



## EARNING YOUR APR

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

### 1. Make A Plan to Attain Your APR

- Decide when you want to attain your APR. Set a date for your goal. Create a study plan.
- Begin to Study. NSPRA recommends you start studying before you send in your application.
- Download the [APR Study Guide](#), (it's free!). Contact your NSPRA state chapter (or your local PRSA chapter) to see if they have any study groups or prep courses.

### 2. Review and Complete the Application

- Complete and submit the [application form](#) with application and testing fee.
  - You must be a member of one of the nine Participating Organizations. If you are earning your APR through NSPRA, you must be a Professional member.
- The Examination for Accreditation in Public Relations fees are: \$25 application fee and \$385 Examination fee. Candidates have two options for payment.
- Candidates will receive notification of eligibility from Kathy Mulvihill, senior manager of Accreditation. NSPRA also receives notification.
  - **Once your application is approved, you have one year to complete the process.**

### 3. Download and fill out the [Candidate Questionnaire](#).

- You can start the questionnaire before you actually apply. This questionnaire is for your Panel Presentation. Learn more about the Panel Presentation [here](#).

### 4. Schedule/Participate in Panel Presentation

- Request a Panel Presentation with NSPRA or with your state NSPRA chapter. NSPRA will hold a designated number of Panel Presentations on the Saturday and Sunday of the NSPRA Annual Seminar in July. NSPRA can also set up panels with the help of our state chapters and other APRs in your area.

- Present your portfolio and respond to interview questions. Panelists help you to assess and direct your study preparation.
- UAB will give you official notification if you have advanced/not advanced to the Computer-Based Examination.

#### **5. Request Coaching, Mentoring, Support Services**

- If not advanced, you may repeat the Panel Presentation after 90 days. Request coaching, mentoring or other support services as desired.

#### **6. Schedule Your Computer-Based Examination**

- If advanced through the Panel Presentation, you receive a unique ID # to be used to schedule the Computer-Based Examination. Keep in mind your deadline of one calendar year from date of application approval.
- Schedule examination at a [Prometric testing center](#) using unique ID #.
- Note: Prometric experiences peak demand from June through August and October through December. During those periods, schedule an appointment at least 30 days in advance to secure your desired date.

#### **7. Take the Examination**

- Receive immediate feedback at Prometric Testing Center on strengths and weaknesses in tested knowledge, skills and abilities and unofficial notification of pass or fail before you leave!! Receive official notice from PRSA of pass or fail within a few weeks
- If passed, the Universal Accreditation Board grants Accreditation. The most recent Accreditation Class is recognized at NSPRA's Annual Meeting on the Sunday of the National Seminar.
- Repeat steps #5 and #6 if retake is necessary

#### **8. Receive reimbursement from NSPRA for a portion of the exam fee.**

- If you went through the Accreditation as an NSPRA member, NSPRA will reimburse you \$110 upon successful completion of the Computer-Based exam.