



NATIONAL
RECREATION AND PARK
ASSOCIATION

CPRP & CPRE Dual 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/cprp

Certification Fees and Payment Information

NRPA Member Rate-\$455.00

Non-NRPA Member Rate-\$495.00

(Fees are non-refundable)

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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***Read and complete each section fully and accurately**

CPRP Eligibility Standards

(Please check appropriate eligibility, Candidate must qualify under both CPRP and CPRE Eligibility Standards to apply)

- Candidate must hold a bachelor's degree from an Council on Accreditation, Parks, Recreation and Tourism Studies (COAPRT) accredited program and pass the CPRP examination; OR
- Candidate must hold a bachelor's degree or higher from a regionally accredited education institution (without COAPRT accreditation), with a major in recreation, park resources, and leisure services and no less than *the equivalent of* 1 year full-time experience in a recreation, park resources, and leisure services position and pass the CPRP examination; OR
- Candidate must hold bachelor's degree or higher from a regionally accredited educational institution, with a major other than recreation, park resources, and leisure services and no less than *the equivalent of* 3 years full-time experience in a recreation, park resources, and leisure service position and candidate must pass the CPRP examination; OR
- Candidate must hold an Associate's degree from a regionally accredited educational institution, and no less than *the equivalent of* 4 years of full-time experience in a recreation, park resources, and leisure services position, and pass the CPRP examination; OR
- Candidate must hold a high school diploma or equivalency certificate, have no less than *the equivalent of* 5 years full-time experience in a recreation, park resources, and leisure services position, and pass the CPRP examination.
- Students who have not yet graduated from a COAPRT accredited program with a major in recreation, park resources and leisure services, but are in their final semester on campus, 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 official transcript/documentation verifying graduation.

CPRE Eligibility Standards

(Please check appropriate eligibility, Candidate must qualify under both CPRP and CPRE Eligibility Standards to apply)

- 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.***



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**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*

Academic Education Information

***Degree Earned: (Please list highest degree earned and major):**

Institution: _____

City, State: _____

Degree Conferred Date: ____/____/____

(Visit <https://accreditationcouncil.org/> to verify COAPRT accredited programs)

CPRP Qualifying Work Experience

All CPRP candidates must have met a standard set of competencies before sitting for the CPRP certification examination. All CPRP 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 /Seasonal/Temporary Employment - 1 year of employment is equivalent to 6 months of full-time employment*
- Seasonal/Temporary Employment - accepted as supplemental work experience only, in conjunction with 1 year full-time experience in a recreation, park resources, and leisure service position*
- Consultants – experience should be accompanied by three letters of reference*

***Please see Additional Resources (Pages 7-9) for a list of acceptable job tasks in each competency area. Circle all that apply:**

Finance	Yes	No
Human Resources	Yes	No
Operations	Yes	No
Programming	Yes	No
Communication	Yes	No



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CPRE 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 10-13) 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 CPRP and CPRE program policies as outlined in the CPRP&E Policies and Procedures Manual and CPRP and CPRE Candidate Handbooks 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 professional.
- 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 CPRP

Certified Park and Recreation Professional (CPRP) Core Competencies:

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

Communication (25 %)

- 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)
- Facilitate staff and public input opportunities (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 with elected officials, legislative boards, commissions, committees, advisory boards, agencies, and councils.
- Collaborate with outside community organizations (e.g., leagues, associations, clubs, non-profits, school districts, faith-based organizations)
- Follow the organization's internal chain of communication
- Provide input for reports (e.g., annual, strategic plan, project updates)
- Implement / follow the marketing plan (e.g., press releases, advertising, presentations, social media)
- 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)

Finance (10%)

- Implement cash handling practices (e.g., retail sales, rentals, fee collection, deposits, petty cash)
- Research and recommend requests for alternative support (e.g., grants, donations, sponsorships, in-kind services, matching funds)
- Collect, compile, and compare cost data from like agencies
- Operate within an existing budget (e.g., purchasing, staffing, tracking)
- Collect financial and/or operating data (e.g., attendance, revenues, expenditures)
- Develop and manage a budget for an area, program, project, or facility (e.g., general fund, enterprise fund, maintenance)



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Human Resources (10%)

- 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
- Design and conduct trainings (e.g., staff, board members, advocacy groups, sports officials, volunteers)
- Supervise personnel & independent contractors
- Make recommendations for retention, renewal, dismissal, or termination of personnel and independent contractors
- Supervise and manage volunteers (recruit, retention, schedule, evaluate, recognition)

Operations (30%)

- 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)
- Provide supervision over operations 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 new facilities, services, and capital improvements based on operational needs
- 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



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Operations Continued

- Analyze operating data (e.g., attendance, revenue, expenditures, maintenance, marketing)
- 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)

Programming (25%)

- Create and maintain inventory of community programs (internal and external)
- Create and supervise diverse, equitable, and inclusive programs (e.g., recreational, aquatic, sport, interpretive, therapeutic, environmental, cultural)
- Comply with reporting requirements for programs (statistics)
- Develop purpose, goals, and objectives for a variety of programs
- Collaborate with internal and external partners to develop comprehensive programming
- Evaluate participant satisfaction and program outcomes
- Identify resources available for programming
- Prepare programs and special events (e.g., content, lesson plans, activities, format, contracts)
- Provide direct leadership of recreation activities (facilitate programs)



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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 (21%)

- 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)

Finance (20%)

- 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)



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Finance Continued

- 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 (21%)

- 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)
- 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



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Operations (21%)

- 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)
- 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)



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Planning & Policy (17%)

- 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