



# Initial Certification Application Form



## 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](http://www.nrpa.org/cprp)

## Certification Fees and Payment Information

(Application fees include the \$195 examination fee and the respective application fee. Fees are non-refundable)

**NRPA Member Rate-\$260.00**

**Non-NRPA Member Rate-\$304.00**

**Student Rate - \$240.00**

*(Must include unofficial transcript showing current full time student status)*

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



## CPRP Eligibility Standards

(Please check appropriate eligibility)

- 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.

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

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

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

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

(Visit [www.nrpa.org/COAPRT](http://www.nrpa.org/COAPRT) to verify COAPRT accredited programs)



## 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 6-7) for a list of acceptable job tasks in each competency area. Circle all that apply:

<b>Finance</b>	<b>Yes</b>	<b>No</b>
<b>Human Resources</b>	<b>Yes</b>	<b>No</b>
<b>Operations</b>	<b>Yes</b>	<b>No</b>
<b>Programming</b>	<b>Yes</b>	<b>No</b>

### 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): \_\_\_\_\_



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



## 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 program policies as outlined in the CPRP&E Policies and Procedures Manual and CPRP 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 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: \_\_\_\_/\_\_\_\_/\_\_\_\_



## Additional Resources

### 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)*

#### Finance - 11%

- Purchase supplies, equipment and services for program activities
- Operate within an existing budget
- Prepare program/event budget
- Research, provide input, or prepare requests for alternative support (e.g., grants, donations, sponsorships, in-kind services, matching funds)
- Implement cash handling practices (e.g., retail sales, rentals, fee collection, deposits, petty cash)
- Collect financial and/or operating data (e.g., attendance, revenues, expenditures)

#### Human Resources - 23%

- Provide training to others (e.g., sports officials, volunteers, seasonal/part time/contract employees)
- Communicate the organization mission, values, and culture
- Manage volunteers (recruits, retention, schedules, evaluates, recognition)
- Recruit candidates for seasonal/part time/contract employment
- Review candidate applications for seasonal/part time/contract employment
- Interview candidates for seasonal/part time/contract employment
- Select and recommend candidates for seasonal/part time/contract employment
- Supervise seasonal/part time/contract employees
- Conduct performance appraisals
- Develop work schedules for seasonal/part time/contract employees
- Administer disciplinary action (other than termination) for seasonal/part time/contract employees
- Make recommendations for retention, renewal, dismissal, or termination of seasonal/part time/contract employees

#### Operations - 33%

- Provide input regarding capital improvements based on operational needs (Identify comprehensive plan, Identify master plan, Identify strategic plan)
- Assist with monitoring work of contractors, concessionaires
- Provide customer service, both internal and external
- Maintain information systems (e.g., enter data, use permits, reservations, registrations, equipment use records)
- Follow 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, routine maintenance, preventative maintenance, repairs or replacement)
- Read or review site plans, maps
- Provide direct supervision of specific facilities and areas (e.g., opening, routine, and closing inspections, monitor activities)
- Implement risk management safety, security plan (e.g., addresses safety concerns, recognizes risk, identify hazards, pre- and post-opening inspections)
- Implement policies & procedures, health codes, OSHA, ADA



**Operations – 33% (Continued)**

- Provide reasonable accommodations for specific cases
- Respond to emergencies (incidents, first aid, CPR, etc.)
- Conduct inventories of assets, equipment, and supplies
- Provide input for updating standard operating procedures/manuals
- Establish relationships with outside organizations (e.g., leagues, associations, clubs, non-profits, school districts, faith-based organizations, advocacy/friends groups)
- Network with related organizations (e.g., other districts/departments, state affiliates, professional associations)
- Conduct needs assessment for specific programs, areas, products, services

**Programming- 33%**

- Creation/supervision of recreation programming
- Provide direct leadership of recreation activities (facilitate programs)
- Identify resources available for programming, adjusting as necessary (location, staffing, supplies, safety)
- Understand how to work with a variety of age groups
- Market programs (e.g., advertising, promotional pieces, news releases, brochures, web site content, social networking)
- Develop program purpose, goals and objectives
- Evaluate participant satisfaction, program outcomes
- Perform group and individual participant assessments
- Develop individualized plans for participants
- Recruit & retain customers/participants
- Maintain customer relationships (e.g., respond to customer concerns, requests for information)
- Develop schedules for leagues, programs and facilities
- Prepare programs and special events (e.g., content, lesson plans, activities, format)
- Complies with reporting requirements for programs (statistics)