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Certified Recycling Professional

2018 Program Overview & Requirements

Certified Recycling Professional

To receive the **Certified Recycling Professional (CRP)** designation, candidates must complete 40 hours of continuing education (4.0 CEU) from the 100 Series and successfully pass the Certified Recycling Professional examination within a four-year period. In order to be eligible to take the Certification Exam, candidates must be enrolled in PROP's Certification program for at least one year or employed in the recycling, waste management, composting or related field for at least one year.

100 Series - General Recycling and Sustainable Resource Management

Required Courses	CEU
101 Practice & Theory	1.4
150 Recycling Economics	.3
105 Establishing & Enhancing a Program	.3
110 PA Recycling & The Law	.6
115 Public Policy and Sustainable Resource Mgmt	.3
430 Buying & Using Recycled/Waste Rid & Reuse	.5
985 Introduction to Zero Waste	.6

Additional elective courses

Choose from the following classes for an additional 22 hours (2.2 CEU)

200 The Basics of Backyard Composting *	.3
401 Recycling Education	.3
405 Best Practices in Recycling Education	.3
501 Management and Leadership	.4
505 Human Resource Management	.3
520 Data Management	.6

Certification

Upon completing the required 40 hours of course work and passing the exam, a certificate will be issued to the candidate from PROP and NSCB. Certification can be maintained by completing 30 hours of approved course work every three years. It is the responsibility of the candidate to maintain their certification.

Re-Certification Requirements

To remain certified, Certified Recycling Professionals are responsible for completing thirty hours (3.0 CEU) of PROP approved courses or activities every three years following the program completion date. Senior Certified Recycling Professionals are responsible in completing 15 hours (1.5 CEU) of PROP approved credit courses or activities every three years after achieving Senior status.

Contact the Professional Recyclers of Pennsylvania to verify current hours.
717.441.6049 | prop@proprecycles.org.

Senior Certified Recycling Professional

The Senior Certified Recycling Professional (SCRP) designation is intended to recognize recycling professionals who 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 SCRP, they will be required to obtain 1.5 CEU (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's degree
- 2 points – Bachelor's degree
- 3 points - Master's degree
- 4 points - PhD

Online Courses

PROP offers some courses online. Courses marked with an asterisk (*) are available to take online. Please visit PROP's website – www.proprecycles.org - for more information and to access the courses.

Credit/CEU Transfer

Credits/CEU earned from other training programs such as SWANA, NRC, etc. may be used toward PROP certification. Course work from other institutions must have a corresponding course in the PROP Certification Program that is similar in content, scope and CEU credit amount. Credit must be offered through an approved professional organization. To determine eligibility complete an application for CEU transfer. To obtain an application go to proprecycles.org.

Reciprocity

Recycling Certification earned in New Jersey, New Mexico, Illinois or California can be reciprocally recognized in Pennsylvania by PROP. Applicants need to submit a copy of the corresponding state's certificate and complete the following two PROP certification classes.

- Recycling 150 – Recycling Economics
- Recycling 110 – Recycling & the Law

New Instructor Vetting

All instructors are required to be approved by PROP. The instructor candidate must submit an application package to the PROP Certification Committee chair that includes the following:

- Resume and cover letter containing professional certifications, education and relevant experience
- One letter of recommendation from a PROP approved instructor, close associate, or instructor from another professional organization
- A copy of any relevant professional certifications if available
- Any other information the applicant feels would be beneficial for their acceptance by PROP
- PROP reserves the right to make final approval after review
- All instructors who have been previously approved are accepted under new guidelines
- The above guideline applies to Course Coordinators/Lead Instructors only. The above guidelines do not apply to conference instructors
- It is the responsibility of the Course Coordinator to vet any panelist

Additional Information

For more information, contact the Professional Recyclers of Pennsylvania, 717.441.6049 or prop@proprecycles.org.

The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. It is the policy of the University to maintain an academic and work environment free of discrimination, including harassment. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity, or veteran status. Discrimination or harassment against faculty, staff or students will not be tolerated at The Pennsylvania State University. Direct all inquiries regarding the nondiscrimination policy to the Affirmative Action Director, The Pennsylvania State University, 328 Boucke Building, University Park, PA 16802-5901; Tel 814-865-4700/V, 814-863-1150/TTY.

General Program Goals

The Pennsylvania Certification program has been designed to meet the standards of the National Standards Certification Board learning objectives that promote the establishment of high professional standards for recycling, sustainable resource management, 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, zero waste, 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 (4.0 CEU) and successfully pass the Certified Recycling Professional examination within a four-year time period.

Specializations

After completing the basic certification and being certified for a year, professional certification candidates may also specialize in any area of the certificate program. A limited number of classes may be used for both basic certification and specialization certificates. Note that any general or required CEU may be used as credit toward Specialization Certificates, but the same course may not be used as credit for more than two Specialization Certificates.

* Note - The General Requirements pertain to each specialization.

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 and 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.

Specialization Requirements	CEU
201 Composting: The Practical Science	1.4
220 Advanced Composting	1.4

Required Courses

Select at least .2 additional CEU:

200 The Basics of Backyard Composting *	.3
205 Managing Organics in Your Community	.5
221 Compost Equipment Safety	.4
223 Food Composting	.6
224 Incorporating Food Waste into Your Municipal Composting Operation	.2
230 Organics Collections	.3
231 Leaf & Yard Waste Collection	.2
235 Compost Marketing	.3
237 Composting Business & Economics	.2
238 Compost: Fruit, Vegetable & Field Crops	.6
240 Growing a Backyard Composting Program in Your Community	.5
351 Program Evaluation	.3
430 Buying & Using Recycled	.3
225 Compost Use for Turf Management **	.6
226 Compost for Erosion & Sedimentation Control/Biofiltration **	.6
222 On-site/Institutional Composting **	.6

* Indicates an online class.

** Indicates a specialty course.

Specialization in Processing

300 Series - Processing

This 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 will be especially beneficial to those charged with operational or administrative aspects of collections program or a processing facility.

Specialization Requirements	CEU
150 Recycling Economics	.3
350 Material Processing & Marketing	1.4

Required Courses

Select at least 1.3 additional CEU:

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 will be especially beneficial to those charged with operational or administrative aspects of collections program or a processing facility.

Specialization Requirements	CEU
230 Organics Collection	1.4
310 Collection Techniques & Options *	.3
305 PAYT Volume Based Systems	.2
311 Specifications, Negotiating & Contracting	.3
520 Data Management	.6

Required Courses

Select at least .4 additional CEU:

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
436 Introduction to Special Materials *	.3
438 Special Materials Recycling & Disposal *	.2
240 Program in Your Community	.5
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 will be especially beneficial to those charged with operational or administrative aspects of recycling markets program.

Specialization Requirements	CEU
150 Recycling Economics	.3
350 Material Processing & Marketing	1.4
356 Recycling Economics II	.3
360 Commodities Marketing	.6

Required Electives

Select at least .4 additional CEU:

235 Compost Marketing	.3
312 Creative Contracting	.2
353 Material Recycling Facilities Roundtable	.4
355 Single Stream Processing	.4
433 Specials Materials Collection	.4
434 Special Materials Collection II	.4
436 Introduction to Special Materials *	.3
438 Special Materials Recycling & Disposal *	.2

* Indicates an online class.

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 will 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.

Specialization Requirements	CEU
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 Courses

Select at least 1.4 additional CEU:

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
436 Introduction to Special Materials *	.3
438 Special Materials Recycling & Disposal	.2
450 Illegal Dumping	.7
460 Anti-Littering & Recycling Enforcement	.6
461 Understanding Jurisdiction	.6
462 Investigations & Prosecution Procedures	.6
463 Enforcement - Health & Safety	.3

* Indicates an online class.

Specialization in Management

500 Series - Management

This specialization offers classes in management, leadership skills, personnel management, office organization and management, grant writing and 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 will 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.

Specialization Requirements	CEU
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 Courses

Select at least 1.4 additional CEU:

106 Innovative & Successful Programs	.3
311 Preparing Specifications & RFPs	.3
410 Public Communications & 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
985 Introduction to Zero Waste	.6

* Indicates an online class.

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.

Specialization Requirements	CEU
110 Recycling & the Law	.6
461 Understanding Jurisdictions & Building Enforcement Partnerships	.6
462 Investigations & Prosecution Procedures	.6
463 Enforcement - Health & Safety	.6

Required Courses

Select at least an additional .6 CEU:

115 Public Policy and Sustainable Resource Management	.3
410 Public Communication & Relations	.3
411 Communicating Benefits of Recycling	.3
413 Public Speaking Made Easier	.1
436 Introduction to Special Materials *	.3
438 Special Materials Recycling & Disposal*	.2
450 Illegal Dumping	.6
460 Anti-Littering & Recycling Enforcement	.6

* Indicates an online class.

Operator Course Certificates

Compost Operator Certificate

The Compost course certificate offers operators who typically have fewer administrative duties the opportunity to become certified as an operator only.

This certificate requires a minimum of twenty-five hours (2.5 CEU) of class work. It would be well suited for operators who would like training but are not able to devote 40 hours to full-fledged certification.

Specialization Requirements	CEU
100 Introduction to Recycling *	.6
299 Compost Technician Training	.7

OR

101 Practice & Theory	1.4
201 Composting: The Practical Science	1.4

Required Courses

Select a minimum of two courses:

200 The Basics of Backyard Composting *	.3
220 Advanced Composting	1.4
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
299 Compost Technician Training	.7
351 Program Evaluation	.3
430 Buying & Using Recycled	.3
501 Management & Leadership Skills	.4
505 Human Resource Management	.3

* Indicates an online class.

** Indicates a specialty course

Processing Operator Certificate

The Processing certificate offers operators who typically have fewer administrative duties the opportunity to become certified as an operator only.

This option requires a minimum of twenty-five hours (2.5 CEU) of class work. It would be well suited for operators who would like training but are not able to devote 40 hours to full-fledged certification.

Specialization Requirements	CEU
100 Introduction to Recycling *	.6

OR

101 Practice & Theory	1.4
350 Materials Processing & Marketing	1.4

Required Courses

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 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 online web-based class.