



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: \_\_\_\_\_

\_\_\_\_\_



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## 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:**

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

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

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



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## 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.

Work experience is defined by your employer. Alternatives to full-time employment include the following:

- Part-time Employment - 1 year of employment is equivalent to 6 months of full-time employment
- Consultants – experience should be accompanied by three letters of reference

*\*Seasonal/temporary work 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): \_\_\_\_\_



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



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## 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: \_\_\_\_/\_\_\_\_/\_\_\_\_

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## 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)



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## **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)



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## 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)





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## 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