

Specialization Certificate in Management

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



5. Operator Course Certificates

The Operator 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.

Composting Operator Certificate

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

4. Senior Certified Recycling Professional

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

SCRCP candidates must meet all 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

Processing Operator Certificate

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	

Recycling Professional Certification

Program Overview & Requirements

Updated 10/1/07

The Course Work

- 100 Series - General Recycling
- 200 Series - Organics Recycling
- 300 Series - Marketing, Collection & Processing
- 400 Series - Education & Outreach
- 500 Series - Program Administration

2. Certified Recycling Professional

- Core Course Requirement
- Core Electives
- General Requirements
- Re-Certification Requirements
- On-line Courses
- Credit/CEU Transfer
- Additional Information

3. Specialization Certificates

- Composting
- Processing
- Collection Systems
- Recycling Education
- Recycling Markets
- Management

4. Senior Certified Recycling Professional

5. Operator Course Certificates

- Composting
- Processing

Goals of the Program

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.



1. The Course Work

The course work has been categorized in five subject series. These subjects are the basis for specialty certificates that will be awarded to those successfully completing several required core courses and three electives from the chosen specialty.

100 Series - General Recycling

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

200 Series - Organics Recycling

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.

300 Series - Marketing, Collection & Processing

Looks at collection system alternatives, Pay-as-You-Throw, licensing & contracting, program evaluation, special wastes, recycling facility design, commodities marketing, and MRF operations.

400 Series - Education & Outreach

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

500 Series - Program Administration

Offers classes in management & leadership skills, personnel management, office organization & management, computer & internet skills, grant writing & administration and preparation of specifications and similar documents.

This "Series" organizational approach enables participants to receive, not only certification, but also an additional specialty certification in the particular subject of interest and value to them individually and professionally.

A number of these courses are offered on a regional basis. This regional approach is especially important in providing opportunities for those professionals that wear many administrative or operational hats.

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 Amy Carlotto Zuckett, Education Director, at 1-800-769-7767 or by e-mail at azuckett@proprecycles.org.

Upcoming Courses/Schedule Updates

Visit PROP's website at www.proprecycles.org for schedule updates.

2. 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

Core Course Requirement	CEUs
101 Practice & Theory	1.4
Core Electives - Select a minimum of three courses:	
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

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, you must complete 3.0 CEUs (thirty 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 send a letter verifying 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. Please contact Amy Carlotto Zuckett (azuckett@proprecycles.org) for additional information.

3. Specialization Certificates

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 Certificate in Composting

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 Backyard Composting for Your Community	.5
351 Program Evaluation	.3
430 Buying & Using Recycled	.3

Specialization Certificate in Collection Systems

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 Certificate in Recycling Markets

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 .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/Sharps	.2
434 Special Materials Collection II	.4

Specialization Certificate in Processing

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 Certificate in Recycling Education

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