



NATIONAL  
RECREATION AND PARK  
ASSOCIATION

## CPRP Initial Application

Upload to our secure Dropbox at

<https://nrpa.leapfile.net>

Or mail to (Checks Only):

National Recreation and Park Association

PO Box 5007

Merrifield, VA 22116-5007



### Applicant Information

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

\*The name listed above must match the photo ID you will provide to the testing administrator. Acceptable forms of photo identification include: a current driver's license with photograph, a current state identification card with photograph, a current passport, or a current military identification card with photograph. Employment ID cards, student ID cards, and any types of temporary identification **are not** acceptable.

Address (please circle-Work/Home) \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

NRPA Member  Yes # \_\_\_\_\_  No

Do you have a disability that would require special accommodations for taking the examination?  Yes  No

If yes, please complete the Special Accommodation Request Form, available at <https://www.nrpa.org/certification/CPRP/>

### Certification Fees and Payment Information

(Application fees include the \$200 examination fee and the respective application fee. Fees are non-refundable)

**NRPA Member Rate-\$270.00**

**Non-NRPA Member Rate-\$314.00**

**Student Rate - \$250.00**

(Must include unofficial transcript showing current full time student status)

Please make checks payable to: National Recreation and Park Association (NRPA). Credit card payments are only accepted through LeapFILE

Check  Credit Card:  Visa  MasterCard  American Express  Discover

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

CVV: \_\_\_\_\_

Signature: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_



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## CPRP Eligibility Standards

### CPRP Revised Eligibility Requirements Effective Jan 1, 2023:

Have received or is set to receive\* a bachelor's degree from a program accredited by the Council on Accreditation of Parks, Recreation, Tourism and Related Professions (COAPRT), and successfully pass the CPRP examination; OR

Have a bachelor's or higher degree from a regionally accredited education institution (from a non-COAPRT accredited program), with a major in recreation, park resources, or a related profession and no less than 1 year of full-time experience\*\* in a recreation, park resources, or a related profession that encompasses each domain of the job analysis; and successfully pass the CPRP examination; OR

Have a bachelor's or higher degree from a regionally accredited education institution, with a major other than recreation, park resources, or a related profession and no less than 2 years of full-time experience\*\* in a recreation, park resources, and a related profession that encompasses each domain of the job analysis; and successfully pass the CPRP examination; OR

Hold an associate degree from a regionally accredited education institution and no less than 4 years of full-time experience\*\* in a recreation, park resources, and a related profession that encompasses each domain of the job analysis; and successfully pass the CPRP examination; OR

Hold a high school diploma or equivalency certificate from a regionally accredited institution and no less than 6 years of full-time experience\*\* in a recreation, park resources, or a related profession that encompasses each domain of the job analysis; and successfully pass the CPRP examination.

\*Students who have not yet graduated from a COAPRT accredited program but are in their final semester may be able to qualify for exam status. They may complete the CPRP exam prior to the completion of the internship requirement and academic degree attainment. Certification may be granted upon passing the CPRP exam and after submission of documentation verifying graduation. All students must apply through the NRPA office.

\*\* Full-time experience/employment shall be defined by your employer. Alternatives to full-time employment include the following:

- Part-time equivalent/Seasonal/Temporary Employment experience in a recreation, park resources, or a related profession that encompasses each domain of the job analysis - 1 year of employment is equivalent to 6 months of full-time employment.
- Consultants – Letters of reference from employers/clients should be equivalent to the needed years of work experience.



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## Academic Education Information

### Level of Education

Visit [www.nrpa.org/cprp](http://www.nrpa.org/cprp) for a full list of eligibility standards

High School Diploma or equivalent     Associates     Bachelor's Degree     Master's Degree or higher

Name of Institution: \_\_\_\_\_

Major (if applicable): \_\_\_\_\_

City, State: \_\_\_\_\_

Diploma or degree received on (Month/Year): \_\_\_\_/\_\_\_\_

## Qualifying Work Experience

All CPRP candidates must have met a standard set of competencies before sitting for the CPRP certification examination. All CPRP candidates must have professional experience in all areas listed below in a recreation, park resources or a related position to meet those standards.

Please see Additional Resources (Pages 7-10) for a list of acceptable job tasks in each competency area. Circle all that apply:

Finance	Yes	No
Human Resources	Yes	No
Operations	Yes	No
Programming	Yes	No
Communication	Yes	No



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Duplicate this page to include additional work history

**Include all positions that apply. Work experience is defined by your employer. Alternatives to full-time employment include the following:**

- Part-time equivalent/Seasonal/Temporary Employment experience in a recreation, park resources, or a related profession that encompasses each domain of the job analysis - 1 year of employment is equivalent to 6 months of full-time employment.
- Consultants – Letters of reference from employers/clients should be equivalent to the needed years of work experience.

**Most Recent Qualifying Position:**

Candidate Job Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Agency Address/City/State: \_\_\_\_\_

Name & Title of Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates of Employment (M/Y) \_\_\_\_\_ to \_\_\_\_\_

Employment status:

Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Seasonal \_\_\_\_\_ Other (please identify): \_\_\_\_\_

**Previous Qualifying Position(s):**

**Candidate Job Title:** \_\_\_\_\_

Agency: \_\_\_\_\_

Agency Address/City/State: \_\_\_\_\_

Name & Title of Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates of Employment (M/Y) \_\_\_\_\_ to \_\_\_\_\_

Employment status:

Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Seasonal \_\_\_\_\_ Other (please identify): \_\_\_\_\_



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**Candidate Job Title:** \_\_\_\_\_

Agency: \_\_\_\_\_

Agency Address/City/State: \_\_\_\_\_

Name & Title of Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates of Employment (M/Y) \_\_\_\_\_ to \_\_\_\_\_

Employment status:

Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Seasonal \_\_\_\_\_ Other (please identify): \_\_\_\_\_

**Candidate Job Title:** \_\_\_\_\_

Agency: \_\_\_\_\_

Agency Address/City/State: \_\_\_\_\_

Name & Title of Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates of Employment (M/Y) \_\_\_\_\_ to \_\_\_\_\_

Employment status:

Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Seasonal \_\_\_\_\_ Other (please identify): \_\_\_\_\_

**Candidate Job Title:** \_\_\_\_\_

Agency: \_\_\_\_\_

Agency Address/City/State: \_\_\_\_\_

Name & Title of Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates of Employment (M/Y) \_\_\_\_\_ to \_\_\_\_\_

Employment status:

Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Seasonal \_\_\_\_\_ Other (please identify): \_\_\_\_\_



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## Codes of Conduct, Disclosure, and Attestations

- In submitting this application, I fully understand that this application does not guarantee certification.
- I agree to comply with all CPRP program policies as outlined in the CPRP&E Policies and Procedures Manual and CPRP Candidate Handbook and supply further information as determined by the NRPA staff, the CPRP&E Certification Committee and/or the National Certification Board. I understand and attest that I will, now and in the future, adhere to the Code of Conduct as outlined in the CPRP&E Policy and Procedure Manual. I further understand that false information submitted will provide the basis for withdrawal of certification
- I understand the National Certification Board reserves the right to revise or update all policies, procedures, and the code of conduct related to the CPRP&E programs and that it is my responsibility to be aware of these current requirements. I further understand that it is my responsibility to provide any requested documentation in connection with this application.
- I understand and agree that if I am certified following acceptance of this application and successful completion of the examination, such certification does not constitute a warranty or guarantee of my fitness or competency to practice as a park and recreation professional.
- I understand and agree that the National Certification Board and NRPA may also use anonymous and aggregate application and examination data for statistical and research purposes. I authorize NRPA and the National Certification Board to release my contact information and current certification status to appropriate park and recreation leadership, the media, and the general public.

***NRPA offers a complete list of certified professionals (name, city, state and email) through our online certification registry.***

***This information is public information, if you do not wish to have your email posted on the registry please check this box***

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Return application and payment information:**  
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## Additional Resources

### **Certified Park and Recreation Professional (CPRP) Core Competencies:**

*(Qualifying Candidates must have experience with one or more job task under each core competency to qualify)*

#### **Communication**

- Promote and advocate for the benefits of parks and recreation to internal and external stakeholders
- Solicit public support for the mission and goals of the organization (e.g., formation/support of friends' groups)
- Facilitate staff and public input opportunities (e.g., addressing constituent comments, public hearings, focus groups, surveys)
- Communicate organization's vision and mission to personnel and stakeholders
- Foster internal and external departmental relationships
- Communicate with elected officials, legislative boards, commissions, committees, advisory boards, agencies, and councils.
- Collaborate with outside community organizations (e.g., leagues, associations, clubs, non-profits, school districts, faith-based organizations)
- Follow the organization's internal chain of communication
- Provide input for reports (e.g., annual, strategic plan, project updates)
- Implement / follow the marketing plan (e.g., press releases, advertising, presentations, social media)
- Implement diverse and inclusive communication approaches based on community demographics (e.g., literacy, language, imagery, accessibility, technology)
- Provide input/updates for agency strategic/master plan (e.g., area specific work plan)



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## Finance

- Implement cash handling practices (e.g., retail sales, rentals, fee collection, deposits, petty cash)
- Research and recommend requests for alternative support (e.g., grants, donations, sponsorships, in-kind services, matching funds)
- Collect, compile, and compare cost data from like agencies
- Operate within an existing budget (e.g., purchasing, staffing, tracking)
- Collect financial and/or operating data (e.g., attendance, revenues, expenditures)
- Develop and manage a budget for an area, program, program, project, or facility (e.g., general fund, enterprise fund, maintenance)

## Human Resources

- Contribute to the development of job descriptions
- Implement equitable and inclusive processes when recruiting, selecting, and recommending candidates for seasonal/part time employee and contractor positions
- Design and conduct trainings (e.g., staff, board members, advocacy groups, sports officials, volunteers)
- Supervise personnel & independent contractors
- Make recommendations for retention, renewal, dismissal, or termination of personnel and independent contractors
- Supervise and manage volunteers (recruit, retention, schedule, evaluate, recognition)





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## Operations

- Conduct assessment of specific programs, areas, products, services
- Recommend and implement energy efficient and environmentally friendly procedures (e.g., disposal methods, purchasing of efficient supplies, Green initiatives, LEED, recycling)
- Implement maintenance standards (e.g., perform or request troubleshooting, inspections, routine maintenance, preventative maintenance, repairs or replacement)
- Maintain information systems (e.g., enter data, use permits, reservations, registrations, equipment use records)
- Provide supervision over operations of specific facilities and areas (e.g., opening, routine, and closing inspections, monitor activities)
- Reinforce code of conduct for facility users and program participants, coaches, and staff
- Provide reasonable accessibility accommodations
- Collect support documentation regarding accidents and incidents
- Follow emergency plan procedures, and respond to emergencies (e.g., first aid, CPR)
- Provide customer service, both internal and external
- Provide input regarding new facilities, services, and capital improvements based on operational needs
- Identify needs and promote equitable access and distribution of resources across the community
- Comply with community codes and ordinances
- Provide input for updating standard operating procedures/manuals
- Analyze operating data (e.g., attendance, revenue, expenditures, maintenance, marketing)
- Implement risk management, safety, security plan (e.g., addresses safety concerns, recognizes risk, identify hazards, pre and post opening inspections)
- Manage customer relationships (e.g., customer concerns, service recovery, recognition, retention)
- Manage properties (e.g., parks, facilities, athletic fields, areas, beaches, trails, cemeteries)



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## Programming

- Create and maintain inventory of community programs (internal and external)
- Create and supervise diverse, equitable, and inclusive programs (e.g., recreational, aquatic, sport, interpretive, therapeutic, environmental, cultural)
- Comply with reporting requirements for programs (statistics)
- Develop purpose, goals, and objectives for a variety of programs
- Collaborate with internal and external partners to develop comprehensive programming
- Evaluate participant satisfaction and program outcomes
- Identify resources available for programming
- Prepare programs and special events (e.g., content, lesson plans, activities, format, contracts)
- Provide direct leadership of recreation activities (facilitate programs)