

**National Recreation and Park Association  
Park and Recreation Certification**

**College/University Package  
Application**



National Recreation and Park Association  
22377 Belmont Ridge Road  
Ashburn, VA 20148  
(703) 858-0784

COLLEGE/UNIVERSITY CONTACT: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

## **Why should faculty and students get certified?**

- The Chronicle of Higher Education has named the Parks, Recreation and Leisure field as one of the fastest growing areas of study in the country. There is no greater way for students to stand out among the crowd, earn respect and signal commitment and ability to perform at a high level than by earning the CPRP.
- Student outcome reports may provide tangible results assessing students' achievement of program-specific learning outcomes. Such data would be a valuable addition to data generated by program-designed assessment measures when submitted as part of a COAPRT Accreditation Self-Study. \* A minimum of six students must identify your University when sitting for the examination in order for results to be provided. Universities must request the report when desired and within one year of University application completion. (*Students must agree to have their results released to the University otherwise*)
- Faculty members who have taken the examination prior to their students have found that leading by example provides them with a better understanding of the examination process and allowed them to better assist students who are preparing for certification (easing test anxiety, communicating rigor of the examination, etc.).

## **Helpful hints**

- Consider internal college assessment grants
- Payment methods can vary (students pay university and university pays NRPA, have students submit payment information with examination application, etc.)
- Universities can purchase Study Guides and place on loan to students who are completing exams
- Encourage establishing a deadline for examination completion
- This application is only for current students and/or faculty at a single college/university.

## **Directions**

Please read this entire application and contact [certification@nrpa.org](mailto:certification@nrpa.org) if you have any questions. Main contacts should gather Individual Applications (including the Candidate Forms, proof of work experience and proof of education) from each participating individual for each exam and submit them to NRPA upon completion. Please feel free to copy the Candidate Forms as needed.

Once a completed college/university package is submitted and processed, each candidate will receive an email on how to schedule his/her examination(s) with the professional testing company.

## **Faculty interested in CPRE certification?**

Qualified individuals seeking CPRE certification should follow the process and pricing below

### ***If the individual is currently CPRP certified***

1. Submit the CPRE Candidate form, proof of work experience and proof of education based on eligibility.
2. Add the appropriate fee - The fee assessed will be the per person rate based on your overall package size plus the \$85 CPRE exam fee (plus the non-member rate if applicable) *For example - If an agency is submitting a package of 9 CPRPs and 1 CPRE the package rate is \$195 per person. The fee for the CPRE candidate (non-member) would be \$195+\$85+\$40=\$320.*

### ***If the individual is not currently CPRP certified***

1. Submit both the CPRP and CPRE Candidate form, proof of work experience for both the CPRP and the CPRE, as well as proof of education for both the CPRP and CPRE, based on eligibility.
2. Add the appropriate fee - The fee assessed will be the per person rate based on your overall package size multiplied by two plus the \$85 CPRE exam fee (plus the non-member rate if applicable) *For example - If an agency is submitting a package of 9 CPRPs (one is this individual) and 1 CPRE (this individual) the package rate is \$195 per person. The fee for the CPRE candidate (non-member) would be \$195+\$195+\$85+\$40=\$515.*

## Fee Information

- 3-4 Candidates - \$215\*/person  
 5-9 Candidates - \$200\*/person

- 10-14 Candidates - \$185\*/person  
 15+ Candidates - \$170\*/person

Number of Candidates applying for CPRP exam	_____ x _____ per person rate	= _____
Number of Candidates applying for CPRE exam	_____ x _____ per person rate +\$85	= _____
Number of Candidates who are not NRPA members	_____ x \$40/person	= _____

### **Optional study materials**

Number of Study Guides (10% discount)*	_____ x \$36.00**/study guide	= _____
Number of CPRP Practice Exams (10% discount)	_____ x \$67.50/practice exam	= _____
Number of Management of Park and Recreation Agencies Book (CPRE Preparatory Guide – 10% discount)	_____ x \$58.50**/book	= _____

**Total** \_\_\_\_\_ = \_\_\_\_\_

\* Please add \$40 for each non-NRPA member (Note...student membership fee is \$45)

\*\*Shipping and handling not included – invoice for fees will be created after distribution

## Payment Information

If submitting separate credit card information for candidates please request the following information from each person and submit with application (feel free to make copies of this page). If an individual would like NRPA to contact them directly to provide credit card information please note this in the application along with the individual's name and daytime phone number.

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: \_\_\_\_\_

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## **CPRP Certification Exam Application – Candidate Form (one Candidate Form per person)**

***Once complete, please submit candidate form, proof of work experience and proof of your education to your university contact.***

Candidate Name _____						
Address _____						
City _____		State _____		Zip _____		
Home Phone _____			Work Phone _____			
Email Address _____						
Please Circle Candidate Eligibility (See CPRP Eligibility Standards below)						
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>

***Please use the following standards to determine your eligibility to sit for the CPRP certification examination and mark your eligibility above.***

- A. Have received, or are set to receive\*, a Bachelor’s degree from a program accredited by the Council on Accreditation of Parks, Recreation, Tourism and Related Professions (COAPRT) or
- B. Have a Bachelor’s degree or higher from any institution in recreation, park resources, or leisure services; and also have no less than 1 year of full-time\*\* experience in the field or
- C. Have a Bachelor’s degree in a major other than recreation, park resources, or leisure services; and also have no less than 3 years of full-time\*\* experience in the field or
- D. Have an Associate’s degree and 4 years of full-time\*\* experience in the field or
- E. Have a high school degree or equivalent, and have 5 years of full-time\*\* experience in the field

\*Students who have not yet graduated from a COAPRT 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

\*\*1 year of part-time work experience in the field (20 hours+ per week) = 6 months of full-time work experience in the field

### ***Proof of education and/or work experience can be provided by the following accepted methods***

#### **Education Eligibility:**

Associates Degree, Bachelor’s Degree or Higher Education – Provide the candidate’s official transcript from the university/college (Eligibility Standard A, B, C and D)

High School or Equivalent – Provide a copy of candidate’s high school diploma, high school transcript or high school equivalency certificate (Eligibility Standard E)

#### **Work Experience:**

Proof of work experience is provided through completion of the work experience form (please see the next page of the application)

**Special Accommodations:** To request special accommodations please visit the NRPA website at [www.nrpa.org/cprp](http://www.nrpa.org/cprp) under exam. Please allow 14 working days in advance of the exam in order to make the necessary arrangements.

**English as a Second Language:** Candidates with English as a second language are authorized to use of the time extension (fee) or translation dictionary accommodation. Please visit the NRPA website at [www.nrpa.org/cprp](http://www.nrpa.org/cprp) under exam to print an ESL request form. All ESL request forms must be submitted to NRPA at least 30 days prior to the exam date. NRPA will notify the candidate within 10 business days if their request is approved.

# **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)
- Comply with reporting requirements for programs (statistics)

## **CPRE Certification Exam Application – Candidate Form (one Candidate Form per person)**

***Once complete, please submit candidate form, proof of work experience and proof of your education to your university contact.***

<b>Candidate Name</b> _____
Address _____
City _____ State _____ Zip _____
Home Phone _____ Work Phone _____
Email Address _____
Please Circle Candidate Eligibility (See CPRE Eligibility Standards below) <b>A</b> <b>B</b>

***Please use the following standards to determine your eligibility to sit for the CPRE certification examination and mark your eligibility above.***

A. Candidate must hold a Bachelor’s degree from a regionally accredited education institution (verified by official transcript), no less than 5 years full-time manager experience, and hold a current CPRP certification to sit for the CPRE examination; OR

B. Candidate must hold a Masters or higher degree from a regionally accredited education institution (verified by official transcript), no less than 4 years full-time manager experience, and hold a current CPRP certification to sit for the CPRE examination.

### ***Proof of education and/or work experience can be provided by the following accepted methods***

#### **Education Eligibility:**

Bachelor’s Degree or Higher Education – Provide the candidate’s official transcript from the college/university based on eligibility

#### **Work Experience:**

Proof of work experience is provided through completion of the work experience form (please see the next page of the application)

**Special Accommodations:** To request special accommodations please visit the NRPA website at [www.nrpa.org/cprp](http://www.nrpa.org/cprp) under exam. Please allow 14 working days in advance of the exam in order to make the necessary arrangements.

**English as a Second Language:** Candidates with English as a second language are authorized to use of the time extension (fee) or translation dictionary accommodation. Please visit the NRPA website at [www.nrpa.org/cprp](http://www.nrpa.org/cprp) under exam to print an ESL request form. All ESL request forms must be submitted to NRPA at least 30 days prior to the exam date. NRPA will notify the candidate within 10 business days if their request is approved.

# **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 in a recreation, parks resources, and leisure services position. Part-time, seasonal, temporary, or consulting is not accepted.*

**CPRE 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 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: \_\_\_\_\_

*This page may be reproduced as needed.*

## **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