

AMERICAN INSTITUTE OF PARLIAMENTARIANS®



2024 CERTIFIED PROFESSIONAL PARLIAMENTARIAN ACTIVITY POINTS

**APPLICATION FOR CERTIFICATION AS A
CERTIFIED PROFESSIONAL PARLIAMENTARIAN**
(To be submitted with your application for the oral examination)

The Certified Professional Parliamentarian credential is awarded by the Accrediting Department following successful completion of an examination and approval of the activity points submitted. This form is to be filled out and returned to the Accrediting Director as you apply to take the oral examination. If the Accrediting Department deems your file is insufficient for certification, you are responsible for submitting another form with the additional material requested.

Name	
Date of CP certification	
Date of request	
Examination date	
Examination score (Accrediting Department use only)	

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, that none of the points submitted on this application were applied to a Certified Parliamentarian designation, and that all 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: _____

Submit the completed application to:

aip@aipparl.org

OR

American Institute of Parliamentarians

1100 E Woodfield Rd, Suite 350

Schaumburg, IL 60173

CERTIFIED PROFESSIONAL PARLIAMENTARIAN ACTIVITY POINTS

To apply to take the Certified Professional Parliamentarian examination, each candidate shall complete the attached Activity Points Calculation Form and submit it to AIP headquarters with the Application for Certification. Thirty activity points in three categories shall have been earned within the seven-year period immediately prior to applying for certification. None of these points may have been submitted as part of an initial or recertification application for Certified Parliamentarian. All activities shall be completely documented. Members are responsible for keeping their own copies of all documentation.

This activities and the points allowed are not all-inclusive. The Accrediting Department may consider other activities not listed on the Activity Points Calculation Form. 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 documentation.

Documentation, 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 PROFESSIONAL PARLIAMENTARIAN ACTIVITY POINTS CALCULATION FORM

Name: _____ Current Credential: _____

Certification Number: _____ Expiration Date: _____

Points must be earned in at least three of the following four categories.

CATEGORY 1: EDUCATIONAL ACTIVITIES

Activity	Points allowed	Total
Attend AIP annual meeting or practicums	2 pts. per day	
Attend Dahms-Bierbaum Memorial Foundation workshop	3 pts.	
Attend approved 8-hour workshop day	2 pt.	
Attend approved workshop	1 pt. per 4 hrs.	
Teach an approved workshop or seminar	2 pt. per 4 hrs., variable	
Attend AIP teacher training course	3 pts.	
Complete a college term parliamentary course for credit	Up to 2 pt. per credit hour	
Complete an approved correspondence course	3 pts	
Complete an approved online parliamentary course	3 pts. variable	
SUBTOTAL EDUCATION POINTS		

CATEGORY 2: AIP LEADERSHIP ACTIVITIES

Activity	Points allowed	Total
Practicum coordinator or curriculum director	4 pts.	
Annual session coordinator or curriculum director	4 pts.	
Organize a new chapter	3 pts.	
Chapter officer	1 pt. per year	
AIP officer	4 pts. per year	
AIP director, standing or special committee chair	3 pts. per year	
Member, AIP standing or special committee	2 pts. per year	
Editor of AIP Communicator	3 pts. per year	
Contributing author, article	1 pt. per article	
Editor of Parliamentary Journal	5 pts. per year	
Contributing author, article	2 pt. per article, variable	
SUBTOTAL LEADERSHIP POINTS		

Name: _____ Current Credential: _____

Certification Number: _____ Expiration Date: _____

CATEGORY 3: PARLIAMENTARY PRACTICE ACTIVITIES

Activity	Points allowed	Total
Serve as a presiding officer or parliamentarian	2 pts. per year per assoc.	
Serve as presiding officer or parliamentarian for a national convention meeting	2 pts. per event	
Panelist/moderator for parliamentary program	1 pt. per session	
Author or editor of educational material for non-parliamentary audience: books, articles	3-7 pts., variable	
Judge parliamentary procedure contest	2 pts. per day	
Chair a bylaws, rules, or reference committee	2 pts. per event	
Write bylaws, bylaws revision, or analysis	2 pts. variable	
Write original adopted meeting or convention rules	1 pt. per organization	
Write a formal parliamentary opinion	2 pts. per opinion	
Provide professional witness or testimony	2 pts.	
SUBTOTAL PARLIAMENTARY PRACTICE POINTS		

CATEGORY 4: TEACHING ACTIVITIES

Activity	Points allowed	Total
Teach at an AIP workshop, seminar, or practicum	1 pt. per hour	
Teach at non-AIP parliamentary workshop or seminar.	0.5 pt. per hour	
Staff instructor at an AIP practicum	4 pts.	
Coach a parliamentary procedure team for competition	2 pts. per team per year	
Instructor for AIP correspondence course	2 pts.	
Teach one term college credit parliamentary course	1 pts. for each credit hour	
Develop and teach parliamentary workshop or seminar	1 pt. per hour	
Publish article in <i>Parliamentary Journal</i>	1-4 pts.	
SUBTOTAL TEACHING POINTS		

SUMMARY

TOTALS: EDUCATION _____ LEADERSHIP _____ PARLIAMENTARY _____ TEACHING _____

SUMMARY: TOTAL POINTS SUBMITTED _____