

WYOMING RECREATION AND PARKS ASSOCIATION

**INFORMATION/APPLICATION FORM
FOR PROFESSIONAL CERTIFICATION
AND
CERTIFICATION RENEWAL
(Initial Plan Approved April 1985)
(Revised Plan Adopted by [NRPA/WRPA](#) April 2005)**

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**A MEMBER OF THE
NATIONAL RECREATION AND PARK ASSOCIATION
NATIONAL CERTIFICATION PLAN
FOR RECREATION, PARK RESOURCES, AND
LEISURE SERVICE PERSONNEL**

**WRPA PROFESSIONAL CERTIFICATION BOARD
SHERIDAN RECREATION DISTRICT
P.O. BOX 6308
SHERIDAN, WYOMING 82801**

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GENERAL INFORMATION

The accompanying national plan for the recreation, park resources, and leisure service personnel affords a means of attesting to the education and experience qualifications of personnel employed for compensation in recreation, park resources and leisure services. Membership in a state or national organization shall not be a prerequisite for certification.

The Professional Certification Plan for recreation, park resources and leisure service personnel in Wyoming is administered by the Professional Certification Board established by the Wyoming Recreation and Park Association. It is a self-financing, not-for-profit, non-governmental Board.

This certification plan meets the qualifications of the National Certification Board established by the National Recreation and Park Association. Individuals certified under this Plan thus qualify for inclusion in the National Roster of certified recreation, park resources, and leisure service personnel.

PURPOSE

The purposes of this plan are: to establish standards for certification in the recreation, park resources, and leisure service profession, to provide recognition of individuals who have qualified, and to afford a guarantee to employers that certified personnel have attained stated education and experience qualifications.

ELIGIBILITY

Any individual who meets the qualifications stated hereinafter shall be eligible under the Plan without consideration of race, creed, sex, age, handicapping condition, or national origin, whether employed under public, quasi-public, or private auspices. Membership in the WRPA or NRPA is not a pre-requisite for certification.

Therapeutic recreation personnel may be certified under this plan. An applicant will be certified under one of the three classifications for recreation, park resources and leisure service personnel of this plan (Certified Recreation and Parks Professional; Associate Parks and Recreation Professional; Provisional Professional or Retired Professional) in accordance with the established requirements for certification in this plan. In addition, an applicant may elect that a specialization in therapeutic recreation be noted if National Certification has previously been awarded by the National Council for Therapeutic Recreation Certification and official documentation of same is furnished with this application.

ARTICLE I - ADMINISTRATION

SECTION 1. - The Plan

- A. This plan for certification of recreation, park resources and leisure service personnel shall be administered by an NCB approved plan through a state Professional Certification Board/Committee (PCB/C) appointed for the purposes or by the NCB Direct National Certification (DNC) program. This plan is not reciprocal with any other certification plan.

SECTION 2. - Professional Certification Board

- A. The Professional Certification Board/Committee (PCB/C) will serve as the administrative body for the plan. The PCB/C shall include *a minimum of three representatives* from those certified and may include consumer representatives as well.
- B. The PCB/C shall have the right to organize by electing its own presiding officers and by establishing rules of procedures and bylaws subject to the limitations of this plan.
- C. The PCB/C shall appoint an individual from within or outside its membership to evaluate all applications for certification using established procedures, criteria and interpretations.

SECTION 3. - Terms of Office for PCB/C Members

- A. The PCB/C shall be appointed for three-year overlapping terms. Each member shall serve until a successor is appointed and certified. Vacancies shall be filled by appointment for the unexpired term in the same manner as original appointments.

SECTION 4. - Meetings

- A. The PCB/C shall meet at least once annually and at such other times and places as determined. A majority of the members shall constitute a quorum for the transaction of business.

SECTION 5. - Duties of the PCB/C

- A. Administer the national certification plan;
- B. Develop such procedures, forms and materials as may be necessary for the implementation of the Plan;

- C. Maintain a full and complete record of its meetings including a register of all applicants for certification and the disposition of each application;
- D. Stimulate and conduct research relating to professional standards in general, and ways of improving the National Certification Plan;
- E. Determine eligibility to sit for the Certified Park and Recreation Professional (CPRP) Examination;
- F. Evaluate candidates' credentials for Provisional Park and Recreation Professional (PPRP) and Associate Park and Recreation Professional (APRP).
- G. Administer and carry out a program of renewal of certification and recertification;
- H. Transmit annually a financial statement and a true and full report of its activities to the state governing body, with a copy to be forwarded to the NRPA National Certification Board (NCB);
- I. Publicize the Plan by such means as may be deemed advisable; and,
- J. Publish annually the names of individuals certified under the plan.

CERTIFICATION COST

1 INITIAL APPLICATION (All Classifications)	<u>WRPA MEMBER</u>	<u>NON-MEMBER</u>
	\$ 25.00	\$ 35.00
2 CERTIFICATION RENEWAL (Every Two Years)	\$ 25.00	\$ 35.00
3 TRANSFER	\$ 25.00	\$ 35.00
4 CHANGE OF CLASSIFICATION	\$ 25.00	\$ 35.00
5 NATIONAL TEST FEE	\$195.00	(AT H & R BLOCK LOCATIONS)

A check, money order or purchase order must be submitted with your application for Certification. It should be made out to the Wyoming Recreation & Parks Association (WRPA) with a notation signifying "For Certification".

Applications not approved by the Professional Certification Board shall be returned with the transcript and fee.

ARTICLE III - FINANCING

SECTION 1. - Fees

A. The PCB/C shall establish fees for:

1. Initial application
2. Renewal of certification (every two years)
3. Recertification
4. Transfer
5. Change of classification

B. The States shall pay a fee to NCB annually for each initial, renewal of certification, and recertification received.

SECTION 2. - Receipts and Reporting

A. All receipts from this Plan shall be deposited in accordance with procedures established by the State PCB/C or Association and kept in an account maintained for that purpose. Funds shall be expended only on order of the State PCB/C and for the purpose of this Plan.

ARTICLE IV - AMENDMENTS

SECTION 1. - Amendments

A. A State PCB/C may amend its individual plan with the concurrence of the NCB.

B. Any changes in this Plan shall not affect certificates which have already been granted by a State PCB/C.

STANDARDS FOR CERTIFICATION

A. CERTIFIED PARKS & RECREATION PROFESSIONAL

1. A bachelors degree from an NRPA/AALR accredited program, (program must be accredited at the time of graduation), verified by official transcript and pass the CPRP examination; **OR**
2. A bachelors or high degree from a regionally accredited educational institution, (without NRPA/AALR accreditation), verified by official transcript, with a major in recreation, park resources and leisure services and no less than the equivalent of two (2) years full-time experience, (following the degree), in a recreation, park resources and leisure services position, and pass the CPRP examination; **OR**

3. A bachelors or high degree from a regionally accredited educational institution, verified by official transcript, with a major other than recreation, park resources and leisure services, and no less than five (5) years full-time experience, (following the degree), in a recreation, park resources and leisure services position, and pass the CPRP examination.

B. PROVISIONAL PARKS & RECREATION PROFESSIONAL

1. A bachelors degree from an NRPA/AALR accredited program, (program must be accredited at the time of graduation), verified by official transcript; **OR**
2. A bachelors or high degree from a regionally accredited educational institution, verified by official transcript, with a major in recreation, park resources, and leisure services; **OR**
3. A bachelors or higher degree from a regionally accredited educational institution, verified by official transcript with a major other than recreation, park resources, and leisure services and no less than three (3) years full-time experience, (following the degree), in a recreation, park resources, and leisure services position.

Provisional Park and Recreation Professional is intended to be a temporary status which can be used only until a candidates *eligibility to take the CPRP examination has expired (Maximum of 1 year for 2.a.; maximum of 3 years for 2.b. and 2.c.) The PPRP designation does not carry a professional certification but is designed to be a transition into national certification.*

C. ASSOCIATE PARKS & RECREATION PROFESSIONAL

1. An Associate, (two-year), degree from a regionally accredited educational institution, verified by official transcript, with a major in recreation, park resources and leisure services, and are working full-time in the field, **OR**
2. An Associate degree from a regionally accredited educational institution, verified by official transcript, with a major other than recreation, park resources and leisure services, and no less than two (2) years full-time experience, (following the degree), in a recreation, park resources and leisure services position, **OR**
3. A high school diploma or equivalency certificate, verified by official documentation, and no less than four (4) years full-time experience, (following the diploma or certificate), in a recreation, park resources and leisure service position.

An associate must seek **CPRP** status should they complete the necessary education and experience requirements. Those professionals who are qualified for **CPRP** or **PPRP** may not remain in an APRP status.

EXAMINATION

The passing of the National Certification Board examination shall be required as specified above.

APPLICATION PROCEDURES

GENERAL INFORMATION

Applications for any and all classifications of certification will be received and reviewed twice yearly. Applications will be accepted during April and October of each year, and must be postmarked no later than the last day of April or October in order to be reviewed during that particular application period. Applications will be acted upon within ninety (90) days following receipt of application.

Each certified individual will receive a letter of qualification and certificate. If you do not qualify, you will receive information regarding the Board's denial. Within **thirty (30) days**, you must:

- 1) Request a refund of the application fee paid **OR**
- 2) Appeal the Board's decision by substantiating your objection in writing to the Appeals Panel of the Executive Board of the Wyoming Recreation and Park Association.

SPECIFIC APPLICATION INFORMATION

Initial Application: Applicants must submit a notarized application to the Professional Certification Board on the proper form accompanied by the initial fee, the certification classification requested, and an official transcript of academic credits taken through the highest degree (or diploma) claimed, *and (if applicable) documentation of full time work experience verified by the employing agencies*. All requests for information and questions on the application form must be answered; additional professional information may be required by the Board from appropriate sources.

Certification Renewal: Certification for all classification levels must be renewed every **two (2) years**. Continued professional development is required for re-certification and must be evidenced by submittal, along with the proper application form and the required fee, and documented forms testifying to completion of a minimum of two (2) Continuing Education Units (CEU's)*, or equivalent academic course work from an accredited college/university. In each twenty-four month period from the date of the initial certification or re-certification. CEU's must be approved by the Professional Certification Board.

*One CEU is ten contact hours of participation in an organized continuing education experience which meets the "Criteria and Guidelines for the Continuing Education Unit" (established by the National Council on the Continuing Education Unit), these being: 1) Responsible sponsorship, 2) Capable direction, and 3) Qualified instruction.

CEU's will be accepted for re-certification by the PCB if they meet the criteria below:

1. **They were obtained in established Continuing Education Program of:**
 - a) Accredited colleges/universities through a Continuing Division
 - b) Adult, Continuing, Community Education offices of a public school system

- c) The National Recreation and Parks Association and/or its affiliates
- d) Any other agency or organization offering training program that adhere to the standards described in the paragraph above specified with an * at the beginning.

CEU's from the above will be automatically accepted by the PCB and do not require prior approval of the PCB. The applicant for re-certification merely submits documentation verifying attendance and the number of CEU's awarded upon completion of the program.

- 2. **They were obtained in training/education programs** presented by private, governmental, or organizational sponsors whose programs were **officially endorsed** by the PCB **prior** to implementation. Application forms for PCB endorsement of agencies, organizations, associations, or individuals desiring to award CEU's recognized/approved by the PCB for re-certification of recreation, park resources, and leisure service personnel may be obtained from the PCB.

Application for re-certification must be submitted by the applicant within the time period identified for renewal. Failure to do so shall result in the withdrawal of certification. In order to become certified again, you must submit a new form as an initial applicant with the full fee and supporting materials.

The Certification Board will send your renewal notice out approximately 60 days prior to your certification renewal date. However, it is your responsibility to maintain current certification (and documented evidence of CEU's or college course work) and keep WRPA apprised of your correct mailing address.

TRANSFER:

Transfer from one National Certification Board approved certification program from any state to the WRPA approved certification program may be applied for by submitting proof of current certification in that state along with a proper application form and the required transfer fee.

CHANGE IN CLASSIFICATION:

Certified personnel who are qualified and wish to change to a higher classification will make application to the Professional Certification Board accompanied by transcript of credits beyond those already on file and/or provide proof of additional full-time experience in a recreation, park resources, or leisure service position. They shall be acted on by the Board within ninety (90) days.

DENIAL OR WITHDRAWAL OF CERTIFICATION

Certification may be denied or withdrawn by the Professional Certification Board if any of the following occur:

- 1) Applicant does not meet the qualification standards
- 2) When there has been any misrepresentation of any fact in connection with the application

- 3) Failure to meet the continuing professional development requirements or re-certification
- 4) Applicant or certified individual is found guilty by the Executive Board of the WRPA of conduct deemed detrimental to the profession.

Certification may be withdrawn by the PCB/C upon receiving written notification by the governing body of the PCB/C or of a committee acting on behalf of that governing body of the PCB/C that the accused has been guilty of conduct deemed detrimental to the profession. In all such cases, the PCB/C shall notify the individual in writing of withdrawal of certification and the reasons therefore and shall provide the opportunity of appeal.

SECTION 9. - Appeals

- A. An applicant may appeal any decision of the PCB/C. The initial appeal must be in writing and shall be made directly to the PCB/C. The PCB/C will act promptly to resolve the appeal, rendering its decision in writing.
- B. If the written decision of the PCB/C is not satisfactory to the applicant, the applicant may appeal in writing to the National Certification Board.

SECTION 10. - Certification

- A. A certificate (or card) bearing the classification level for which the applicant has qualified shall be issued upon certification. Appropriate additional validation shall be issued upon satisfactory completion of renewal of certification requirements.
- B. The National Certification Board recognizes three (3) designations:
 1. Certified Park and Recreation Professional (CPRP)
 2. Provisional Park and Recreation Professional (PPRP)
 3. Associate Park and Recreation Professional (APRP)

SEND NOTARIZED APPLICATION, FEE & TRANSCRIPT TO:

**WRPA PROFESSIONAL CERTIFICATION BOARD
SHERIDAN RECREATION DISTRICT
P. O. BOX 6308
SHERIDAN, WYOMING 82801**

**PLEASE KEEP A COPY OF YOUR APPLICATION AND THE CERTIFICATION
INFORMATION FOR YOUR RECORDS**

ARTICLE V - DEFINITIONS/CLARIFICATIONS

A. Accreditation

The process by which an agency or organization evaluates and recognizes a program of study and institution as meeting certain predetermined qualifications or standards.

1. NRPA/AALR accredited: Recreation, park resources and leisure services baccalaureate degree programs accredited by the Council on Accreditation sponsored by the National Recreation and Park Association in cooperation with the American Association for Leisure and Recreation.
2. Regionally accredited educational institution: An institution of higher education accredited by a Commission on Recognition of Post Secondary Accreditation (CORPA) regional accrediting agency.

B. Certification

The process by which a non-governmental body or association grants recognition to an individual who has met certain predetermined qualifications specified by that body or association. For purposes of this plan, certification encompasses the "Model Certification Plan for Recreation, Park Resources, and Leisure Services Personnel" established by the National Recreation and Park Association National Certification Board.

C. CPRP Examination

The national examination for Certified Leisure Professionals is administered by the National Recreation and Park Association National Certification Board.

D. Full-time experience/employment shall be defined by the following characteristics:

1. 30 hours or more per week employment in a recreation, parks resources and leisure services position; or
2. Primary source of income; and
3. Cumulative experience requirement met within twice the time (i.e. accumulated time for a two year experience requirement must be within a four (4) year period maximum; and
4. Experience is counted only after receipt of the degree or diploma.

E. Recertification

The process of becoming certified in the NRPA Model Certification Plan after previous certification has lapsed or been withdrawn.

F. Renewal of Certification

The process of maintaining certification.

**WYOMING RECREATION AND PARKS ASSOCIATION
CERTIFICATION APPLICATION**

The following information will be kept in the confidential files of the Professional Certification Board and will be available only to the Board and to the WRPA Appeals Committee.

Last	First	Middle	Date
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Mailing Address	City	State	Zip Code
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Work Phone	Home Phone	Social Security Number
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<u>LEVEL OF CERTIFICATION REQUESTED</u>	<u>TYPE OF APPLICATION</u>
_____ Certified Park & Recreation Professional	_____ Initial
_____ Provisional Park & Recreation Professional	_____ Renewal
_____ Associate Park & Recreation Professional	_____ Change of Classification
	_____ Transfer

THERAPEUTIC RECREATION PERSONNEL:

If at the time of this application for certification as a Professional (or Provisional Professional or Associate Professional) in the park, recreation and leisure services field, you hold a current National Certification as a Therapeutic Recreation Professional (or Provisional Professional or Para-Professional) awarded by the National Council for Therapeutic Recreation Certification, you may elect to have a specialization in Therapeutic Recreation designated within the appropriate classification level of this plan. If so, please indicate below:

_____ Yes, I desire a specialization in Therapeutic Recreation to be indicated on my certification. I have enclosed a copy of an official document of the National Council for Therapeutic Recreation Certification in addition to the other Documentation required as part of this application.

_____ No, I wish to be certified as a Professional (or Provisional Professional, or Associate) in the park, recreation, and leisure service field only.

FORMAL EDUCATION BACKGROUND

INSTITUTION ATTENDED	MAJOR/MINOR	DATES	DEGREE

Academic Preparation

- A. An official transcript of academic credits taken through the highest degree (or diploma) claimed must be submitted with this application form and required fee.
- B. A notarized affidavit of academic school may be submitted for special consideration in cases where the school or college attended no longer exists, or in the case where records have been destroyed by fire or other disasters.

OTHER TRAINING: (List Special Workshops, Institutes, etc)

Provide documented forms testifying as to completion of minimum of 2 CEU's over a 2 year period as an attachment to this application.

NAME & TYPE	YEAR	LOCATION	EMPHASIS	CEU'S

EXPERIENCE BACKGROUND:

List your **paid full-time** experience, in order of most current, in parks, recreation, or leisure services. Volunteer work **is not** acceptable.

FROM		TO		POSITION/JOB TITLE	EMPLOYER & SUPERVISOR
MO	YR	MO	YR		

The statements in this application are, to the best of my knowledge, true and complete and I authorize investigation of these statements. I understand that any falsification or misrepresentation given by me on this application is cause for denial or withdrawal of desired status.

Signature _____ Date _____

NOTARY PUBLIC STATEMENT

State of _____, County of _____

Subscribed and sworn before me this _____ day of _____, 2_____

Notary Signature _____ Commission Expires _____

Notary Public (Affix Seal) Date: _____

DO NOT WRITE BELOW THIS LINE

STATUS APPROVED

- _____ Certified Parks & Recreation Professional
- _____ Provisional Parks & Recreation Professional
- _____ Associate Parks & Recreation Professional

**WYOMING RECREATION AND PARKS ASSOCIATION
RE-CERTIFICATION APPLICATION**

The following information will be kept in the confidential files of the Professional Certification Board and will be available only to the Board and to the WRPA Appeals Committee.

Last	First	Middle	Date
Mailing Address		City	State
			Zip Code

Work Phone	Home Phone	Social Security Number
<u>LEVEL OF CERTIFICATION REQUESTED</u>		<u>TYPE OF APPLICATION</u>
_____ Certified Park & Recreation Professional		_____ Initial
_____ Provisional Park & Recreation Professional		_____ Renewal
_____ Associate Park & Recreation Professional		_____ Change of Classification
		_____ Transfer

THERAPEUTIC RECREATION PERSONNEL:

If at the time of this application for certification as a Professional (or Provisional Professional or Associate Professional) in the park, recreation and leisure services field, you hold a current National Certification as a Therapeutic Recreation Professional (or Provisional Professional or Para-Professional) awarded by the National Council for Therapeutic Recreation Certification, you may elect to have a specialization in Therapeutic Recreation designated within the appropriate classification level of this plan. If so, please indicate below:

_____ Yes, I desire a specialization in Therapeutic Recreation to be indicated on my certification. I have enclosed a copy of an official document of the National Council for Therapeutic Recreation Certification in addition to the other Documentation required as part of this application.

_____ No, I wish to be certified as a Professional (or Provisional Professional, or Associate) in the park, recreation, and leisure service field only.

TRAINING: (List Special Workshops, Institutes, etc)

Provide documented forms testifying as to completion of minimum of 2 CEU's over a 2 year period as an attachment to this application.

NAME & TYPE	YEAR	LOCATION	EMPHASIS	CEU'S

The statements in this application are, to the best of my knowledge, true and complete and I authorize investigation of these statements. I understand that any falsification or misrepresentation given by me on this application is cause for denial or withdrawal of desired status.

Signature _____ Date _____

DO NOT WRITE BELOW THIS LINE

STATUS APPROVED

- _____ Certified Parks & Recreation Professional
- _____ Provisional Parks & Recreation Professional
- _____ Associate Parks & Recreation Professional