



CEU Procedures Guideline

The purpose of the “***CEU Procedures Guideline***” is to formally outline the NYSRPS Board adopted procedure for administering continuing education units (CEUs) by NYSRPS as a CEU provider. It is to provide a detail of the process used for awarding CEUs, management thereof once granted, and required fees for administration.

NYSRPS as CEU Provider

The New York State Recreation and Park Society is a not-for-profit support organization for park and recreation professionals. Encouraging professional development and professional certification is a core objective of NYSRPS and therefore NYSRPS seeks to offer educational opportunities for individuals seeking to obtain continuing education credits (CEUs). NYSRPS provides CEUs for Certified Therapeutic Recreation Specialist (CTRS), Certified Park and Recreation Professional (CPRP) and Certified Park and Recreation Executive (CPRE).

Application for Events Seeking CEUs

Organizations wishing to host events that offer CEUs have the opportunity to apply to NYSRPS for CEUs. A simple registration form and initial administrative fee will be collected, and once all programs are ready for review, a processing fee will be assessed based upon number of sessions and type of certifications sought.

Abstract Submission Process

Once an event is registered, NYSRPS supplies an online abstract via a link to the event's Program Chair to be used for all abstract submissions. Because recertification needs differ for CTRS from CPRP/CPRE, each have a unique abstract. It is up to the Program Chair to oversee all submissions, ensuring each is completed in full and a presenter resume secured for *all* presenters speaking on a topic. Once all sessions and resumes are gathered, the Program Chair confirms with NYSRPS all abstracts are in and the event is ready for review. A NYSRPS CEU Review Committee, comprised of CTRS and CPRP professionals, checks each session abstract to ensure it is ready for review and meets the IACET (International Association of Continuing Education and Training) and ANSI (American National Standards Institute) established standards. NYSRPS requires session submissions at least 60 days in advance of the event for CEU review and pre-approval.

ANSI / IACET Standards

The ANSI/IACET Standards for Continuing Education and Training provide a framework for quality continuing education and training practices. This framework includes the establishment of an appropriate responsibility and control system; the adoption of an analytic approach to establishing learning needs; a plan to establish and execute a quality learning event; the establishment of appropriate assessment criteria; and the need to monitor and improve the learning process to achieve desired learning outcomes.

NYSRPS applies these standards in the development and execution of learning programs to assure the participant they will receive quality education for the continuing education unit applied for. Currently NYSRPS follows the 2018 ANSI/IACET Standards for Continuing Education and Training.

Review & Pre-approval

Abstract review and pre-approval for CPRP & CPRE is completed by the NYSRPS Pre-approval Committee. CTRS abstracts will be reviewed and sent on to National Council for Therapeutic Recreation Council for pre-approval, via the NCTRC Continuing Education Organizational Pre-approval Program.

The NCTRC Continuing Education Organizational Pre-approval Program provides for advance approval of professionally sponsored continuing education (CE) programs. The purpose of the CE Organizational Pre-approval Program is to enhance the opportunities for

Certified Therapeutic Recreation Specialists (CTRS) to engage in professional training and education to assure continuing competence in the practice of recreational therapy. NCTRC provides CE Pre-approval of educational session content that is directly related to the NCTRC Job Analysis Knowledge Areas. By participating with the NCTRC Pre-approval Program, program providers are given assurance the programs and CEUs they offer will indeed be accepted for CTRS recertification needs.

CEU Forms & Fees

Once all sessions for the event are granted pre-approved status, NYSRPS sends the host organization three-part CEU forms (learner records) for their learners to document the sessions attended, number of credit hours earned, and required signatures for verification of attendance. A copy of the CEU form is given to the participant, a copy is retained by the event's host organization and the third part is returned to NYSRPS along with the CEU administrative fee (see registration form for fee). Sponsoring organization would charge attendee needing CEUs a flat fee of \$10.00 to collect and offset expense of CEU administration costs.

Once received at NYSRPS, CEU forms with their respective event abstracts are kept on file (hardcopy) for 7 years. All learner records are kept on file to provide proof of session and credit for learner upon request. Abstracts and presenter resumes are required for each new event, unless the same session is given by the same presenter within a calendar year. In the event a session has been pre-approved information on file may be used and a second review is not required.

Recertification

Recertification is the responsibility of the learner. It is ultimately up to the learner to understand and accept liability for the session(s) they are applying for recertification meet the standards of their certification needs and cannot hold NYSRPS or its agents liable.

NYSRPS keeps the copy of the learner record and can provide upon request. In the event the learner loses their copy, and NYSRPS is unable to provide copy of their learner record, for any reason whatsoever, NYSRPS is not to be held responsible for the learner's inability to meet recertification requirements. Should the recertifying agency deny credit for any reason, again NYSRPS is not responsible for the learner's inability to earn credit.

Audit

On an annual basis the NYSRPS Audit Committee is responsible for reviewing proper policy and procedures in accordance to CEU administration, was followed.

Fees for NYSRPS CEU Administration

\$30.00 - CEU Seminar Application seeking review for CPRP/CPRE only

\$55.00 - CEU Seminar Application seeking review for CTRS or both CPRP/CPRE & CTRS

\$20.00 Processing fee per CTRS session needing review

\$10.00 Processing fee per CPRP/CPRE session needing review

**NYSRPS Regional Partner hosted Seminars /Conferences receive a 25% discount. All fees are based upon number of sessions submitted for pre-approval, regardless if pre-approval is granted. NYSRPS can waive or reduce these fees with Executive Board approval.*