

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 Profile

First Name* _____ Middle Name _____ Last Name* _____

Institution _____

Mailing Address Type ☐ Home ☐ Office

Address Line 1* _____

Address Line 2 _____

Address Line 3 _____

City* _____ State* _____ Zip/Postal Code* _____ Country* _____

Work Phone _____ Home Phone _____ Fax _____

Email* _____

Job Title _____

Communication Preferences

☐ Exclude my email from *NIRSA Know* communications

☐ Exclude my email from surveys

Optional Demographic Information

Gender: ☐ Female ☐ Male

Ethnic Background: ☐ African American ☐ Asian American/Pacific Islander ☐ Caucasian ☐ Hispanic ☐ Native American ☐ Unknown/Other

Please check if you require ADA services: ☐

Step 2: Education and Professional Experience

Highest Education Level* ☐ No Degree ☐ Bachelor's Degree ☐ Master's Degree or above

Name of Institution Where Degree(s) Were Obtained* _____

Field of Highest Degree* _____

Please explain how this degree is relevant to the field of recreational sports

List Your Most Recent Professional Experience (up to 5 years)*

(Include title, name of institution/company and years at position)

Total Number Years of Experience in Recreation* _____

Are you a Certified Recreational Sports Specialist (CRSS)? ☐ Yes ☐ No

If yes, do you want this designation included in NIRSA materials? ☐ Yes ☐ No

Step 3: Standards of Conduct

The Registry of Collegiate Recreational Sports Professionals acknowledges and confers distinction upon recognized collegiate recreational sports professionals. Through documentation of formal education, applied experience, and an individual's commitment to behavior that exemplifies high moral character, the Registry of Collegiate Recreational Sports Professionals heightens credibility in the collegiate recreational sports profession by endorsing professionals who meet established qualification and commit to actively continuing in their education and professional engagement.

The Standards of Conduct speak to an individual's behavior within and outside their place of employment, involvement in scholarship, authorship, and voluntary leadership activities in professional organizations, including but not limited to, NIRSA. Applicants to the Registry of Collegiate Recreational Sports Professionals must agree to uphold the Standards of Conduct to become a "Registered Collegiate Recreational Sports Professional" (RCRSP). Renewal applicants must reaffirm their commitment to uphold the Standards of Conduct to maintain their place on the Professional Registry. The Standards of Conduct, adopted by the NIRSA Board of Directors for the Registry of Collegiate Recreational Sports Professionals on June 16, 2010, are as follows:

As a Registered Collegiate Recreational Sports Professional, I will ...

1. Maintain exemplary standards of personal and professional conduct.
2. Strive to advance my knowledge and achieve higher levels of excellence in the field of collegiate recreational sports.
3. Actively advance, support and promote the collegiate recreational sports profession through word and deed.
4. Encourage promotion of recreational sports ideals that include sportsmanship, fair play, participation, and a commitment to excellence by utilizing resources that promote ethical and healthy lifestyle choices.
5. Actively model and encourage integration of ethical behavior into all aspects of my employment, work environment, and volunteer service within professional associations and organizations.
6. Pursue my employer's and professional association's goals and objectives in a moral and ethical manner.
7. Uphold all laws and regulations in implementing policies, discharging responsibilities, and conducting activities of the organization that employs me and/or the professional association or organization in which I volunteer.
8. Never use my employment or my volunteer position for undue personal gain.
9. Maintain confidentiality of all privileged information as an employee and/or as a volunteer, except when by doing so becomes a legal breach of conduct.
10. Promptly and completely disclose to appropriate authorities all potential and actual conflicts of interest as an employee and/or volunteer.
11. Promptly cooperate in any formal investigation of alleged wrongdoing within my place of employment or within my professional association or organization.
12. Fully comply with any published records retention or destruction policies and schedules, including preserving records that are relevant to litigation or potential litigation until the records are no longer needed.
13. Serve all persons fairly and without prejudice, whether they are work colleagues, professional associates, clients, customers, or fellow association members.

14. Faithfully execute my employment duties and volunteer responsibilities.
15. Communicate truthfully and accurately to employers and volunteer leaders and officials of professional organizations to facilitate timely execution of fiduciary responsibilities.
16. Encourage cooperation with institutions of higher education, professional associations, nonprofit organizations, and public agencies, in support of collegiate recreational sports interests.
17. Encourage employee professional development and continuing education at my place of employment.
18. Fulfill any personnel evaluation responsibilities in a fair and considerate manner and on the basis of clearly stated criteria.

Further, I will not ...

19. In application for a professional position, deliberately make a false statement or fail to disclose a material fact relating to competency and qualifications.
20. Practice or tolerate discrimination against persons on the basis of race, gender, religious affiliation, age, marital or civil union status, sexual orientation, national origin, ancestry, intellectual development, veteran status or physical disability.
21. Misrepresent my professional qualifications.
22. Assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relative attribute.
23. Knowingly make a false statement, concerning the qualifications of a candidate for professional position.
24. Disclose information about colleagues obtained in the course of professional service unless such disclosure serves a compelling professional purpose or is required by law.
25. Knowingly make false or malicious statements about a colleague.
26. Accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or action.
27. When functioning as a supervisor, engage in sexual activities or contact with supervisees, students, interns, trainees or other colleagues over whom supervisory responsibility is exercised.

continued...

Step 3: Standards of Conduct, continued

Acknowledgment & Attestation of Truthful Representation

In filing this application, I fully understand that it is an application only and does not guarantee my status as a Registered Collegiate Recreational Sports Professional (RCRSP). I understand and, by my signature, attest that I now and will in the future adhere to the Registry of Collegiate Recreational Sports Professionals Standards of Conduct. I further understand that any false statement or misrepresentation that I may make in the course of these proceedings and application, or other violations of Professional Registry policies, may result in the revocation of this application or other disciplinary action by the Collegiate Recreational Sports Professional Registry Commission (Commission).

I understand that the Commission reserves the right to implement revisions or updates to this application and the Standards of Conduct, and that it is my responsibility to be aware of current requirements. Additionally, I understand that I am obligated to inform the Commission of changed circumstances that may materially affect my application. I further understand that it is my responsibility to provide the Commission with any requested documentation in connection with this application.

I understand and agree that if I obtain registered status following acceptance of this application, such registration does not constitute NIRSA's or the Commission's warranty or guarantee of my fitness or competency to practice as a collegiate recreational sports professional. If my application is accepted, I authorize NIRSA and the Commission to include my name in a published list of registered individuals, and agree to use the Registered Collegiate Recreational Sports Professional (RCRSP) designation and related NIRSA and Commission trade names, trademarks, and logos only as permitted by NIRSA and Commission policies. I understand and agree that NIRSA and the Commission may also use anonymous and aggregate application data for statistical and research purposes. Finally, I attest that I have no felony convictions related to the practice of collegiate recreational sports.

Applicant Signature _____

Step 4: CEUs

- ▶ Complete **CEU Tracking Form** (if applicable) and send in with application.

Applicants who are applying with a bachelor's degree in the field of recreational sports will need to submit 2.0 total Continuing Education Units (CEUs) with representation in all eight core competencies in addition to the professional experience requirements.

Applicants who are applying without an academic degree in the field of recreation or without an academic degree will need to submit 4.0 total CEUs with representation in all eight core competencies.

Step 5: Payment

Application Fees

NIRSA Professional Member from a Member Institution	<input type="checkbox"/> \$195
NIRSA Professional Member from a Nonmember Institution	<input type="checkbox"/> \$245
Non-NIRSA member from a Member Institution	<input type="checkbox"/> \$360
Non-NIRSA member from a Nonmember Institution	<input type="checkbox"/> \$410

Form of Payment

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 Headquarters at 541-766-8211 or registry@nirsa.org. An email address is required to receive a receipt/confirmation of registration.

Step 6: 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

