



WAPRO Recertification Tracking Sheet

Applicants must meet the minimum requirement and training attendance must be demonstrated to be eligible for recertification. Use this form to track your core recertification requirements.

Step 1: Track trainings and credit hours completed. One hour of credit awarded for each sixty minutes of in-class/video/audio sessions. A correspondence or online class require two hours for one hour of credit. **Viewing or listening to approved pre-recorded material or participating in educational teleconferences will substitute for up to six (6) of the required hours.**

<i>CPRO Program Requirements (10 hours must be WAPRO provided)</i>				
Subject	Category	Min. Hours Required	Course title	Credit Hours
Legal Updates	C	4 <i>(within past 2 years)</i>		
Electronic Records and Technology	D	4		
Elective Courses	G*	10		
TOTAL		18	TOTAL HOURS COMPLETED	

*Elective Courses (Category G) are meant to allow for flexibility to take classes that are specific to your work. Any course from any category can count towards your Category G requirement as long as it has not been used elsewhere on your application already.

Step 2: Check Requirements. To be eligible for recertification, an applicant must:

- Have attended at least one WAPRO conference since becoming approved as a CPRO
- Have a minimum of 18 hours of training (above table).
- Pay certification fee (WAPRO members: \$50; Non-members: \$75)



Step 3: Go to WAPRO's website and complete the official certification application.

https://wapro.memberclicks.net/index.php?option=com_mcform&view=ngforms&id=2000888#/

Important Notes:

- Upon approval of the application, the applicant will be issued a certificate and recognized both on the WAPRO website and during the WAPRO Annual Business meeting.
- Certification is valid for three years from the date of application.
- The certification fee will not be refunded once application is received; however, applicants will be allowed six months to resubmit or supplement application materials, in order to address any identified deficiencies.
- The WAPRO Board of Directors can revoke certification status at any time for reasonable cause. Any appeal must be filed within sixty (60) days of notification of the Board's action.

For more details, visit WAPRO website. <https://www.wa-pro.org/>