



“Creating Community through People, Parks and Programs”

Michigan Recreation and Park Association CEU Equivalency Petition Form (For Individual Use Only)

Directions:

- The purpose of the CEU Equivalency Petition Form is to allow petitioners to obtain CEU-equivalent credit for attending qualified educational programs that do not offer CEUs.
- Only petitions received within **30 days** following the completed educational program will be considered for approval.
- If CEUs are being requested for multiple educational programs, a separate CEU Equivalency Petition must be submitted for each educational program.
- It is the petitioner’s responsibility to provide all required documentation.

Petitioner’s Name _____

Agency/Organization _____

Address _____

City, State, Zip _____

Office phone (area code) _____

E-mail _____

Signature _____ Date _____

Attach a check for \$5 for each CEU request/petition.

Mail or fax completed form to:
 Michigan Recreation and Park Association
 2465 Woodlake Circle, Suite 180
 Okemos, MI 48864
 Fax: 517-485-7932

Certification Committee Use Only	Approved:	No []	Yes []
Number of CEUs approved: _____			
Recommendations:			
Signature: _____		Date: _____	
Certification Committee Member			

Please complete reverse side.

All of the following information is required. Use this form or type on separate page.

1. Educational Program

Title of Educational Program: _____

Dates and Location of Educational Program: _____

Description of Educational Program: _____

(It would be helpful to attach an outline, flyers, handouts, or promotional materials)

2. Speaker/Presenter

Speaker(s)/Presenter(s) name: _____

Organizational affiliation: _____

Attach a resume or bio demonstrating presenter's qualifications:

(If multiple speaker/presenters, information must be provide on each.)

3. Instructional Schedule/Time

Time schedule of the program: _____

(Indicate start and end time for the educational session including length of breaks if any, etc.)

4. Learning Outcomes

Identify at least three specific learning outcomes associated with attending this session.

At the end of this educational program, the learner will be able to....

1. _____

2. _____

3. _____

(For assistance in writing learning outcomes, see CEU Program Request Procedures and Guidelines.)

5. Proof of Completion

Attach a copy of your registration for the educational program, receipt for fees paid (if any), certificate, or other document earned, or a roster of attendees to document your completion of the educational program.

6. CEUs Requested

Number of CEUs requested _____

(All CEU sessions must include an additional 10-15 minutes of introductions and various announcements regarding CEU and evaluation forms thus allowing for a full 60 minutes of education, which equals .1 CEU. All sessions or programs must meet the NRPA minimum requirement of 1 hour and 15 minutes in length. CEU policy requires a participant to acquire a minimum of 1 hour or 0.1 CEUs in one topic area.)

7. Fee Payment

Attach a check for \$5 made payable to Michigan Recreation and Park Association for each CEU equivalency petition submitted.