Certified Recycling Professional Program

PENNSYLVANIA RECYCLING PROFESSIONAL CERTIFICATION

Overview & Requirements

PROP
Professional Recyclers of PA
www.proprecycles.org

pennsylvania
DEPARTMENT OF ENVIRONMENTAL PROTECTION

PENNSTATE
Altoona
www.aa.psu.edu

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2011 Overview & Requirements

Program Overview

Program Sponsors

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pennsylvania
DEPARTMENT OF ENVIRONMENTAL PROTECTION
www..depweb.state.pa.us

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Certified Recycling Professional

*Certified Recycling Professiona*l (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.

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		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 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 SCRP 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.

SCRP 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.

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

*Indicates an online class.

Processing Operator Cetificate

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.

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 & 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.