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National Recreation and Park Association

Occupational Certification Programs

Certified Playground Safety Inspectors (CPSI)

- Credentials to inspect playgrounds for safety
- Course (online or in-person) and examination (paper-pencil or computer based test)
- 3 year certification
- Recertification through re-examination

Aquatic Facility Operators (AFO)

- Credentials for aquatic facility management and operation
- Course (in-person) and examination (paper-pencil)
- 5 year certification
- Recertification through examination or 2.0 Continuing Education Units

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Professional Certification Programs

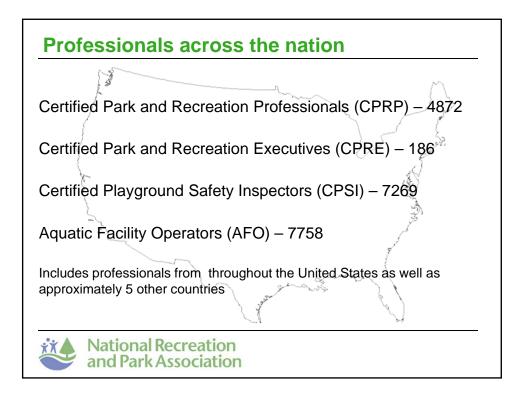
Certified Park and Recreation Professionals (CPRP)

- Entry-level professional certification for individuals employed in recreation, park resources and leisure services
- Examination
- 2 year certification
- Renewal through application and 2.0 Continuing Education Units

Certified Park and Recreation Executives (CPRE)

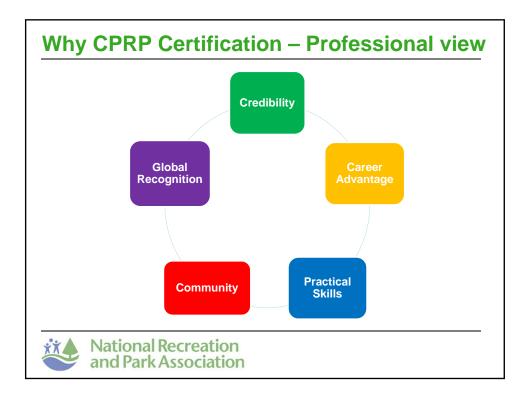
- Executive-level professional certification for individuals employed in recreation, park resources and leisure services
- Examination
- 3 year certification
- Renewal through application and 3.0 Continuing Education Units

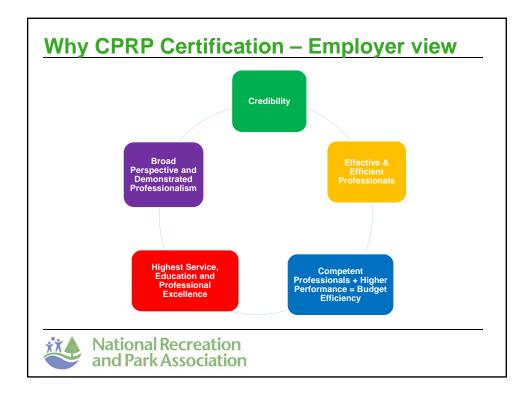


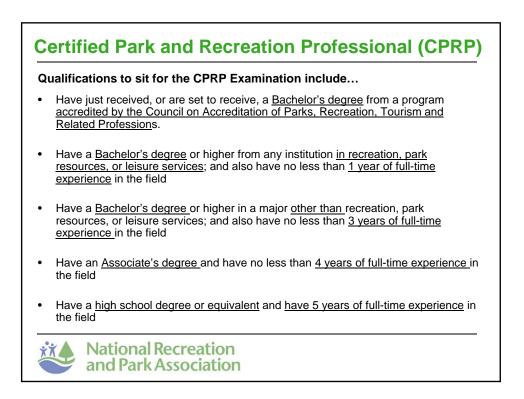












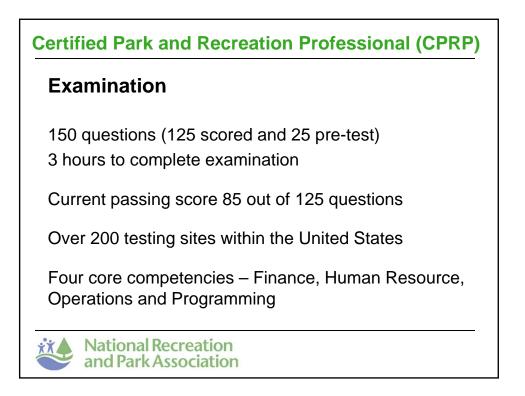
Steps to Certification



- 1. Apply for official transcripts
- 2. Complete application
- 3. Submit application, proof of work experience and official transcripts to NRPA
- Purchase study materials (i.e. study guide, prep course, practice exam)
- 5. NRPA will notify you via email of your eligibility
- 6. Sit for exam within one year



Certified Park and Recreation Professional (CPRP) Application process Apply through the Online Certification Center and submit proof of education and work experience (if applicable) by mail Transcripts submitted electronically will be accepted if sent directly from the university/school to NRPA. Application fee \$260 NRPA members \$304 non-NRPA members Premier Agency, Agency and University packages are now available! Image: State Action and Park Association



Major Areas of the CPRP Exam

Finance Core Competency

11% of examination

Six job task examples are provided for the Finance core competency

Example of Finance Job Tasks

- Purchase supplies, equipment and services for program activities
 - Operate within an existing budget
 - Prepare program/event budget

Major Areas of the CPRP Exam

Human Resources Core Competency

23% of examination

12 job task examples are provided for the Human Resource Core Competency

Example of Human Resources Job Tasks

- Communicate the organization mission, values, and culture
- Manage volunteers (recruits, retention, schedules, evaluates, recognition)
- Recruit candidates for seasonal/part time/contract employment

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Major Areas of the CPRP Exam

Operations Core Competency

33% of examination

17 job task examples are provided for the Operations Core Competency

Example of Operations Job Tasks

- 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
- Follow energy efficient and environmentally friendly procedures

Major Areas of the CPRP Exam

Programming Core Competency

33% of examination

14 job task examples are provided for the Programming Core Competency

Example of Programming Job Tasks

- 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)

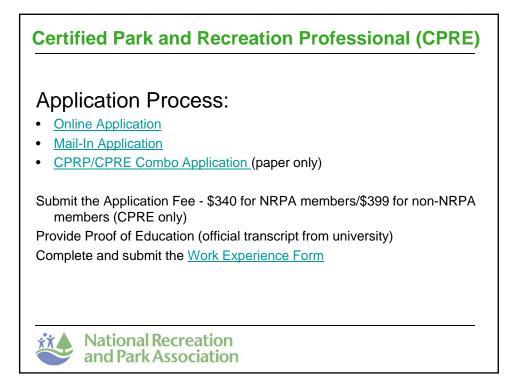
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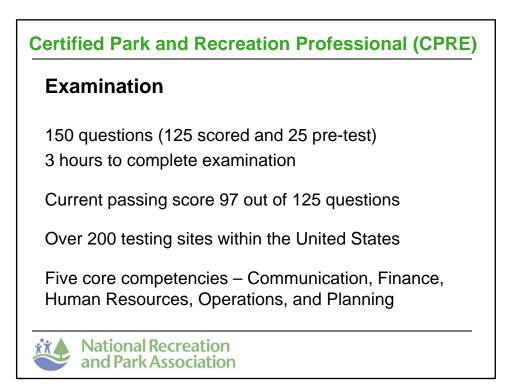
Study Tips

- CPRP Study Guide
- Create your own tools flash cards, etc.
- Look to peers
- Create games
- Refer to reference books
- Think of how you've learned in the past
- Go Online!
 - <u>NRPA: http://www.nrpa.org/Professional-</u> Development/E-Learning/Online-Learning-Center/
 - Wiki: <u>http://en.wikipedia.org/wiki/Fixed_cost</u>
 - Youtube

Renewal of CPRP Certification CPRP certification cycle = 2 years Professionals must achieve 2.0 Continuing Education Units (CEUs) per certification cycle and submit a completed renewal application CEUs are earned by attending state and national educational opportunities, professional service credit, or petitioning local education opportunities for credit Image: State Stat

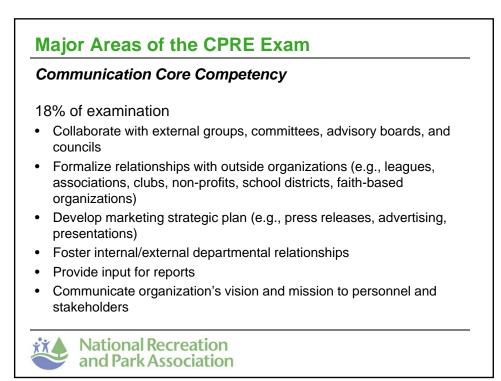






Study Tips

- CPRE Candidate Handbook
- Management of Parks & Recreation Agencies, 3rd Edition
- Create your own tools flash cards, etc.
- Look to peers
- Review CPRP
- Think of how you've learned in the past
- Go Online!
 - <u>NRPA: http://www.nrpa.org/Professional-</u> <u>Development/E-Learning/Online-Learning-Center/</u>



Major Areas of the CPRE Exam

Finance Core Competency

11% of examination

- 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

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Major Areas of the CPRE Exam

Human Resources Core Competency

23% of examination

- 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)

Major Areas of the CPRE Exam

Operations Core Competency

31% of examination

- 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



Major Areas of the CPRE Exam

Planning Core Competency

18% of examination

- 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





CPRE certification cycle = 3 years

- Executives must achieve 3.0 Continuing Education Units (CEUs) per certification cycle and submit a completed renewal application
- CEUs are earned by attending state and national educational opportunities, professional service credit, or petitioning local education opportunities for credit
- Individuals may receive credit for up to 1.5 Professional Service Experience points toward their CPRE renewal.

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Questions Aquatic Facility Operator-www.nrpa.org/afo Certified Park and Recreation Professional-www.nrpa.org/cprp Certified Park and Recreation Executive – www.nrpa.org/cpre Certified Playground Safety Inspector-www.nrpa.org/cpsi Matthew Cowan, Education Program Specialist (AFO) mcowan@nrpa.org Molly Sullivan, Certification Manager msullivan@nrpa.org Karen Snyder, Playground Safety Manager ksnyder@nrpa.org

Nationwide Certification

A supervisor wants to advertise an event based on the organization's marketing plan. The underlying purpose of a marketing plan for a public organization is to

- A. determine community needs.
- B. serve more people.
- C. establish an annual advertising campaign.
- D. expand media coverage.



Nationwide Certification

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- B. serve more people.
- C. establish an annual advertising campaign.
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