



The Registry of Collegiate Recreational Sports Professionals

Registry Commission Charges

What is the Commission?

About

The Registry commission is a credentialing body of NIRSA. The Registry Commission awards the RCRSP credential and is responsible for setting policy and standards related to the RCRSP Program.

The Professional Registry Commission manages policies, standards, and other vital criteria to the RCRSP. To keep pace with the evolution of professional practice, the Registry Commission identified and now oversees the eight core competencies of collegiate recreation and reviews Continuing Education Units and Professional Involvement Credits that are integral to the Registry of Collegiate Recreational Sports Professionals.

In addition to serving as the credentialing body for The Registry, the Professional Registry Commission is committed to fostering purposeful, ongoing professional development opportunities. Policies, standards, and other matters pertaining to the Registry of Collegiate Recreational Sports Professionals are managed by the Professional Registry Commission. The Commission's structure, qualifications, and responsibilities are approved by the NIRSA Board of Directors.

Time Commitment: ~1-5 hours per month. This time accounts for periodic teleconference meetings, email correspondence, reading/reviewing materials. Meeting schedule will be determined once annual work plan is established.

PIC Value: 0.4 (chair)/ 0.3 (member).

Please consult the [Registry webpage](#) for more information about Professional Involvement Credits (PICs)

Commission Charges

1. Provide official approval of all applications to Professional Registry, or delegate responsibility NHQ staff.
2. Review NIRSA Education portfolio and determine CEU opportunities.
3. Provide ruling on applications that contain extraordinary items.
4. Provide ruling on appeal requests
5. Conduct an annual recruitment and review of Registered Professionals to fill vacant positions on the PRC as needed; provide NIRSA Board of Directors with appointee recommendation.
6. Author a minimum of two publications to be included in the Registry's annual communication schedule. The purpose of the publication to may include---Communicate current/revised program policies (as needed); or Registry member profile; or other topic to educate membership about the Registry.
7. Submission of application and renewal materials for the Registry will be on an honor system; the Commission reserves the right to audit any materials turned in, but will not verify all application data on all applications.
8. Engage in credentialing education. This includes involving commissioners in a review of "Best Practices" in credentialing programs and discussing and potential practices to adopt.

Periodic Responsibilities

(these are projects that are more time intensive. PRC will consider these initiatives when creating their annual work plan. These may not necessarily be annual)

1. Review and update approved list of Professional Involvement Credits (PIC)
2. Review (and revise if needed) procedure for an application and renewal appeals process
3. Conduct regular program assessments and revise policies and procedures, as needed.
4. Review RCRSP benefits, explore and consider options for creating value for RCRSP credential holders

Core Competency Framework Management

Periodically coordinate and manage a task force to review NIRSA's Core Competency Framework to ensure the document reflects the competencies of the profession

Structure, Roles and Responsibilities

The Collegiate Recreational Sports Professional Registry Commission (PRC) membership has five (5) members with the following composition.

NIRSA Professional Members (4)

Requirements

- a. Minimum of five years full-time professional experience in the field of collegiate recreation.
- b. Extensive and varied experience attending professional development events (NIRSA sponsored and externally sponsored events)
- c. Registered on the Professional Registry
- d. Commissioners are ineligible to serve on the NIRSA Board of Directors during their term on the PRC

NIRSA -At Large Professional Member (1)*

Requirements

- Minimum of five years full-time professional experience in the field of collegiate recreation.
- Extensive and varied experience attending professional development events (NIRSA sponsored and externally sponsored events)

*it is not required for At-Large members to be RCRSP designation holders.

Other qualities of preferred candidates

- A desire to learn about best practices in continuing education related to adult learning, professional development and credentialing
- Masters degree
- A history of active engagement in NIRSA education initiatives (attendance at professional development events)
- Experience as a faculty member in recreation or allied field.
- An interest in continuing education related to professional education.

Ad Hoc members

The Professional Registry Commission is required to create and submit an annual work plan that outlines how they will work together for the year, as well as any initiatives beyond regular program governing duties.

If the goals outlined in the workplan go beyond regular program governing duties, the Registry Commission may request expansion of the Commission with additional members with a specific talent/skill/knowledge/capacity to join the Commission in a special project role. Request for expansion of the Commission should accompany the annual workplan proposal to the NIRSA Board. Both the workplan and the size of the Commission are to be approved by the NIRSA Board.

General Appointment Process

1. Applications for PRC positions will be posted during the annual leadership recruitment process (usually this process is between November -January). The PRC will conduct recruitment and review of eligible persons to fill vacant PRC positions.
2. The PRC Chairperson will coordinate the review of applications and selection process.
3. The PRC will provide NIRSA Board of Directors with names of recommended Commissioners and Chairperson for affirmation in advance of each PRC term.

Term Information

- PRC annual term is May 1-April 30.
- This volunteer position serves in a one -year renewable term (with a term limit of 3 years)
- After each term year, a commissioner will be invited to serve another year without re-applying. The maximum years a member may serve is 3 consecutive term years. After the third year, the commissioner must re-apply if they wish to continue their service.
- If a Commissioner needs to resign prior to their term ending, they should email their resignation notice to the Commission and NIRSA staff member so that a recruiting process to fill the vacant position may be activated.

