



NATIONAL  
RECREATION AND PARK  
ASSOCIATION

## CPRE Initial Application

Upload to our secure Dropbox at

<https://nrpa.leapfile.net>

Or mail to:

National Recreation and Park Association

PO Box 5007

Merrifield, VA 22116-5007



## Applicant Information

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/cpre](http://www.nrpa.org/cpre)

## Certification Fees and Payment Information

(Application fees are non-refundable)

**NRPA Member Rate-\$340.00**

**Non-NRPA Member Rate-\$399.00**

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: \_\_\_\_\_

\_\_\_\_\_



NATIONAL  
RECREATION AND PARK  
ASSOCIATION



## CPRE Eligibility Standards

(Please check appropriate eligibility)

- Candidate must hold a bachelor's degree from a regionally accredited education institution, no less than 5 years full-time manager experience, and hold a current CPRP certification to sit for the CPRE examination; OR
- Candidate must hold a master's or higher degree from a regionally accredited education institution, no less than 4 years full-time manager experience, and hold a current CPRP certification to sit for the CPRE examination.

## Academic Education Information

***Proof of eligibility standards in the form of qualifying documentation is not required at the time of initial application; some applications will be randomly selected for audit to ensure the accuracy and validity of the data provided***

Please complete the fields below:

**Degree Earned:**

---

---

Institution: \_\_\_\_\_

City, State: \_\_\_\_\_

Degree Conferred Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



NATIONAL  
RECREATION AND PARK  
ASSOCIATION



## Qualifying Work Experience

All CPRE candidates must have met a standard set of competencies before sitting for the CPRE certification examination. All CPRE candidates must have experience in all areas listed below in the field of parks and recreation.

Full-time experience/employment is defined by your employer. Part-time, seasonal, temporary, or consulting is not accepted.

Please see **Additional Resources (Page 6-9)** for a list of acceptable job tasks in each competency area. All CPRE candidates must have experience in the areas listed below at a middle manager or higher level. Circle all that apply:

Communication	Yes	No
Finance	Yes	No
Human Resources	Yes	No
Operations	Yes	No
Planning & Policy	Yes	No

### Most Recent Qualifying Position:

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): \_\_\_\_\_



NATIONAL  
RECREATION AND PARK  
ASSOCIATION



**Previous Qualifying Position(s):**

**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): \_\_\_\_\_

**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): \_\_\_\_\_

**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): \_\_\_\_\_



NATIONAL  
RECREATION AND PARK  
ASSOCIATION



## Codes of Conduct, Disclosure, and Attestations

- In submitting this application, I fully understand that this application does not guarantee certification.
- I agree to comply with all CPRE program policies as outlined in the CPRP&E Policies and Procedures Manual and CPRE Candidate Handbook and supply further information as determined by the NRPA staff, the CPRP&E Certification Committee and/or the National Certification Board. I understand and attest that I will, now and in the future, adhere to the Code of Conduct as outlined in the CPRP&E Policy and Procedure Manual. I further understand that false information submitted will provide the basis for withdrawal of certification
- I understand the National Certification Board reserves the right to revise or update all policies, procedures, and the code of conduct related to the CPRP&E programs and that it is my responsibility to be aware of these current requirements. I further understand that it is my responsibility to provide any requested documentation in connection with this application.
- I understand and agree that if I am certified following acceptance of this application and successful completion of the examination, such certification does not constitute a warranty or guarantee of my fitness or competency to practice as a park and recreation executive.
- I understand and agree that the National Certification Board and NRPA may also use anonymous and aggregate application and examination data for statistical and research purposes. 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.

***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***

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Upload to our secure Dropbox at <https://nrpa.leapfile.net>

Or mail to:

**National Recreation and Park Association**

PO Box 5007

Merrifield, VA 22116-5007



NATIONAL  
RECREATION AND PARK  
ASSOCIATION



## Additional Resources

### **Certified Park and Recreation Executive (CPRE) Core Competencies:**

*(Qualifying Candidates must have experience with one or more job task under each core competency to qualify)*

#### **Communication**

- Promote and advocate for the benefits of parks and recreation to internal and external stakeholders
- Solicit public support for the mission and goals of the organization (e.g., formation/support of friends' groups)
- Collect public input regarding policies (e.g., addressing constituent comments, public hearings, focus groups, surveys)
- Communicate organization's vision and mission to personnel and stakeholders
- Foster internal and external departmental relationships
- Communicate and collaborate with elected officials, legislative boards, commissions, committees, advisory boards, agencies, and councils
- Formalize relationships with outside community organizations (e.g., leagues, associations, clubs, nonprofits, school districts, faith based organizations)
- Follow the organization's internal chain of communication
- Provide input for reports (e.g., annual, strategic plan, project updates)
- Communicate financial policies, philosophies, and budget status (e.g., cost recovery analysis philosophy, budget update reports)
- Oversee the development of an inclusive marketing plan (e.g., press releases, branding, advertising, presentations, social media)
- Implement / follow the marketing plan
- Implement diverse and inclusive communication approaches based on community demographics (e.g., literacy, language, imagery, accessibility, technology)
- Provide input/updates for agency strategic/master plan (e.g., area specific work plan)



**NATIONAL  
RECREATION AND PARK  
ASSOCIATION**



**Finance**

- Implement cash handling practices (e.g., retail sales, rentals, fee collection, deposits, petty cash)
- Seek and develop additional revenue sources (e.g., grants, bond issues, trust funds, endowments, foundations, investment funds, new concessions or business opportunities, sponsorships)
- Identify and manage alternative funding sources (e.g., grants, FEMA, foundations, estates)
- Operate within an existing budget (e.g., purchasing, staffing, tracking)
- Initiate the procurement of commodities and capital acquisitions and improvements (e.g., obtain and approve specifications for RFPs and requisitions, comply with purchasing requirements)
- Prepare financial analyses and reports (e.g., reconciliation of revenues, cost recovery analysis, budget justification, trend analysis, internal audit)
- Collect financial and/or operating data (e.g., attendance, revenues, expenditures)
- Manage area specific contracts (e.g., service providers, MOUs (Memorandum of Understanding), LOAs (Letter of Agreement), IGAs (Intergovernmental Agreement))
- Recommend and establish fee schedules & policies
- Develop and manage a budget for an area, program, project, or facility (e.g., general fund, enterprise fund, maintenance)
- Develop and administer comprehensive agency budget (e.g., monitoring revenues and expenditures, allocating funds)
- Develop and/or finalize contracts and lease agreements (e.g., MOUs (Memorandum of Understanding, Cooperative Endeavor Agreements, Joint Use Agreements, RFPs (Request for Proposals))

**Human Resources**

- Contribute to the development of job descriptions
- Implement equitable and inclusive processes when recruiting, selecting, and recommending candidates for seasonal/part time employee and contractor positions
- Develop and implement practices supporting a culture of diversity, equity, and inclusivity in staff recruitment, hiring, training, etc.
- Design and conduct trainings (e.g., staff, board members, advocacy groups, sports officials, volunteers)



**NATIONAL  
RECREATION AND PARK  
ASSOCIATION**



## **Human Resources Continued**

- Supervise personnel, volunteers & independent contractors
- Administer disciplinary action (other than termination) for seasonal/part time employees & contractors
- Evaluate personnel performance (e.g., develop goals, recommendations, work plans)
- Administer the policies and procedures of the human resources department or union
- Perform personnel actions (e.g., recognitions, coaching, grievances, disciplinary actions, terminating)
- Oversee staff development (e.g., counseling, mentoring, cross training)
- Assess and recommend pay levels for staff within organization

## **Operations**

- Conduct assessment of specific programs, areas, products, services
- Recommend and implement 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, inspections, routine maintenance, preventative maintenance, repairs, or replacement)
- Maintain information systems (e.g., enter data, use permits, reservations, registrations, equipment use records)
- Develop work schedules for seasonal/part time employees & contractors
- Provide supervision of specific facilities and areas (e.g., opening, routine, and closing inspections, monitor activities)
- Reinforce code of conduct for facility users and program participants, coaches, and staff
- Provide reasonable accessibility accommodations
- Collect support documentation regarding accidents and incidents
- Follow emergency plan procedures, and respond to emergencies (e.g., first aid, CPR)
- Provide customer service, both internal and external
- Provide input regarding capital improvements based on operational needs
- Identify credentials legally required for organization staff (e.g., technical, safety, maintenance, operator licenses & certifications)





NATIONAL  
RECREATION AND PARK  
ASSOCIATION



## Operations Continued

- Identify needs and promote equitable access and distribution of resources across the community
- Comply with community codes and ordinances
- Provide input for updating standard operating procedures/manuals
- Analyze operating data (e.g., attendance, revenue, expenditures, maintenance, marketing)
- Develop risk management, safety, security plans, policies, and procedures
- Implement risk management, safety, security plan (e.g., addresses safety concerns, recognizes risk, identify hazards, pre and post opening inspections)
- Manage customer relationships (e.g., customer concerns, service recovery, recognition, retention)
- Manage properties (e.g., parks, facilities, athletic fields, areas, beaches, trails, cemeteries)
- Monitor capital improvements (e.g., renovations, building new facilities)

## Planning & Policy

- Develop and recommend organization specific policies, regulations, codes, laws, referendums, rules, etc.
- Participate in the development of inter-agency plans (e.g., emergency management, comprehensive plans, sustainability plans, connectivity & mobility)
- Facilitate staff and public input opportunities (e.g., committees, public meetings, focus groups, surveys)
- Conduct community wide needs assessment
- Develop an inclusion plan for individuals of differing abilities (e.g., adaptive & inclusive recreation program plan)
- Identify needs for new facilities, services, and capital improvements
- Provide input/updates for organization strategic/master plan (e.g., area specific work plan)
- Develop and administer risk management, safety, and security plans
- Develop and implement the organization's emergency management plan
- Oversee and administer capital improvement plan
- Define organizational structure and adjust structure to address changing needs and trends