

CPRP Prep

**TRAPS – Future & Young
Professionals Branch**

APRIL 15, 2026

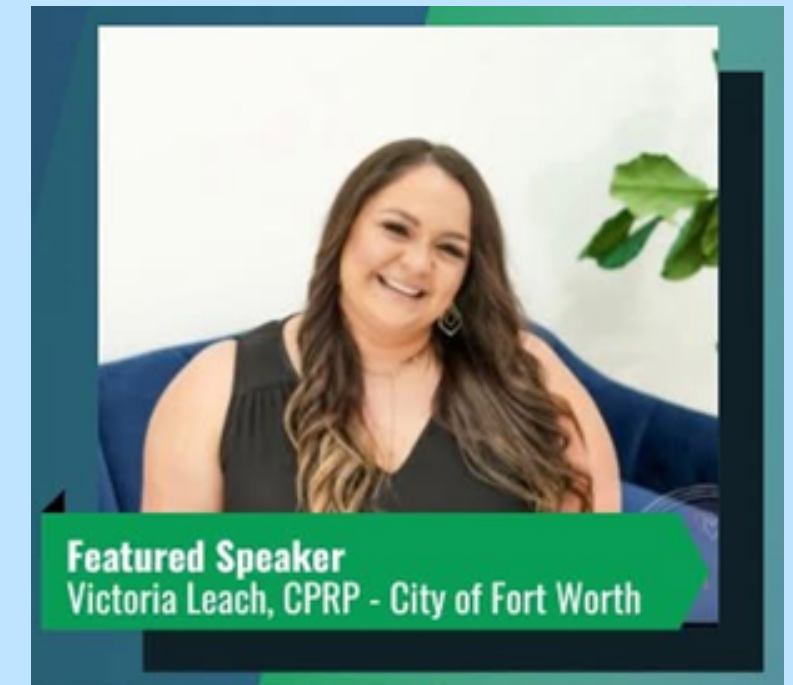


Introductions

VICTORIA "TORI" LEACH, MSW, CPRP



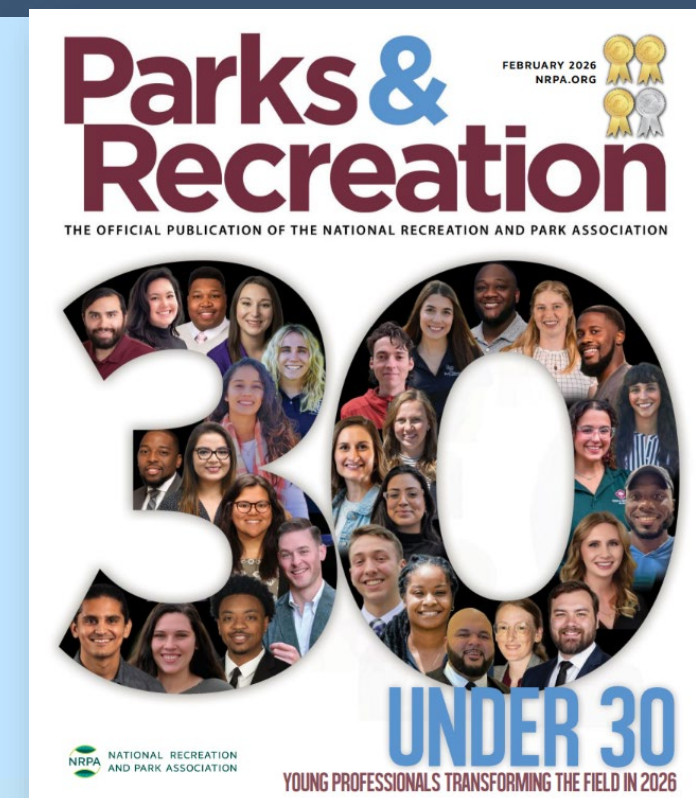
- Community Center Coordinator
- Been with the City of Fort Worth for 14 years
- Background in recreation and social services
- Oversight for staff trainings, Dream Club, teen programming and capital projects
- Lover of all things sports, music, and movies
- Fun Facts: I graduated in a class of 12 and went to state in Powerlifting twice!



ZACHARY MORRIS, CPT, CPRP



- Community Center Coordinator
- Worked in recreation for 7 years
- 2026 30 Under 30 recipient
- Oversight for marketing, ActiveNet, NRPA presenter
- Hobbies include fishing and fitness training
- Fun Facts: I am a die hard Cowboys fan and I have watched the original 'Power' series five times, every episode!



Park & Recreation



What is the CPRP?



- The Certified Park and Recreation Professional (CPRP) certification is the ***national*** standard for all parks and recreation professionals who want to be at the forefront of their profession.
- Attaining the CPRP designation shows that you have met education and experience qualifications, and illustrates your **commitment to the profession** as well as your knowledge and understanding of key concepts within parks and recreation.

Why the CPRP?



Assistant Director of Parks

<https://www.governmentjobs.com/careers/addisontx>
Addison, Texas



Director of Parks, Recreation and Culture

City of South Miami
South Miami, Florida



General Manager

City of Arlington Parks, Recreation & Culture
Arlington, Texas

Assistant Director of Parks

<https://www.governmentjobs.com/careers/addisontx>

Save Job

Expand



APPLY NOW

Education and Experience:

- Bachelor's degree in Parks & Recreation Administration or related field; AND
- Five (5) years of experience in public administration or management AND two (2) years of supervisory experience; OR
- An equivalent combination of education, training, and experience.
- State of Texas Registered Landscape Architect designation and/or Certified Parks and Recreation Professional (CPRP) is preferred.

- Keep up with industry standards
- Expertise – Understanding of recreation
- Boost career opportunities – Just like a degree!
- Shows you are invested

Why the CPRP?



Why Become CPRP?

- Join an elite group of more than 6,500 CPRPs who have committed to advancing our field.
- Increase the confidence outside groups and the community have in you and your organization.
- Show your employer that you're a valuable member of the team and that you're willing to learn new things.
- Gain an edge over other candidates when that promotion opportunity pops up or your dream job calls.

CPRP Eligibility Requirements:



- Have received or is set to receive* a bachelor's degree from a program accredited by the Council On Accreditation of Parks, Recreation, Tourism and Related Professions (COAPRT) accredited program, and successfully pass the CPRP examination; **OR**
- Have a bachelor's or higher degree from a regionally accredited education institution (from a non-COAPRT accredited program), with a major in recreation, park resources, or a related profession and no less than 1 year of full-time experience** in a recreation, park resources, or a related profession that encompasses each domain of the job analysis; and successfully pass the CPRP examination; **OR**
- Have a bachelor's or higher degree from a regionally accredited education institution, with a major other than recreation, park resources, or a related profession and no less than 2 years of full-time experience** in a recreation, park resources, or a related profession that encompasses each domain of the job analysis; and successfully pass the CPRP examination; **OR**
- Hold an associate degree from a regionally accredited education institution and no less than 4 years of full-time experience** in a recreation, park resources, or a related profession that encompasses each domain of the job analysis; and successfully pass the CPRP examination; **OR**
- Hold a high school diploma or equivalency certificate from a regionally accredited institution and no less than 6 years of full-time experience** in a recreation, park resources, or a related profession that encompasses each domain of the job analysis; and successfully pass the CPRP examination.

Eligibility

- **You can apply online or by mail.**
- Applicants who submit a completed initial application and **do not** qualify will be offered a full refund of their exam and application fees only.

I'm Eligible, How Much Does it Cost?

- **\$275 for NRPA members**
- **\$320 for non-NRPA members**
- **Additional cost for prep kits, study guides and courses.**



Product Categories	Books
Member	\$55.00
Nonmember	\$70.00

Comprehensive CPRP Certification Exam Preparation Kit

CPRP Certification Exam Preparation Kit

(CPRP Prep Courses + Practice Exam)

\$190 Member

\$250 Nonmember

[Purchase](#)

Comprehensive CPRP Certification Exam Preparation Kit

(CPRP Certification Exam Preparation Kit + CPRP Study Guide + Application & Exam Fees)

\$460 Member

\$556 Nonmember

[Purchase](#)

**Applicants will have one year from the time of registration to take the CPRP exam.*

Test Information



**The CPRP exam
is 150 questions**

- **125** scored questions
- **25** unscored pretest questions

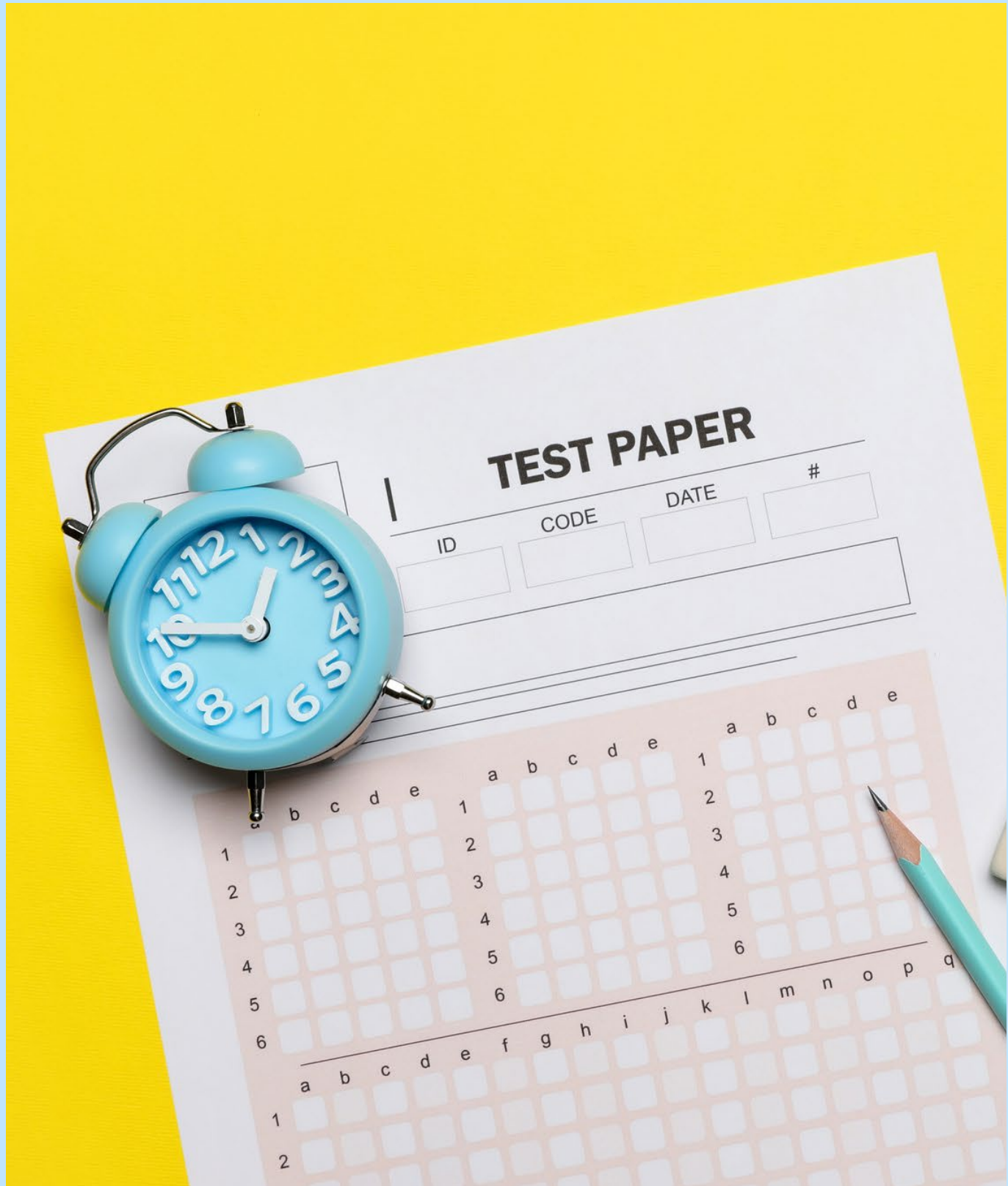
**You won't know
which are unscored*

**The test covers
five core
competencies:**

- **Operations**
- **Programming**
- **Human Resources**
- **Finance**
- **Communication**

**The computer - based exam is
administered through PSI Services
Professional Testing Company*

Additional Test Information



- You can reschedule 1 time without getting charged.
- Three (3) hours are allotted to complete the examination.

You will receive your test scores immediately afterwards



Test Content

Five Competencies



25%

COMMUNICATION

- Mission/Vision
- Internal/External Relationships
- Chain of Command
- Reports
- Strategic/Master Plan



10%

FINANCE

- Cash Handling
- Alternative Support
- Cost Data
- Budget
- Operating Data
- Developing Budget



10%

HUMAN RESOURCES

- Job Descriptions
- Hiring Processes
- Trainings
- Supervising
- Recommendations for Hire
- Volunteers

Test Content

Five Competencies



30%

OPERATIONS

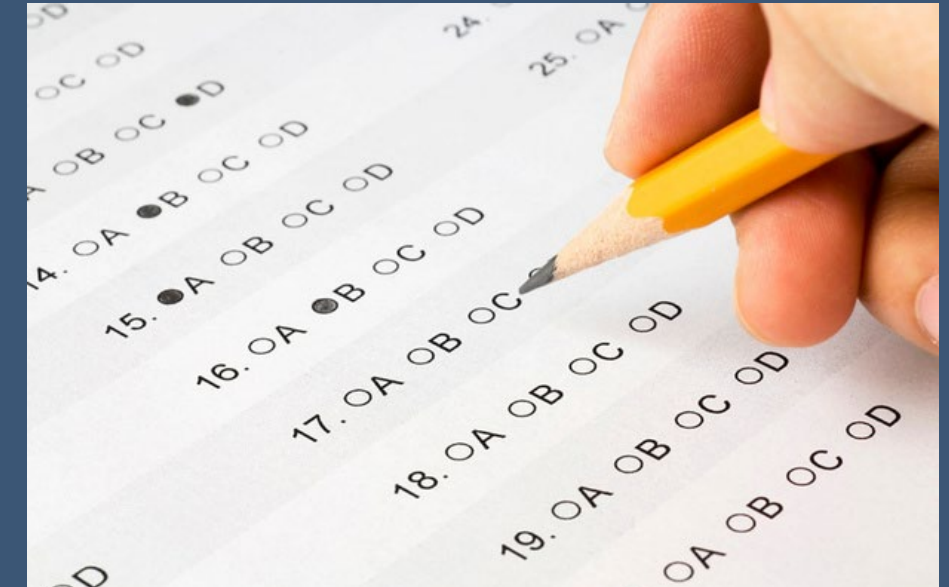
- Assessments
- Procedures
- Code of Conduct
- Customer Service
- Codes/Ordinances
- Manuals



25%

PROGRAMMING

- Programs
- Equity & Diversity
- Reports
- Goals & Purpose
- Participant Satisfaction
- Resources
- Special Events
- Leadership



TOTAL

COMMUNICATION – 25%

FINANCE – 10%

HUMAN RESOURCES – 10%

OPERATIONS – 30%

PROGRAMMING – 25%

Practice Question

Programming Competency

A park & recreation agency's services are typically divided into which of the following areas?

- A.** Parks, programs and services
- B.** Parks, facilities and administrative
- C.** Parks, programs and facilities
- D.** Parks, services and administrative



ANSWER: C – Parks, programs and facilities

Practice Question

Programming Competency

Which of the following program formats would be most appropriate for individuals who are participating in lacrosse for the first time?

- A. Drop-in**
- B. Instructional**
- C. Self-directed**
- D. League-based**



ANSWER: B – Instructional

Additional Study Materials

Official NRPA

- Online Modules
- Online Test
- Study Guide Booklet



• Quizlet



• YouTube Study Videos



Resources

- Rise to Gold Exam Prep Course
 - [K. Troline](#)
- Resources shared from professional groups
 - [Study guides](#)

**Most official study courses do have a fee*



Prep Strategies

Give Yourself Time

- **Newer to field:**
3 – 6 months
- **Moderate experience:**
2 – 4 months
- **Experienced professional:**
1 – 2 months review

Use Different Study Methods

- **Online**
- **Book**
- **Flash cards**
- **Practice test**
- **Group study**

Find a Friend/Group

- **Having additional supports or an 'Account-a-bil-a-buddy' makes a huge difference!**

Tips & Tricks

Create a Study Schedule

- 30–60 min daily
- 3–4 days per week
- 8–week plan – which sections each week

Schedule Your Test Far in Advance

- Give yourself time!

Right Answer Vs. NRPA Answer

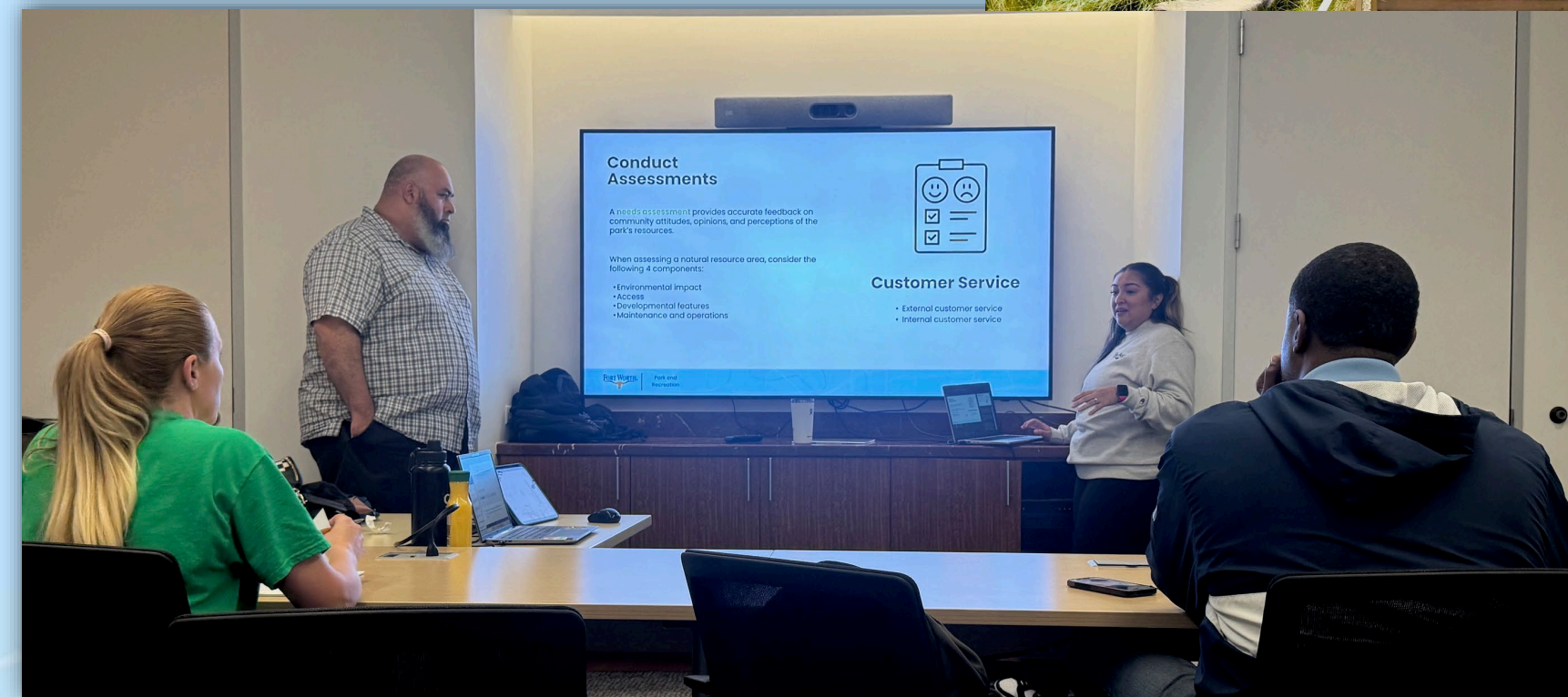
Right VS “Righter”



How Fort Worth is moving the needle forward

- Created a study group
- CPRP Certified staff leading
- Five session course
- Two hour sessions
- Five to ten peers
- Materials received
- First-hand knowledge of test
- *Get more staff certified!*
- *SUPPORT*

MISSION: CERTIFIED, THE CPRP BOOTCAMP



CPRP Resources

- [CPRP Candidate Handbook](#)
- [CPRP & CPRE Policy and Procedure Manual](#) – All professionals either currently certified or interested in becoming CPRP certified should review the CPRP & CPRE Policy and Procedure Manual.
- [Exam Extension Application](#) – Request a 3-month exam extension for any reason.
- [Exam Extension Fee Waiver](#) – If a serious health condition or extreme personal emergency has prevented an individual from completing the exam prior to their exam expiration date.
- [Work Experience Form](#) – Fulfillment of appropriate education requirements as demonstrated by official academic transcripts and work experience forms are only required if you are notified that your application was selected for audit.
- [CEU Petition](#) – Use this petition to gain CEU credit from trainings and courses.
- [Professional Service Experience \(PSE\) Form](#) – Use this form to gain CEU equivalency from certain services provided to the field.
- [NRPA Online Certification Center](#) – Track your CEUs and renew your certification online



CONTACT INFORMATION

Reach out any time!

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ZACHARY MORRIS, CPRP



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