



CPRP/CPRE Application Form
Return application and all documentation to:
National Recreation and Park Association
CL#500007
PO Box 5007
Merrifield, VA 22116-5007



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 which would require special accommodations for taking the examination? ☐ Yes ☐ No
If yes, please complete the Special Accommodation Request Form, available at www.nrpa.org/cprp

CPRP/CPRE APPLICATION PROCESS

Step 1 - Submit completed application including: application, application fee, proof of education, CPRP proof of work experience and CPRE proof of work experience

Step 2 - Application will be processed by NRPA staff approximately two weeks following submission of a completed application.

Step 3 - Candidate will receive a confirmation email and candidate handbook for each examination.

Step 4 - Candidate will have one year from the date the CPRP/CPRE Application is processed to take both examinations. Individuals must schedule the CPRP examination first, followed by the CPRE examination. They can be scheduled on the same day, back-to-back, but the CPRP examination must be taken first.

CERTIFICATION FEE INFORMATION

NRPA Member Rate-\$445.00

Non-NRPA Member Rate-\$485.00

(Fees are non-refundable)

Please make checks payable to: National Recreation and Park Association (NRPA)

☐ Check Credit Card: ☐ Visa ☐ MasterCard ☐ American Express ☐ Discover

Credit Card Number: _____

Expiration Date: _____

Name on Credit Card: _____

Credit Card Security Code: _____

Signature: _____

Billing Address: _____

Candidates must demonstrate eligibility for both the CPRP and CPRE examinations separately. Please complete the following pages as if you are completing two different applications.

CANDIDATE NAME _____

ELIGIBILITY - CPRP EXAMINATION (Please check appropriate eligibility)

- ☐ Candidate holds a bachelors degree from an Council on Accreditation, Parks, Recreation and Tourism Studies (COAPRT) accredited program , verified by official transcript
- ☐ Candidate holds a bachelors or higher degree from a regionally accredited education institution (without COAPRT accreditation), verified by official transcript, with a major in recreation, park resources, and leisure services and no less than *the equivalent of* 1 year full-time experience in a recreation, park resources, and leisure services position
- ☐ Candidate holds bachelors or higher degree from a regionally accredited educational institution, verified by official transcript, with a major other than recreation, park resources, and leisure services and no less than *the equivalent of* 3 years full-time experience in a recreation, park resources, and leisure service position

ELIGIBILITY - CPRE EXAMINATION (Please check appropriate eligibility)

- ☐ Candidate holds a bachelor's degree from a regionally accredited education institution (verified by official transcript), no less than 5 years full-time manager experience
- ☐ Candidate holds a master's or higher degree from a regionally accredited education institution (verified by official transcript), no less than 4 years full-time manager experience

PROOF OF EDUCATION

Verification must be provided to NRPA as an official transcript from your university/college based on eligibility listed above.

- If your university/college emails official transcripts, please have the university send the document directly to certification@nrpa.org
- If you are submitting a masters or higher degree please make sure your bachelors degree and designated major are identified on your transcript for proof of major. If it is not declared please include an official transcript from the university where you obtained your bachelors degree

PROOF OF WORK EXPERIENCE

Please complete work experience forms for both the CPRP and CPRE Certification Examinations separately and based on the eligibility listed above. The work experience forms can be reproduced to provide work experience from multiple locations, if necessary.

CERTIFIED PARK AND RECREATION PROFESSIONAL (CPRP) WORK EXPERIENCE

The CPRP work experience form must be completed and signed by a supervisor or a human resources/personnel official.

This form was created to ensure all CPRP candidates have met a standard set of competencies before sitting for the CPRP certification examination. All CPRP candidates must have experience in the areas listed below in the field of parks and recreation. All experience must equal years of full time professional experience.*

* Full-time experience/employment shall be defined by the following characteristics:

- 32 to 40 hours per week in a recreation, parks resources, and leisure services position; or
- working in the field as a primary source of income; and
- working one year part time (20 hours or more) = 6 months full time.

Seasonal, temporary, or consulting not accepted.

CPRP Candidate Name _____

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): _____

The CPRP candidate listed above is/was responsible for completing job task(s) listed in the competency areas below while employed with the agency I represent. Please see the following pages for a list of acceptable job tasks in each competency area.

Finance Yes No

Human Resources Yes No

Operations Yes No

Programming Yes No

By signing, I certify that all the information given in this application is true and correct to the best of my knowledge. I further understand that false representation relative to any information will provide the basis for withdrawal of certification.

Signature of Supervisor completing this form _____

Title _____ Date _____

This page may be reproduced as needed.

CERTIFIED PARK AND RECREATION PROFESSIONAL (CPRP) COMPETENCIES

Finance - 11%

- Purchase supplies, equipment and services for program activities
- Operate within an existing budget
- Prepare program/event budget
- Research, provide input, or prepare requests for alternative support (e.g., grant, donation, sponsorship, in-kind service, matching)
- Implement cash handling practices (e.g., retail sales, rentals, fee collection, deposits, petty cash)
- Collect financial and/or operating data (e.g., attendance, revenues, expenditures)

Human Resources - 23%

- Provide training to others (e.g., sports officials, volunteers, seasonal/part time/contract employees) - Communicate the organization mission, values, and culture
- Manages volunteers (recruits, retention, schedules, evaluates, recognition)
- Recruit candidates for seasonal/part time/contract employment
- Review candidate applications for seasonal/part time/contract employment
- Interview candidates for seasonal/part time/contract employment
- Select and recommend candidates for seasonal/part time/contract employment
- Supervise seasonal/part time/contract employees (Conduct performance appraisals)
- Develops work schedules for seasonal/part time/contract employees
- Administers disciplinary action (other than termination) for seasonal/part time/contract employees
- Make recommendations for retention, renewal, dismissal, or termination of seasonal/part time/contract employees

Operations - 33%

- Provide input regarding capital improvements based on operational needs (Identify comprehensive plan, Identify master plan, Identify strategic plan)
- Assists with monitoring work of contractors, concessionaires
- Provides customer service, both internal and external
- Maintain information systems (e.g., enter data, use permits, reservations, registrations, equipment use records)
- Follow 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, routine maintenance, preventative maintenance, repairs or replacement)
- Read or review site plans, maps
- Provide direct supervision of specific facilities and areas (e.g., opening, routine, and closing inspections, monitor activities)
- Implements risk management safety, security plan (e.g., addresses safety concerns, recognizes risk, identify hazards, pre- and post-opening inspections)
- Implements policies & procedures, health codes, OSHA, ADA
- Provides reasonable accommodations for specific cases
- Responding to emergencies (incidents, first aid, CPR, etc.)
- Conducts inventories of assets, equipment, and supplies
- Provide input for updating standard operating procedures/manuals
- Establishing relationships with outside organizations (e.g., leagues, associations, clubs, non-profits, school districts, faith-based organizations, advocacy/friends groups)
- Network with related organizations (e.g., other districts/departments, state affiliates, professional associations)
- Conduct needs assessment for specific programs, areas, products, services

Programming- 33%

- Creation/supervision of recreation programming
- Provide direct leadership of recreation activities (facilitate programs)
- Identify resources available for programming, adjusting as necessary (location, staffing, supplies, safety)
- Understands how to work with a variety of age groups
- Market programs (e.g., advertising, promotional pieces, news releases, brochures, web site content, social networking)
- Develop program purpose, goals and objectives
- Evaluates participant satisfaction, program outcomes
- Perform group and individual participant assessments
- Develop individualized plans for participants
- Recruit & retain customers/participants
- Maintain customer relationships (e.g., respond to customer concerns, requests for information)
- Develops schedules for leagues, programs and facilities
- Prepares programs and special events (e.g., content, lesson plans, activities, format)
- Complies with reporting requirements for programs (statistics)

CERTIFIED PARK AND RECREATION EXECUTIVE (CPRE) WORK EXPERIENCE FORM

The CPRE Work Experience form must be completed and signed by a supervisor or a human resources/personnel official.

The form was created to ensure all CPRE candidates have met a standard set of competencies before sitting for the CPRE certification examination. All CPRE candidates must have experience in the areas listed below at a **middle manager or higher level**, please keep this in mind when you complete the form. The experience must also be full-time professional experience.*

**Full-time experience/employment is defined as working 32 to 40 hours per week. Part-time, seasonal, temporary, or consulting is not accepted.*

CPRE Candidate Name _____

Agency: _____ Job Title: _____

Agency Address/City/State: _____

Name and Title of Supervisor: _____

Phone: _____ Dates of Employment (M/Y): _____ to _____

Employment status: Full-time _____ Part-time _____ Seasonal _____

Other (please identify): _____

The CPRE candidate listed above was responsible for the completing job task(s), at a middle manager or higher level, listed in the competency areas below while employed with the agency I represent (please see the following page for a list of acceptable job tasks in each competency area).

Communication Yes No

Finance Yes No

Human Resources Yes No

Operations Yes No

Planning Yes No

By signing, I certify that all the information given in this application is true and correct to the best of my knowledge. I further understand that false representation relative to any information will provide the basis for withdrawal of certification.

Signature of Supervisor completing this form: _____

Title: _____

Date: _____

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CERTIFIED PARK AND RECREATION EXECUTIVE (CPRE) COMPETENCIES

Responsibilities in Communication:

- Collaborate with external groups, committees, advisory boards, and councils
- Formalize relationships with outside organizations (e.g., leagues, associations, clubs, non-profits, school districts, faith-based organizations)
- Develop marketing strategic plan (e.g., press releases, advertising, presentations)
- Foster internal/external departmental relationships
- Provide input for reports
- Communicate organization's vision and mission to personnel and stakeholders

Responsibilities in Finance:

- Research, provide input, or prepare requests for alternative support (e.g., grants, donations, sponsorships, in-kind services, matching funds)
- Conduct cost recovery analysis for a specific area in order to recommend fee schedules
- Manage area specific contracts
- Prepare and manage budget for areas of responsibility

Responsibilities in Human Resources:

- Perform personnel actions(e.g., disciplinary actions, coaching, recognitions, terminating, grievances)
- Develop job descriptions
- Evaluate personnel performance (e.g., develop goals, recommendations, work plans)
- Design and conduct training for staff, board members, advocacy groups, volunteers
- Enforce HR/Union policies and procedures
- Supervise interns and field workers (e.g., coach, mentor, evaluate)
- Manage time cards, payroll and/or employee records
- Conduct hiring process for new employees (e.g., recruitment, reviewing applications, interviewing, hiring)

Responsibilities in Operations:

- Enforce participant Code of Conduct
- Manage properties (e.g., parks, facilities, areas)
- Monitor capital improvements (e.g., renovations, building new facilities)
- Implement emergency management plan
- Conduct inventories of programs (internal and external) being offered
- Manage customer relationships (e.g., service recovery, recognition, retention)
- Provide input for risk management, safety, security plans, policies and procedures
- Collect input and update standard operating procedures/manuals
- Compile adequate information to defend agency in the event of accidents, risk management context
- Develop energy efficient and environmentally friendly procedures (e.g., disposal methods, purchasing of efficient supplies, Green initiatives, LEED, recycling)
- Analyze operating data (e.g., attendance, revenue, expenditures, maintenance, marketing)
- Implement plan to include participants with disabilities

Responsibilities in Planning:

- Assist with development of emergency management plan
- Provide input/updates for agency strategic/master plan (e.g., area specific work plan)
- Identify needs for new facilities, services, and capital improvements
- Analyze trends and best practices
- Develop comprehensive program plan
- Collect public input (e.g., public hearings, focus groups, surveys)
- Develop a plan to include participants with disabilities