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# Get Certified!

*(And I Don't Mean Crazy)*



Certified  
Playground  
Safety Inspector

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## Overview

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Introduction

- Occupational Certification Programs
- Professional Certification Programs

Why CPRP Certification?

Qualifications and Steps to achieve CPRP certification

Core Competencies

What is the CPRE Certification?

Study Tips

Q & A

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## Occupational Certification Programs

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### **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



## Professional Certification Programs

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### **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



## Professionals across the nation

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Certified Park and Recreation Professionals (CPRP) – 4872

Certified Park and Recreation Executives (CPRE) – 186

Certified Playground Safety Inspectors (CPSI) – 7269

Aquatic Facility Operators (AFO) – 7758

Includes professionals from throughout the United States as well as approximately 5 other countries



## Strength behind the Certifications

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### The National Certification Board

Board of thirteen members that are active in the field of parks and recreation

All board members must maintain current certifications

Independently administered, self-financing not for profit body of the National Recreation and Park Association

All members serve in non-compensated capacity



## Certified Park and Recreation Professional (CPRP)

Why would a professional



become CPRP Certified?



## Why CPRP Certification – Professional view



## Why CPRP Certification – Employer view



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## Certified Park and Recreation Professional (CPRP)

### Qualifications to sit for the CPRP Examination include...

- Have just received, or are set to receive, a Bachelor's degree from a program accredited by the Council on Accreditation of Parks, Recreation, Tourism and Related Professions.
- Have a Bachelor's degree or higher from any institution in recreation, park resources, or leisure services; and also have no less than 1 year of full-time experience in the field
- Have a Bachelor's degree or higher in a major other than recreation, park resources, or leisure services; and also have no less than 3 years of full-time experience in the field
- Have an Associate's degree and have no less than 4 years of full-time experience in the field
- Have a high school degree or equivalent and have 5 years of full-time experience in the field



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## Steps to Certification

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1. Apply for official transcripts
  2. Complete application
  3. Submit application, proof of work experience and official transcripts to NRPA
  4. 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
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## Certified Park and Recreation Professional (CPRP)

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### 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!*

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## Certified Park and Recreation Professional (CPRP)

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### Examination

150 questions (125 scored and 25 pre-test)

3 hours to complete examination

Current passing score 85 out of 125 questions

Over 200 testing sites within the United States

Four core competencies – Finance, Human Resource, Operations and Programming



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## Major Areas of the CPRP Exam

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### ***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*



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## Major Areas of the CPRP Exam

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### ***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

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### ***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



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## Major Areas of the CPRP Exam

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### ***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

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- 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!
  - NRPA: <http://www.nrpa.org/Professional-Development/E-Learning/Online-Learning-Center/>
  - Wiki: [http://en.wikipedia.org/wiki/Fixed\\_cost](http://en.wikipedia.org/wiki/Fixed_cost)
  - Youtube



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## Renewal of CPRP Certification

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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



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## Certified Park and Recreation Executive (CPRE)

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The CPRE establishes a national standard for managerial, administrative and executive parks and recreation professionals.

### Qualifications to sit for the CPRE Examination

- have a current CPRP Certification and
- have a Bachelors degree and 5 years of professional full-time manager experience or
- have a Masters degree or higher and 4 years of professional full-time manager experience

Certification was established in 2011.



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## Certified Park and Recreation Professional (CPRE)

### Application Process:

- [Online Application](#)
- [Mail-In Application](#)
- [CPRP/CPRE Combo Application](#) (paper only)

Submit the Application Fee - \$340 for NRPA members/\$399 for non-NRPA members (CPRE only)

Provide Proof of Education (official transcript from university)

Complete and submit the [Work Experience Form](#)



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## Certified Park and Recreation Professional (CPRE)

### Examination

150 questions (125 scored and 25 pre-test)

3 hours to complete examination

Current passing score 97 out of 125 questions

Over 200 testing sites within the United States

Five core competencies – Communication, Finance, Human Resources, Operations, and Planning



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## Study Tips

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



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## Major Areas of the CPRE Exam

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### ***Communication Core Competency***

18% of examination

- 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



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## Major Areas of the CPRE Exam

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### ***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



## Major Areas of the CPRE Exam

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### ***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

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### ***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



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## Major Areas of the CPRE Exam

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### ***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



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## Renewal of CPRE Certification

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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.



## Questions

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Aquatic Facility Operator-[www.nrpa.org/afo](http://www.nrpa.org/afo)  
Certified Park and Recreation Professional-[www.nrpa.org/cprp](http://www.nrpa.org/cprp)  
Certified Park and Recreation Executive – [www.nrpa.org/cpre](http://www.nrpa.org/cpre)  
Certified Playground Safety Inspector-[www.nrpa.org/cpsi](http://www.nrpa.org/cpsi)

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## Nationwide Certification

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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.



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## Nationwide Certification

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CPRP: In determining the cost per participant for a program, the required calculation involves dividing:

15	●	\$1 Million
14	●	\$500,000
13	●	\$250,000
12	●	\$125,000
11	●	\$64,000
10	●	\$32,000
9	●	\$16,000
8	●	\$8,000
7	●	\$4,000
6	●	\$2,000
5	●	\$1,000
4	●	\$500
3	●	\$300
2	●	\$200
1	●	\$100

50:50  



A: expenses by total participant numbers.      B: total classes offered by number of classes conducted

C: successful programs by number of individuals registered      D: the number enrolled in classes by total number of programs.

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50:50  

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CPRE: When an individual wishes to donate securities, stocks and bonds to an agency, they are donating

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50:50  



A: assets.      B: current income.

C: commodities      D: personal property.

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Assets

50:50  

A: assets.      B: current income.

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## Certified Park and Recreation Professional (CPRP)

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### *Finance Core Competency*

What is the best means to properly handle cash at recreation centers?

- A. Implement detailed policies and procedures for cash collection
- B. Have two people staff each cash register
- C. Use duplicate receipts for all transactions
- D. Require all deposits be made at the close of business each day



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## Certified Park and Recreation Professional (CPRP)

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### *Human Resources Core Competency*

The process by which a national association provides recognition to individuals who have met specific qualifications is called

- A. accreditation.
- B. certification.
- C. licensure.
- D. registration.



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## Certified Park and Recreation Professional (CPRP)

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### **Operations Core Competency**

Which of the following actions is the MOST effective way to reduce the number of severe injuries on a playground?

- A. Maintain proper surfaces
- B. Replace outdated equipment
- C. Conduct annual safety inspections
- D. Increase spacing between equipment



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## Certified Park and Recreation Professional (CPRP)

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## Certified Park and Recreation Professional (CPRP)

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### *Programming Core Competency*

An individual who is deaf has signed up to participate in a guided nature hike offered by the local park and recreation agency. The individual has requested a sign language interpreter. The park and recreation agency should

- A. Recommend that the individual provide a sign language interpreter.
- B. Contact and schedule a sign language interpreter for the hike and send the bill to the participant.
- C. Refer the individual to a community agency providing social activities for individuals who are deaf.
- D. Make arrangements for a sign language interpreter.



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## Certified Park and Recreation Professional (CPRP)

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- A. Recommend that the individual provide a sign language interpreter.
- B. Contact and schedule a sign language interpreter for the hike and send the bill to the participant.
- C. Refer the individual to a community agency providing social activities for individuals who are deaf.
- D. **Make arrangements for a sign language interpreter.**



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