



**Virginia Recreation and Park Society  
Continuing Education Unit  
Equivalency Petition Application**

Please return to 6372 Mechanicsville Turnpike Suite 109  
Mechanicsville, VA 23111  
Fax:(804) 730-9455

**Petition forms submitted for any programs that have already taken place *must* be petitioned within 30 days following the program.**

The program allows individuals who are certified as a CPRP with the VRPS office to petition for acceptance of continuing education unit equivalency for courses, institutes, and workshops that do not offer CEUs or college credits. When awarded, CEU equivalents are not actual CEUs and are good only for maintaining CPRP certification.

**Fees:**

**\$2 for each 0.1 CEU equivalent being petitioned (0.1 CEU = 1 1/4 hours) for VRPS Members.**

**\$3 for each 0.1 CEU equivalent being petitioned (0.1 CEU = 1 1/4 hours) for Non-**

Application Fee	<u>\$5.00</u>
_____ Units x \$ 2.00	_____
<b>TOTAL DUE:</b>	_____

**To be included in online application (ALL) :**

- \_\_\_\_\_ Program brochure (including detailed subject outline)
- \_\_\_\_\_ Time frame course (listing breaks, meals, etc.)
- \_\_\_\_\_ Verification of attendance
- \_\_\_\_\_ ***Load ALL files into a single PDF or scan***
- \_\_\_\_\_ Is this within the 30 day timeline?

**DO NOT INCLUDE THIS PAGE WITH ONLINE APPLICATION**

## CEU Equivalency Petition Application

### Identifying Information

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

\_\_\_\_\_

Name of sponsoring agency: \_\_\_\_\_

Name of person having primary responsibility for program:

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Program Date(s): \_\_\_\_\_ Program Location: \_\_\_\_\_  
City, State

Brief description of program (a detailed program brochure may be attached in lieu of a written description) Include a program brochure with your application to demonstrate the expected benefits of the instruction and to give a brief description of learning outcomes. Please do not submit handouts or workbooks.

\_\_\_\_\_  
\_\_\_\_\_

If you were not provided with learning outcomes for the course, please provide three detailed learning outcomes in the space below. **Do not send handouts or workbooks.** If you were provided with learning outcomes from the course, please provide them here and highlight them in the brochure.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Verification of Attendance**—Proof of attendance must come from the host of the course, a room host, or the instructor. If you are petitioning prior to attendance, remember CEUs will not be awarded until proof of attendance is received by VRPS. If the course you are attending is a conference, you must supply verification of attendance for **each** session you attend. Verification for the total conference will not be acceptable, as we must have verification of each session that you attended. We will accept a signature of the instructor or room host next to the class on the program or brochure or you can type a list of the courses you are planning to attend (including dates/times) and have the instructor or room host sign next to each class.

How many contact hours of instruction are contained in this program? \_\_\_\_\_  
(Must be a minimum of 1 1/4 hours in length. **Do not count breaks, meals, etc.**)

Number of CEU equivalents requested (**0.1 CEU = 1 1/4 hours**): \_\_\_\_\_

**INCLUDE THIS PAGE WITH ONLINE APPLICATION**