



CPRE(Certified Park and Recreation Executive)

Initial Application Form

Return application and all documentation to:
National Recreation and Park Association
CL#500007
PO Box 5007
Merrifield, VA 22116-5007

| | |
|-----------------------|-------|
| Did you remember? | _____ |
| Completed Application | _____ |
| Official Transcript | _____ |
| Work Experience Form | _____ |
| Payment | _____ |
| Promo Code | _____ |

Individuals will receive a confirmation email once a completed application has been received and processed.

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 (Home/Work -Please circle one): _____

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

CPRE ELIGIBILITY STANDARDS (Please check appropriate eligibility)

Candidate must hold a bachelors 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

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.

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

CERTIFICATION FEE INFORMATION

NRPA Member Rate - \$340.00 (non-refundable)

Non-NRPA Member Rate - \$399.00 (non-refundable)

| | | | | | |
|--|--------------|-------------------------------|-------------------------------------|---|-----------------------------------|
| Please make checks payable to: National Recreation and Park Association (NRPA) | | | | | |
| <input type="checkbox"/> Check | Credit Card: | <input type="checkbox"/> Visa | <input type="checkbox"/> MasterCard | <input type="checkbox"/> American Express | <input type="checkbox"/> Discover |
| Credit Card Number: _____ | | | Expiration Date: _____ | | |
| Name on Credit Card: _____ | | | CVV: _____ | | |
| Signature: _____ | | | | | |
| Billing Address: _____ | | | | | |
| _____ | | | | | |

AGREEMENT TO ALL TERMS – 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. I have read, understood and agree to comply with the CPRP/CPRE Policies and Procedures. 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.

Signature _____ Date _____

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. Part-time, seasonal, temporary, or consulting is not accepted.*

CPRE Candidate Name _____

Agency: _____ Job Title: _____

Agency Address/City/State: _____

Name and 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