

CPRO FAQs

1. How long will it take to complete my certification?

Expect it to take a minimum of a year of trainings to receive your certification. Our estimate is between an average of 1 – 2 years.

2. What is the difference between Pre-Recorded sessions vs Virtual sessions?

Anything that is recorded and can be watched at your leisure counts towards the 10 hour maximum of recorded materials. Virtual sessions that you attend live, for instance the WAPRO Spring Virtual Conference, does not count towards this.

3. Are there limits on in person versus online sessions?

There is no limit on in-person vs virtual courses that are allowed. Just the 10 hour maximum on pre-recorded sessions.

4. Does WAPRO send out notifications when your recertification is due?

WAPRO is currently working to get this automated to send you notifications when your certification is due. We have provided a leniency for the year of 2024 so that you can submit your recertification application even if you have lapsed. Starting in 2025, you will have 1 year to recertify past your due date before needing to submit a certification application (rather than a recertification application).

5. How do you retrieve past proof of training courses?

If you need WAPRO certificates, please reach out to office@wa-pro.org to receive those. Please provide the conference(s) that you are looking for (Spring/Fall and the year). If it is training from another organization, you will have to reach out to that organization.

6. How do I submit an Approved Course List Request?

If you attended a session that is not currently on the WAPRO Approved Course List, please send us a request and we can get it added (as long as it fulfills the requirements). You can download the Approved Course List Request from this website: <https://wa-pro.org/pro-certification/> and email it to office@wa-pro.org or certification@wa-pro.org

7. What is CMC/MMC credit?

CMC/MMC credits are a separate certification than WAPRO's CPRO (Certified Public Records Officer) certification. CMC/MMC is for the International Institute of Municipal Clerks: <https://www.iimc.com/268/About-Us> . WAPRO receives these certification credits to be offered at our trainings. If you want to receive these certificates, you must fill out the applicable form to receive the certificate.

8. What is CLE credit?

CLE is a Continuing Legal Education credit offered by the Washington State Bar Association. If you would like to receive this credit, you must submit your Bar number. WAPRO receives these certification credits to be offered at our trainings.

9. Is there an exam to become a CPRO?

No, there is no exam, just an application.

10. My agency does a handful of our own trainings, would those count? We do exemption training, how to clarify request, PRA 101...ect

Unfortunately we are unable to offer WAPRO credit for agency hosted trainings specific to their agency.

11. Best way to keep track of courses?

We suggest downloading the Credit Tracking sheet found on our website and keeping track of all courses you take that are applicable. Also, save any documentation that is pertinent (certificates, receipt, screen shot, program materials) to prove that you attended. We ask that you save the document as the approved course code for easy tracking.

- Certification tracking sheet: <https://wa-pro.org/pro-certification/>
- Recertification tracking sheet: <https://wa-pro.org/recertification/>

12. A certification follows the person that became certified, not the organization, correct?

Yes, this is correct. The certification follows the person that received their CPRO. Be sure to update WAPRO when you move organizations so we can alert you once your recertification is due.

13. How long after the course is offered is it on the approved course list?

Most courses are valid for 5 years after the date of the training. The exception to this are Legal Update courses (C credits) which are valid for 2 years after the training. This time starts from the date of the training, and not the date it was added to the approved course list. For example, an A credit course which took place in 2022 but was not added to the ACL until 2024 would be valid until 2027.

14. Do you apply first to become a certified PRO or do you apply once you have reached the credits required?

You should submit an application only once you believe you have achieved all of the requirements.

15. Just to confirm we need 10 hours of WAPRO in person training?

You need 10 hours of WAPRO credits. This can be from virtual trainings (such as our Spring Virtual conference) or in-person trainings (such as our Fall in person conference).

16. My certificate for the Fall WAPRO conference does not have credit hours. How can I find that out? Thank you!

As of Spring 2023 we started keeping track of the courses you attended on your certificate. All previous certificates will just have the amount of hours that were available at the conference. You will have to look on the Approved Course List and filter by date/organization in order to determine the course codes for that conference.

17. Do courses qualify only after becoming a WAPRO member or do courses I've already taken qualify?

You do not need to be a WAPRO member to achieve your CPRO certification. All courses with a WAPRO course code will qualify, regardless of your membership status.

18. Is there a 'working draft' application available online that we can print out so we can prepare in advance for the online fillable application?

Not currently, but that is a great suggestion and something we can look into creating.

19. What are some of the benefits of getting certified as a PRO? Does it give you more responsibilities or job opportunities? It's not required for my position, so I'm wondering what are the benefits.

Many agencies are beginning to list WAPRO Certification as a preferred job requirement for public records jobs, or requiring certification within a year or two of hiring. Having your CPRO may certainly open job opportunities. Additionally, WAPRO Certification requires significant training in public records, and may help you demonstrate that you as your agencies PRO (or other records staff) have received training in this field. It is required that agency PROs receive regular PRA training, and may help mitigate PRA penalties in the event of a lawsuit, as courts are likely to not look favorably on poorly trained PRA staff when mistakes are made.

20. How long does it take, generally, to find out if our certification application was approved?

The process can take between 1 – 3 months, depending on when we receive your application. The application is received and reviewed by the WAPRO office, then sent to the Certification committee for review. After the committee reviews it, the suggested approvals are submitted to the board for a final approval. The board meets every month (except for the months where the Spring and Fall conference are occurring).

Upcoming trainings/sites:

- The training through the KCMCA training by AGO on May 29 is good for 2 hours of Cat B credit. They can contact me if they're interested in attending (tammym@issaquahwa.gov)
- <https://www2.sos.wa.gov/archives/recordsmanagement/trainingsignup.aspx>
- recordsmanagement@sos.wa.gov - contact them for any local/in-person trainings they offer