



Initial WAPRO Certification Tracking Sheet

Applicants must meet the minimum requirement and training attendance must be demonstrated to be eligible for initial certification. Use this form to track your core certification 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. **Up to ten (10) hours of training may be met through the use of approved video or audio tapes.**

<i>CPRO Program Requirements (10 hours must be WAPRO provided)</i>				
Subject	Category	Min. Hours Required	Course title	Credit Hours
Washington Public Records Act: Law & Theory	A	2		
Public Records Request Response Processing	B	10		
Legal Updates	C	4 (within past 2 years)		
Electronic Records and Technology	D	4		
Records Management	E	2		
Substantive Program Area Courses	F	2		
Elective Courses	G*	6		
TOTAL		30	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 initial certification, an applicant must:

- ☐ Have attended at least one WAPRO conference in the three years prior to submitting my application.
- ☐ Have over 20 hours of non-audio tapes or non-video viewing training.
- ☐ Provide documentation demonstrating that the initial training requirement has been met for any non-WAPRO/non-WCIA course.
- ☐ Meet the minimum number of credit hour requirements (above table).
- ☐ Pay certification fee (WAPRO members: \$100; Non-members: \$125).

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=2000924#/

Important Notes:

- Credit will not be given for classes less than 30 minutes in duration. Credit will be given for classes over 30 minutes in duration and will be calculated in 15-minutes increments.
- 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/>