Pennsylvania Recreation and Park Society

**Workshop and Continuing Education Application**

*(PRPS District, Branch, or Committee Related Workshop)*

Thank you for your commitment to the Pennsylvania Recreation and Park Society and assisting us in offering quality training opportunities for professionals across the state. Please complete this form if you’re interested in hosting a PRPS District, Branch or Committee related workshop. This form will act as the PRPS staff’s one-stop source for the workshop’s marketing materials, registration, and continuing education credit approval.

**INSTRUCTIONS**

1. ***Application***
	1. ***Application Completion and Submission:***

Complete the form as accurately and completely as possible. If certain information is missing continuing education credits may not be approved. Submit your completed application to the Grants and Training Department at danh@prps.org

***Applying for Multiple Workshops:***

If you’re applying to hold multiple workshops with the **same** session content, complete one application with all dates, locations, and speakers.

* *Example: The spring Swimming Pool 101 workshops are the same session content, but will be held at 3 different locations on 3 different days utilizing 3 different speakers. One application needs submitted for these workshops that includes the additional locations, dates and speakers.*

If you’re applying to hold multiple workshops with **different** session content, complete an application for each workshop.

1. ***Approval***

The PRPS Grants and Training office will notify you when: 1) your application is received; 2) the workshop has been approved; 3) marketing materials have been developed; 4) online registration is available. Prior to the workshop a packet of materials will be sent to the workshop’s primary contact that includes: name badges, list of pre-registrants, on-site registration forms, continuing education credit materials, and any requested evaluation forms. If you’re handling the event’s entire registration process (setting up registration, managing registration monies), PRPS will only send continuing education credit materials prior to the event.

1. ***Continuing Education credit***
	1. ***Fees****:* As of January 1, 2016, all PRPS events involving continuing education will have a registration fee that includes a built-in CEU/Contact Hour fee. The continuing education fees typically assessed are listed below. If you’re creating the workshop registration cost and collecting those fees, please take the rates below into consideration. In this case, no funds will need to be remitted separately for CEUs as those costs will be included in the event registration fee. If the event is free and you want to offer CEUs, charge according to the schedule below.

|  |  |  |
| --- | --- | --- |
| **Individual CEU/Contact Hour Fees** | **PRPS Members** | **Non-members** |
| CEU/Contact Hours for one day workshop | $5.00/person | $10.00/person |
| CEU/Contact Hours for multiple day workshop | $10.00/person | $20.00/person |

* 1. ***Procedure:*** The workshop host will be responsible for circulating continuing education sign-in sheets for each educational session and continuing education forms. At the end of the workshop, the host will be responsible for totaling participants’ continuing education credits according to PRPS policy and signing their forms. The participants will retain the white copy of their form and the workshop host will retain the yellow copies.
1. ***post workshop procedures***

Upon completion of the workshop, the following must be submitted to PRPS: 1) On-site registration “sign-in” sheet *(indicate no-shows)*; 2) On-site registration receipts and associated cash *(if any)*; 3) Total attendee count and; 4) Completed continuing education unit materials: the CEU/Contact Hour sign-in sheets for each session, yellow copies of the CEU/Contact Hour forms and any extra forms must be sent back to the office for processing. If PRPS handle your event’s registration, the event was free, and you offered CEUs/Contact Hours, send those payments (see above table) with the aforementioned materials. Send all materials to the PRPS Office at: Attn: Grants and Training, 2131 Sandy Drive, State College, PA 16803.

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**Workshop and Continuing Education Application**

 *(PRPS District, Branch, or Committee Related Workshop)*

1. **APPLICANT INFORMATION**
2. **PRPS Organization (Workshop Host):**
3. **Primary Contact:**
4. **Primary Contact Address:**
5. **Primary Contact Email:**
6. **Primary Contact Phone Number:**
7. **Secondary Contact** *(if applicable)***:**
8. **Secondary Contact Address:**
9. **Secondary Contact Email:**
10. **Secondary Contact Phone Number:**
11. **Contact to Receive Mailed Registration Packet:**
12. **ADVERTISING INFORMATION**

**Please indicate your desired method(s) of advertising:**

[ ]  Printed brochure

[ ]  Online Brochure

[ ]  Flyer

[ ]  Constant Contact Announcement

[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Proposed Registration Prices:**

*All PRPS events involving continuing education will have a registration fee that includes a built-in CEU fee. If your district or branch is creating the workshop registration fee and collecting/retaining the fees, please build-in a CEU fee based on the rates below. In this case, no funds will need to be remitted to PRPS for CEUs as those costs will be included in the event registration fee. If the event is free and you want to offer CEUs, charge according to the schedule below.*

|  |  |  |
| --- | --- | --- |
| **Individual CEU Fees** | **PRPS Members** | **Non-members** |
| CEUs for one day workshop | $5.00/person | $10.00/person |
| CEUs for multiple day workshop | $10.00/person | $20.00/person |

1. **Meals Included:**
2. **Brief Workshop Overview:**
3. **Additional Information** *(parking details, directions, etc.)***:**
4. **GENERAL WORKSHOP INFORMATION**

*When completing this form, reference the* [*International Association for Continuing Education and Training (IACET) website*](http://www.iacet.org/the-iacet-standard/ansiiacet-standard) *for a framework of best practices on how to develop a learning program.*

1. **Workshop Title:**
2. **Workshop Date(s):**
3. **Workshop Location:**
4. **Workshop Address:**

**Workshop Agenda *(Include the schedule for the entire workshop including breaks):***

|  |  |  |
| --- | --- | --- |
|  | Date  |  |
| Time | **Session Length****(minutes)** | **Session Type****(ex: breakout session)** | **Session Title** |
|  |  |  |  |
|  |  |  |  |
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1. **Total Minutes of Conducted Instruction:** \_\_\_\_\_\_\_\_minutes

*Time spent on breaks and meals will not count toward the number of hours. Travel time for courses with a travel component is also not counted unless directed learning is taking place on the trip.*

* 1. **CEU Calculation:**

*(Divide the total minutes of instruction time by 60 then divide the resulting number by 10. If the resulting number ends in less than* ***.05 round down*** *to the nearest tenth, if it ends in* ***.05 or higher round up*** *to the nearest tenth.)*

* 1. **Contact Hour Calculation:**

*(Divide the total minutes of instruction by 60.)*

1. **Target Audience:**
2. **Describe the educational need this workshop will be addressing:**
3. **Describe the method for participants to demonstrate attainment of the learning outcomes:**
4. **Describe your method of evaluation:**
5. **Number of PRPS evaluation forms requested** *(if applicable)*:
6. **Requested Number of CEU Forms:**
7. **Requested number of Contact Hour Forms:**
8. **WORKSHOP SESSION INFORMATION***For each educational session please provide the following information. Incomplete information may cause your application to be rejected. If needed, add additional sessions, i.e. #5, #6, etc.*
9. **Session Title:**

**Speaker Qualifications** *(Limit to 125 words, no resumes)***:**

**Speaker Needs** *(Lodging, honorarium, mileage etc.):*

**Description** *(Limit to 200 words)***:**

**Learning Outcomes:**

* 1.
	2.
	3.
1. **Session Title:**

**Speaker Qualifications** *(Limit to 125 words, no resumes)***:**

**Speaker Needs** *(Lodging, honorarium, mileage etc.):*

**Description** *(Limit to 200 words)***:**

**Learning Outcomes:**

* 1.
	2.
1. **Session Title:**

**Speaker Qualifications** *(Limit to 125 words, no resumes)***:**

**Speaker Needs** *(Lodging, honorarium, mileage etc.):*

**Description** *(Limit to 200 words)***:**

**Learning Outcomes:**

* 1.
	2.
1. **Session Title:**

**Speaker Qualifications** *(Limit to 125 words, no resumes)***:**

**Speaker Needs** *(Lodging, honorarium, mileage etc.):*

**Description** *(Limit to 200 words)***:**

**Learning Outcomes:**

* 1.
	2.