



NATIONAL
RECREATION AND PARK
ASSOCIATION

CPRE Initial Application

Upload to our secure Dropbox at

<https://nrpa.leapfile.net>

Or mail to (Checks Only):

National Recreation and Park Association
CL500007, 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 www.nrpa.org/cpre

Certification Fees and Payment Information

(Application fees are non-refundable)

NRPA Member Rate-\$345.00

Non-NRPA Member Rate-\$404.00

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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CPRE Eligibility Standards

CPRE Revised Eligibility Requirements Effective January 1, 2023:

Hold a current Certified Park and Recreation Professional (CPRP) Certification, or have held a CPRP certification whose expiration date is within two years of the date of application for the CPRE; AND

Hold a master's or higher degree from a regionally accredited education institution, and 3 years of professional full-time manager experience*; and successfully pass the CPRE examination; OR

Hold a bachelor's degree from a program accredited by the Council On Accreditation of Parks, Recreation, Tourism and Related Professions (COAPRT) and 4 years of professional full-time manager experience*; and successfully pass the CPRE examination; OR

Hold a bachelor's 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 5 years of professional full-time manager experience*; and successfully pass the CPRE examination; OR

Hold a bachelor's degree from a regionally accredited education institution, with a major other than recreation, park resources, or a related profession and 6 years of professional full-time manager experience*; and successfully pass the CPRE examination; OR

Hold an associate degree from a regionally accredited education institution and 8 years of professional full-time manager experience*; and successfully pass the CPRE examination OR

Hold a high school diploma or equivalency certificate from a regionally accredited institution and 10 years of professional full-time manager experience*; and successfully pass the CPRE examination.

* Full-time experience/employment shall be defined by your employer. Part time/Seasonal/Temporary employment not accepted for CPRE.

An individual may be either a CPRP or a CPRE; they cannot maintain both certifications at the same time.

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Academic Education Information

Proof of eligibility standards in the form of qualifying documentation is not required at the time of initial application; some applications will be randomly selected for audit to ensure the accuracy and validity of the data provided

Please complete the fields below:

Degree Earned:

Institution: _____

City, State: _____

Degree Conferred Date: ____/____/____

Qualifying Work Experience

All CPRE candidates must have met a standard set of competencies before sitting for the CPRE certification examination. All CPRE candidates must have experience in all areas listed below in the field of parks and recreation.

Full-time experience/employment shall be defined by your employer. Part time/Seasonal/Temporary employment not accepted for CPRE.

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Please see **Additional Resources (Pages 7-10)** for a list of acceptable job tasks in each competency area. All CPRE candidates must have experience in the areas listed below at a middle manager or higher level. Circle all that apply:

Communication	Yes	No
Finance	Yes	No
Human Resources	Yes	No
Operations	Yes	No
Planning & Policy	Yes	No

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): _____

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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): _____

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 CPRE program policies as outlined in the CPRP&E Policies and Procedures Manual and CPRE 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 executive.
- 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: ____/____/____

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Additional Resources

Certified Park and Recreation Executive (CPRE) 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)
- Collect public input regarding policies (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 and collaborate with elected officials, legislative boards, commissions, committees, advisory boards, agencies, and councils
- Formalize relationships with outside community organizations (e.g., leagues, associations, clubs, nonprofits, school districts, faith based organizations)
- Follow the organization's internal chain of communication
- Provide input for reports (e.g., annual, strategic plan, project updates)
- Communicate financial policies, philosophies, and budget status (e.g., cost recovery analysis philosophy, budget update reports)
- Oversee the development of an inclusive marketing plan (e.g., press releases, branding, advertising, presentations, social media)
- Implement / follow the marketing plan
- 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)
- Seek and develop additional revenue sources (e.g., grants, bond issues, trust funds, endowments, foundations, investment funds, new concessions or business opportunities, sponsorships)
- Identify and manage alternative funding sources (e.g., grants, FEMA, foundations, estates)
- Operate within an existing budget (e.g., purchasing, staffing, tracking)
- Initiate the procurement of commodities and capital acquisitions and improvements (e.g., obtain and approve specifications for RFPs and requisitions, comply with purchasing requirements)
- Prepare financial analyses and reports (e.g., reconciliation of revenues, cost recovery analysis, budget justification, trend analysis, internal audit)
- Collect financial and/or operating data (e.g., attendance, revenues, expenditures)
- Manage area specific contracts (e.g., service providers, MOUs (Memorandum of Understanding), LOAs (Letter of Agreement), IGAs (Intergovernmental Agreement))
- Recommend and establish fee schedules & policies
- Develop and manage a budget for an area, program, project, or facility (e.g., general fund, enterprise fund, maintenance)
- Develop and administer comprehensive agency budget (e.g., monitoring revenues and expenditures, allocating funds)
- Develop and/or finalize contracts and lease agreements (e.g., MOUs (Memorandum of Understanding, Cooperative Endeavor Agreements, Joint Use Agreements, RFPs (Request for Proposals))

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
- Develop and implement practices supporting a culture of diversity, equity, and inclusivity in staff recruitment, hiring, training, etc.
- Design and conduct trainings (e.g., staff, board members, advocacy groups, sports officials, volunteers)



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Human Resources Continued

- Supervise personnel, volunteers & independent contractors
- Administer disciplinary action (other than termination) for seasonal/part time employees & contractors
- Evaluate personnel performance (e.g., develop goals, recommendations, work plans)
- Administer the policies and procedures of the human resources department or union
- Perform personnel actions (e.g., recognitions, coaching, grievances, disciplinary actions, terminating)
- Oversee staff development (e.g., counseling, mentoring, cross training)
- Assess and recommend pay levels for staff within organization

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)
- Develop work schedules for seasonal/part time employees & contractors
- Provide supervision 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 capital improvements based on operational needs
- Identify credentials legally required for organization staff (e.g., technical, safety, maintenance, operator licenses & certifications)



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Operations Continued

- 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)
- Develop risk management, safety, security plans, policies, and procedures
- 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)
- Monitor capital improvements (e.g., renovations, building new facilities)

Planning & Policy

- Develop and recommend organization specific policies, regulations, codes, laws, referendums, rules, etc.
- Participate in the development of inter-agency plans (e.g., emergency management, comprehensive plans, sustainability plans, connectivity & mobility)
- Facilitate staff and public input opportunities (e.g., committees, public meetings, focus groups, surveys)
- Conduct community wide needs assessment
- Develop an inclusion plan for individuals of differing abilities (e.g., adaptive & inclusive recreation program plan)
- Identify needs for new facilities, services, and capital improvements
- Provide input/updates for organization strategic/master plan (e.g., area specific work plan)
- Develop and administer risk management, safety, and security plans
- Develop and implement the organization's emergency management plan
- Oversee and administer capital improvement plan
- Define organizational structure and adjust structure to address changing needs and trends