

## *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 about your decision to join.
- 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:** Pay annual MAP dues to Treasurer before January 1, each year

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

- Contact any MAP member about your decision to join NAP.
- Go to the NAP website and obtain the most current info about joining NAP.
- Review the NAP Membership Study Guide [based on RONRIB] (Free download).
- Attend MAP monthly study groups, especially the Evening Study Group (ESG).
- Complete NAP application and pay NAP dues (\$84 US) and MAP dues (now \$5 US); if owed.
- Arrange for a credentialed member of MAP to monitor your NAP membership quiz.

**Membership Quiz:** A minimum grade of 70% shall be required to pass.

**Renewal Requirements:** Pay dues (MAP & NAP) directly to NAP before January 1, each year

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Wish to continue your learning journey?=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 (effective Aug 1, 2019)**

Resources Needed:

- Study Guide is the 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 exams\*:** Performance expectations are assessed using the following 3 Steps:

**Step 1:** Seven online untimed 40-question quizzes, each of which evaluates the ability to apply a different category of commonly used parliamentary rules, and an eighth “open book” quiz of 25 timed questions that evaluates a candidate’s ability during a meeting to quickly look up and advise how to apply less commonly used rules. If you don’t get at least 34 of the 40 questions right (20 of the 25 for Part 8), you will be encouraged to take a second version of the exam.

**Step 2:** Several written assignments (all “open book”) demonstrating skill in performing the things a parliamentarian should be able to do outside of meetings, like drafting bylaw amendments, answering parliamentary questions, providing workshops, and preparing scripts. For Step Two, you’ll be working with evaluators who will give you feedback, and as needed provide you with repeated opportunities to succeed part by part.

**Step 3:** The capstone: serving as parliamentarian during a meeting simulation. For Step Three, you'll get feedback from evaluators, and if you don't successfully complete the first meeting simulation, there will be two additional different versions available to give you other chances.

*\*Candidates are encouraged to attempt to complete each step substantially in advance of its deadline, bearing in mind that the longer the period a candidate takes to complete the process, the greater the chance that what was earlier learned may to some extent fade from memory by the time it is again tested by a later stage.*

**Deadlines\***

Candidates must successfully complete all parts of the RP exam, as shown below:

**Step One** within 365 calendar days after the date of beginning candidacy\*\* with no more than two months between parts;

**Step Two** within 365 calendar days after the date on which the candidate successfully completes the last part of RP Step One;

**Step Three** within 180 calendar days after the date on which the candidate successfully completes the last part of RP Step Two.

*\*It is anticipated that most candidates will be able to complete the process in much less time.*

*\*\*The date of beginning candidacy shall be deemed to be that on which the member is sent login and other info necessary in order to begin attempting RP Step One, Part 1 on the Schoology learning management system.*

**Costs:** RP exam application fee: \$150 US.

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

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

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**Educational Renewal Requirements (Part 1):** 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.

**Educational Renewal Requirements (Part 2):**

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 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-study group (BMM).*

[Some examples how a credentialed parliamentarian might assist community groups](#)

Parliamentary Procedure Trainer; Presiding Officer Script Writer; Advisor to the Officers;  
Professional Presiding Officer; Convention Parliamentarian; Meeting Planning Strategist;  
Election Supervisor; Bylaws Consultant; Parliamentary Opinions, Expert Witness, etc.