



Arizona Parks and Recreation Association

@ North Mountain Visitor Center

12950 N. 7th St.

Phoenix, AZ 85022

(602) 335-1962

Fax: (602) 335-1965

Email: admin@azpra.org

Continuing Education Unit Equivalency Petition Form

(Courses must be petitioned for credit within **30 days** of attending class.)

Petitioning Procedures:

Thank you for inquiring about the petitioning procedures for continuing education unit equivalents (CEU equivalents) from a course you plan on attending or have already attended that did not offer CEUs. This form is used to petition APRA for acceptance of continuing education unit equivalence for courses, institutes, and workshops that are not offering CEUs.

To ensure the outcome of your petition is known prior to your attending the course, petition forms should be submitted at least 30 days prior to the program date. Petition forms submitted for any programs that have already taken place must be petitioned within 30 days following the program.

Please be aware that petitions may be denied and programs may be approved for a different number of CEU equivalents than requested by the petitioner. For your protection, it is suggested you petition prior to attendance.

Fees: \$2.00 for each 0.1 CEU equivalent (0.1 CEU = 1-¼ hours) being petitioned. Example: If you are petitioning for 0.3 CEU equivalents, your fee will be \$6.00. Petitions will not be processed without this payment.

For CPRP renewal, courses must be job relevant and requires a minimum of two CEUs or CEU equivalents (20 hours) OR equivalent academic course work from an accredited college/university within the twenty-four-month period from the certified date located on your CPRP certificate.

The local State Association will review your petition and may contact the agency responsible for offering the program you have outlined. The State Association will correspond to you within 30 days after the receipt of this petition form.

Please Print or Type:

Name: _____

Title: _____

Address: _____

Daytime Phone: _____

Employer Name & Address: _____

Signature: _____ Date: _____

CEUPETI

Identifying Information:

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

2. Name of sponsoring agency(ies): _____
3. Name of person having primary responsibility for program organization: _____
Title: _____ Phone: _____
4. Program Date(s): _____ Program Location: _____
City State
5. Number of CEU equivalents requested (**0.1 CEU = 1-¼ hours**): _____
6. How many contact hours of instruction are contained in this program? _____
(Must be a minimum of 1-¼ hours in length. Do not count breaks, meals, etc.)
7. Brief description of program (a detailed program/brochure may be attached in lieu of written description):

8. List three learning outcomes. As a result of participating in this program, I am now able to:
 - a. _____
 - b. _____
 - c. _____

Have you enclosed (ALL of these must be enclosed or the petition will be returned):

- _____ Program brochure (including detailed subject outline)?
- _____ Time frame course (listing breaks, meals, etc.)? Each course must be a minimum of 1-¼ hours.
- _____ Verification of attendance (must be submitted within 30 days following the program)?
- _____ Check or money order made payable to APRA for the appropriate fee (\$2.00 per 0.1 CEU equivalent)?

Return to: Anthony Garcia, APRA Certification Chair
Glendale Parks and Recreation
5970 W. Brown Street
Glendale, AZ 85302
agarcia@glendaleaz.com

<p>For Office Use Only:</p> <p>Date Rec'd: _____</p> <p>CEU Equivalents Granted: ____ Fee Paid: ____</p> <p>Approved w/condition: _____</p>
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“The National Recreation and Park Association is an Authorized CEU Sponsor Member of the International Association for Continuing Education and Training.”