



COMMISSION FOR ACCREDITATION OF PARK AND RECREATION AGENCIES

To: Accredited agencies, applicant agencies, and accreditation visitors

From: James Garges, CAPRA Chair

Subject: Summer 2013 CAPRA Update

Date: July 26, 2013

Thank you for your continued support of CAPRA and the accreditation process. As evidenced by the growing list of agencies seeking accreditation, our profession recognizes the value of accreditation. In times of budget cuts and downsizing, accreditation is still important for many agencies to pursue for the first time and for others to maintain. It demonstrates that an agency is well managed, proactive, reviews its management practices against the standards of practice developed by park and recreation professionals, and is providing cost-effective and comprehensive services.

The Commission met on July 15, 2013 and voted to implement the following changes to go into effect immediately. These changes have been reflected in the [CAPRA Accreditation Handbook](#).

Agency Response

In regards to the agency response, the following language has been added to the CAPRA Handbook to be in line with current practice:

If the approved visitation report indicates the minimum level of compliance for accreditation has been achieved (all fundamental standards have been met and 92 or more of the non-fundamental standards have been met), the Commission will not accept a follow up response prior to its meeting

Visitor Travel

We have added clarifying language to the CAPRA Handbook regarding visitor travel.

If a visitor chooses to select an alternative method of travel (i.e. driving, train, bus, flying to a different location than their home destination, etc.) that is more expensive than traveling roundtrip to/from the agency via airplane, he/she will only be reimbursed up to the amount of the cost of a roundtrip airfare ticket to/from the agency's location.

Addressing On-Going Changes

The section on Addressing On-Going Changes has been edited to indicate that the Self-Assessment should not be altered once submitted to the Commission, unless specifically requested to do so by the Commission.

Changes within the agency may occur during the time period in which the self-assessment is being written. Generally, an agency will be accredited on the material that

is current at the time of the visitation. While past or future aspects of the agency may not appear in the self-assessment itself, supplementary materials may be added to document the changes for the visitation team to review during the on-site visit. For instance, no agency is expected to re-write the entire report if staff changes occur or if programs/services are dropped or added just before, during, or after the visit is made. Making a note of these changes and their anticipated impact on the agency and specific standards is appropriate and can be reported to the visitation team during the on-site visit or to Commission during the hearing. If the changes are significant and/or impact the compliance of standards reviewed during the on-site visit, the Commission should be notified in writing, at least thirty (30) days prior to an agency's scheduled hearing or within an agency's annual report, whichever comes first. Unless requested to do so by the Commission, changes to the Self-Assessment should not be made after it is submitted to the Commission reviewers.

Visitation Report

Visitation Reports will no longer be provided to the agency in a printed format. The agency contact and direction will receive the report and letter via email.

Once approved, the Accreditation Manager will send a cover letter and the approved visitation report to the agency via email to the agency contact the agency director, with a copy to the visitation team, Commission Reviewers and Commission Mentor. Printed copies are no longer provided in an effort to be environmentally friendly. If required, the agency may request a printed copy of the letter and report.

Fee Changes

The Commission acted to keep the Review Fees and Annual Fees the same. However, they did pass a motion to change the fees for Extensions, Annual Report Late Fees, and Annual Fee Late fees.

- Extension – 50% of the Review Fee
- Annual Report Late Fee - \$500
- Annual Fee Late Fee - \$500

KNOWLEDGE CENTER ON NRPA CONNECT

Showcase your agency's accreditation standards documents by logging in and posting them to the Knowledge Center within [NRPA Connect](#). The Knowledge Center will quickly become a valuable resource for agencies looking for examples of the accreditation process, and we are asking for the assistance of the currently accredited agencies to populate this great resource with their materials. If you have documents you wish to share, follow these steps to post them:

1. Log in to [NRPA Connect](#)
2. Click on [Knowledge Center](#)
3. Click on the "Accreditation" folder
4. Click on the "CAPRA" folder
5. Click on the appropriate standard folder
6. Click on the "Add Document or Photo" link
7. Locate your document, name it, and provide a brief description
8. Click on "Upload File" at the bottom of the page

UPCOMING TRAININGS

The list of upcoming CAPRA trainings can be found online at:

<http://www.nrpa.org/Professional-Development/Accreditation/CAPRA/CAPRA-Trainings/>

NEXT MEETING

The next meeting will take place in September 2013.

Please contact CAPRA@nrpa.org with any questions regarding these changes. Thank you for your support.