



COMMISSION FOR ACCREDITATION OF PARK AND RECREATION AGENCIES

To: Accredited agencies, applicant agencies, and accreditation visitors

From: James Garges, CAPRA Chair

Subject: Fall 2012 CAPRA Update

Date: October 1, 2012

Thank you for your continued support of CAPRA and the accreditation process. As evidenced by the growing list of agencies seeking accreditation, our profession recognizes the value of accreditation. In times of budget cuts and downsizing, accreditation is still important for many agencies to pursue for the first time and for others to maintain. It demonstrates that an agency is well managed, proactive, reviews its management practices against the standards of practice developed by park and recreation professionals, and is providing cost-effective and comprehensive services.

The Commission met on August 2, 2012 and voted to implement the following changes to go into effect immediately. These changes have been reflected in the [CAPRA Accreditation Handbook](#).

SUBMITTING THE SELF-ASSESSMENT REPORT

The agency is responsible for sending a complete copy of the self-assessment report to the two Commission Reviewers and the Accreditation Manager at least eight (8) weeks prior to the scheduled visit dates. The Commission lead and second will review the applicant agency's self-assessment. Site visits will not take place until the self-assessment has received approval from the Commission lead and second. If the self-assessment is not approved either because it is incomplete or lacking documentation or evidence, the Commission lead will contact the agency and indicate the necessary revisions.

Visitation team member travel arrangements will not be scheduled until the self-assessment report has been approved by the Commission lead and second. Failure to meet the deadline for submission or providing an incomplete report may result in delay or cancellation of the visit.

If the self-assessment is approved, the Accreditation Manager will notify the agency and visit team of the approval. At that time, the agency is responsible for sending a complete copy of the self-assessment to each member of the visit team. If the self-assessment is not approved, the Accreditation Manager will notify the agency and visit team of the reason and the Commission lead and second will work with the agency on the next steps.

Unless otherwise directed, the agency will send either a digital copy or bound paper copy of the self-assessment to the visitation team members, Commission reviewers. Please only send a digital copy to the Accreditation Manager at CAPRA@nrpa.org. Agencies should have at least one extra copy of the self-assessment report on hand when preparing for the visit, hearing, continuing accreditation cycles, and for use by future visitors.

ADDITIONAL STEP IN THE ACCREDITATION PROCESS

Upon receipt of the Application for Accreditation or notice of interest in the accreditation process, a Commissioner will be assigned to the agency as a Commission Mentor to provide guidance to the agency as they proceed through the accreditation process.

CAPRA/ILLINOIS DISTINGUISHED AGENCY PROGRAM

CAPRA and DPRAC are entering into a five-year pilot program. Prior to the pilot, CAPRA and DPRAC will execute a memorandum of understanding that in part requires the programs to agree to maintain a current list of CAPRA-comparable DPRAC standards (see list of standards below). Any modification of standards by either agency will trigger a review of the comparable standards list. Please view the [CAPRA Accreditation Handbook](#) for additional details.

PILOT FOR TWO-DAY, TWO-VISITOR VISITS

In order to reduce cost to agencies and to encourage other agencies to pursue the process of accreditation, a pilot process has been developed and will be tested on two upcoming visits. The agency will provide their self-assessment report, including all evidence of compliance, to a three-person team in advance for review in an electronic format. Then, two members of the three-person team will participate in the onsite visit for two days instead of three days. The two-person, two-day visit will allow the visit team to participate in facility tours, interviews, and physical review of any concerning documents. The Commission will determine if this is a viable option for future visits during their Summer 2013 meeting.

KNOWLEDGE CENTER ON NRPA CONNECT

Showcase your agency's accreditation standards documents by logging in and posting them to the Knowledge Center within [NRPA Connect](#). The Knowledge Center will quickly become a valuable resource for agencies looking for examples of the accreditation process, and we are asking for the assistance of the currently accredited agencies to populate this great resource with their materials. If you have documents you wish to share, follow these steps to post them:

1. Log in to [NRPA Connect](#)
2. Click on [Knowledge Center](#)
3. Click on the "Accreditation" folder
4. Click on the "CAPRA" folder
5. Click on the appropriate standard folder
6. Click on the "Add Document or Photo" link
7. Locate your document, name it, and provide a brief description
8. Click on "Upload File" at the bottom of the page

UPCOMING TRAININGS

The list of upcoming CAPRA trainings can be found online at:

<http://www.nrpa.org/Professional-Development/Accreditation/CAPRA/CAPRA-Trainings/>

At the NRPA Congress and Exposition in Anaheim, CA, we will offer a ½ day training workshop “Agency Accreditation and CAPRA Visitor Training” on October 15th and a short education session on “Agency Accreditation Basics” on October 18th.

There will be a “CAPRA Agency Training - The role of the Visit Chair” webinar on December 6th, 2012. We have also slated several trainings for 2013 with registration pending.

NEXT MEETING

The fall meeting to conduct business and accreditation hearings will take place on Tuesday, October 16th at the Anaheim Convention Center in Anaheim, CA. The Commission will meet again in December 2012 via conference call to conduct business.

Please contact CAPRA@nrpa.org with any questions regarding these changes. Thank you for your support.