



# CEU Session Proposal Form

Virginia Recreation and Park Society

6372 Mechanicsville Turnpike, Suite 109, Mechanicsville, VA 23111

## INSTRUCTIONS

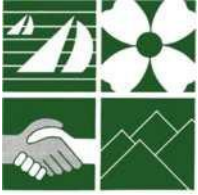
**CEU Sessions:** *The primary goal of a CEU session is to improve performance.* The majority of delegates are seeking CEUs for renewing their professional certification. CEU sessions may be one session (1 hour and 15 minutes) or may be a double session (2 hours and 30 minutes). Partial CEUs will not be awarded.

### CEU Criteria include:

1. Activity is planned in response to educational needs that have been identified for a target audience.
2. Activity has clear, concise, and measurable written statements of intended learning outcomes.
3. Qualified instructional personnel are involved in planning and conducting each activity.
4. Content and instructional methods are appropriate for the intended learning outcomes of each activity.
5. Participants must demonstrate their attainment of the learning outcomes.
6. The participants evaluate each learning activity.

**Directions:** the CEU Session Proposal form is designed to address all information required for CEU approval.

- Proposals must be typed or reproduced on a computer. Handwritten forms will not be accepted.
- The completed form is uploaded via the CEU Online Submission process available here: <http://www.vrps.com/EducationEvents/CertificationCEUs.aspx>
- Upon submission, the form is electronically distributed to all VRPS Certification Board members for their review.
- Applicants will be notified of their CEU Session Proposal status within 30 days of submission.
- CEU Session Proposal fees apply.
- Be sure to submit all documents (CEU Session Proposal, resumes) as one PDF file.
- While VRPS recognizes several professional certifications (CPSI, AFO, CPO, CTRS), for the purposes of this CEU Session Proposal, CEUs may be approved for CPRP and CPRE certifications.
- Fees for CEUs may be addressed two ways when planning a workshop or function:
  1. CEUs are included in registration fee
  2. CEUs are an additional purchase and follow the following payment scheme:
    - \$10 during early registration period
    - \$15 during regular registration period
    - \$20 during late registration period



**CEU Session Proposal Form**  
**Virginia Recreation and Parks Society**  
**6372 Mechanicsville Turnpike, Suite 109**  
**Mechanicsville, VA 23111**

**TITLE OF SESSION:** \_\_\_\_\_

**LENGTH OF SESSION:**      \_\_\_\_\_ 1 HOUR 15 MIN                      \_\_\_\_\_ 2 HOURS 30 MIN

**Request for Specific Day, Date and Time for Session (if applicable):**

\_\_\_\_\_ Sat. PM    \_\_\_\_\_ Sun. AM    \_\_\_\_\_ Sun. PM    \_\_\_\_\_ Mon. AM    \_\_\_\_\_ Mon. PM    \_\_\_\_\_ Tues. AM

**SPEAKER(S):** Names will be printed in program in the order listed here.

Maximum of 2 speakers for a 1 hour 15 minute session or 4 speakers for a 2 hour 30 minute session, with the exception of a panel session – no CEU's for panel sessions

	<b>Name &amp; Credentials</b>	<b>Job Title/ Agency</b>	<b>Agency Address</b>	<b>Work &amp; Cell Phone</b>	<b>Email</b>
1					
2					
3					

**PROGRAM DESCRIPTION:** This will be the description used in the program. However, we reserve the right to reduce the program description due to possible space limitations.

**EDUCATIONAL THEMES:** (Check all that apply)

<input type="checkbox"/>	Administration/Management	<input type="checkbox"/>	Marketing/Tourism	<input type="checkbox"/>	Risk Management
<input type="checkbox"/>	Athletics	<input type="checkbox"/>	Landscape /Turf Management	<input type="checkbox"/>	Revenue
<input type="checkbox"/>	Aquatics	<input type="checkbox"/>	Parks Operations/Maintenance	<input type="checkbox"/>	Active Adults/Seniors
<input type="checkbox"/>	Cultural and Historic	<input type="checkbox"/>	Partnerships/Collaboration	<input type="checkbox"/>	Special Events/ Festivals
<input type="checkbox"/>	Cultural Diversity	<input type="checkbox"/>	Trails/ Open Space/Forestry	<input type="checkbox"/>	Students
<input type="checkbox"/>	Customer Service	<input type="checkbox"/>	Personnel Management	<input type="checkbox"/>	Therapeutic Recreation
<input type="checkbox"/>	Facility/ Recreation Centers	<input type="checkbox"/>	Planning, Design, Maintenance	<input type="checkbox"/>	Youth and Teens
<input type="checkbox"/>	Golf	<input type="checkbox"/>	Programming	<input type="checkbox"/>	Leadership
<input type="checkbox"/>	VRPS	<input type="checkbox"/>	Volunteers	<input type="checkbox"/>	Other

Other (please specify) \_\_\_\_\_

**AUDIO-VISUAL EQUIPMENT:** The following items are standard in each room: **projector, screen and flip chart/markers.** Any additional items please check below:

<input type="checkbox"/>	Internet access(not guaranteed)	<input type="checkbox"/>	Computer Speakers
<input type="checkbox"/>	Other:		

**ROOM SET-UP:**

<input type="checkbox"/>	Theater style (chairs ONLY)
<input type="checkbox"/>	Classroom (tables and chairs)
<input type="checkbox"/>	Other (please specify)

**Do you require any special accommodations, please specify below:**

<input type="checkbox"/>	
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**LEARNING OUTCOMES/OBJECTIVES:**

**CEU Criteria include:**

1. Activity is planned in response to educational needs that have been identified for a target audience.
2. Activity has clear, concise, and measurable written statements of intended learning outcomes.
3. Qualified instructional personnel are involved in planning and conducting each activity.
4. Content and instructional methods are appropriate for the intended learning outcomes of each activity.
5. Participants must demonstrate their attainment of the learning outcomes.
6. The participants evaluate each learning activity.
7. **See sample on page 4.**

**List at least 3 measurable behavior or performance objectives for the session:**

1.
2.
3.
4.

**Presentation Outline** (associate items in this outline to the Learning Outcomes above):

TOPIC	LEARNING OUTCOME TO BE ACHIEVED	TIME USED

**SPEAKER/PRESENTER INFORMATION:**

Provide a brief introduction **FOR EACH SPEAKER** to be used for the speaker introduction during the session. In addition, a **resume or vita** for each speaker must be submitted with the session proposal.

SPEAKER NAME	INTRODUCTION TO BE USED DURING SESSION.

Submit all Session Proposals Online at <http://www.vrps.com/EducationEvents/CertificationCEUs.aspx>

Session submittal deadline: 60 days prior to event but up to 30 days after event

For further information, contact the VRPS Certification Board listed on the [VRPS Certification webpage](#).

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# SAMPLE

**PROGRAM DESCRIPTION:** This will be the description used in the program. However, we reserve the right to reduce the program description due to possible space limitations.

What makes one trail system a success, while another is unpopular or the source of conflict? Why do some trails last for decades with minimal maintenance, while others require yearly, expensive repairs?

Whether you are planning to introduce mountain biking to your park or planning to upgrade an existing trail system, explore these questions and the many approaches to solving common trail management problems.

**LEARNING OUTCOMES/OBJECTIVES:**

- CEU Criteria Include:**
1. Activity is planned in response to educational needs that have been identified for a target audience.
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  3. Qualified instructional personnel are involved in planning and conducting each activity.
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**List at least 3 measureable behavior or performance objectives for the session:**

- (1) Session topic will contribute to larger body of knowledge related to public outreach by park and recreation programs and suggest new and unique means and forums for public outreach throughout capital development processes.
- (2) Session content will clearly articulate information using methods appropriate for the intended learning outcome including learning outcome based lecture/presentation and facilitated discussion.
- (3) Participants will gain a better understanding of CIP process through increasing their knowledge and ways to plan for and seek public input.
- (4) Session participants will learn techniques for interdisciplinary public information processes for application throughout the process over the life of major capital and open space implementation projects.

**Presentation Outline** (associate items in this outline to the Learning Outcomes above):

TOPIC	OUTCOME TO BE ACHIEVED	TIME USED
Introduction	Introduce Topic / Identify learning objectives.	5
Observations & Lessons Learned	Provide context for methods and techniques to be presented and recommended.	10
Recommendations & Examples	Learn methods, processes and relate information to specific real-time examples.	40
Facilitated Discussion	Facilitated discussion focused on comparative lessons learned by session participants. Participants will be encouraged to reflect upon their own work and how to improve in the future.	20
Total Session Time		<b>75 minutes</b>

