

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



2021-2022  
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).

### Teaching Credential Requirements:

In order to achieve the “T” credential, members must (1) successfully complete an AIP teachers’ course and (2) provide documentation to the Accrediting Department of at least fifteen points of approved teaching experience. Candidates who can provide evidence of one of the following criteria may be excused from the teachers’ course requirement by the Education Department:

- Having earned a degree a post-secondary degree in education, communication, or fields closely associated to teaching and learning (B.A., B.S., M.S., Ed.D., Ph.D., etc.)
- Be currently employed full time as an educator at an accredited secondary or post-secondary institution.
- Provide a degree transcript showing completion of a course in or closely related to teaching and learning (minimum of 3 academic credits)

Upon successful completion of the Teacher Certification Course and the accumulation of sufficient teaching points after the earning of their CP designation, candidates applying for teaching certification shall complete the attached forms and submit them to AIP headquarters.

***A candidate may not use the CP-T or CPP-T credential until awarded by the Accrediting Department on behalf of AIP.***

### Teaching Experience

Teaching experience must be performed (1) after completion of the teachers’ course; (2) after award of at least a CP credential; and (3) within the prior five years immediately of this application.

The qualified teaching experience:

- Shall be performed for a class of at least seven students;
- 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.
- May be presented either in-person or virtually.

Activities performed at a AIP-sponsored educational event or at an Annual Session shall be identified by date and event, and shall not require further documentation. Activities performed

for other organizations shall require validation documentation.

Documentation, 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, invoice, etc.)

### Teaching Activity Definitions

Activity	Definition
Teaching at an AIP parliamentary education course.	An AIP-sponsored course or workshop <b>not</b> conducted in conjunction with an Annual Session or Practicum (i.e. Chapter meeting)
Staff or lead instructor at an AIP Practicum.	Instructors responsible for the detailed content and instruction at a Practicum.
Instructor for an AIP workshop or seminar.	An Annual Session or a single workshop at a Practicum.
Instructor for the AIP Correspondence Course.	Tutor for a student assigned by the Correspondence Course Division Chair.
Teaching one term or semester parliamentary course for credit in college or university.	A course taught for credit at an accredited institution
Teaching a parliamentary workshop or course 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 education course.	A course covering a broad range of topics related to parliamentary procedure.
Other parliamentary teaching activities.	Category for activities not fitting into previous categories but still a teaching activity

### Forms Required

The forms required to be submitted are:

- (1) The Application for AIP Teacher Credential, with completed attestation;
- (2) a completed Teaching Activities Record; and
- (3) documentation of non-AIP activities.

Completed forms are to be submitted to [aip@aipparl.org](mailto:aip@aipparl.org). Members are responsible for maintaining copies of all documents. Copies will not be maintained by AIP or the Accrediting or Education Departments.

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, with completed attestestation, Teaching Points Sumarry and documentation verifying teaching activities, and email it to AIP Headquarters at [aip@aipparl.org](mailto:aip@aipparl.org)

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

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

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

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

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

## ATTESTATION:

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/or Accrediting Departments and that they may disallow activities which are not supported by appropriate documentation.

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

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

\_\_\_\_\_  
Date

Submit the completed forms and documentation to:  
[aip@aipparl.org](mailto:aip@aipparl.org)

# TEACHING ACTIVITIES RECORD FOR TEACHER CREDENTIAL

## Teacher Points Requirements

To be awarded the Teacher Credential, the member must provide demonstration of a minimum of fifteen points in teaching in the field of parliamentary education as previously noted.

The member must be able to document and provide validation information for all activities, as required.

Complete the Teaching Activities Record and the attached application forms and submit them to AIP Headquarters at [aip@aipparl.org](mailto:aip@aipparl.org).

This list of teaching activities is not all-inclusive. The department may consider other activities not listed below. Submit any alternative activities with the teaching activities record.

## Teaching Points Summary

Name: \_\_\_\_\_

Activity/participation	Points allowed	Total
Teaching at an AIP parliamentary education course (minimum time one hour.)	½ pt for each full 30 Minutes	
Staff or lead instructor at an AIP Practicum.	4 pts	
Instructor for an AIP workshop or seminar (minimum time one hour).	½ pt for each full 30 Minutes	
Instructor for the AIP Correspondence Course.	1 pt per completed course	
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 a parliamentary workshop or course for non-AIP meeting(s) or convention (minimum time one hour, Documentation of course content required.)	½ pt for each full 30 Minutes	
Teaching at an approved parliamentary event (minimum time one hour, Documentation of course content required.)	½ pt for each full 30 Minutes	
Develop an approved online continuing education course.	2 pts	
Other parliamentary teaching activities. (Documentation of course content required.)	Determined by Education Department	
<b>TOTAL TEACHING POINTS SUBMITTED</b>		