Certified Recognition Professional®

Recognition Professionals International

CRP Course Instructions

Welcome to the Certified Recognition Professional (CRP) program! You are about to embark on a self-guided course, which is divided into several modules, each of which will be followed by a 25-question OPEN BOOK exam. Here are some key points about the course before you begin:

How to get to the courses:

1. Visit the RPI website, www.recognition.org.
2. Click on the Resources tab at the top of any page.**1** Click on the RPI Learning Center option.
3. On the next page on the Access the RPI Learning Center button.**2**
4. From here, you'll be asked to log in to the Learning Center. Enter your RPI username and password. If you do not remember them, there is a link below the two fields to recover your username and password. You will need access to the email RPI has on file to recover this information. If you have difficulty on this step, please contact our offices at (651) 290-7490.
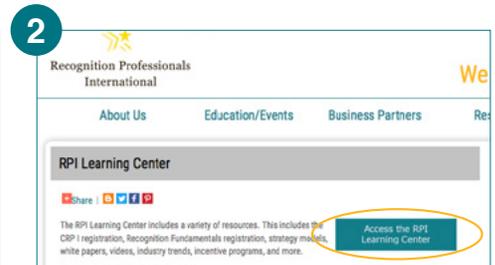
Purchasing a Course

For any course that requires you to purchase it for access, there is a button next to the title of the course that says, "Buy Now."**3** You may select that to be taken to a purchase page. If you need to edit the items in your cart, you can use the Your Cart link located at the top and bottom of every page.**4**
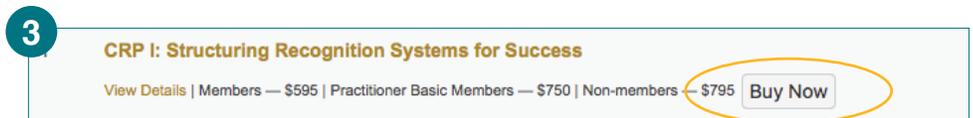
Once you purchase the course, it will be added to your My Learning tab in the Learning Center.**5** Under that tab, you'll see two areas. One labeled Enrolled, for any courses that you have not completed; and one labeled Grades, that shows you the results of any completed course.
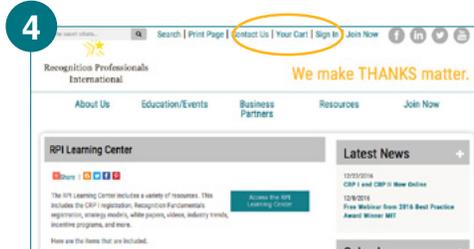

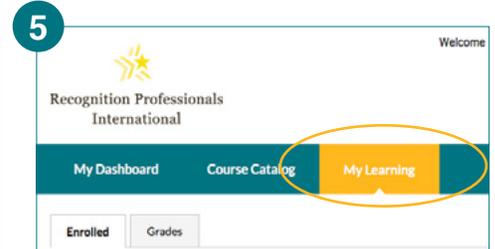*Under the Resources tab is a link to the Learning Center.*

To access the RPI Learning Center, click on the teal box. You will be asked to log in using your usual RPI login credentials.

Look for the Buy Now button to purchase any course. If the course is free, or already purchased this button will change to say "Launch."

The Your Cart link is available at the top and bottom of each RPI website page.

The My Learning Tab

CRP Course Instructions

Learning Guides

First, you will want to download and print the learning guide for each course before you begin. You can access the learning guide in the resources section of each course, and you'll want to have it handy to fill in worksheets throughout the course.

It will also serve as a preparation tool for the post-course exam, and you'll also want to keep it for further reference.

How to navigate through the courses

When you launch each CRP module, make sure the screen size allows you to see the navigation bar at the bottom of the screen. ①

You may advance to the next slide or return to the previous slide via the arrows in the bottom, left corner of the navigation bar. ① Please keep in mind, you'll want to go through each slide thoroughly to take advantage of the content, activities, and progress checks.

Also on the navigation bar, on the right-hand side, you'll see a CC ②, which, if you click on it, will show closed captioning, so you can read along with the narration.

You may also pause the course at any time, and resume where you left off.

To get to the next module, hit the refresh button in the menu ③, or select the module's title.

Most modules conclude with a series of Progress Check questions. These are also in your learning guide, and they will aid you on the key concepts that may be in the exam. The Progress Checks will start automatically — without any narration — and you'll want to fill in the answers in your learning guide. As mentioned previously, you can download the learning guide from this screen as well, using the resources feature. ④

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The exam

Each course is followed by a 25-question multiple choice exam.

You need to receive 80% correct to receive a passing score.

This is an OPEN BOOK exam.

You will need to complete it within 30 minutes.

In the event, you do not finish in 30 minutes, your score will be calculated on the questions answered.

If you do not pass the exam on the first try, you will be given one other opportunity to take the test.

Following successful completion of each course, you will receive a certificate of completion. This will be available in the Grades area for each completed course. Look for the Certificate link below the title of a course. This might take a day or so to show up after successful completion. If, after a day, you do not see the certificate link, please contact us at (651) 290-7490.

Following successful completion of all four courses (CRP I, CRP II, CRP III, and CRP IV), you will receive a congratulatory email, and within three months, you will receive your official CRP certification packet.

If you have any technical difficulties or general questions about the course, please contact RPI at (651) 290-7490.