



**What's a Snippet?** Glad you asked! A Snippet is short article about meetings or parliamentary procedure. New snippets are released on the first day of every month at [www.agreatmeeting.com](http://www.agreatmeeting.com).



**Snippet #105**  
**Parliamentarian Credentials**

**What is a “Registered” or “Certified” Parliamentarian?**

There are two associations in the United States who offer certifications in the field of parliamentary procedure: the American Institute of Parliamentarians (AIP) and the National Association of Parliamentarians (NAP). Following are the requirements for attaining these certifications:

<u>Designation</u>	<u>From</u>	<u>Requirements</u>
Basic member	NAP	<ul style="list-style-type: none"> <li>Pass a 100 question true/false and multiple choice examination. The questions are taken from a set of 300 questions that can be downloaded from the NAP website. Based on the first two-thirds of <i>Robert's Rules of Order Newly Revised in Brief (RONRIB)</i>.</li> </ul>
Registered Parliamentarian (RP)	NAP	<ul style="list-style-type: none"> <li>Pass a five part written examination. Part 1 consists of an open book research exercise. Parts 2, 3 and 4 consist of 300 multiple choice questions based on RONR and drawn from a set of 1200 questions available from NAP.</li> </ul>
Professional Registered Parliamentarian (PRP)	NAP	<ul style="list-style-type: none"> <li>Pass a three day course, including pre and post course work based on RONR and successfully demonstrating competency in the following areas:               <ul style="list-style-type: none"> <li>• serving as a professional parliamentarian or professional presider at conventions and meetings;</li> <li>• working with an organization's governing documents;</li> <li>• engaging in parliamentary research and writing opinions;</li> <li>• serving as an instructor; and</li> <li>• applying the ethical and business practices of a professional parliamentarian.</li> </ul> </li> </ul>
Basic member	AIP	<ul style="list-style-type: none"> <li>There is no membership examination required for AIP membership. All credentials are awarded after review and vote by the AIP board of directors.</li> </ul>
Certified Parliamentarian	AIP	<ul style="list-style-type: none"> <li>Pass a four part examination with a grade of 80 or above. The written examination contains multiple choice, short answer and essay questions on parliamentary procedures covered in <i>Robert's Rules of Order Newly Revised</i>, <i>The Standard Code of Parliamentary Procedure</i>, and <i>Cannon's Concise Guide to Rules of Order</i>.</li> <li>Earn 20 service points in areas such as parliamentary education, service to AIP, and professional services.</li> </ul>
Certified Professional Parliamentarian (CPP)	AIP	<ul style="list-style-type: none"> <li>Pass a two part oral examination with a grade of 90 or above. The oral examination covers the current editions of <i>Robert's Rules of Order Newly Revised</i>, <i>AIP Standard Code of Parliamentary Procedure</i>, <i>Cannon's Concise Guide to Rules of Order</i>, and <i>Parliamentary Opinions II</i>. Additional suggested readings are: <i>Parliamentary Law</i>, <i>Parliamentary Opinions I</i>, <i>Demeter's Manual of Parliamentary Law and Procedure</i>, and <i>Riddick's Rules of Procedure</i>.</li> <li>Part 1 consists of answering questions for 30-45 minutes to demonstrate knowledge of parliamentary theory and the ability to apply, compare, and contrast diverse approaches to procedural dilemmas.</li> <li>Part 2 consists of presiding over a mock meeting for 30-45 minutes to demonstrate competency in real-time handling of meeting situations.</li> <li>Earn an additional 30 service points beyond those earned for CP.</li> </ul>
Teacher (-T)	AIP	<ul style="list-style-type: none"> <li>CP and CPP members may earn the right to use the -T credential upon successful completion of a teacher course and documenting additional teaching experience.</li> </ul>