

AMERICAN INSTITUTE
OF
PARLIAMENTARIANS®



CERTIFIED PARLIAMENTARIAN
ACTIVITY POINTS

CERTIFIED PARLIAMENTARIAN ACTIVITY POINTS

To be classified as a Certified Parliamentarian, twenty activity points shall be earned within the immediately preceding seven years. All activities shall be completely documented. For example, activity as an instructor should be documented with a printed program or other supporting material verifying the activity, date(s), hours, and content. Members are responsible for keeping their own copies of all documentation.

This list of activities and the points allowed is not all-inclusive. The Accrediting Department may consider other activities not listed below. The number of points allowed for a given activity may vary, depending on the exact nature and scope of service rendered or the degree of participation. Merely holding a position (without carrying out the associated duties) or attending an educational function (without attending and participating in all classes) is not an automatic qualification. If you need further assistance, contact the AIP Accrediting Department at accrediting@aipparl.org.

All activities completed at an AIP-sponsored annual session or practicum or a Dahms Foundation Workshop, and identified by date and event, shall not require additional validation. Activities completed for other organizations require validation.

Validation, where required, shall include the following:

- Date of activity
- Name of organization
- Activity time (hours or partial hours)
- Format of presentation (lecture, workshop, etc.)
- Validation of participation in activity (examples: certificate, program, agenda, letter)

The preferred format for submission of materials is electronic. Scan and send the completed records to headquarters by email. If you are unable to scan, hard copies may be mailed to headquarters where they will be scanned and forwarded to the Accrediting Department by email.

If you need further assistance, contact the AIP Accrediting Department at: accrediting@aipparl.org.

CERTIFIED PARLIAMENTARIAN ACTIVITY POINTS CALCULATION FORM

Points must be earned in each of the following categories.

CATEGORY 1: EDUCATIONAL ACTIVITIES

Activity/participation	Points allowed	Total
Attendance at AIP Annual Meeting or practicum	2.0 pts per day	
Attendance at AIP Annual Session Workshops	0.5 pt per workshop	
Attendance at AIP practicums and workshops	2.0 pts per day	
Approved workshop or seminar	1.0 pt per day	
Dahms Memorial Foundation Workshop	3.0 pts	
University level course in parliamentary procedure	1.0 pt per academic credit	
Approved correspondence course	3.0 pts	
Approved online or electronic parliamentary course	1.0 pt per hour	
SUBTOTAL CATEGORY 1 POINTS		

CATEGORY 2: AIP LEADERSHIP ACTIVITIES

Activity/participation	Points allowed	Total
Practicum general chairman or curriculum director	4.0 pts	
Instructor for AIP workshop or seminar (minimum one hour)	1.0 pt per hour	
Founding a chapter	2.0 pts	
Chapter officer	1.0 pt per year	
AIP officer	4.0 pts per year	
AIP director	3.0 pts per year	
Chairman of AIP standing or special committee	Up to 3.0 pts per year	
Active member of AIP standing committee	Up to 2.0 pts per year	
Annual session coordinator	4.0 pts	
Submit an article to the <i>Parliamentary Journal</i>	1.0 pt per article	
SUBTOTAL CATEGORY 2 POINTS		

CERTIFICATION:

I attest that, during the past seven years, I have completed all the activities for which points are claimed on the activity points calculation form and that all of the information on the form is true and correct to the best of my knowledge. I agree to provide the AIP Accrediting Department with any verification the Department may request.

I understand that this application is subject to audit by the AIP Accrediting Department and that the Department may disallow activities which, in its judgment, are not supported by appropriate documentation. I understand that points earned and claimed for this certification may not be applied to any future certification.

SIGNED: _____

DATE: _____