



HOW TO RENEW MY CERTIFICATION

We all rely on certifications and training programs to help keep us educated on the best standards of practice along with laws that govern our ability to operate. These certifications come in all shapes and sizes: CPRE, CPRP, CPSI, AFO, etc. These abbreviations are symbols for certification and training programs that show a high level of dedication and achievement from those in our profession. Often, we see these acronyms in email signatures, or in newsletters and magazines.

Once you have tested and attained your certification, you will need to begin accruing CEUs, or Continuing Education Units, in order to renew your certification in the future. To earn CEUs you need to attend trainings offered through APRA or NRPA. **YOU** are required to keep track of your own CEUs. More information about each certification is in each Candidate Handbook; the links to these handbooks are below.

- **CPRE** – *Certified Parks & Recreation Executive*
 - Certification Length: 3 Years
 - Renewal Requirement: 3.0 CEUs
 - Candidate Handbook: <http://bit.ly/2u1PgWl>
- **CPRP** – *Certified Parks & Recreation Professional*
 - Certification Length: 2 Years
 - Renewal Requirement: 2.0 CEUs
 - Candidate Handbook: <http://bit.ly/2u1Tiht>
- **CPSI** – *Certified Playground Safety Inspector*
 - Certification Length: 3 Years
 - Renewal Requirement: Re-Test
 - Candidate Handbook: <http://bit.ly/2u29p09>
- **AFO** – *Aquatics Facility Operator*
 - Certification Length: 5 Years
 - Renewal Requirement: 2.0 CEUs
 - Candidate Handbook: <http://bit.ly/2uBnOIA>

CEUs earned during the two, three or five years prior to your certification expiration date (depends on the certification you are renewing) can be used towards recertification. If you attend the same education session twice during a recertification cycle, you may only document it once on your renewal. For instance, if you

attend an educational session at the APRA Annual Conference, then you attend the same session at the NRPA Annual Conference, only one of the sessions is eligible during the renewal process.

Earning CEUs entails registering for, and attending, seminars, trainings and conferences. While at these education sessions, you will need to fill out a CEU form that you will submit to the organization that hosted the event. Typically, an educational session that is an hour and a quarter (75 minutes) in length is worth .1 CEUs. Once submitted, the host organization will provide proof of attendance in the form of a certificate that you will use during the re-certification process. You will need to save this certificate electronically to use in the event NRPA audits you. Again, it is **YOUR** responsibility to keep track of your CEUs.

It is possible to earn CEUs for workshops or conferences that are outside of APRA and NRPA. You will need to complete a petition form to APRA *prior* to attending the workshop or conference. The petition form is on the APRA website under the Professional Development section: <http://bit.ly/2v2Kp7R>.

To keep track of your CEUs with NRPA, you will need to:

1. Login to the NRPA website: <http://www.nrpa.org/> and select “PROFILE” located in the top right portion of the web page.
2. Then select “Go to Certification Center” located as a bullet point on the right side of the web page. Here you will select the certification you wish to add your CEU information.
3. Select “Track my CEUs for Future Certification Renewal”, then click the CONTINUE button.
4. Now you are ready to enter the CEU information in the text boxes at the bottom of the screen before clicking the SAVE button.



ARIZONA PARKS AND RECREATION ASSOCIATION