

Policies and Procedures Manual



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INTRODUCTION

This *Policy and Procedures Manual* for the Certified Park and Recreation Professional (CPRP) and Certified Park and Recreation Executive (CPRE) Programs shall serve as a guide to facilitating the CPRP and CPRE Certification Programs.

The purposes of the CPRP and CPRE Programs are to establish national standards for certification in the recreation, park resources, and leisure profession and to provide recognition of individuals who have met the minimum requirements to obtain certification. Membership in a state or national organization shall not be a prerequisite for certification.

The National Recreation and Parks Association shall not discriminate on the basis of race, disability, religion, color, national origin, age, gender, covered veteran status, marital status, personal appearance, sexual orientation, family responsibilities, political affiliation, source of income, place of business or residence, pregnancy, childbirth, or any other unlawful basis. This policy is in compliance with Title VII of the Civil Rights Act, the Americans with Disabilities Act, and the Age Discrimination in Employment Act.

This manual meets the qualifications of the National Certification Board (NCB) established by the National Recreation and Park Association (NRPA). Individuals certified under this plan qualify for inclusion in the national roster of certified recreation, park resources, and leisure service personnel, and are considered nationally certified. This document shall be reviewed and updated by the CPRP & CPRE Certification Committee and NRPA staff as an ongoing process.

ARTICLE I — ADMINISTRATION PROCEDURES

This program shall be administered by NRPA.

SECTION 1. — *Administration*

NRPA will administer all standards and guidelines for the CPRP and CPRE Certification Programs.

ARTICLE II — CERTIFICATION PROCEDURES

SECTION 1. — *Requirements of CPRP Certification*

The standards for the Certified Park and Recreation Professional (CPRP) are as follows. The CPRP must:

Have received or is set to receive* a bachelor's degree from a program accredited by the Council On Accreditation of Parks, Recreation, Tourism and Related Professions (COAPRT) accredited program, and pass the CPRP examination; OR

Have a bachelor's or higher degree from a regionally accredited education institution (from a non-COAPRT accredited program), with a major in recreation, park resources, or a related profession; have no less than 1 year of full-time experience in a recreation, park resources, or a related profession that encompasses each domain of the job analysis; and successfully pass the CPRP examination; OR

Have a bachelor's or higher degree from a regionally accredited education institution, with a major other than recreation, park resources, or a related profession; have no less than 3 years of full-time experience in a recreation, park resources, and a related profession that encompasses each domain of the job analysis; and successfully pass the CPRP examination; OR

Have an associate's degree from a regionally accredited education institution; have no less than 4 years of full-time experience in a recreation, park resources, and a related profession that encompasses each domain of the job analysis; and successfully pass the CPRP examination; OR

Hold a high school diploma or equivalency certificate from a regionally accredited institution; have no less than 5 years of full-time experience in a recreation, park resources, or a related profession that encompasses each domain of the job analysis; and successfully pass the CPRP examination.

*Students who have not yet graduated from a COAPRT accredited program but are in their final semester 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 documentation verifying graduation**. All students must apply through the NRPA office.

SECTION 2. - *Requirements of CPRE Certification*

The standards for the Certified Park and Recreation Executive (CPRE) are as follows. The CPRE must:

Hold a current Certified Park and Recreation Professional (CPRP) Certification; AND

Hold a bachelor's degree from a regionally accredited education institution, and five years of professional full-time manager experience; OR

Hold a master's or higher degree from a regionally accredited education institution, and four years of professional full-time manager experience; AND

Successfully pass the CPRE examination.

An individual may be either a CPRP or a CPRE; he/she cannot maintain both certifications at the same time.

SECTION 3. — *Initial Application Procedures*

A. Individuals will complete the initial application accompanied by the required fee. Applications for initial Certification require candidates to document information in two categories: Education and Work Experience. Candidates should retain copies of documentation which supports their application until notice of application approval has been granted by NRPA. All requests for information and questions on the application must be answered.

NRPA, at their sole discretion, may elect any initial application for audit. In addition, a systematic random number of professionals will be chosen to complete an auditing process upon submission of their initial application. After being notified of audit selection, initial applicants will have 90 days to submit appropriate documentation.

B. Audits will be reviewed and approved based on the following criteria:

1. Fulfillment of appropriate education requirements as demonstrated by official academic transcript (or copy of diploma/transcript for high school requirement – CPRP Only)

2. Work Experience form completed by employer and submitted to NRPA

Failure to submit appropriate documentation in a timely manner will result in a withdrawal of the candidate's certification application and a partial refund, exam fee only, will be returned to the candidate.

SECTION 4. — *Examination*

A. Exam Development - NRPA will contract with a professional testing company to facilitate the development of exam items and to ensure valid and reliable examinations. All examination items will be written and reviewed by the Exam Committee members for the respective program. These committees are made up of experts and practitioners from many geographical regions.

B. Application process and Exam Administration - All exam applications and fees are to be completed online

(through NRPA's website) or forwarded to NRPA for processing. Candidates are given 1 year after initial application approval to sit for the exam. CEUs earned during the period between initial application and exam completion are not applicable for renewal. The CPRP and CPRE Certification examinations are administered through the contracted professional testing company as a computer-based examination (offered through designated testing sites).

Exam candidate list is electronically transmitted to the NRPA-contracted testing company.

C. Exam Extension –

1. A 3-month extension may be requested for any reason with the submission of an Exam Extension Application, which includes an additional fee. Eligible candidates must submit the Exam Extension Application prior to their exam expiration date and must either not have a currently scheduled testing session or have the ability to reschedule their current testing session. If an extension is granted, a letter will be sent to the applicant stating their new exam deadline as 3 months from the present deadline. Only one extension per exam will be permitted.
2. If a serious health condition or extreme personal emergency has prevented an individual from completing the exam prior to their exam expiration date, a request for extension with a fee waiver may be submitted along with supporting documentation (i.e. a letter from the treating physician confirming fitness to practice). If an extension is granted, a letter will be sent to the applicant stating their new exam deadline as one year from the present deadline.

D. ADA Compliance -The NRPA complies with the Americans with Disabilities Act by ensuring that no individual with a disability is deprived of the opportunity to take an examination solely by reason of disability.

PSI complies with the Americans with Disabilities Act and strives to ensure that no individual with a disability as defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment is deprived of the opportunity to take the examination solely by reason of that disability. PSI will provide reasonable accommodations for candidates with disabilities.

Candidates requesting special accommodations must call PSI at 1-888-519-9901 to schedule their examination.

1. Wheelchair access is available at all established Assessment Centers. Candidates must advise PSI at the time of scheduling that wheelchair access is necessary.
2. Candidates with visual, sensory, physical or learning disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements. Verification of the disability and a statement of the specific type of assistance needed must be made in writing to PSI at least 45 calendar days prior to your desired examination date by completing the Request for Special Examination Accommodations form. PSI will review the submitted forms and will contact you regarding the decision for accommodations

E. English as a Second Language

1. Time Extension - If a candidate's primary language is not English and they want to request a time extension to take the exam they must submit the ESL Request Form which includes additional fee information and the signature of a supervisor, professor, or the employee's human resources representative. The ESL Form must be submitted to NRPA at the time of application. Once the request form and fees have been submitted the testing company will add 90 minutes to the time allowed for the exam.
2. Translation Dictionary – If a candidate's primary language is not English and they want to use a strict translation dictionary (book form only, no electronic dictionaries allowed), they must submit an ESL Request Form to NRPA at the time of application. Unless a time extension is also requested the candidate will be required to complete the exam within the standard 3 hours. If the request is approved, the applicant will receive a confirmation email from NRPA and the testing company will recognize the request when scheduling the exam. The dictionary will be inspected prior to and after the examination to ensure exam security.

F. Post-exam Process

Upon notification from the testing company of successful completion of the exam, candidates will be awarded the certification status and given an expiration date that follows their respective certification cycle. Certification cycles have expiration dates of March 1 or September 1.

CPRP certificants will not receive less than a 2-year certification cycle based on successful competition of examination.

CPRE certificants will not receive less than a 3-year certification cycle based on successful competition of examination..

All certificants may begin earning CEUs immediately following their successful completion of the exam.

All certified professionals will agree that the NCB, NRPA, and the state association's representatives may communicate information relating to the candidate's certification status to appropriate park and recreation leadership, the media, and the general public.

SECTION 5. — *Renewal of Certification*

A. Renewal of CPRP Certification

1. Renewal of certification is required and shall be contingent upon the completion of continuing professional development as described below or complete the current CPRP examination.

The continuing professional development requirement may be fulfilled by any combination of the following but must be completed within each 2-year period from the date of initial certification or renewal of certification. This requirement shall be fulfilled by one or more of the following methods:

Two (2.0) documented Continuing Education Units (CEUs). The National Certification Board will recognize any documented CEUs that falls within the primary categories of the current CPRP content outline (current at the time of their renewal) AND/OR

Successfully completed academic course work from an accredited college or university AND/OR

Workshops/courses attended that meet professional development needs but are not awarded CEUs or academic credit. Applicants must submit a completed petition, following the experience, providing requested information in order to receive appropriate CEU equivalency, AND/OR

Qualifying professional service experience (PSE) credit may be accepted in lieu of CEUs for up to 1.0 CEU equivalents. Submission of the PSE form and supporting documentation is required upon audit.

To renew by examination, the certificant may take the current examination used for the professional level certification. If this option is used for a certification renewal, the certificant must successfully pass the exam before the current certification expiration date. Verification of education and experience is not needed for this option.

2. Auditing Process – All official CEU documentation should be retained by the Certified Park and Recreation Professional. Professionals are expected to produce a list of at least 2.0 CEUs accumulated throughout their certification cycle when renewing. This list should include the course title, attendance date(s), and number of CEUs completed.

A systematic random number of professionals will be chosen to complete an auditing process upon renewal. After being notified of selection, renewing professionals will have 30 days to submit appropriate documentation. Documentation must have the participants name, attendance date, course title and completed CEU totals. Failure to submit appropriate documentation in a timely manner will result in withdrawal of certification

NRPA, at their sole discretion, may elect any renewal application for audit. In addition, audits will be performed on applications that are submitted with:

- duplicative courses,
- courses that take place on the same day (not including conferences),
- possible inaccurate CEU numbers,
- illegible handwriting or
- information that does not appear to be accurate during application review

3. Renewal of certification application, fees, and documentation must be received by NRPA within 90 days following the renewal date. Failure to do so will result in withdrawal of certification.

It is the responsibility of the certified professional to track and maintain their professional certification and to update their contact information with NRPA.

B. Renewal of CPRE Certification

1. Renewal of certification is required and shall be contingent upon the completion of continuing professional development as described below or completion of the current CPRE examination.

The continuing professional development requirement may be fulfilled by any combination of the following but must be completed within each 3-year period from the date of initial certification or renewal of certification. This requirement shall be fulfilled by one or more of the following methods:

Three (3.0) documented Continuing Education Units (CEUs). The National Certification Board will recognize any documented CEUs that fall within the renewal outline for the CPRE program AND/OR

Successfully completed academic course work from an accredited college or university AND/OR

Workshops/courses attended that meet professional development needs but are not awarded CEUs or academic credit. Applicants must submit a completed petition, following the experience, providing requested information in order to receive appropriate CEU equivalency, AND/OR

Qualifying professional service experience (PSE) credit may be accepted in lieu of CEUs for up to 1.5 CEU equivalents. Submission of the PSE form and supporting documentation is required upon audit.

To renew by examination, the certificant may take the current examination used for executive level certification. If this option is used for a certification renewal, the certificant must successfully pass the exam before the current certification expiration date. Verification of education and experience is not needed for this option.

2. Auditing Process – All official CEU documentation should be retained by the Certified Park and Recreation Executive. Professionals are expected to produce a list of at least 3.0 CEUs accumulated throughout their certification cycle when renewing. This list should include the course title, attendance date(s), and number of CEUs completed.

A systematic random number of professionals will be chosen to complete an auditing process upon renewal. After being notified of selection, renewing professionals will have 30 days to submit appropriate documentation. Documentation must have the participants name, attendance date, course title and completed CEU totals. Failure to submit appropriate documentation in a timely manner will result in withdrawal of certification

NRPA, at their sole discretion, may elect any renewal application for audit. In addition, audits will be performed on applications that are submitted with:

- duplicative courses,
- courses that take place on the same day (not including conferences),
- possible inaccurate CEU numbers,
- illegible handwriting or
- information that does not appear to be accurate during application review

3. Renewal of certification application, fees, and documentation must be received by NRPA within 90 days following the renewal date. Failure to do so will result in withdrawal of certification.

It is the responsibility of the certified professional to track and maintain their professional certification and to update their contact information with NRPA.

SECTION 6. — *Special Certification Procedures*

Professionals holding a current certification governed by the NCB of the National Recreation and Park Association who are active duty members, reservists, civilian employees recalled to active duty, and civilian employees deployed into war/hostile fire zone or any equivalent area designated by the armed forces will be

granted additional time (commensurate with deployment/active duty time) to earn needed CEUs for certification continuance. It is the responsibility of the individual to request an extension and to provide official documentation regarding the circumstance.

If a serious health condition or extreme personal emergency has prevented an individual from completing all recertification requirements, a request for extension may be submitted along with supporting documentation (i.e. a letter from the treating physician confirming fitness to practice).

Extension requests, along with all documentation, should be provided to NRPA within 3 months of certification expiration. All extension requests will be reviewed on a case by case basis. If an extension is granted, a letter will be sent to the certificant stating their new certification expiration as one year from the present expiration.

SECTION 7. — *Retesting and Reentry*

Retesting is available to candidates who wish to sit for the CPRP or CPRE examination again. Whereas, Reentry is the process by which certificants whose certification has expired or been withdrawn may reenter the program. Both processes require the professional to apply for the exam by submitting a completed Exam Only Application and applicable fees to NRPA.

SECTION 8. — *Appeals*

- A. An applicant/certificant may submit an appeal for any decision. (Appeals filed for disciplinary actions must follow the Disciplinary Policy - Article VI).

Step 1 -Appeals will be submitted in writing to the CPRP &CPRE Certification Committee, via the CPRP& CPRE Certification Committee Appeal Application, within 45 days of receipt of a written decision by NRPA representative.

Step 2 - The CPRP& CPRE Certification Committee shall then evaluate all information provided and render a decision. Information submitted to the CPRP & CPRE Certification Committee must be true and correct. False or inaccurate information may result in an immediate denial of appeal and/or denial of eligibility for future consideration of appeal. The CPRP& CPRE Certification Committee shall present to the applicant/certificant a written review, as well as notification of available options (if applicable), within 90 days of receiving all relevant information.

All decisions by the CPRP &CPRE Certification Committee are final, and will be represented as one of the following determinations: **Appeal approved, Appeal approved with condition(s), or Appeal denied.**

If new, or previously unknown, materials become available the applicant/certificant may appeal the Committee's ruling by submitting an additional appeal to the CPRP & CPRE Certification Committee within 45 days of notification of the ruling. Appeals received after the 45-day period will not be considered except where the NCB determines, in its sole discretion that good cause exists to do so.

- B. A final appeal to the NCB is only available for decisions of the CPRP &CPRE Certification Committee, which are alleged to have been rendered in an arbitrary and/or capricious manner.

Step 1 - The applicant or certificant may appeal any decision, of the CPRP & CPRE Certification Committee, that is alleged to have been rendered in an arbitrary and/or capricious manner to the NCB by submitting the National Certification Board Appeal Application along with a \$25.00 appeal filing/administrative fee within 45 days of receipt of the CPRP & CPRE Certification Committee decision. The CPRP & CPRE Certification Committee, with the assistance of NRPA staff, will then forward the applicant/certificant's original appeal, committee response and appeal application to the NCB. The committee may also designate one of its members to present the allegations and any evidence obtained during the review. In addition, NRPA may file a written response to the appeal to the NCB for consideration.

Step 2 - The NCB shall schedule a teleconference hearing after the request is received, allowing an adequate period of time for preparation for the hearing. The NCB will evaluate all matters relating to the hearing. The hearing and related matters shall be determined on record by majority vote and a decision will be rendered without oral hearing. The decision made by the NCB is final, and a written statement will be mailed promptly to the applicant/certificant.

SECTION 9. —Release of Information

The NRPA is committed to protecting the confidentiality of candidate records and have adopted policies to ensure their privacy. A score report, including notification of pass/fail is provided to each candidate upon completion of their exam. In addition, notification of pass/fail goes directly from the professional testing company to the NRPA. NRPA does not release candidates' examination scores to third parties absent special, compelling circumstances. Successful candidates are added to the NRPA certification registry within 6-8 weeks of examination.

Certificates are only given to successfully passing certification examination individuals. A certificate indicating certification number and expiration date shall be issued within 4-6 weeks of initial certification and subsequent renewals.

SECTION 10. — *Record Retention/Disposition Policy*

A. Individual certification records will be stored electronically for a minimum of seven years.

B. Individual certification records will be accessible to customer service and certification staff. CPRP/E Certification Committee members and/or state association persons may receive access to the records if deemed appropriate by NRPA staff.

SECTION 11. — *Maintenance of Contact Information*

It is the responsibility of the CPRP/ CPRE to keep all contact information up to date with the National Recreation and Park Association. Contact information can be updated by contacting NRPA Customer Service or logging into the NRPA website and updating account information at www.nrpa.org

ARTICLE III —CERTIFICATION COMMITTEE

SECTION 1. - *Roles of the CPRP & CPRE Certification Committee*

The CPRP & CPRE Certification Committee acts as the oversight committee for the implementation of the Certified Park and Recreation Professional (CPRP) and Certified Park and Recreation Executive (CPRE) certification programs.

Purposes of the Certification Committee:

1. Provide guidance to the NCB related to the CPRP and CPRE certification programs
2. Develop consistent standards for the CPRP and CPRE certification programs based on the national standards for certification
3. Oversee the analysis of the CPRP and CPRE certification programs
4. Create procedures to assure initial competency of applicants participating in the CPRP and the CPRE program
5. Develop strategies to increase the awareness of the CPRP and CPRE certifications
6. Ensure CPRP and CPRE testing practices meet the national certification standards
7. Promote the certification requirement for jobs in the field

SECTION 2. - *Committee Makeup*

The committee shall consist of up to 14 members with a minimum of 7, with no more than 2 individuals in each category.

1. A NCB member shall be appointed by the NCB as an ex-officio representative.
2. A public representative. This member will be a consumer of the services provided by the CPRP and CPRE certifications and will represent those constituents. Public representative may not be employed full-time in the field of parks and recreation or a consultant for the field.
3. Student representative. This member will be a student who is a full or part-time student pursuing a degree in parks, recreation, conservation, leisure services, or related matters, and is not simultaneously employed full-time as a professional in the field. This member will represent the student consumer of services provided by the CPRP certifications.
4. Educational representative. This member will be working in an educational setting. This educator will be affiliated with an institution of higher learning including baccalaureate, masters, and doctoral granting institutions; as well as junior and community colleges. This academician will represent those educators who are affected by the CPRP/E certification policies.
5. Practitioner. This member will be a practitioner from the parks and recreation field who has had experience with the certifications provided by NRPA. This individual will represent those practitioners who are affected by the CPRP certification policies.
6. Executive-level Practitioner. This member will be a practitioner from the parks and recreation field who has had experience with the certifications provided by NRPA. This individual will represent those practitioners who are affected by the CPRE certification policies.

7. State representative. This member is from the state affiliates and will have had experience as a consumer of the certifications provided by NRPA. This individual will represent those state parks and recreation professionals who are affected by the certification policies.

SECTION 3. — *Certification Committee Member Credentials*

Professionals must meet the following minimum requirements prior to selection for the CPRP/E Certification Committee position: five years, full-time experience in the Parks and Recreation field, maintenance of current certification, maintenance of either the CPRP or CPRE certification for a minimum of two years (one certification cycle), and it is preferred that the professional has at least a bachelor's degree in Parks and Recreation (or related field).

Public and Student representatives are not required to meet member credentials.

SECTION 4. - *Selection Process*

- A. When committee vacancies exist new members shall be solicited through the NRPA. Prospective members will apply by submitting the committee application form. New members will be elected by the CPRP & CPRE certification committee by majority vote in October and will serve a 3-year term, with the exception of Student representation.

Student representatives shall be elected for a one-year term by a majority vote and will serve as non-voting member. Committee member terms shall be staggered to ensure complete turnover of the committee does not occur at one time. Members should represent the diverse membership of NRPA and not serve more than two consecutive full terms.

SECTION 5. - *Officers*

Officers

The Officers shall be members of the CPRP & CPRE Certification Committee and shall be elected by the committee, during the mid-year meeting, for one-year terms with a maximum of two consecutive terms in each office. Officers shall be elected at the midyear meeting and shall take office at the conclusion of the fall meeting. Elected Officers shall fulfill the functions normally assigned to such offices, including but not limited to:

Chairperson – (1) preside at all CPRP/E Certification Committee meetings, (2) appoint all temporary or permanent subcommittee members and their chairs, (3) serve as ex-officio member of all subcommittees, (4) serve as the principal spokesperson for the CPRP & CPRE Certification Committee. (5) shall automatically assume the office of Past Chair at the completion of their term (if Chair's term is set to expire they may participate on the Board as the Past Chair, but will do so as a non-voting member).

Chair-elect – (1) shall, in the event of the absence or inability of the Chairperson to exercise their office, become Acting Chairperson of the CPSI Certification Committee, with all the rights, privileges, and powers, as if they had been the duly elected chairperson; (2) shall automatically assume the office of Chair at the completion of their term.

Past Chair- shall assist the current chair throughout the year as needed. If their term has expired, they may participate on the board as a non-voting member.

Secretary - in cooperation with staff, shall (1) keep records of all meetings and actions, in appropriate format, (2) keep and facilitate dissemination of minutes and other documents, as appropriate, (3) exercise all duties incident to the office of Secretary, (4) perform such other duties as are usual for such an officer and as may be assigned by the Chairperson for the CPRP & CPRE Certification Committee

SECTION 6. - *Committee Meetings*

- A.** The CPRP/E Committee shall meet formally twice annually. In addition it shall meet upon call of the Chair, or a petition by four or more members.
- B.** CPRP/E Certification Committee members who are absent from two meetings will be subject to dismissal. Participation via teleconference shall be considered attendance during the meeting. The CPRP/E Certification Committee Chair shall affect the dismissal and shall appoint a replacement for the unexpired term in accordance with the above representation.
- C.** Roberts Rules of Order shall govern the order and conduct of all meetings.
- D.** A quorum shall be one third (1/3) of the number of occupied positions on the committee. In the absence of a quorum, a majority of those present in person may by resolution adjourn the meeting from time to time during the dates and at the place specified in the notice of meeting, until a quorum is obtained.

ARTICLE IV — EXAM COMMITTEES

SECTION 1. — *Committee Purpose*

The CPRP and CPRE exam committees shall oversee the development and maintenance of the National CPRP and CPRE Examinations respectively. These committees shall work in cooperation with the professional testing agency under contract with NRPA.

The **Purposes** of this committee are as follows.

- 1.** To develop examination questions.
- 2.** To monitor and evaluate test results.
- 3.** To modify and improve test questions.
- 4.** To assist in updating criteria used as the basis for the exam.
- 5.** To advise of any concerns and issues related to the administration of the exam.
- 6.** To evaluate reliability and validity of the exam in conjunction with the professional testing agency.
- 7.** To advise of any matters regarding the appeal process for the examination.
- 8.** To monitor the performance of the professional testing agency under contract with NRPA
- 9.** To manage other duties that may be assigned.

SECTION 2. — *Committee Makeup*

A. The committees shall consist of up to eight subject matter experts (SMEs). The SME is someone who has knowledge of the content the examination is intended to cover. SME's will represent expertise in each major test area of the examination. SME's should represent the diversity, practice, education, experience, training, age, gender ethnicity, and geographic practice setting that characterizes the profession.

B. Prospective members will apply by submitting the Exam Committee Application. Members shall be elected by the existing exam committee and serve a 3-year term. Committee member terms shall be staggered to ensure complete turnover of the committee does not occur at one time. Members should represent the diverse membership of NRPA and not serve more than two consecutive 3-year terms.

SECTION 3. — *Exam Committee Member Credentials*

Professionals must meet the following minimum requirements prior to selection for an Exam Committee position: five years, full-time experience in the Parks and Recreation field, maintenance of current certification, maintenance of at least one complete certification cycle, and it is preferred that the professional has at least a bachelor's degree in Parks and Recreation (or related field).

SECTION 4 – *Officers*

The officers shall be members of the Exam Committee and shall be elected by the membership of the committee for one-year terms, with a maximum of two consecutive terms in each office. Officers shall be elected at the item development meeting by the Exam Committee members and shall take office at the conclusion of the fall meeting. Elected Officers shall fulfill the functions normally assigned to such offices, including but not limited to:

Chairperson – (1) preside at all Exam Committee meetings, (2) work with the professional testing company as progress is made to finalize the examination after the item development meeting is complete; and

Chair-elect – (1) shall, in the event of the absence or inability of the Chairperson to exercise his/her office, become Acting Chairperson of the Exam Committee, with all the rights, privileges, and powers, as if they had been the duly elected chairperson; (2) shall automatically assume the office of Chair at the completion of their term.

SECTION 5 - *Meetings*

Exam Committee meetings shall:

A. Typically include a 2-day meeting held in person or via teleconference;

B. Include conference calls during the year to conduct business if necessary; and not permit committee members to miss more than two meetings during the three-year term, if needed the committee chair may appoint a replacement.

SECTION 6. - *Exam Committee Renewal Procedure*

Upon renewal of certification, the Exam Committee members must submit the appropriate CEU's as required under the current recertification guidelines. Renewal of an exam committee member's certification through the successful completion of the certification examination is not permitted. In the event that an exam committee member's certification expires they will not be authorized to participate in future exam committee meeting and will be required to complete the certification examination for re-entry. The professional must wait at least two years following the expiration of their exam committee term to sit for the exam. Immediately following successful completion of the exam, the individual may rejoin the exam committee when a vacancy exists.

ARTICLE VI – DISCIPLINARY POLICY

The disciplinary policy articulates standards of conduct required for eligibility for certification and continued certification as a Certified Park and Recreation Professional or Certified Park and Recreation Executive. The Disciplinary Policy is the foundation of the CPRP and CPRE certification programs. It exemplifies the commitment of the NCB and CPRPs/CPREs to public safety.

SECTION 1 - *Compliance with Administrative Procedures*

The certificant or applicant shall comply with all existing and future codes, policies and procedures approved by the NCB. Failure to do so may lead to sanctions (listed in item Article VI, Section 6) by the NCB against the certificant or applicant.

The NCB considers the following professional standards to be obligatory for all certified professionals and applicants:

- individuals shall not obtain a certification or renew a certification through fraud or deceit;
- individuals shall not have a criminal conviction of a felony, misdemeanor, or petty offense for acts done in connection with activities for which the certification was issued whether the conviction arises by a finding of guilty by a judge or jury, a plea of guilty, or a plea of no contest;
- individuals shall not engage in unauthorized possession, distribution or use of any testing or examination materials including but not limited to, copying and/or reproducing any examination questions or test related items, or disclosing to others any examination question or test related item; and
- individuals shall not engage in unauthorized use of the certification logos owned by the NRPA.

SECTION 2 – *Code of Conduct*

The Certified Park and Recreation Professional and Certified Park and Recreation Executive programs, administered by the National Recreation and Parks Association, establishes the standards for those individuals committed to providing the community with the highest level of service and professional excellence.

To achieve this goal, every professional must:

- Ensure public health and safety in every aspect of his or her work
- Create and build stakeholder confidence by acting responsibly, legally, and ethically at all times

- Comply with CPRP/E Policies and Procedures, as well as all legal requirements of the local, state, province and federal government
- Educate, mentor, and train those around them, including co-workers, stakeholders, supervisors, managers, and administrators
- Become involved in professional growth through active participation in relevant professional organizations
- Conduct themselves with personal integrity in a manner that enhances and honors the reputation of the profession, employer and community.
- Provide accurate professional qualifications and background information when requested

Certified Park and Recreation Professionals and Certified Park and Recreation Executives who fail to practice these professional standards shall be subject to disciplinary action outlined in the Policy and Procedure Manual.

SECTION 3 - *Submission of Allegations*

Individuals should report possible violations of CPRP/CPRE codes, policies and procedures to the CPRP/E Certification Committee. This report must include the signature of the complainant, information regarding the identity of the person(s) involved in the alleged misconduct with as much specific detail and documentation as possible. During the investigative process, the identity of the person making the report may be made known at the discretion of the CPRP & CPRE Certification Committee, as well as the identity(ies) of the individual(s) with knowledge of the facts and circumstances surrounding the alleged misconduct.

Supplemental information may be requested by the CPRP & CPRE Certification Committee, including but not limited to a written testimonial from the individual who is the subject of the complaint.

SECTION 4 - *Types of Possible Reviews*

Non-Complaint Generated Reviews - The NCB or the CPRP & CPRE Certification Committee may initiate a disciplinary proceeding without having received a complaint or notification of inappropriate conduct on the basis of reliable information that is available publicly, obtained by authorized agencies, or otherwise properly obtained, if such information indicates that an individual acted in a way which would constitute a violation of codes, policies or procedures.

Complaint Generated Reviews – The CPRP & CPRE Certification Committee Chair shall make a determination to dismiss any complaints where the allegations are frivolous or fail to state a violation of the codes, policies or procedures. If the Chairperson determines that good cause may exist to deny eligibility or question compliance with codes, rules, regulations or standards, the Chair shall transmit the allegations to the CPRP & CPRE Certification Committee.

SECTION 5 – *Procedures*

Step 1 -Allegations will be submitted to the CPRP & CPRE Certification Committee Chairperson. If the Chairperson determines that the allegations are frivolous, or if they fail to state a violation of the CPRP/CPRE codes, policies or procedures, the complainant shall be informed and no further action shall be taken.

If the Chairperson determines that good cause may exist to deny eligibility or question compliance with codes, rules, regulations or standards, the Chair shall transmit the allegations to the CPRP & CPRE Certification Committee.

Step 2 - The CPRP & CPRE Certification Committee shall issue a written notice to the affected professional regarding the allegations made by the complainant, the NCB or the CPRP & CPRE Certification Committee. The CPRP & CPRE Certification Committee will provide the candidate or certificant the opportunity to present any knowledge of the facts and circumstances surrounding the alleged misconduct within 45 days of date on the written notice.

Step 3 - The CPRP & CPRE Certification Committee shall then evaluate all information provided and render a decision. The CPRP & CPRE Certification Committee shall present to the applicant or certificant a written review and notification of available sanctions if applicable within 90 days of receiving all relevant evidence.

Step 4 - The applicant or certificant may appeal the Committee's ruling by submitting a letter of appeal to the CPRP & CPRE Certification Committee within 45 days of notification of the ruling. Appeals received after the 45-day period will not be considered except where the NCB determines, in its sole discretion that good cause exists to do so.

Step 5 - The CPRP & CPRE Certification Committee will then forward the allegations, response of the applicant or certificant and appeal to the NCB and designate one of its members to present the allegations and any evidence obtained during the review.

Step 6 - The NCB shall schedule a teleconference hearing after the request is received allowing an adequate period of time for preparation for the hearing, and send by certified mail, return receipt requested, a Notice of Hearing to the applicant or certificant. The Notice of Hearing shall include a statement of the time and location for the hearing as selected by the NCB. The applicant or certificant may request modification of the date of the hearing for good cause. Failure to respond to the Notice of Hearing shall permit the NCB to administer any sanction which it considers appropriate.

Step 7 - The hearing shall be completed and the NCB shall maintain a verbatim audio or written transcript. During the hearing the CPRP & CPRE Certification Committee and the applicant or certificant may consult with and be represented by counsel, make opening statements, present documents and testimony, examine and cross-examine witnesses, make closing statements and present written briefs as scheduled by the NCB. Relevant evidence may be admitted.

Step 8 - The NCB shall determine all matters relating to the hearing. The hearing and related matters shall be determined on record by majority vote. Disputed questions shall be determined by majority vote of the NCB. The NCB shall issue a written decision following the review or hearing and any briefing. The decision shall contain factual findings and any sanctions applied. It shall be mailed promptly by certified mail, return receipt requested, to the applicant or certificant.

SECTION 6 – Sanctions

Sanctions for violation of any standard set forth herein or any other policy or procedure may include one or more of the following:

- Denial or suspension of initial certification;

- Revocation of certification;
- Non-renewal of certification;
- Reprimand;
- Suspension of certification; or
- Other corrective action appropriate to the violation(s) at issue

SECTION 7 - Reconsideration of Eligibility and Reinstatement Procedures

If eligibility or certification is denied or revoked, eligibility or certification may be reconsidered no earlier than three (3) years from the denial decision of ineligibility or revocation. In addition to other facts required by the NCB an individual must set forth the circumstances of the decision denying eligibility or revoking certification, as well as all relevant facts and circumstances since the decision relevant to the application.

SECTION 8 - Credential Trademark

NRPA has registered the “Certified Park and Recreation Professional” and “Certified Park and Recreation Executive” title with the U.S. Patent and Trademark Office as registered certification marks. This provides NRPA legal strength in challenging any unauthorized use.

SECTION 9 - Unauthorized Use of the CPRP and/or CPRE Credential

Some individuals claim to hold the CPRP and/or CPRE credential even though they never achieved it or no longer have the authority to use it. Such uses are not only unethical, but may also be illegal. NRPA has established procedures for protecting the CPRP and/or CPRE credential from improper or unauthorized use.

SECTION 10 - Challenging Unauthorized Use of the CPRP and/or CPRE Credential

The NCB has established procedures for challenging individuals known to use the CPRP, Certified Park and Recreation Professional, CPRE and/or Certified Park and Recreation Executive without having obtained them, or after they lose them for failure to complete Recertification requirements.

In order to establish that someone is using the credential without authority, the NRPA must have the original document (or a copy) showing where the individual is using the title. Most often the unauthorized use occurs on a business card, resume, business letterhead, brochure or similar publication, or with a signature. To initiate action against the individual using the credential name without authority, NRPA also needs the individual’s current mailing address.

NRPA relies on those finding potential unauthorized uses to report them and provide the documentation showing the use of these titles. NRPA will not disclose the name of the person or organization reporting potential unauthorized uses.

After receiving documentation of a potential unauthorized use case, NRPA shall take steps to challenge that individual and seek to correct any record-keeping error on the part of NRPA. Legal counsel for NRPA may participate in the procedures. Those who have used CPRP and/or CPRE titles without authority may be barred from pursuing these credentials for three years. Other penalties may be applied. NRPA reserves the right to use the courts in protecting use of the CPRP and CPRE credentials.

ARTICLE VII — AMENDMENTS

Amendments to this manual must be approved by a two-thirds vote of the NCB. Any additions or changes to this document must be forwarded to all managers of this certification program and will immediately render previous documents null and void.

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November 2007

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