

# AQUATICS FACILITY OPERATOR COURSE

February 28 & March 1, 2017  
Metzner Recreation Center  
680 Franklin Avenue  
Hartford, CT 06114

## COURSE SCHEDULE:

This is a National Recreation and Parks Association Course. Upon passing the final exam you will be certified for 5 years.



Tuesday, February 28	Wednesday, March 1
<b>Registration:</b> 8:00 - 8:30 am	<b>Course:</b> 8:30 am - 2:30 pm
<b>Course:</b> 8:30 am - 5:30 pm	<b>Lunch:</b> 12:30 - 1:30 pm
<b>Lunch:</b> 12:30 - 1:30 pm	<b>Exam:</b> 2:30 pm - 5:30 pm *pencil & basic calculator required*

## COURSE & EXAM INFORMATION:

**Course:** A minimum of 20 participants is required to run the course. Registrations are taken on a first-paid, first-served basis. No walk-ins will be allowed for the course. Notification of class cancellation, if needed, will be two weeks prior to the start of the course

**CEU's:** 1.5 CEU's (CEU fee is included in registration fee)

**Lunch:** Lunch will be provided Tuesday and Wednesday.

**Course Materials:** Participants must bring a pencil and basic calculator. Candidates will be provided with a copy of the AFO Manual prior to the course and are highly encouraged to review the manual content before the course and exam. NRPA does not recommend that you attempt to take the exam unless you have reviewed the materials.

**Exam:** The AFO exam is held on the last day of the course. 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 a AFO instructor or by an NRPA approved proctor.

**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.

## POLICIES & TERMS OF REGISTRATION:

**Statement of Liability:** The Connecticut Recreation and Parks Association, Inc. (CRPA) and Sponsors of the Aquatics Facility Operators Course and Exam claim no liability for the acts of any supplier at or for this meeting, or for the safety of any attendee while in transit to or from this event. CRPA and sponsors of this function shall not be liable for any delays or failure in performance of interruptions of services resulting directly or indirectly from any cause or circumstance beyond the reasonable control of the organization including but not limited to, acts of God, acts of public enemy, war, accidents, fires, electrical failures, strikes, labor disputes, postal delays, explosions, governmental order or regulations.

CRPA and Sponsors reserve the right to cancel this function without penalty. Attendees who purchase non-refundable airline tickets do so at their own risk. The total amount of any liability of CRPA and/or Sponsors will be limited to a refund of the attendance fee.

CRPA and attendees of this function, under the terms of registration, agree to defend, indemnify and hold harmless each other, to include officers, employees and agents from and against any and all liabilities, loss, claims, expense, actions, or causes of action, arising out of or resulting from any act taken or committed by the attendees or organizers of this function or any third party except for the willful misconduct or gross negligence of the other party.

**Smoking:** For the comfort and health of all attendees, smoking is not permitted at any CRPA sponsored functions. 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.



CONNECTICUT  
RECREATION & PARKS  
ASSOCIATION

Please send registration form(s) and payment to:

**Email:** info@crpa.com **Fax:** (860) 529-8708

**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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## REGISTRATION INFORMATION:



Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Registration	CRPA Member	Non Member	Members After February 7 <sup>th</sup>
AFO Course	___ x \$200	___ x \$225	___ x \$225
Exam	___ x \$100	___ x \$125	___ x \$125
<b>Total</b>			

- I prefer to pick up my book at the CRPA office.  
 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

**Cancellation Policy:** Cancellations before 2/7/17 will be eligible for a refund less a \$25 CRPA service charge & \$175 NRPA material charge per registration if course materials are not returned to CRPA. There will be no refunds for cancellations after 2/7/17. Name substitutions will be allowed up to one week prior to the course however the original registrant is responsible for getting the study materials to their replacement. All refunds/substitutions must be submitted to the CRPA office in writing. **If you do not cancel by 2/7/17 or do not attend the course/exam, you are still responsible for payment. A \$25 per month service charge will apply to any accounts with a balance due after the test date.**

**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. The request form is available online at [www.nrpa.org/AFO](http://www.nrpa.org/AFO). 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. Candidates request forms/fees must be submitted to NRPA no less than 30 days prior to the exam. The request form is available online at [www.nrpa.org/AFO](http://www.nrpa.org/AFO). The course host will work collaboratively with NRPA to ensure all approved reasonable accommodations are met.

## PAYMENT INFORMATION:

Card #: \_\_\_\_\_  Visa  MC  AMEX Exp. Date: \_\_\_\_\_ CVV : \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(as it appears on card)

PO #: \_\_\_\_\_  Check Enclosed (Check Payable to: CRPA, 135 Day Street, 2nd Floor, 2H, Newington, CT 06111)

*\*All payments must be received WITH registration to guarantee your spot.*

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## SPONSORSHIP INFORMATION:



Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Lunch Sponsor Day 1: \$250

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: \$250

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: \$50

Sponsorship of AFO coffee break on Tuesday.

Benefits include:

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

### Coffee Break Sponsor Day 2: \$50

Sponsorship of AFO coffee break on Wednesday.

Benefits include:

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

## PAYMENT INFORMATION:

Card #: \_\_\_\_\_  Visa  MC  AMEX Exp. Date: \_\_\_\_\_ CVV : \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(as it appears on card)

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*\*All payments must be received WITH registration to guarantee your spot.*