



NATIONAL ASSOCIATION  
OF PARLIAMENTARIANS®

# NAP Town Hall Recap

*Prepared by the  
Commission on Credentialing*

During the NAP Town Hall on July 27, 2023, there were many questions related to all aspects of the credentialing programs. Due to time restraints, not every question could be answered. To provide as much detail and clarity as possible, every question submitted to the Q&A feature will be answered below. Please note, that some questions are repetitive and may have been consolidated. Additionally, some questions may have been re-worded to ensure clarity or remove unnecessary information.

To ensure that all members are clear on the answers in this document, the following definitions may be helpful:

*CEUs* – Continuing Education Units

*New Renewal Process/New Process* – The newly announced renewal process requires a certain number of continuing education hours, every two years, based on credentials.

*Legacy PRP Renewal Process* – The PRP renewal process relied on activity points and the successful completion of the *Professional Recertification Certification* modules.

*Legacy RP Renewal Process* – The RP renewal process relied on activity points.

## **NAP Town Hall Questions**

### **Do you receive a notification when it's time to renew?**

Yes. Credentialed members receive a letter in the last year of their renewal period reminding them to complete their renewal requirements.

### **What does this mean for the scheduled modules for the remaining 2023 calendar?**

The scheduled modules for 2023 will continue as planned, in part, because credentials that expire in 2023 **must** be renewed using the points and modules process.

### **Does this apply to workshops offered by private companies or entities?**

Yes. Private companies or third-party entities, including NAP Units, NAP Associations, the American Institute of Parliamentarians, and the Dahms Foundation may offer events for CEUs; however, they must complete the pre-approval process.

### **Do presenters earn any CEUs for presenting?**

Yes. Instructors of approved events will receive the number of CEUs a participant receives, times three. For example, if a participant receives one credit hour, the instructor receives three credit hours.

### **Those of us that started under the points system, will those points be converted to CEUs?**

No.

### **Will attendance at NAP-sponsored events be tracked by the NAP in the form of a transcript or will CE be self-reported by credentialed members?**

Participation at NAP national events will be automatically tracked. Participation in third-party events will be reported by the sponsoring organization.

### **Will videos on NAP University meet these requirements?**

Yes. Most, or all, of the content in NAP University may count for CEUs.

### **When will the requirements be effective for credentialed members?**

The new process becomes effective January 1, 2024.

**How will this impact members due to renew 2023 and already have their points?**

It will not. Credentialed members that renew in 2023 should complete the previous processes.

**Can we receive credit for attending this event (July 27, 2023, Town Hall)?**

No.

**What gives NAP the authority to regulate this occupation?**

NAP has the sole authority to regulate its credentials (RP and PRP) but does not claim to regulate the occupation.

**Does presenting at a State Annual Meeting education session count for credit? Or must it be a national education event?**

Yes, presenting at a state annual meeting could count for credit if it is submitted and approved in advance.

**Does it matter if you attend virtually or in-person to receive credit?**

It does not matter.

**Some of the events are quite expensive for some people. Can the NAP be more transparent related to finances...justifying costs? Is there any way to reduce the cost of certification exams?**

Attending NAP national events is not a requirement for CEUs. Other entities can request to offer credit, which they may or may not charge.. There is not currently an option to reduce the costs of the certification exams. This is in large part to offset the costs of the credentialing programs. For example, the RP exam fees go to cover the costs of ExamSoft and the administrative costs. The PRP exam fees go to cover the costs of the expenses for the examiners and the administrative costs.

**Based on the current average cost of approved education content (particularly online options that are more accessible to international members)- how much is the estimated cost to RPs of completing 10 hours over two years?**

The beauty of this system is that a RP, or PRP, can choose what content to attend or to possibly present. It is possible that there is no cost to the RP to take educational credits if they present or attend approved CEUs that don't have a cost, such as unit or association meetings.

**Why aren't we incentivizing unit workshops more?**

This new program incentivizes units, and others, to offer more workshops since they can be used for renewing credentials.

**Will Saturday-only attendance for the 2023 NAP Convention count towards CEUs?**

Yes.

**The Proviso only listed PRPs. Does it also apply to RPs?**

The proviso does not apply to RPs. Beginning January 1, 2024, RPs may only renew under the CEU system.

**Is the 2-day NAP Leadership Conference in August eligible for CE credits?**

No. The NAP Leadership Conference occurs before the launch of the new renewal process which begins September 1, 2023.

**Will participation and successful completion of the PRP renewal course in September 2023 provide a six-year renewal -- a two-year renewal, or none at all?**

A six-year renewal. The renewed parliamentarian will then need to maintain 15 hours of CEUs, with two hours being professional responsibility, every two years.

**Do our monthly Unit 90-minute educational sessions count toward CE units? Do they have to be "approved" by the Commission?**

The unit sessions can count for CEUs; however, they must be approved by the Commission.

**My PRP expires in 2025. Will I be able to participate in the new renewal process, or do I have to complete the current process?**

A PRP that expires in 2025 has the choice of the new CEU process or the previous module process.

**Has the commission considered bar codes on national event badges and bar code scanners to track attendance?**

Yes. This is being considered.

**Does this grandfather those renew credentials are currently due?**

Credentials that expire in 2023 are not impacted by this change. Credentials after 2024 must comply with the new process.

**What is the turnaround time for a submitted unit workshop? How far in advance does the workshop need to be submitted for approval?**

That process is currently being defined.

**Could we get a succinct definition of "psychometric data," please?**

The Commission defines psychometrics as “a field of mathematics that focuses on psychological measurement often related to educational assessment, is extremely helpful when evaluating assessments in an objective way. Not only will individual psychometrics show you if your assessment measures the intended learning outcomes, but they also ensure a fair and equitable exam.”<sup>1</sup>

**Can you clarify the expectations for monthly unit workshops? It was unclear if units need to receive approval for every workshop to receive credits or if that's only if there's a question from the committee.**

Units will need to receive approval for every workshop.

**Which committee will develop education for education for those members that are not yet credentialed? It appears the focus is on renewals.**

The Professional Development Committee is responsible for education related to the *Body of Knowledge*.<sup>2</sup>

**Can someone earn CEUs for a future credential if they are not credentialed yet? For example, can a non-credentialed member attend the upcoming Biennial Convention, attend seminars that would count as a CEU for a credentialed member, at get credit if, for example, the member was to become credentialed in 2024?**

No.

**How would the Education Chair of a Unit be able to access the directions to ensure the Education Presentation being presented by an RP or PRP meets the requirements established by the Commission?**

Once the process is finalized, detailed instructions will be provided.

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<sup>1</sup> <https://examsoft.com/resources/psychometrics-at-a-glance/>

<sup>2</sup> <https://www.parliamentarians.org/about/resources>

**Do the units keep track of CEUs for all NAP members or only credentialed members?**

Only credentialed members need to track CEUs.

**Can non-members of the committee submit educational materials for consideration?**

Yes.

**Would/should mentors get training as parliamentary consultants in order to mentor or while mentoring?**

The Professional Development Committee is responsible for education related to the *Body of Knowledge*.

**Generally, I like this change. However, it is a substantial change in our personal cost to renew, because previous credits were achievable locally to satisfy the requirement, and this now moves us to a model where we need to travel more (to NTC), incur air travel costs, hotel costs, etc. This is not appreciated!**

This assumption is incorrect. CEUs may be achieved at the local level. Additionally, it could be obtained by attending a virtual NAP National event.

**Let's say I am a PRP who is renewing this year (2023) under the PRC/150 hours model. So my next renewal deadline is Dec 31, 2025 and I have to submit 15 credits (including 2 professional responsibility) by Dec 31, 2025. Is that correct?**

No. The next renewal is six years after re-certification; however, to retain the credential after the six-year period, the parliamentarian must complete their CEU requirements.

**If I submit my 20 CEs before 1/24 for the current 6-year renewal requirement, when does my 2 year renewal period begin?**

It begins January 1, 2024; however, if CEUs were accumulated after September 1, 2023, they would only apply to the 2024-25 reporting year.

**If one is planning to take the RP exam in October, do you recommend that the member wait until the next window so that the new Criteria for Credentialing is published? Or will the updated Criteria for Credentialing be published in time to allow for adjusted study before the October exam window closes?**

The *Criteria* is not substantially changed, and candidates should feel comfortable using the currently published *Criteria*.

**Will there be a mechanism for obtaining pre-approval of an educational program?**

Yes. That process is being developed and will be available soon.

**In a multi-speaker educational program, is the number of CEUs determined by the overall time or by individual presenter? What if a program involves a panel where each panelist does, say, a 15-minute presentation related to the panel theme and the panel lasts 75 minutes?**

It is determined by the overall time of the educational content.

**Does a Q&A component count toward the minutes eligible for CEU credit?**

Yes.

**Will there be a video or audio recording requirement for approved programs?**

There will not be a recording requirement.

**Will all RPs & PRPs report at the same time, or will there be rolling reporting (e.g., last name A to M in the first year and then every two years after, last name N through Z in the second year and then every two years after)?**

All reports will be due at the same time.

**Will there be a window for reporting, or can a person report as soon as the person has satisfied the biennial CEU requirement?**

The hours per year are recorded by NAP or reported by the sponsoring entity. The member must submit a certification statement in the last year of the renewal period.

**What is the actual deadline for renewal? Do I have to *\*report\** my credits by Dec 31 of the second year OR do I have to *\*complete\** my credits by Dec 31, and I will have some period of time to report them? If the latter, what will the reporting deadline be?**

Recertification happens, currently, every six years. CEUs must be reported every two years and a certification statement is due in the last year of the renewal period.



**If we take the NAP workshops online during the Convention, will the credits be reported automatically, or do we have to individually report the credits?**

They will be recorded automatically.

**What if your RP doesn't expire until the end of 2025?**

Members whose RP credentials expire in 2025 must obtain 10 hours of CEUs, with one hour being professional responsibility. Additionally, a certification statement is required in 2025.

**Other professions (such as medicine) have provisions for exempting or suspending the CEU requirements for a period of time for certain reasons, such as illness, maternity/paternity leave, etc. Has the Commission considered or implemented something similar?**

The Commission has not implemented any policies related to exemptions or suspension of the requirements.

**Please explain professional responsibility points more, and are the professional responsibility points included in the 10 hour for RP, and 15 points for PRP's or are they in addition to the 10/15 points?**

Educational events may be submitted as professional responsibility points to the Commission; however, they must not only fit the education requirements in the Body of Knowledge but also contain information related to the Joint Code of Professional Responsibility.<sup>3</sup>

**Are we still required to accumulate the points regarding other aspects in addition to accumulating the CEUs in two year increments?**

No.

**How will the RP exam change under this new system?**

The RP Credentialing Exam is unchanged under the new renewal system.

**My PRP credentials expire on December 31, 2029, how does this new process affect me?**

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<sup>3</sup> <https://www.parliamentarians.org/about/resources>

Starting January 1, 2024, the member must obtain fifteen hours, including two hours of professional responsibility, every two years and must submit a certification statement in 2029 to renew. If a member fails to obtain the required number of hours over any two-year period, they will maintain the credential until 2029 but will not be able to renew.

**When should I start to build CEUs?**

Any time after September 1, 2023.

**What does an RP have to do to become a PRP?**

Successfully complete the PRP Credentialing Examination.

**If I have already accumulated continuing education credits this year as an RP, will they apply or do I start over for 2024.**

CEUs acquired after September 1, 2023, may count towards the 2024-25 renewal years.

**If a member has been an RP for two years, must he obtain 10 credits for the two years already passed?**

No.

**What about the process for those who are testing for the first time?**

The new processes are detailed on the NAP website; however, generally, the RP exam consists of two sections (section 1 is 100 multiple choice questions and section 2 is five written questions) and the PRP exam consists of a two-day demonstration.

**Once a credentialed parliamentarian submits their certification statement, can they start accumulating CEUs for the next biennium, or does the accumulation begin at the anniversary?**

No. Accumulation begins at the anniversary.

**Can RP examinees see how they performed on specific questions of the exam?**

No.

**Does the two-year renewal period start on the date of a person obtaining their credential or Jan 1 the following year?**

January 1 the following year.

**If you are in the middle of your 6-year PRP reporting committee, how do you retroactively take the credits, especially the Professional Responsibility credit?**

There is no retroactivity requirement.

**I understand this is mainly for those who are credentialed, however, for those NAP members who do not plan to work as a consultant and not interested in obtaining RP, will there be any continuing education requirements to remain active in NAP other than paying dues?**

No.

**How and how soon will affiliates be able to seek approval of their education offerings?**

The Committee is working on developing these processes and those instructions will be made available shortly.

**What will happen to our existing points? can we use those for renewing the next two years 2024-2-25? or all those points are cleared (Zeros)? Or do PRP's start with a clean slate?**

Existing points can only be used for RPs that renew in 2023 and for PRPs that renew in 2025.

**How long must a workshop or training have to last in order to obtain credit for it?**

Continuing education credits are awarded on the following timing scale:

- 0-29 minutes – 0 credit
- 30-49 minutes – 0.5 credits
- 50-74 minutes – 1 credit
- 75-89 minutes – 1.5 credits
- 90-120 minutes – 2 credits

The Commission may approve an alternative amount of educational content in unique circumstances.

**Has the RP credentialing process changed for new RP members?**

Members wishing to become RPs must successfully complete the RPCE. More information can be found on the NAP website.<sup>4</sup>

**Who will keep up with the two- period? Will the new system keep up with the two years?**

The member must keep up with the two-year period and ensure that all third-party CEUs are reported to NAP and show in the member's account.

**If you are currently a non-credentialed member, obtain your RP two months, for example, before your membership renewal period, when does the clock start ticking for CEU credits?**

As with all renewals, the reporting period starts the following year.

**While it may not be advisable, will there be crash courses for all the annual/biennial points at one time offered by NAP?**

Credentialed members should be able to get all, or most, of their CEUs by attending a national event. While the member may only be able to attend a handful of workshops in person, the member can watch more workshops in NAP University.

**If a PRP certification expires Dec 31, 2024, is the only option to take PQC and 150 points? Or can that person gather 15 CEU's starting Sept 1?**

The member has the option to use either the previous renewal process or the new CEU model.

**Are NAP-recorded past events counted as CEUs, or on NAP university classes?**

No.

**Is there a cost to renew?**

No.

**What's the process for non-NAP approval? Is the entity releasing their rights for their content to NAP for approval?**

The process is being developed by the Committee and will be announced soon. When the announcement is made, information will be made available.

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<sup>4</sup> <https://www.parliamentarians.org/credentialing/rp>

**How long will the timeline be for an association/unit to get approval from the commission for their workshop to count towards CEUs? Will associations/units have to plan their workshops and events months in advance?**

There is not an established deadline for submissions yet. Once the process is developed and implemented, a deadline may be imposed; but it would be important to have things submitted as soon as possible.

**Can I log into the NAP portal/my account to see how many CEUs I have?**

Instructions for accessing the NAP Portal will be distributed soon.

**Which Unit officer should be responsible for submitting CE credits that are presented on the local level to NAP?**

Ideally, the officer that is responsible for educational content.

**Do you need approval before the Local Unit Education Training program? After?**

Approval must be obtained in advance for the workshop to count for CEUs.

**Will the RPCE be broken into achievable chunks (bite sized pieces) with less financial risk of not passing?**

The current exam is a two-section exam that must be completed in an eight-hour period. The sections cannot be re-taken independently if the candidate did not pass them the previously. This is, in part, because the exams are designed to test different performance expectations. Those expectations may be found in different sections. However, each subsequent exam period has different questions for both section 1 and section 2.

**If I have to submit CEU credits every two years, doesn't that make the six-year renewal period irrelevant?**

It does not. The renewal period is still six years; however, members must obtain CEUs every two years and submit a recertification statement in the last year of renewal.

**What details must the local Unit Educational Training presentation be for acceptance? Do you want PowerPoint presentations, or is there a form to complete?**

The process is being developed by the Committee and will be announced soon. When the announcement is made, information will be made available.

**Where is the most complete information for a member getting the initial RP credential?**

The NAP website.<sup>5</sup>

**Will the business side of being a PRP be taught in other ways within the organization (separate from being part of the credentialing exams)?**

Yes.

**Do the current Trainers need to recertify as Trainers with the new process?**

Trainers may need to re-certify with the Professional Development Committee; however, they will not be responsible for being an examiner for the credentialing programs.

**How do we verify (and NAP verify) if we watch a recorded workshop, later? (And verify that we watched the whole thing?)**

A recorded workshop from NAP University tracks the member's participation. Additionally, verification quizzes could be implemented to ensure compliance.

**Does the Commission use the honor system that a person attended an approved workshop or will some type of proof be required?**

The third-party entity facilitating the workshop is responsible for submitting that information to the Commission, not the members.

**I registered to attend the convention today. I was not able to sign up for a workshop. Are the workshops at the NAP Biennial Convention in September closed?**

The workshops are not closed. The workshops, except for the learning labs, will be first-come, first-serve; however, there is not a limit for virtual attendees.

**What is NAP University?**

NAP's online learning management system.

**Is the recording of tonight's town hall available to review?**

Yes, in NAP University.

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<sup>5</sup> <https://www.parliamentarians.org/credentialing/rp>