

Renewal Application Form

Please note all required fields must be filled out, and your application must be signed before it can be processed. * Required Field



Step 1: Member Information

First Name* _____ Last Name* _____
Email* _____ Work Phone _____ ☐ Home ☐ Office
Institution _____ Job Title _____ Alternate Phone _____

Step 2: CEU/PIC Reporting

In accordance with the express purpose of the Registry of Collegiate Recreational Sports Professionals (Registry), current Registry professionals commit to maintaining a comprehensive knowledge base and actively advocating for best practices, reflected in the [core competency areas](#) set forth by the [NIRSA Professional Registry Commission](#).

To remain current, admitted Registry of Collegiate Recreational Sports Professionals must complete a minimum of 4.5 Continuing Education Units (CEUs), equivalent to forty-five contact hours, and/or Professional Involvement Credits (PICs) within three years of their admissions dates. CEUs and PICs claimed in renewal applications should not be dated later than the last day of the month in which renewing applicants were initially accepted into the Registry. Regardless of how a renewing applicant's individual CEU/PIC hours breakdown, one third of the minimum required CEUs and one half of the total PICs claimed must be from NIRSA activities. A maximum of 3.0 PICs will be accepted.

All applicable CEU/PICs need to be recorded and submitted with your application. NIRSA offers a free [online CEU/PIC tracker](#) that allows you to record your information. The online CEU/PIC tracker will also store this information for you so that you can maintain your professional development and involvement records over time.

Step 3: Reaffirmation of Standards of Conduct

I accept and agree to adhere to the [Registry Standards of Conduct](#) and the [NIRSA Professional Member Code of Ethics](#).

I, by submitting this Registry Renewal Application Form, understand that CEUs and/or PICs are necessary components of, and requirements for, maintaining this designation. I further understand this distinction does not constitute NIRSA's or the Commission's warranty or guarantee of my competency to practice as a collegiate recreational sports professional. I confirm that I have met all of the requirements for renewal of this designation and will provide proof when necessary. I certify the information contained in this renewal form is true, complete and correct to the best of my knowledge.

Signature* _____ Date _____

Step 4: Payment

Renewal Application Fee: \$95

TOTAL _____

Balance must be paid in full before application can be processed.

Payment Type: ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express ☐ Check # _____

Credit Card # _____ Expiration Date _____

Signature _____

Payment Information:

All payments are due with the registration form. Make checks payable to NIRSA. You will be emailed a receipt/confirmation within 2-3 business days of NIRSA Headquarters' receipt of your application form.

If you do not receive an email, please contact NIRSA HQ at 541-766-8211 or registry@nirsa.org. An email address is required to receive a receipt/confirmation of registration.

Step 5: Application Submission

Email: registry@nirsa.org

– Or –

Fax: 541-766-8284

– Or –

Mail: NIRSA Headquarters
4185 SW Research Way
Corvallis, OR 97333-1067

Post-Application Process

After your application has been submitted, we will contact you within 7-14 days to advise you of your application status. This time frame is to confirm receipt of your application, verify survey completion and allow for Commission review. Approved applicants will receive a certificate suitable for framing and a unique registry number. If you have any questions during the application process, contact registry@nirsa.org.

Maintaining Your Registry Status

The renewal period is every three years. During that time the minimum number of CEUs required for renewal is 45 contact hours (4.5 CEUs). Of the CEUs earned, 1/3 (1.5 CEUs) must be obtained from NIRSA-provided educational opportunities.

CEU requirements for renewal application may also consist of Professional Involvement Credits (PICs). Up to 2/3 of CEUs can be supplanted with PICs. Of submitted PICs, at least 1/2 of all PICs earned for leadership, governance, and service must come from NIRSA-related activities. PICs for education, training, scholarship, and research may be earned from any NIRSA or non-NIRSA source.

For more information go to www.nirsa.org/registry.



For more information call NIRSA
Headquarters, Monday–Friday,
8:00am–5:00pm, Pacific
Toll-free 877-874-7735

