



Initial Certification Application Form

Return application and all documentation to:

National Recreation and Park Association

CL#500007

PO Box 5007

Merrifield, VA 22116-5007

Did you remember?

Completed Application _____

Proof of Education _____

Proof of Work Experience _____

Payment _____

Promo Code _____

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/cprp

CPRP ELIGIBILITY STANDARDS (Please check appropriate eligibility)

Candidate must hold a bachelors degree from an Council on Accreditation, Parks, Recreation and Tourism Studies (COAPRT) accredited program , verified by official transcript, and pass the CPRP examination; OR

Candidate must hold a bachelors 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 and pass the CPRP examination; OR

Candidate must hold 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 and candidate must pass the CPRP examination.

Candidate must 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 *the equivalent of* 5 years full-time experience in a recreation, park resources, and leisure services position, and pass the CPRP examination.

Candidate must hold an Associate's degree from a regionally accredited educational institution, verified by official transcript, and no less than the equivalent of 4 years of full-time experience in a recreation, park resources, and leisure services position, and 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 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 official transcript/documentation verifying graduation.

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

CERTIFICATION FEE INFORMATION

(Application fees include the \$195 examination fee and the respective application fee. Fees are non-refundable)

NRPA Member Rate-\$260.00

Non-NRPA Member Rate-\$304.00

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: _____ CVV: _____

Signature: _____

Billing Address: _____

AGREEMENT TO ALL TERMS – 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. I have read, understood and agree to comply with the CPRP/CPRE Policies and Procedures. 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.

Signature _____ Date _____

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., grants, donations, sponsorships, in-kind services, matching funds)
- 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
- Manage 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
- Develop work schedules for seasonal/part time/contract employees
- Administer 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)
- Assist with monitoring work of contractors, concessionaires
- Provide 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)
- Implement risk management safety, security plan (e.g., addresses safety concerns, recognizes risk, identify hazards, pre- and post-opening inspections)
- Implement policies & procedures, health codes, OSHA, ADA
- Provide reasonable accommodations for specific cases
- Respond to emergencies (incidents, first aid, CPR, etc.)
- Conduct inventories of assets, equipment, and supplies
- Provide input for updating standard operating procedures/manuals
- Establish 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)
- Understand 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
- Evaluate 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)
- Develop schedules for leagues, programs and facilities
- Prepare programs and special events (e.g., content, lesson plans, activities, format)
- Complies with reporting requirements for programs (statistics)