



Application for Renewal of Qualified Instructor Certification

Print, sign, scan and return completed form and required materials to info@prcainfo.org before January 15, 2020

Application Date: _____ PRCA Certification # _____ Expiration Date: _____
month / day / year month / day / year

Last Name: _____ Date of Birth: _____
month / day / year

First Name: _____ Middle Initial: _____

Home Address: (required) Use for correspondence Employer Address: (required) Use for correspondence

Cell Phone: () _____ Work Phone: () _____

Email: _____

Current Employer: _____ Date Hired: ____ / ____ / ____

Position: _____ Describe Duties: _____

Instruction Performance Experience last three years (Check applicable boxes / insert quantity of courses instructed)

Low Challenge Course, Qty ____ Climbing Tower/Wall, Qty ____ High Challenge Course, Qty ____

Challenge Course Zip Line, Qty ____ Canopy/Zip Tour, Qty ____ Aerial Adventure Park, Qty ____

Attach: (all required documentation must be received with application)

- Written verification from the employer (on letterhead) that the candidate's application information is correct.
- Copy (ACORD form) of their current professional insurance or employer's current professional insurance showing that the applicant or their employer carries the proper insurance for delivering employee training.
- Documentation of having conducted a minimum of 60 hours of industry related employee training during their certification period. Shall include: listing of types of training events conducted, samples of sign-in sheets, samples of pre and post tests administered, samples of skill set assessment documentation utilized, samples of formal lesson plans and sample of certifications issued.

AND one or more of the following:

- Evidence of receiving 3.2 CEUs in the field of instruction/teaching during the Certification period.
- OR Evidence of attending and/or presenting 32 hours of PRCA approved formal training as indicated in the certification renewal guidelines.
- OR Applicant elects to perform / properly document a conference presentation at the 2020 PRCA Annual Conference as his/her renewal requirement. Applicants must submit a brief 50-200 word outline of their proposed workshop, maximum size, and any presentation requirements to info@PRCAinfo.org indicate that the presentation is to fulfill the certification renewal. Proposed workshop MUST be submitted by February 15, 2020 along with renewal application. Applicant must register for the full conference.

Certification Renewal Fees:

Standard Renewal: \$100.00

Renewing with 2020 Conference Presentation: renewal fee waived, applicant must be registered for full 2020 conference.

I hereby certify that the above information is true. I understand that any false statements will disqualify me from the PRCA Certification program. I have read and understand the PRCA Certification Program Policies and agree to follow them. I understand that failing to provide required documentation will delay certification renewal and may result in the re-certification not being granted.

Signature _____ Date _____

(Application fee, prep session and examination or conference registration fees must be paid before January 15, 2020 for application to be considered – fees may be paid by credit card at www.prcainfo.org OR by check made out to PRCA, mailed to PRCA, 6260 E. Riverside Blvd., #104, Loves Park, IL 61111)