

AMERICAN INSTITUTE OF  
PARLIAMENTARIANS<sup>®</sup>



TEACHER CREDENTIAL  
APPLICATION PACKET

# TEACHER CREDENTIAL REQUIREMENTS

## AIP Bylaws

### III.4.4. Certified Parliamentarian-Teacher; Certified Professional Parliamentarian-Teacher.

A certified parliamentarian or a certified professional parliamentarian may be credentialed as a teacher of parliamentary procedure by successfully completing a program developed and maintained by the Education Department. The credential shall be awarded by the Accrediting Department on behalf of AIP. As appropriate, the individual so accredited may use the title Certified Parliamentarian-Teacher (CP-T) or Certified Professional Parliamentarian-Teacher (CPP-T).

### Accrediting Department Teaching Requirements:

In order to achieve the “T” credential, members must successfully complete an AIP teachers’ course and provide documentation to the Accrediting Department detailing at least fifteen points of approved teaching experience. Teaching experience to be considered shall have been performed after completion of the teachers’ course and the earning of at least a CP credential and shall have occurred within the five years immediately prior to this application.

To qualify as teaching experience, teaching:

- Shall be performed for a group of at least seven students in the class;
- Shall be provided on a subject of parliamentary procedure (subject to final determination by the Accrediting Department);
- May involve the same material taught to different groups of students, however, the Accrediting Department may require that teaching experience occur in more than one type of education setting.
- Need not necessarily be performed in a “formal” classroom setting; workshops, community education programs, etc. may be counted.

A candidate may not use the credential until approved by the Accrediting Department.

### Accrediting Department Forms:

Upon successful completion of the Teacher Certification Course and the accumulation of sufficient experience points after the earning of their CP designation, candidates applying for T certification shall complete the attached form and submit it to AIP headquarters. Applicants should follow the definitions given in the table below.

Activities done at a sponsored educational AIP event or annual session, identified by date and event, shall not require additional validation. Activities done for other organizations shall require validation.

Validation, when required, shall include the following:

- Date of activity
- Name and type of organization
- Activity time (hours or partial hours)
- Format of educational session (lecture, workshop, etc.)
- Validation of participation in activity (certificate, agenda, letter, etc.)

## Teaching Activity Definitions

Activity/participation	Definition
Teaching at an AIP parliamentary education course.	An AIP sponsored course or workshop not conducted in conjunction with an Annual Session or Practicum such as a Chapter meeting
Staff or lead instructor at an AIP Practicum.	Lead instructors are responsible for the detailed content and instruction at a Practicum with support from staff instructors.
Instructor for an AIP workshop or seminar.	Generally understood to be at an Annual Session or a single workshop at a Practicum.
Teaching one term or semester parliamentary course for credit in college or university.	A course taught for credit at an accredited institution
Teaching community parliamentary education non-credit course.	A course of variable length taught for those not connected to the parliamentary community
Teaching a parliamentary workshop for non-AIP meeting or convention.	Generally understood to be at a meeting of any other organization
Teaching at an approved parliamentary event.	A course or workshop not conducted in conjunction with an Annual Session or Practicum such as a Unit meeting
Develop an approved online continuing education course.	The online course should cover a broad range of topics related to parliamentary procedure.
Instructor for the AIP Correspondence Course.	Applicant will tutor a student assigned by the Correspondence Course Division Chair.
Other parliamentary teaching activities.	Catch-all category for activities that do not fit into one of the above categories but are still a teaching activity

The preferred format for submission of materials is electronic. Scan documents and send the completed records to headquarters by email. If unable to scan documents, hard copies may be mailed to headquarters where they will be scanned and forwarded to the Education Director by email.

Members shall be responsible for maintaining copies of all documents. Hard copies will not be maintained by headquarters.

If you need further assistance, contact the AIP Education Department at: [education@aipparl.org](mailto:education@aipparl.org).

## APPLICATION FOR AIP TEACHER CREDENTIAL

### Directions:

Please complete this application and return it to the AIP address printed below for verification of activities. (please type or print legibly)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

DATE OF TEACHER COURSE: \_\_\_\_\_

### CERTIFICATION:

I attest that all of the teaching activities for which points are claimed on this form are activities that I personally completed and that all of the information provided is true and correct to the best of my knowledge and belief.

I understand that this application is subject to audit by the AIP Education and Accrediting Departments and that the committees may disallow activities which are not supported by appropriate documentation.

I agree to provide the AIP Education and Accrediting Departments further verification as the committees may request.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

Submit the completed application to:  
[aip@aipparl.org](mailto:aip@aipparl.org)

OR

Mail completed forms to  
American Institute of Parliamentarians  
529 Myatt Drive, Nashville, TN 37115

# TEACHING RECORD FOR TEACHER CREDENTIAL

## Teacher Credential Requirements

To obtain the Teacher Credential, the member must provide demonstration of a minimum of fifteen points in teaching in the field of parliamentary education based on the previously listed criteria set by the Education Department.

The teaching credits may also be used to meet the continuing education requirement to maintain a primary credential for activities within the current certification period. Please see the current recertification package.

The member must be able to document all activities as set forth in the previous section of this document. Complete the attached application and the Teaching Activities Record form and submit to AIP Headquarters at [aip@aipparl.org](mailto:aip@aipparl.org).

This list of service points is not all-inclusive. The department may consider other activities not listed below.

## Teaching Activities

Activity/participation	Points allowed	Total
Teaching at an AIP parliamentary education course (minimum time one hour). (Documentation of course content required.)	1 pt per hour; after the initial 90 mins, rounded to the nearest hour	
Staff or lead instructor at an AIP Practicum.	4 pts	
Instructor for an AIP workshop or seminar (minimum time one hour).	1 pt per hour; after the initial 90 mins, rounded to the nearest hour	
Teaching one term or semester parliamentary course for credit in college or university. (Documentation of course content required.)	5 pts for 1 credit course hour 10 pts for 2 or more credit course hours 1 pt per hour thereafter	
Teaching community parliamentary education non-credit course (minimum time one hour). (Documentation of course content required.)	1 pt per hour; after the initial 90 mins, rounded to the nearest hour	
Teaching a parliamentary workshop for non-AIP meeting or convention (minimum time one hour). (Documentation of course content required.)	1 pt per hour; after the initial 90 mins, rounded to the nearest hour	
Teaching at an approved parliamentary event (minimum time one hour). (Documentation of course content required.)	1 pt per hour; after the initial 90 mins, rounded to the nearest hour	
Develop an approved online continuing education course.	2 pts	
Instructor for the AIP Correspondence Course.	1 pt per completed course	
Other parliamentary teaching activities. (Documentation of course content required.)	Determined by Education Department	
<b>TOTAL TEACHING POINTS SUBMITTED</b>		