



5 REASONS TO BECOME A CERTIFIED PROFESSIONAL

- 1. Greater career opportunities and advancement**
- 2. Demonstration of your commitment to the parks and recreation profession**
- 3. Enhanced quality of parks and recreation services nationwide**
- 4. Recognition of your accomplishments and ability to meet national standards**
- 5. Expansion of your skills and knowledge through continuing professional development**

Certified Parks and Recreation Professional (CPRP)

The CPRP certification is granted to individuals employed in the recreation, park resources and leisure services profession who meet high standards of performance. In order to achieve CPRP status, applicants must meet minimum qualifications and successfully complete the national examination.

- Determine if you are qualified
- Apply for certification
- Sit for the 150 question exam (125 questions are scored and 25 questions are un-scored and being tested for future use)
- Once the exam is passed candidates must maintain certification every 2 years with 2.0 Continuing Education Units (CEU)

Certified Playground Safety Inspector (CPSI)

The CPSI is a certification ensure those certified are qualified to inspect playgrounds for safety issues and to ensure each playground that they inspect meets the current national standards for safety. The national standards are developed by the ASTM and CPSC.

- Find a Certified Playground Safety Inspector course in your area (CPSI course is optional for certification but strongly encouraged)
- Register and complete the CPSI course (fees dependent on course location)
- Successfully pass the 100 question exam
- Maintenance of the CPSI certification is required every 3 years by passing the CPSI certification exam

Aquatic Facility Operator (AFO)

The NRPA AFO program is an advanced, state-of-the-art certification program for those persons managing and operating aquatic facilities. To date over 16,000 individuals have received the AFO certification.

- Find an Aquatic Facility Operator course in your area (AFO Course is optional for certification but strongly encouraged)
- Register and complete the AFO Course (fees dependent on course location)
- Complete the 50 question exam
- Certification is obtained once a candidate obtains a passing score on the AFO Certification Exam
- Maintenance of the AFO certification is required every 5 years by passing the certification exam or completion of 2.0 aquatics specific Continuing Education Units (CEU) during the certification cycle

Certified Park and Recreation Professional (CPRP) Frequently Asked Questions

1. What are the qualifications to obtain the CPRP?

Hold a bachelor's degree from an NRPA accredited program, verified by official transcript, and pass the CPRP examination; OR

Hold a bachelor's or higher degree from a regionally accredited education institution (from a non-NRPA accredited program), verified by official transcript, with a major in recreation, park resources, or leisure services; have no less than 1 year of full-time experience in a recreation, park resources, or leisure service position that encompasses each domain of the job analysis following the degree; and successfully pass the CPRP examination; OR

Hold a bachelor's or higher degree from a regionally accredited education institution, verified by official transcript, with a major other than recreation, park resources, or leisure services; have no less than 3 years of full-time experience in a recreation, park resources, and leisure position that encompasses each domain of the job analysis following the degree; and successfully pass the CPRP examination; OR

Hold a high school diploma, equivalency certificate, or associate's degree from a regionally accredited institution, verified by official transcript/documentation; have no less than 5 years of full-time experience in a recreation, park resources, or leisure services position that encompasses each domain of the job analysis following the diploma/degree; and successfully pass the CPRP examination.

Students who have not yet graduated from an NRPA accredited program with a major in recreation, park resources, and leisure services but are in their final semester on campus may qualify. Students 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 official transcript/documentation verifying graduation. All students must apply through the NRPA office.

2. I have heard that NRPA is centralizing the CPRP certification process and bringing certification records of the state affiliates back to the NRPA National Office. How does this affect me?

It affects where you send your applications and where you make your inquiries. In 2007, NRPA began to centralize the CPRP certification process and transfer all certification records held by state affiliates to the National Office. This transition is scheduled to be completed by July 1, 2010. Please visit the NRPA website for a complete listing of the non-transitioned states.

3. My state has transferred my documents to NRPA, how does this change things?

CPRP certification files and documents are now the responsibility of the National Recreation and Park Association. Everyone who has a current certification will receive a new certificate, a letter describing the NRPA renewal process and updated certification cycle.

4. How do I find more specific information about the initial exam and application process?

Please visit the NRPA website (www.nrpa.org/cprp) for an abundance of data relating to the initial exam and application process under the "Applying for the CPRP and The CPRP Exam" section.

Non-transitioned state certificants please contact your state affiliation for information regarding initial certification (see FAQ #2)

5. I submitted my exam application but I never heard from the testing company?

It is the applicant's responsibility to follow up on their own exam application. Exam applications are received by NRPA or a state affiliate, approved, and then sent to the testing company, twice a month. NRPA will notify candidates of their eligibility and directions for scheduling the exam. . **WARNING!!** If you have not been contacted by NRPA within 30 days from submission of your application, call NRPA at (800)626-6772.

6. How do I get information about my certification (status, recertification date, certification number, etc.)?

Visit the NRPA CPRP Certification Registry at www.nrpa.cprp or contact the National Recreation and Park Association at certification@nrpa.org or (800)626-6772.

Non-transitioned state certificants please contact your state affiliation for information regarding your certification (see FAQ #2)

7. How do I change my address/contact information with the NRPA Certification Office?

If you need to change your address/contact information please contact NRPA at certification@nrpa.org or (800)626-6772.

8. How do I renew my CPRP certification with NRPA as I approach my expiration date?

Non-transitioned state certificants please contact your state affiliation for information regarding recertification (see FAQ #2)

Certified Park and Recreation Professional (CPRP) Frequently Asked Questions

NRPA Renewal Process

Step 1 - Print and Complete Renewal Application at www.nrpa.org/cprp

- Please complete all sections of the application form, incomplete applications will be returned.
- **Please note a change in the verification Continuing Education Unit (CEUs)**
 - CEU Auditing Process - Please do not send documentation of continuing education to NRPA unless you are requested to do so as part of the audit process (please list your CEUs on the second page of the application as this is a requirement). Upon receipt of the recertification application, NRPA will select a random percentage of applications for audit. Certificants who are selected for audit will be directly notified by NRPA via postal mail. Certificants will have 30 days to submit their continuing education materials for the audit process. Failure to submit the continuing education materials in a timely manner will result in a denial of recertification.

Avenues for locating previously obtained CEUs

- *Regional and State Conferences* – Please contact the hosting agency to obtain a transcript of your CEUs or make copies of documentation received from the event
- *National Congress* – CEU transcripts from 2008 and 2009 National Congress events can be found at the link: <http://www.nrpa.org/Content.aspx?id=1096>
- *NRPA Educational Programs* – Please print the form on the website to obtain a copy of your NRPA transcripts: <http://www.nrpa.org/Content.aspx?id=1096>

How to obtain additional CEUs

- Professional Service Experience Points (up to .5 points accepted per certification cycle) – found at <http://www.nrpa.org/Content.aspx?id=923>
 - PSE points can be earned by serving as an officer of a state association, serving as a speaker at NRPA Congress or State Conferences, etc.
 - Please complete the Professional Service Experience Point form for submission if applicable
 - CEU Equivalency Petition – found at <http://www.nrpa.org/Content.aspx?id=923>
 - If you have taken educational courses that do not offer CEUs you may file a petition to receive CEUs (within 30 days of completing the class)
 - Please complete the attached petition and submit all necessary information and fees to receive CEU equivalency credit
- Additional Methods* – Pyxis online learning <http://www.pyxislearningcenter.org/common.aspx>, local educational opportunities, college courses, etc.

Step 2 - Include Certification Fee

- If you are a NRPA member the fee is \$55
- If you are not a NRPA member the fee is \$65
- Only include the exam fee of \$195 if you have not obtained enough CEUs within your certification cycle and wish to retake the exam to maintain your certification

9. Who keeps track of my CEUs?

You are responsible for keeping track of your CEUs and for providing documentation of those CEUs when applying for renewal. A few -- not all -- states that still administer CPRP certification track CEUs for certificants; you should contact your state to see if they do. But remember: NRPA National Office and most state affiliates do not keep track of CEUs, and when the transition is complete, no CEU information will be maintained by the national office except for courses/conferences offered by NRPA. See step 2 in FAQ #8 for more information.

10. I didn't recertify at the end of my two-year certification cycle; is my certification expired?

NRPA and state affiliates now offer a re-entry option to certificants whose certification has not been expired for more than a consecutive, 2-year period. In this case, the expired certificant can apply to take the exam without having to submit verification of education and experience. Expired certificants wishing to use this re-entry option must successfully pass the exam prior to the end of the 2-year expired period. The application can be found on the NRPA website at www.nrpa.org/cprp under "Applying for the CPRP".

11. How do I obtain a receipt from NRPA for my transaction?

Please request receipts directly on your application. Receipts for transactions will not be automatically sent. If you need a copy of your receipt please email certification@nrpa.org or contact us at (800)626-6772

Still have questions?

Contact certification@nrpa.org or (800)626-6772.

Certified Playground Safety Inspector (CPSI) Frequently Asked Questions

1. How many CPSI's are there?

Today there are almost 7500 CPSI's worldwide.

2. How did NPSI get started?

NRPA offered the first National Playground Safety Institute as a pre-Congress professional development program for the 1991 NRPA Congress in Baltimore, Maryland. The program proved to be very popular and was offered as a pre-Congress professional development program annually from 1992-1995. The first Playground Safety Inspector Certification Course and Examination was held as a pre-Congress program for the 1996 NRPA Congress held in San Jose, California.

3. How many courses are given each year, and how do I find out where they are?

The CPSI course and exam are offered an average of 50 times a year throughout the country. Please visit our course schedule for specific dates, locations, and registration information. This schedule can be found at www.nrpa.org under Learn & Grow, Seminars and Workshops, click on CPSI. The exam is now offered through Computer-based testing and can be taken through an application process. The CPSI Computer-based Exam application can be found at www.nrpa.org/cpsi

4. How much does the course cost?

The cost of the course varies from location to location, please contact the host of the course you are considering for specific pricing info. Approximate fee for course is \$400-500 and approximate fee for exam is \$100-200.

5. Where do I purchase the course materials?

The course materials are included in the cost of course registration. You will receive the course materials approximately 4 weeks before you are scheduled to attend the course. At this time NRPA does not sell the course manual outside of course registration.

6. What is included in the course materials?

The course materials include the CPSI course manual, a copy of Playground Safety is No Accident, and a copy of The Dirty Dozen. The CPSI course manual includes the ASTM F1487 Standard Consumer Safety Performance Specification for Playground Equipment for Public Use and the CPSC Handbook for Public Playground Safety.

7. How long does it take to get my test scores back?

Exam results will be sent to you 6-8 weeks after you sit for the exam. If you haven't received your test score, and it has been longer than 8 weeks, please contact NRPA at (800)626-6772. Exam results for computer-based exams are received directly following completion.

8. How do CPSI's update their personal information?

Please submit the CPSI change form (a paper copy is sent with your certificate) or contact NRPA at certification@nrpa.org.

9. How do I renew my CPSI certification?

To renew your CPSI certification you will need to successfully pass the CPSI Certification Examination. Please be aware you are responsible for learning any new updates to the ASTM F1487 Standard Consumer Safety Performance Specification for Playground Equipment for Public Use and the CPSC Handbook for Public Playground Safety. You can renew your certification by contacting and attending a course location on the day of the exam and passing the exam or you can choose a computer-based testing option. Please go to www.nrpa.org/cpsi to find additional information and to find a printer-friendly registration form.

10. What is the CPSI registry?

The CPSI registry is a list of CPSIs that have given permission for NRPA to distribute their contact information to third parties in search of Certified Playground Safety Inspectors to inspect playgrounds. If you would like to view the CPSI Certification Registry visit www.nrpa.org/cpsi

11. Where can a CPSI find the forms to do an inspection/audit of a playground?

[Playground Safety is No Accident](#) is devoted to the instruction of developing a public playground safety and maintenance program. It includes many examples of audit and inspection forms for your use. The text is available for purchase at www.nrpa.org click on the Store link at the top of the page.

12. Does a CPSI need to carry insurance coverage?

If you intend to inspect playgrounds that are not owned by you or your employer you will need general business liability insurance as well as Errors & Omissions insurance.

Aquatic Facility Operator (AFO) Frequently Asked Questions

1. How do I obtain the AFO certification?

The AFO certification can be obtained by successfully passing the AFO certification examination. The AFO educational course is not mandatory to obtain the certification however candidates are strongly encouraged to take the course to prepare for the exam. The information and hands-on education provided during the AFO course is invaluable to aquatics facility operators.

2. Where do I find a list of AFO courses offered?

The AFO course list can be found on the NRPA website under www.nrpa.org/afo and click on AFO Course Calendar.

3. How much does the course cost?

The cost of the course may vary from location to location, please contact the host of the course you are considering for specific pricing info. (Approximate cost - \$250 and up)

4. Where do I purchase the course materials?

The course materials are included in the cost of course registration. You will receive the course materials approximately 2 weeks before you are scheduled to attend the course. The book can be purchased on the NRPA website however it will not include the course color handouts and slide rule that is obtained from the course.

5. How long does it take to get my test scores back?

Exam results will be sent to you 4-6 weeks after you sit for the exam. If you haven't received your test score, and it has been longer than 6 weeks, please contact NRPA at (800)626-6772

6. How do I recertify my AFO certification?

The AFO certification cycle is 5 years long. Before expiration of the certification there are two ways to recertify your AFO certification. You can either take the open book recertification exam during the exam period of an AFO course or you can provide 2.0 CEUs from educational courses. The CEUs MUST be in the area of aquatic management or operations, and are subject to approval by the NRPA AFO Certification Division. For more details on what type courses can be used please visit www.nrpa.org/afo and view the application for recertification.

7. What do I do if I did not pass the AFO exam?

You will need to contact the host of a course located near you and schedule your re-test as soon as possible.

For more information please review the NRPA website under Learn and Grow, Certification Programs at www.nrpa.org, email certification@nrpa.org, or contact the Certification Division at (800)626-6772.