

## Pathway to Learning using your local MAP!

To become a member of the **Manitoba Association of Parliamentarians:**

- Contact the MAP website, or any MAP member:
- Complete the MAP application form and pay annual dues (\$25.00 Canadian).
- You are now classified as a provisional member of MAP! (see learning opportunities below).

**Renewal Requirements:** Provisional Members-Pay Annual Dues

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Wish to continue learning?=YES (move to next level)  
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To become a member of the **National Association of Parliamentarians** (Regular Member):

- Contact any MAP or NAP member about your decision.
- Go to the NAP website and access info about joining NAP.
- Review the NAP Membership Study Guide based on RONRIB (Free download).
- Attend MAP monthly study groups, especially ESG.
- Complete the NAP application and pay NAP Dues (\$84 US) & MAP Dues (\$5 US).
- Arrange for a member of MAP to monitor your NAP Membership Exam.

**NAP exam:** A minimum grade of 70% shall be required to pass the NAP examination.

**Renewal Requirements:** Regular Members-Pay Annual Dues for both NAP & MAP

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Wish to continue learning?=YES (move to next level-Credentialed Member)  
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To become a Registered Parliamentarian (RP):

Contact any MAP or NAP member about your decision.

### **RP Credentialing system (Current)**

Resources needed:

- Robert's Rules of Order Newly Revised (11th edition), cited as RONR.
- Robert's Rules of Order Newly Revised in Brief, (2nd edition), cited as RONRIB.
- *Recommended:* Parliamentary Law (1923) by Henry Martyn Robert-\$50 US.
- RP Study Guide-1200 questions ("In Order")-\$29 US.

Study all Parts contained in the RP study guide, namely:

- Part I - Research (Search and Find Exercise-5 quotes).
- Part II - Motions (400 questions on 56 pages).
- Part III - Meetings, Sessions, and Conventions (325 questions on 47 pages).
- Part IV - Officers, Elections, Voting, Boards & Committees (325 Q's on 45 pages).
- Part V - Role of the Assembly (150 questions on 22 pages).

**NAP exam:** A minimum grade of 80% on Part I and 85% each on Parts II, III, IV, and V.

It is recommend members attend MAP monthly study groups, especially RPSG.

If available, register for FREE Online RP Study Course organized by NAP.

Schedule a date to write your RP exam(s) [On-line or Paper Form]:

- Registration Exam-To do all 5 parts at one time (300 questions) is \$150 US.
- Registration Exam-in Parts: \$25 US for Part I, \$50 US each for Parts II, III, IV, and V.
- Note: After first RP exam, members have 9 months to complete all 5 Parts.
- Take exam at any NAP event; or contact any RP or PRP in MAP to monitor RP Exams.

**Criteria for Credentialing System (Expected release late 2019)**

Resources Needed:

- Criteria for Credentialing Booklet (free download from NAP).
- Robert’s Rules of Order Newly Revised (11th edition), cited as RONR.
- Robert’s Rules of Order Newly Revised in Brief, (2nd edition), cited as RONRIB.
- Professional Practices in Parliamentary Procedure, cited as PPPP-\$32 US.
- Parliamentary Playbook–A Guide to Script Writing, cited as Playbook-\$25 US.
- Recommended: Parliamentary Law (1923) by Henry Martyn Robert-\$50 US.

**NAP exam:** The new credentialing system assesses both RP & PRP skills using these exams:

- Knowledge Tests - Steps 1 (On-line).
- Written Assignments - Step 2.
- Simulations - Step 3 (On-line).

**Educational Renewal Requirements**-Registered members shall be required during each six-year certification period to successfully complete 20 continuing education units (CEUs) to retain registered membership.

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Wish to continue learning?=YES (move to next level-Credentialed Member)

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To become a Professional Registered Parliamentarian (PRP);  
Contact any MAP or NAP member about your decision.

Resources Needed:

RONR & RONRIB, and Parliamentary Law.

Parliamentary Playbook (Script Writing).

Professional Practices in Parliamentary Procedure (PPPP)-Cost \$32 US.

Scripts for serving as a Parliamentarian (free download on NAP website).

Scripts for Presiding-Model Scripts (free download on NAP website).

Videos showing PQC tests (free on the NAP website).

**NAP exam (Current):** Professional Qualifying Course (PQC).

This is a 2 day course, plus there will be pre-course assignments-Cost 250 US.

Successful completion shall be defined as achieving at least 80%. Candidates must demonstrate competency and skills in the areas of:

- (1) Serving as a professional parliamentarian and/or professional presider at conventions and meetings;
- (2) Working with an organization’s governing documents;
- (3) Engaging in parliamentary research and writing opinions;
- (4) Serving as an instructor and demonstrating ability to communicate parliamentary information; and
- (5) Applying the ethical and business practices of a professional parliamentarian.

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Wish to continue learning?=YES (move to next level-Retaining your PRP status)

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**Educational Renewal Requirements:** To retain professional registered membership, professional registered members must during each six-year certification period successfully complete the professional renewal course and submit to NAP Headquarters the required form documenting 150 points in professional activities.

Contact any MAP or NAP member about your decision.  
Contact NAP and register for the following course.  
Professional Renewal Course (PRC)-Two day course (\$250 US), or  
Professional Renewal Course (PRC)-module classes on-line (\$50 US/class).

**NAP exam:** Successful completion shall be defined as participating in the five required modules and at least two elective modules, completing all related assignments, and performing to the standards of the modules as determined by the professional development committee.

### [On-going learning opportunities for our MAP/NAP members](#)

- Coaching and mentoring available in \*RONR, RONRIB and PL-Free.
- Build your own parliamentary network: locally and later, internationally.
- Attend MAP's monthly study groups-Free! (KPSG, ESG, RPSG, BMM)\*\*
- Attend biannual MAP educational seminars and general meetings-\$55 Canadian.
- Receive a quarterly NP magazine from NAP.
- Attend annual NAP events (Biennial Convention or NAP Training Conference).
- Join any NAP unit, study group, or volunteer for NAP committees.
- Purchase technical resources via NAP on-line store (all prices in US dollars).
- Register for any of the NAP webinars-Member/non member prices: 1 hour-\$29/\$39 US; 1.5 hours-\$39/\$49 US; and, 2 hours-\$49/\$59 US.

*\*"RONR" is the standard abbreviation parliamentarians use to cite Henry M. Robert III and others, Robert's Rules of Order Newly Revised, 11th ed. (Da Capo Press, 2011).*

*"RONRIB" is the standard parliamentary abbreviation to cite Henry M. Robert III and others, Robert's Rules of Order Newly Revised In Brief, 2nd edition, ( Da Capo Press, 2011).*

*"PL" is the standard abbreviation parliamentarians use to cite Henry M. Robert, Parliamentary Law (New York: Irvington Publishers, 1991).*

*\*\*MAP's monthly study group are: Keystone Parliamentary Study Group (KPSG); Evening Study Group (ESG); Registered Parliamentarian Study Group (RPSG); and Better Meeting Management e-group (BMM).*

### [How Professional Parliamentarians might assist community groups](#)

Expert Witness  
Bylaws Consultant  
Election Supervisor  
Presiding Officer Trainer  
Meeting Planning Strategist  
Convention Parliamentarian  
Professional Presiding Officer  
Script Writer for Presiding Officer  
Trainer in Parliamentary Procedure  
Bylaws Amendment or Revision Author  
Advisor to Officers and Board of Directors