

# Certified Recycling Professional Program



PENNSYLVANIA  
RECYCLING  
PROFESSIONAL  
CERTIFICATION

## Overview & Requirements



Professional Recyclers of PA  
[www.proprecycles.org](http://www.proprecycles.org)



pennsylvania  
DEPARTMENT OF ENVIRONMENTAL PROTECTION



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## Program Overview

## Program Sponsors



### Certified Recycling Professional

*Certified Recycling Professional* (CRP) designation is the goal for those participating in this 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, or related 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 SCRPs (Senior Certified Recycling Professionals) 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.

### Online Courses

For those unable to travel or who want to take a course at their own pace, PROP offers online courses. Courses marked with an asterisk (\*) are available to take online. 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 recertification. 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, the scholarship program, etc., please call us at 800-769-7767 or send an email to [prop@proprecycles.org](mailto:prop@proprecycles.org).

[www.proprecycles.org](http://www.proprecycles.org)

# Certified Recycling Professional Program



## General Program Goals

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

## 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. 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.

## Core Course Requirement

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

In addition to the core course requirements and the core electives, to fulfill the total 4.0 CEUs requirement for Certification, you may select from any of the PROP approved CEU credit courses or activities.

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.*

## Core Requirements

## General Recycling - 100 Series



## Specialization in Composting

### 200 Series Organics Recycling

This specialization explores the science of composting, compost use, leaf and yard waste collection, other organics collection, food residuals, compost marketing, 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, and 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
224 Incorporating Food Waste into Your Municipal Composting Operation	.2
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
237 Composting Business & Economics	.2
238 Composting for Fruit, Vegetable & Field Crops	.6
240 Growing a Backyard Composting Program in Your Community	.5
351 Program Evaluation	.3
430 Buying & Using Recycled	.3

\*Indicates an online class.

## Specialization in Processing

### 300 Series Processing

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

#### 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 Material Recycling Facilities Roundtable	.4
355 Single Stream Processing	.3
433 Special Materials Collection	.4
505 Human Resources Management	.3
511 Business Planning for Waste Professionals	.7

\*Indicates an online class.

## Specialization in Collection Systems

### 300 Series Collection

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 sectors. 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	.4

#### 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
340 Electronics Recovery	.4
355 Single Stream Processing	.3
433 Special Materials Collection	.4
450 Illegal Dumping	.7
540 Grant Writing & Administration	.3

\*Indicates an online class.

## Specialization in Marketing

### 300 Series 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.

#### Who Pursues This Specialty?

A concentration of course work in Recycling Markets is valuable to recycling professionals in both the public and private sectors. 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 Material Recycling Facilities Roundtable	.4
355 Single Stream Processing	.4
433 Special Materials Collection	.4
434 Special Materials Collection II	.4





## Specialization in Recycling Education

### 400 Series Recycling Education

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 sectors. 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

### 500 Series 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.

#### Who Pursues This Specialty?

A concentration of course work in Management is valuable to recycling professionals in both the public and private sectors. It should be especially beneficial to those charged with operational or administrative aspects of a 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
311 Preparing Specifications & RFPs	.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	.4
540 Grant Writing & Administration	.3

## Specialization in Enforcement

### 500 Series Enforcement

The Enforcement Specialty focuses on a more in-depth knowledge base of enforcement techniques. It provides an understanding of jurisdictions, investigation procedures, evidence gathering, effective case preparation, and an understanding of case presentation at the magisterial level.

#### Who Pursues This Specialty?

This specialization is designed for municipal and county enforcement officers as well as recycling professionals involved in recycling, litter and illegal dumping enforcement activities. Even those peripherally associated with enforcement and related outreach will benefit from the insights and training realized through this series of courses.

Core Requirements	CEUs
110 Recycling & The Law	.6
461 Understanding Jurisdictions & Building Enforcement Partnerships	.6
462 Investigations & Prosecution Procedures	.6
463 Health & Safety Practices	.3

**Required Electives** - Select at least an additional 1.4 CEUs:

115 Recycling & Public Policy	.3
410 Public Communication & Relations	.3
411 Communicating Benefits of Recycling	.3
413 Public Speaking Made Easier	.1
450 Illegal Dumping	.6
460 Anti-Littering & Recycling Enforcement	.6

## Senior Certified Recycling Professional

### SCRP

The Senior Certified Recycling Professional (SCRP) designations are intended to recognize recycling professionals that have attained a special status among their peers. The SCRCP 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 SCRCP designation, 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's degree
- 3 points - Master's degree
- 4 points - PhD





# Operator Course Certificates

## Compost Operator Certificate

The Compost Operator Certificate offers 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.

<b>Core Requirements</b>	<b>CEUs</b>
100 Introduction to Recycling *	.6
<b>OR</b>	
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

\*Indicates an online class.

## Processing Operator Certificate

The Processing Operator Certificate offers 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.

<b>Core Requirements</b>	<b>CEUs</b>
100 Introduction to Recycling *	.6
<b>OR</b>	
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 & Options*	.3
340 Electronics Recovery	.4
351 Program Evaluation	.3
353 Material Recycling Facilities 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 online class.