

Pathway to Learning using your local MAP!

Joining the **Manitoba Association of Parliamentarians** (MAP) is your first step in discovering how to master meetings of all types and sizes. To begin this learning journey, you will need to:

- 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 a “*Provisional member*” with M-A-P. This is our first level of membership.
- Provisionals are MAP members who are preparing for membership with our parent body, the **National Association of Parliamentarians**.

Renewal Requirements: Pay annual dues to the M-A-P Treasurer before January 1, each year

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How do I continue my learning journey? *By joining NAP!*

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To become a regular member of the **National Association of Parliamentarians (NAP):**

- Contact any MAP member to help you with your decision to join NAP.
- The NAP website will have the most current information about joining NAP.
- Download and review the practice questions in the NAP Membership Study Guide (Free).
- Attend all MAP monthly study groups, especially the Evening Study Group (ESG).
- Complete the NAP application and pay applicable dues (\$84 US-NAP and \$5 US-MAP);
- 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 NAP’s entry quiz.

Renewal Requirements: Before January 1, pay annual dues direct to NAP (both NAP & MAP).

NAP Benefits: <https://www.parliamentarians.org/applyjoin/benefits-of-nap-membership/>

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How do I continue my learning journey? *By becoming a credentialed member with NAP!*

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To become a Registered Parliamentarian with the NAP:

- Acquire these resources to start this process (*NAP prices subject to change, without notice*):
- Contact any MAP member about your decision to become a Registered Parliamentarian (RP).
- Download “*Standards for Registered Parliamentarian*” (Lists all RP Performance Expectations)
- Robert’s Rules of Order Newly Revised (12th edition), cited as RONR.
- Robert’s Rules of Order Newly Revised in Brief, (3rd edition), cited as RONRIB.
- Professional Practices in Parliamentary Procedure, cited as PPPP-NAP price: \$32 US.
- Parliamentary Playbook–A Guide to Script Writing, cited as Playbook-NAP price: \$25 US.
- Recommended: Parliamentary Law (1923) by Henry Martyn Robert-NAP price: \$50 US.
- Download “*Code of Professional Responsibility*” cited as COPR (Free).
- Attend all MAP monthly study groups, especially the RPSG.

RP Credentialing Costs:

RP exam fee: \$200 US for all 3 Steps (*NAP prices subject to change, without notice*).

Renewal Requirements:

RP members need to acquire 20 continuing education units (CEUs) within a six-year designated period in order to retain registered status.

FAQ's from NAP website on the RP process

Q. What do I need to do to become a Registered Parliamentarian under NAP's system?

In brief, successfully complete three steps:

Step One: Seven online 40-question quizzes, each of which has a 60-minute time limit and evaluates the ability to apply a different category of commonly used parliamentary rules, and an eighth "open book" quiz of 17 individually timed questions that evaluate a candidate's ability during a meeting to quickly look up and advise how to apply less commonly used rules.

Step Two: 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, and a teaching demonstration.

Step Three*: The capstone: serving as parliamentarian during a meeting simulation.

Q. How do I prepare?

First, learn exactly what will be subject to being tested. As an overview, detailed Standards for Registered Parliamentarian organized by content areas, are available. These include a full listing of the Performance Expectations, with page and often line references to the portions of RONR and other materials knowledge and application of which will be tested.

In addition, the RP Performance Expectations have been divided according to which of them will be tested for each part of Step One, for Step Two and for Step Three. These "What Will Be Tested" segments are available on this website.

Second, you may also practice with samples of the sort of questions you will find on the Step One tests, available on this website as well as through the online testing Schoology learning management system.

Third, for Steps Two and Three public scoring rubrics will generally be available, as well as other helpful information.

Q. How long should the RP exam process take?*

–270 days to successfully complete Step One;

–180 days after completing Step One to successfully complete Step Two; and

–90 days after completing Step Two to successfully complete Step Three.

**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.*

**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.*

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How do I continue my learning journey? *By achieving NAP's highest level of certification!*

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To become a Professional Registered Parliamentarian (PRP) with the NAP:

- Acquire these resources to start this process (*NAP prices subject to change, without notice*):
- Contact any MAP member about your decision to become a PRP.
- RONR and RONRIB;
- Parliamentary Law;
- Parliamentary Playbook;
- Professional Practices in Parliamentary Procedure;
- Code of Professional Responsibility (free download on NAP website).
- Study Guide for Serving as Parliamentarian (free download on NAP website).
- Study Guide for Presiding-Model Scripts (free download on NAP website).
- Attend all MAP monthly study groups, especially the RPSG.

Credentialing requirements for the PRP level:

After a minimum of one year of experience, the RP member may now apply to become a PRP. Contact NAP and register for the Professional Qualifying Examination.

Registration cost: \$250 US (*NAP prices subject to change, without notice*).

This is a 2 day intensive workshop; plus there are various pre-class assignments as well.

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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How do I continue my learning journey? *By retaining your professional status!*

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Renewal Requirements (Part 1):

To retain professional registered status, professional registered members must, during each six-year period, successfully complete the professional renewal certification and submit to NAP-HQ the required form documenting 150 points in professional activities.

Renewal Requirements (Part 2):

Contact NAP to register for one of the following (*NAP prices subject to change, without notice*): Professional Renewal Certification (PRC)-Two days of modules (\$250 US), or Professional Renewal Certification (PRC)-Seven on-line modules* (\$50 US/class).

**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.*

To assist you on your journey MAP offers on-going learning opportunities:

- Coaching, training, and mentoring on the concepts in RONR*, RONRIB* and PL*-Free!
- Build your own parliamentary network: locally at first, and later, internationally.
- Attend any of the MAP monthly study groups-Free! (KPSG, ESG, RPSG, BMM)**
- Attend MAP's public educational seminars, and general meetings (2 per year)
- Attend annual NAP events (Biennial Convention, or NAP Training Conference).
- Purchase technical resources from the NAP on-line store (all prices are 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. (Prices subject to change, without notice).
- NAP members will receive the "National Parliamentarian" (Published 4 times per year)***
- NAP members may join any NAP unit, association, or volunteer for any NAP committees.

***"RONR" is the standard abbreviation parliamentarians use to cite Henry M. Robert III and others, Robert's Rules of Order Newly Revised, 12th edition.*

"RONRIB" is the standard parliamentary abbreviation to cite Henry M. Robert III and others, Robert's Rules of Order Newly Revised In Brief, 3rd edition.

"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).*

**** "NP" provides insightful, up-to-date information on parliamentary procedure and how it is applied to a variety of situations and needs.*

Services a credentialed parliamentarian might offer to assist community groups.

Serve as a parliamentarian at annual meetings or conventions;

Deliver in-house parliamentary procedure training sessions;

Write the presiding officer's meeting scripts;

Serve as professional presiding officer;

Serve as an election supervisor;

Serve as a bylaws consultant;

Serve as a meeting strategist;

Write parliamentary opinions,

Serve as an expert witness;

Be an advisor to officers;

Any other related duty.