



AQUATICS FACILITY OPERATOR COURSE



March 1 & 2, 2022

Alvin & B Wood Human Services Center
330 Park Avenue, Bloomfield, CT 06002

This is a National Recreation and Parks Association Course. Certification is valid for 5 years.

COURSE SCHEDULE

Tuesday, March 1	Wednesday, March 2
Registration: 8:00 - 8:30 am	Course: 8:30 am - 2:30 pm
Course: 8:30 am - 5:30 pm	Lunch: 12:30 - 1:30 pm
Lunch: 12:30 - 1:30 pm	Exam: 2:30 - 5:30 pm <i>*pencil & basic calculator required*</i>

COURSE & EXAM INFORMATION:

COURSE: Registrations are taken on a first-paid, first-served basis. No walk-ins will be allowed for the course. This course is approved for 1.5 CEUs.

LUNCH: Lunch will be provided Tuesday and Wednesday.

COURSE MATERIALS: Participants must bring a pencil and basic calculator. The AFO Manual will be provided to course registrants (not exam-only registrants) 3 weeks prior to the course. It is highly encouraged to read the manual in advance of the course and registrants must bring course materials with them to the in-person class. NRPA does not recommend that you attempt to sit for the exam unless you have reviewed the materials.

EXAM: The AFO exam is administered by the instructor on the last day of the course. Three hours are allotted to complete the examination. The course is open book and consists of 50 multiple choice questions. No walk-ins will be allowed for the exam. Candidates pass the AFO Certification examination by achieving a score of seventy-eight percent (78%) or better. Upon achieving a passing score, candidates will be certified for 5 years. Candidates that fail to score a 78% on the AFO exam must wait at least 24 hours to retake the exam. Re-tests can be performed by an AFO instructor or by an NRPA-approved proctor.

HOTEL ACCOMMODATIONS: Contact the CRPA office for local hotels and airports.

CERTIFICATION & RENEWAL: Individuals with an active AFO certification that wish to renew may register for the exam-only portion of the class. The exam must be passed prior to the individual's certification expiration date in order to renew. Maintenance of the AFO certification requires either 2.0 Continuing Education Units (CEUs) in aquatic-related courses or at least a passing grade on the AFO certification examination every five (5) years.

POLICIES & ADDITIONAL INFORMATION:

Smoking: For the comfort and health of all attendees, smoking is not permitted at any CRPA sponsored function. Attendees should adhere to any signage preventing or authorizing smoking in certain locations.

Course Accessibility: CRPA is dedicated to providing access and reasonable accommodations to people of all abilities that meet ADA guidelines.

Special Accommodations: In order to properly accommodate all persons with disabilities, it is recommended that all requests come in writing no less than 30 days prior to the course and exam. A request form is available online [HERE](#). The course host will work collaboratively with NRPA to ensure all approved accommodations are met.

English as second language (ESL) candidates may request a time extension and/or the use of a strict translation dictionary. Request forms/fees must be submitted to NRPA no less than 30 days prior to the exam. The request form is available online [HERE](#). The course host will work collaboratively with NRPA to ensure all approved reasonable accommodations are met.



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Name: _____ Title: _____

Organization: _____

Phone: _____ E-Mail: _____

Address: _____ City: _____ State: _____ Zip: _____

Registration	CRPA Member	Non-Member	After February 1 st
Course, Materials, & Exam	___ x \$330	___ x \$380	___ x \$380
Exam ONLY	___ x \$135		
<input type="checkbox"/> I prefer to pick up my book at the CRPA office. <input type="checkbox"/> Send my book to the address provided above.			

Thank you to our lunch sponsors:

Tuesday

Wednesday

Interested in sponsoring?
Contact CRPA: 860.721.0384

Thank you to our coffee break sponsors:

Tuesday

Wednesday

Interested in sponsoring?
Contact CRPA: 860.721.0384

PAYMENT:

Payment must be made in full prior to event.

Course materials will NOT BE DISTRIBUTED UNTIL PAYMENT IS MADE.

Total: \$ _____ Invoice Check Credit Card (CRPA will email you an invoice which is payable online)

CANCELLATIONS, REFUNDS, AND LIABILITY:

BY RETURNING THIS REGISTRATION FORM, I UNDERSTAND AND AGREE TO THE FOLLOWING:

CANCELLATIONS/REFUNDS: Cancellations made on or before 2/1/22 will be eligible for a refund less a \$25 CRPA service charge and \$125 NRPA material charge per registration if course materials are not returned to CRPA. No refunds will be issued for cancellations made after 2/1/22. Name substitutions will be allowed up to one week prior to the course, however, the original registrant is responsible for delivering the course materials to their replacement.

Due to events outside the control of CRPA, it may become necessary to transition this course from an in-person format to a virtual format with limited notice. Should that happen, the registrant above agrees to participate in this course in a virtual format and understands that a refund will not be offered.

Cancellations and name substitutions must be received in writing via email to info@crpa.com or val@crpa.com. Should CRPA cancel the event or the event be cancelled due to a government shutdown (force majeure) your choice of either a refund or a credit will be issued. Please note, all refunds will be issued via check, regardless of initial method of payment.

LIABILITY: CRPA, Inc. and the Town of Bloomfield and their employees and volunteers will not be responsible for any injury, illness, exposure to illness, loss, or damage that may occur to the attendee, nor to the attendee's employees from any cause whatsoever, prior, during, or subsequent to the period outlined on this registration. The attendee(s), on submitting this registration to CRPA, expressly releases and agrees to hold harmless the above-mentioned CRPA, Inc. and the Town of Bloomfield and their employees and volunteers from any and all claims for such loss, damage, injury, illness, or exposure to illness. Attendee(s) are personally responsible for observing health and safety guidelines and/or laws outlined by the federal, state, and local authorities including but not limited to: wearing face coverings, maintaining social distance, and/or sanitization standards.

Please send registration form(s) and payment to:

Email: info@crpa.com | Mail: CRPA 135 Day Street, 2nd Floor, 2H, Newington, CT 06111

Questions regarding the course or exam? Contact CRPA directly at (860) 721 0384



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SPONSOR INFORMATION:

Contact: _____ Title: _____

Organization: _____

Phone: _____ E-Mail: _____

Address: _____ City: _____ State: _____ Zip: _____

Lunch Sponsor Day 1: \$350

Sponsorship of AFO lunch on Tuesday.

Benefits include:

- Signage at lunch
- Logo on event flyer/registration form
- Recognition on pre-event emails
- Recognition on CRPA website
- Opportunity to address the crowd at lunch
- Opportunity to distribute marketing materials at event

Lunch Sponsor Day 2: \$350

Sponsorship of AFO lunch on Wednesday.

Benefits include:

- Signage at lunch
- Logo on event flyer/registration form
- Recognition on pre-event emails
- Recognition on CRPA website
- Opportunity to address the crowd at lunch
- Opportunity to distribute marketing materials at event

Coffee Break Sponsor (Day 1 & Day 2): \$100

Sponsorship of AFO coffee break on Tuesday **AND** Wednesday.

Benefits include:

- Signage at break
- Logo on event flyer/registration form
- Opportunity to distribute marketing materials at coffee station

PAYMENT INFORMATION:

Total: \$ _____

Invoice Check Credit Card (CRPA will email you an invoice which is payable online)

Please send sponsorship form and payment to:

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