17. Refereed Journal Articles related to the parks and recreation profession5 points per journal

- 18. Unpublished masters and/or doctoral thesis/applied research related to the parks and recreation profession.....**10** points
 - 19. Articles (print or online) for NRPA or State Affiliate magazines or blog.....**3** points per article
 - 20. Manuscripts/Articles for NRPA or State Affiliate professional publications or research abstracts**2** points per article
- Supporting Documentation: *copy of material created for publishing*

Updates:
June 2015, November 2017, February 2018, March 2019, August 2021,

Professional Service Experience Form

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 _____

Service Type <small>(please refer to the PSE Information sheet for maximum points available in each area)</small>	P.S.E Points Requested	Date(s) of Service/Publication
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. CAPRA Site Visit Team Lead.....	7 points/year	
8. CAPRA Site Visit Team Member.....	4 Points/Year	
9. CAPRA Commission Executive Committee Member.....	7 points/year	
10. CAPRA Commission Member.....	4 points/year	
11. CAPRA Commission Review Team Member.....	4 Points/Year	
12. CAPRA Agency Mentor.....	4 points/year	
13. Accreditation Chairperson (COAPRT).....	5 points/year	
14. Accreditation Visitor (COAPRT).....	2 points/year	
Literary/Training Material Contribution		
15. Author of published books/textbooks/training manuals/training software...	15 points/book	
16. Authored/edited chapter(s) of published Books/textbook.....	5 points/book	
17. Refereed Journal Articles.....	5 points/article	
18. Unpublished masters and/or doctoral thesis/applied research.....	10 points	
19. Articles for NRPA or State Affiliate magazines or blogs.....	3 points/article	
20. Manuscripts/Articles for NRPA or State Affiliate professional publications or research abstracts.....	2 points/article	
Please send this form along with all documentation to: National Recreation and Park Association 22377 Belmont Ridge Rd, Ashburn, VA 20148 Or certification@nrpa.org	TOTAL P.S.E Points Requested:	Certification (circle one) CPRP (10pt max) CPRE (15pt max)

For NRPA Use Only

Total PSE Points Awarded _____ Total Credit for Certification Renewal _____ Date _____

Authorized Signature: _____