

Certified Recycling Professional Program



Overview & Requirements



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Program Overview

Certified Recycling Professional

Certified Recycling Professional (CRP) is the basic certification program. To receive the certificate, candidates must complete 4.0 (40 hours) of Continuing Education Units (CEUs) and successfully pass the Certified Recycling Professional examination within a four year time period. In order to be eligible to take the Certification Exam, you must be enrolled in PROP's Certification program for at least one year or have been employed in the Recycling, Waste Management, Composting, etc field for at least one year. You must also have all required CEUs completed at least one month prior to taking the exam.

General Requirements

To fulfill the total 4.0 CEUs requirement, you may select from any PROP approved CEU credit course or activity. Note that any general or elective CEUs may be used as credit toward "Specialization Certificates," but the same course may not be used as credit for more than two Specialization Certificates.

Re-Certification Requirements

To maintain certified status, CRPs must complete 3.0 CEUs (thirty hours) and SCRP's must complete 1.5 CEUs (15 hours) of PROP approved credit courses or activities every three years following graduation. PROP will track participants' credits. Once 30 hours have been accumulated, PROP will notify you verifying your re-certification.

On-line Courses

For those unable to travel or who want to take a course at their own pace, PROP offers on-line courses. Courses marked with an asterisk (*) are available to take on-line. Please visit PROP's website for more information.

Credit/CEU Transfer

Credits/CEUs earned from other organization training programs such as SWANA, NRC, etc., may be used toward PROP Certification. Coursework from other institutions must have a corresponding course in the PROP Certification Program that is similar in content, scope, and CEU credit amount. CEU credit must be offered through a professional organization.

Additional Information

For more information on the Certification Program, to be added to the certification mailing list, or to check your status in the program, contact Jan Arnold, Program Manager at 1-800-769-7767 or by e-mail at jarnold@proprecycles.org.

Program Sponsors



PA Department of Environmental Protection
www.depweb.state.pa.us





Certified Recycling Professional Program

Core Requirements

General Program Goals

The certification program has been designed to offer educational training objectives that promote the establishment of high professional standards for recycling and solid waste managers in both the public and private sector, as well as providing a career track for new professionals entering the field.

General Recycling - 100 Series

General Recycling Courses

This includes course work on basic recycling practices, establishing and enhancing recycling programs, legal and public policy issues, commercial recycling programs, waste auditing, innovative and successful programs and recycling economics.

Core Course Requirement	CEUs
101 Practice & Theory	1.4

Core Electives - You must choose at least three of the following classes:

105 Establishing & Enhancing A Program	.3
110 Recycling & The Law	.6
115 Recycling & Public Policy	.3
150 Recycling Economics	.3
401 Recycling Education	.3
405 Best Practices in Recycling Education	.3
430 Buying & Using Recycled	.3
435 Waste Reduction	.2
501 Management & Leadership Skills	.4
505 Human Resource Management	.3
520 Data Management	.6

After completing basic certification, Professional Certification candidates may also specialize in one or more Specialization Certificate programs. A limited number of classes may be used for both basic certification and Specialization Certificates.

Note that the General Requirements pertain to each specialization.



Specialization in Composting

Organics Recycling

Organics Recycling - 200 Series

This specialization explores the science of composting, compost use, leaf & yard waste collection, compost marketing, food residuals, organics collection, institutional composting, erosion & sedimentation control, and home composting.

Who Pursues This Specialty?

This specialization is designed for those involved in the operation or administration of a composting facility or organics collection program. Landscaping professionals, soil blenders, or farmers using or making compost may also find this course work valuable.

Core Requirements

CEUs

201	Composting: The Practical Science	1.4
220	Advanced Composting	1.4

Required Electives - Select at least .2 additional CEUs:

200	The Basics of Backyard Composting *	.3
205	Managing Organics in Your Community	.5
221	Compost Equipment Safety	.4
222	On-site/Institutional Composting	.6
223	Food Composting	.6
225	Compost Use For Turf Management	.6
226	Compost for E&S Control/Biofiltration	.6
230	Organics Collections	.3
231	Leaf & Yard Waste Collection	.2
235	Compost Marketing	.3
240	Growing a Backyard Composting Program in Your Community	.5
351	Program Evaluation	.3
430	Buying & Using Recycled	.3



Specialization in Processing

Processing

The Processing Specialization focuses on processing evaluation, recycling facility design, commodities marketing, and material recovery facility (MRF) operations.

Marketing, Collection, and Processing - 300 Series

Who Pursues This Specialty?

A concentration of course work in Processing is valuable to recycling professionals in both the public and private sector. It should be especially beneficial to those charged with operational or administrative aspects of collections program or a processing facility.

Core Requirements	CEUs
150 Recycling Economics	.3
350 Material Processing & Marketing	1.4

Required Electives - Select at least 1.4 additional CEUs:

105 Establishing & Enhancing A Program	.3
135 Waste Auditing	.6
310 Collection Techniques & Options *	.3
340 Electronics Recovery	.4
351 Program Evaluation	.3
352 Recycling Facility Design & Operation	.4
353 Markets Roundtable	.4
353A The Paper Chase	.6
355 Single Stream Processing	.3
433 Special Materials Collection	.4
505 Human Resources Management	.3
511 Business Planning for Waste Professionals	.7



Specialization in Collection Systems

Collection Systems

Marketing, Collection, and Processing - 300 Series

This specialization includes collection system alternatives, Pay-As-You-Throw systems, contracting, program evaluation, special wastes, organics collection and data collection and management.

Who Pursues This Specialty?

A concentration of course work in Collection Systems is valuable to recycling professionals in both the public and private sector. It should be especially beneficial to those charged with operational or administrative aspects of collections program or a processing facility.

Core Requirements	CEUs
230 Organics Collections	.3
310 Collection Techniques & Options *	.3
305 PAYT Volume Based Systems	.2
311 Specifications, Negotiating & Contracting	.3
520 Data Management	.6

Required Electives - Select at least 1.3 additional CEUs

106 Innovative & Successful Programs	.3
130 Commercial Recycling	.4
151 Analyzing Your Recycling Program	.3
302 Community Collection Options	.6
311A Preparing Specifications & RFP's	.3
340 Electronics Recovery	.4
355 Single Stream Processing	.3
433 Special Materials Collection	.4
433A HHW/Sharps	.2
450 Illegal Dumping	.7
540 Grant Writing & Administration	.3

Specialization in Marketing



Marketing

The Marketing Specialization focuses on the economic as well as the related operational aspects of commodity marketing, including both traditional materials and special wastes.

Marketing, Collection, and Processing - 300 Series

Who Pursues This Specialty?

A concentration of course work in Recycling Markets is valuable to recycling professionals in both the public and private sector. It should be especially beneficial to those charged with operational or administrative aspects of recycling markets program.

Core Requirements	CEUs
150 Recycling Economics	.3
350 Materials Processing & Marketing	1.4
356 Recycling Economics II	.3
360 Commodities Marketing	.6

Required Electives - Select at least 1.4 additional CEUs:

235 Compost Marketing	.3
312 Creative Contracting	.2
353 Markets Roundtable	.4
353A The Paper Chase	.6
355 Single Stream Processing	.4
433 Special Materials Collection	.4
433A HHW/Sharp	.2
434 Special Materials Collection II	.4



Specialization in Recycling Education

Recycling Education

Recycling Education - 400 Series

This series examines educational program development, training for the trainer, communications & public relations, youth education, buying recycled, illegal dumping, enforcement, and waste reduction.

Who Pursues This Specialty?

A concentration of course work in Recycling Education is valuable to recycling professionals in both the public and private sector. It should be especially beneficial to those charged with educational outreach to the community, recycling coordinators, anyone who volunteers as well as teachers who are interested in expanding their science/ecology curriculum.

Core Requirements	CEUs
401 Recycling Education	.3
410 Public Communications & Relations	.3
411 Communicating the Benefits of Recycling	.3
415 Youth Education	.2
420 Training for the Trainer	.5

Required Electives - Select at least 1.4 additional CEUs:

130 Commercial Recycling	.4
240 Growing a Backyard Composting Program in Your Community	.5
405 Best Practices in Recycling Education	.3
413 Public Speaking Made Easier	.1
421 Training for the Trainer II	.5
430 Buying & Using Recycled	.3
431 Barriers to Buying & Using Recycled	.5
450 Illegal Dumping	.7
460 Anti-Littering & Recycling Enforcement	.6
461 Understanding Jurisdictions	.6
462 Investigations & Prosecution Procedures	.6
463 Environmental Enforcement Health & Safety	.3

Specialization in Management



Management

This specialization offers classes in management & leadership skills, personnel management, office organization & management, grant writing & administration and preparation of specifications and similar documents. This organizational approach enables participants to receive not only certification, but an additional specialty certification in the particular subject of interest and value to them individually and professionally.

Management - 500 Series

Who Pursues This Specialty?

A concentration of course work in Management is valuable to recycling professionals in both the public and private sector. It should be especially beneficial to those charged with operational or administrative aspects of recycling program as well as those who are in a managerial position.

Core Requirements	CEUs
311 Specifications, Negotiating & Contracting	.3
351 Program Evaluation	.3
501 Management & Leadership Skills	.4
505 Human Resource Management	.3
510 Administration & Office Management	.3

Required Electives - Select at least an additional 1.4 CEUs:

106 Innovative & Successful Programs	.3
311A Preparing Specifications & RFP's	.3
410 Public Communication & Relations	.3
411 Communicating the Benefits of Recycling	.3
412 Public Communication & Relations II	.6
420 Training for the Trainer	.5
421 Training for the Trainer II	.5
432 Green Procurement	.2
511 Business Planning for Waste Professionals	.7
520 Data Management	.6
540 Grant Writing & Administration	.3



Operator Course Certificates

Operator Certificates

Compost Course Certificates

The Compost Course Certificates offer operators, who typically have fewer administrative duties, the opportunity to become certified as an operator only.

This option requires a minimum of 2.5 CEUs (twenty five hours) of classwork and would be well suited for operators that would like training but would be unable to devote 40 hours to full-fledged certification.

Core Requirements	CEUs
100 Introduction to Recycling *	.6
OR	
101 Practice & Theory	1.4
201 Composting: The Practical Science	1.4
Required Electives - Select a minimum of two courses:	
200 The Basics of Backyard Composting *	.3
205 Compost Equipment Safety	.4
220 Advanced Composting	1.4
222 On-site/Institutional Composting	.6
223 Food Composting	.6
225 Compost Use for Turf Management	.6
226 Compost for E&S Control/Biofiltration	.6
230 Organics Collections	.3
231 Leaf & Yard Waste Collection	.2
235 Compost Marketing	.3
240 Backyard Composting for Your Community	.5
351 Program Evaluation	.3
430 Buying & Using Recycled	.3
501 Management & Leadership Skills	.4
505 Human Resource Management	.3

Processing Operator Certificate

The Processing Course Certificates offer operators, who typically have fewer administrative duties, the opportunity to become certified as an operator only.

This option requires a minimum of 2.5 CEUs (twenty five hours) of classwork and would be well suited for operators that would like training but would be unable to devote 40 hours to full-fledged certification.

Core Requirements	CEUs
100 Introduction to Recycling *	.6
OR	
101 Practice & Theory	1.4
350 Materials Processing & Marketing	1.4
Required Electives - Select a minimum of two courses:	
105 Establishing & Enhancing A Program	.3
130 Commercial Recycling	.4
135 Waste Auditing	.6
150 Recycling Economics	.3
310 Collection Techniques & Option *	.3
340 Electronics Recovery	.4
351 Program Evaluation	.3
353 Material Recycling Facility Roundtable	.4
353A The Paper Chase	.6
355 Single Stream Collection	.3
360 Commodities Marketing	.6
433 Special Materials Collection	.4
501 Management & Leadership Skills	.4
505 Human Resources Management	.3
* Indicates an on-line web-based class	

Senior Certified Recycling Professional



SCRP

The Senior Certified Recycling Professional (SCRP) designations intended to recognize recycling professionals that have attained a special status among their peers. The SCRP designation will be awarded to individuals who have met certain levels of performance based on experience, education and research work.

Once a person has obtained the designation of SCRCP, they will be required to obtain 1.5 CEUs (15 hours) of coursework every three years to maintain their active status in the Certification program.

SCRCP candidates must meet all of the following criteria:

- Be a current "Certified Recycling Professional" for a minimum of one year.
- Have a minimum of four years work experience in recycling or recycling related field.
- Hold at least one "Specialization Certificate."
- Submit a research paper, report, publication, or other written work that exhibits research or survey work beyond minimal job requirements.
- Provide documentation for a total of ten (10) points from work experience and/or education in recycling or recycling related field.

Points are determined as follows:

- 1 point - for each year of recycling work experience since 1988 (using same criteria as work experience above)
- 1 point - Associate degree
- 2 points - Bachelor degree
- 3 points - Master's degree
- 4 points - PhD

Senior Certified Recycling Professional