

California Board of Recreation and Park Certification, Inc

P.O. Box 900489 Palmdale, CA 93590-0489 Voice/message: 661-538-1332 F: 661-274-8600 Email cbrpc@roadrunner.com Website: cbrpc.org

Established in 1954

California Certification Promotes Pride and Excellence in the Profession

RC- RECREATOR CERTIFIED

Policy & Application Form

I. GOAL OF CERTIFICATION

The basic purpose of the Board's certification program is to assure the general public and employing agency of the competence of recreation and park professionals by certifying that they meet prescribed standards. The Recreator Certificate is designed to certify that an individual is qualified by education and experience to conduct, administer and manage recreation services.

II. REQUIREMENTS

Option 1. Baccalaureate or Graduate Degree in Recreation/ Recreation Management/ Tourism

Option 2. Baccalaureate or Graduate Degree in a related field such as MBA/ Kinesology/ Physiology/ Arts/ Recreation Therapy, etc., and a minimum of 3 years full time experience in the field of Recreation and Leisure

III. EXAMINATION AND CERTIFICATION DETAILS

The CBRPC examination in General Knowledge, Recreation, is given two (2) times a year. Once a year, the examination is given at the CA. Park Recreation Society Annual Conference and twice a year at a number of locations throughout the state. Indicate your preferred site on the application form. The examination is entry level 98 multiple choice questions. The exam is 2 hours, though most people complete the exam in an hour. Certificates are valid for a two-year period and then must be renewed. A renewal notice will be sent out and a fee to cover costs and helps support the certification program.

Examination Dates	Application Deadline Dates
Spring Statewide Exam 1st Saturday in April (Examination sites & times pending availability of proctors)	Spring Review: Last Friday in January
Fall Statewide exam 1st Saturday in November (Examination sites & times pending availability of proctors)	Fall Review: 3 rd Friday in August

IV. FEES: See payment Form

Application Fee must accompany the application.

Examination Fee will be due and payable once the application passes review. Notice, including a deadline for payment, will be emailed. This fee is not refundable

V. SEND APPLICATION & PAYMENT FORM TO:

CBRPC, Inc P.O. Box 900489 Palmdale, CA 93590-0489

VI. APPLICATION PROCEDURE

-The application form, fee and all supporting documents must be postmarked by the deadline date and to the address indicated on the form.

-Applications which do not meet this part of the process will be considered during the cycle but will be filed for future consideration if such consideration is requested by the candidate.

-Acknowledgement and an examination study outline will be sent, if the application is accepted for processing.

-Applicants will receive notice of their eligibility approximately thirty (30) days prior to the examination date.

-Directions to the examination site, proctors name and parking costs, if any will be sent a minimum of 2 weeks prior to the examination date.

VIII. APPLICATION REQUIREMENTS

1. Please provide all information requested in the application form. Type or print information clearly. Be sure to indicate if another name appears on your proof of degree.
2. Include proof of degree (photocopy of diploma, official transcript showing award of degree or an official letter from the university registrar). Remember that an official transcript must be sent directly from the university or remain sealed (unopened) if handled by the applicant.
3. You may send in your application at any time prior to the deadline. Please allow ample time for preparing the application and arranging for proof of degree. Incomplete or late applications cannot be processed. Once your application is received, it will be reviewed by the Certification Review Committee, which meets twice a year.

IX. CHANGE OF ADDRESS, NAME, PHONE NUMBER AND OR PREFERRED TEST SITE:

Notify CBRPC of any change in your name, address, phone number or preferred test site that occurs after your application has been submitted.

XI. ONCE YOU HAVE PASSED THE EXAMINATION, you will be required to renew every two years and show proof of 2.0 CEU's. There is a nominal renewal fee and the CEU's must be related to the field of Recreation and Leisure. Detailed description will be sent to you a minimum of 45 days prior to your certification expiration date. If you do not receive this information, call our office to avoid a late fee.

QUESTIONS /CONCERNS: Call 661-538-1332 T/F 9am to 5pm or email: cbrpc@roadrunner.com

RECREATOR CERTIFIED APPLICATION

I. IDENTIFICATION

Mr. Mrs. Ms. Jr Sr. Dr. PhD Other:

Last Name: _____ / First Name: _____ Middle Initial: _____

Mailing address

City: _____ State: _____ Zip Code: _____

Phones – include area codes

Home phone: _____ Cell: _____

Work phone: _____ ext. _____ Fax: _____

Number of years working in field full-time: _____ Part-time: _____

E-mail: _____

Date of birth: ____ / ____ / ____ Were you previously certified as an RC? No Yes, provide a copy of your certification.

ETHNICITY Please check all that apply

<input type="checkbox"/>	White or Caucasian	<input type="checkbox"/>	Japanese	<input type="checkbox"/>	Guamanian
<input type="checkbox"/>	Black or African American	<input type="checkbox"/>	Korean	<input type="checkbox"/>	Mien
<input type="checkbox"/>	American Indian or Alaska Native	<input type="checkbox"/>	Other Pacific Islander	<input type="checkbox"/>	Laotian
<input type="checkbox"/>	Filipino	<input type="checkbox"/>	Samoaan	<input type="checkbox"/>	Vietnamese
<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Asian Indian	<input type="checkbox"/>	Latino
<input type="checkbox"/>	Cambodian	<input type="checkbox"/>	Other Asian	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Hmong	<input type="checkbox"/>	Native Hawaiian	<input type="checkbox"/>	Unknown/ Not Reported

II. QUALIFYING DEGREE: (List highest qualifying degree.)

Check Option: Option 1 Option 2

Degree:	Institution:	Major:	Option/Specialization:	Month	Year:

University Advisor's Name: _____

IV. PREFERRED EXAMINATION LOCATION

Check one - Other sites may be developed pending availability and need.

<input type="checkbox"/> Bakersfield	<input type="checkbox"/> Chico	<input type="checkbox"/> Los Angeles	<input type="checkbox"/> Long Beach	<input type="checkbox"/> Northridge
<input type="checkbox"/> Sacramento	<input type="checkbox"/> San Diego	<input type="checkbox"/> San Francisco (Fall)	<input type="checkbox"/> San Louis Obispo	<input type="checkbox"/> Santa Clara/San Jose (Spring)

IX. SPECIAL ACCOMMODATIONS?

No Yes describe-be specific: _____

TRANSCRIPTS: Check one of the following:

Unopened Transcripts attached or Unopened Transcripts ordered to be sent to CBRPC

V. EMPLOYER NOTIFICATION: (check if applies)

Notify employer of passing score: No Yes- complete information below

EMPLOYER

Agency:

Attention:

Address:

City:

State:

Zip Code:

Fax: ()

Email:

VI. OPTION 2- VERIFICATION OF 3 YEARS FULL TIME EXPERIENCE

EMPLOYING AGENCY

Name:

Address:

City:

State:

Zip Code:

Employing Supervisor's Name:

Department in which you worked:

Personnel department phone number:

Dates of employment:

California Board of Recreation and Park Certification, Inc
RECREATOR CERTIFICATION APPLICATION PAYMENT FORM

Printed Full Name:	
Name of Agency:	

Print all information clearly

CREDIT CARD/CHECK/MONEY ORDER FEES (non-refundable)	Check that apply	Amount
Recreator Application	<input type="checkbox"/>	\$ 85.00
CBRPC Recreator Certification Study Guide	<input type="checkbox"/>	\$ 25.00
Payment by Credit Card additional \$5.00 processing fee	<input type="checkbox"/>	\$ 5.00
TOTAL AMOUNT TO BE PAID		\$

Check One:


 

Card Number:		
Expiration Date:		
Cardholder Name:		
Cardholder Signature:		
Cardholder Address:		Apt.
City:	State:	Zip Code:
Card Holder Signature:		
Date:		

PAYMENT MADE BY CHECK OR MONEY ORDER DOES NOT INCLUDE A PROCESSING FEE

Attach Check/Money Order Made Payable to: CBRPC	\$40 Check return fee	
Mail this Form & Completed Examination form with check/money order to: CBRPC PO Box 900489 Palmdale CA 93590-0489		
In the Amount of: \$	Check #	Money Order#