



# Registry of Collegiate Recreational Sports Professionals 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**

**Tip:** This form is optimized for Adobe Acrobat Reader. <https://get.adobe.com/reader/>

Congratulations on your commitment to continuing education! Please read and complete each section fully and accurately in clear, legible handwriting or type. All qualifying education activities must be completed at the time the application is submitted and be within your three-year renewal period. The completed application with payment must be received by NIRSA Professional Development Department by the designated renewal deadline.

Please return a signed renewal application to:

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

**Fax this form with credit card information:** 541-766-8284

**Email:** [registry@nirsa.org](mailto:registry@nirsa.org)

Receipt of your application will be acknowledged within two weeks. Approved applicants can expect to receive a certificate with their Registry number approximately 1 month after your application has been approved.

Additional information or program requirements, policies and procedures are available in the RCRSP handbook at <https://nirsa.net/nirsa/registry>.

For further assistance, contact NIRSA Professional Development staff at [Registry@NIRSA.org](mailto:Registry@NIRSA.org)

## Renewal Checklist

Please be sure to complete all sections of this application.

- **Step 1** Renewal Applicant information
- **Step 2** Payment Information
- **Step 3** Sign Renewal of Standards of Conduct & Confirmation of Truthful Representation
- **Step 4** Complete the CEU Summary
- **Step 5** Attach a list of qualifying education/professional involvement activities.

Renewal applicants may use the Education Activity form available on the website to report their activities; For RCRSPs who have been using the the online CEU tracker to keep track of their education, they may attach an export of the activities. Whatever form you choose to submit your list, it must have the following information:

- Name of educational offering
- Duration
- Sponsor (what entity produced this education offering)

## For Internal Use Only

Membership Verification

PMMI

NMMI

PMNI

NMNII

Account Code **1.20.2590.**

## Step 1: Renewal Applicant Information

First Name\* MI Address\*

Last Name\*

Job Title Office Home

Office Phone City\*

Cell Phone State/Province\* Zip/Postal

Email\* Country\*

Institution Exclude my email from NIRSA Know communications

Exclude my email from surveys

## Step 2: Payment

### Renewal Application Fee: \$95

Total Due: \$ Coupon Code

Payment Options: Credit Card PO/Check#

Credit Card # Exp

Signature

Additional Card. I would like to use a second card for a portion of the total.

Amount on 2nd card: \$

Credit Card # Exp

Signature

### Payment Information

All payments are due with the application.

You will be emailed a receipt within 1-3 business days of your payment being processed.

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

## Step 3:

### Renewal of Standards of Conduct and Confirmation 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. 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.

My signature below represents:

- I have read, and I agree to adhere to, the Standards of Conduct (as outlined the RCRSP Handbook)
- I have read, and I agree to the Acknowledgment & Confirmation of Truthful Representation above.
- I have engaged in the education and professional involvement activities listed on the records accompanying this application.

Signature of Participant

Date

## Step 4: CEU Summary

Please review your list of education and professional involvement activities that you are submitting with this renewal application. Below, please provide a summarized breakdown of CEUs earned and the total CEUs earned in this three-year period.

Total # of CEUs earned through NIRSA-sponsored education activities\*

Total # of CEUs earned through non-NIRSA sponsored education activities +

Total # of CEUs earned through Professional Involvement Credits (PICs)\*\* +

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Total # of CEUs earned to apply towards this RCRSP renewal

\*Keep in mind that it is not required that RCRSPs earn all CEUs from NIRSA-sponsored education. This information is collected for program assessment purposes only.

\*\* Applicants may apply a maximum of 30 PICs towards the 45 CEU requirement in this renewal application.

Renewal Options	CEUs Required	PICs Requirement
If you are applying for renewal using earned education activity CEUs Only	45 CEUs	Not applicable
If you are applying for renewal using the Education CEU/Professional Involvement (PIC) combination	45 CEUs	Applicants may apply a maximum of 30 PICs towards the 45 CEU requirement this renewal application.

## Step 5:

Please attach a list of all qualifying education & professional involvement activity. This should demonstrate that you have earned a minimum of 45 CEUs within the three-year period. If you use the CEU tracker available in your NIRSA account, you should be able to sort by date range to display all activity since your previous RCRSP application/renewal.