

## RC - RECREATOR CERTIFIED POLICY, APPLICATION & PAYMENT 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/ Kinesiology/ Psychology/ 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 California Board of Recreation and Park Certification examination in General Knowledge, Recreation is given (2) times a year; once in the spring and once in the fall at a number of locations throughout the state. The examination is entry level 98 multiple choice questions developed by educators and practitioners. The examination 2 hours, though most people are able to complete it within an hour. Need 70% and above to pass. After the application has been reviewed by committee and approved, the applicant will be provided with a notice to sit for the examination and an additional fee will be due at that time. The applicant can postpone taking the exam for 2 years, after that time, the application expires and the application must go through the entire process as a new applicant and pay all fees.

Once the applicant successfully passes the examination, the certification is valid for a two-year period in which the certificant is to earn 2.0 CEU's. A renewal notice will be emailed; the renewal form will only be available on the [cbrpc.org](http://cbrpc.org) website. The certificant completes the form; shows proof of 2.0 CEU's and pays a nominal fee. The renewals are each reviewed through a committee process; results are mailed out immediately following the meeting.

Application due Dates	Examination Dates
Spring: Last Friday in January	Spring: April
Fall: Last Friday in August	Fall: November

**IV. FEES:** see payment form

Application fee must accompany the application

**NOTICE:** all fees are non-refundable. Checks return fee is an additional \$40.00- and then payment can only be made by money order or credit card.

**V. APPLICATION & PAYMENT FORM**

**Mail to:** CBRPC PO Box 2137 Fallbrook CA 92088

**Paying by credit card:** application and payment form can be emailed

**VI. APPLICATION PROCEDURE**

1. Provide all information requested in the application form. Type or clearly print all information.
2. 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 applicant.
3. Applicants will receive notice of eligibility as soon as the committee completes the review and an email will be sent to the applicant.
4. Once the application is approved, the examination form will be emailed to be completed by the stated deadline date.
5. A study guide is available for purchase but does not guarantee passing of the examination. It is meant to review entry level information.

**VII. APPLICATION REQUIREMENTS**

1. Provide all information requested. Type or clearly print all information. Be sure to indicate if another name appears on your proof of degree.
2. Include proof of degree (photocopy of diploma, official transcripts showing award of degree or an official letter from the university registrar. Official transcripts must be sent directly from the university, remained sealed (unopened) if handled by the applicant.
3. Send in your application at any time prior to the deadline. Allow ample time for preparing the application and arranging for proof of the degree. Incomplete or late applications cannot be processed in a timely manner. The committee that reviews the applications meets twice a year.

**VIII. CHANGE OF ADDRESS, EMAIL, or NAME**

Notify CBRPC of any changes in your name, address, email, phone number immediately

**IX. QUESTIONS/CONCERNS/CLARIFICATIONS**

Contact the CBRPC office 661-538-1332 or email [cbrpc@roadrunner.com](mailto:cbrpc@roadrunner.com)

## RC RECREATOR CERTIFIED APPLICATION

Print or clearly print all information

I. IDENTIFICATION							
<b>Check all that apply:</b> <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> PhD <input type="checkbox"/> other: explain							
<b>Date of Birth</b>		<b>Years in field</b>		<b>Other Certifications? Please list</b>			
<b>LAST Name</b>		<b>FIRST Name</b>		<b>Middle Initial</b>			
<b>MAILING ADDRESS</b>			<b>CITY</b>		<b>STATE</b>		
<b>Home Phone:</b>			<b>Cell Phone</b>				
<b>Email</b>			<b>Work Phone</b>				
ETHNICITY Check all that apply							
<input type="checkbox"/>	White or Caucasian	<input type="checkbox"/>	Cambodian	<input type="checkbox"/>	Laotian	<input type="checkbox"/>	Other Asian
<input type="checkbox"/>	Black / African American	<input type="checkbox"/>	Hmong	<input type="checkbox"/>	Asian Indian	<input type="checkbox"/>	Other Pacific Islander
<input type="checkbox"/>	American Indian or Alaska Native	<input type="checkbox"/>	Japanese	<input type="checkbox"/>	Guamanian	<input type="checkbox"/>	Samoan
<input type="checkbox"/>	Filipino	<input type="checkbox"/>	Korean	<input type="checkbox"/>	Mien	<input type="checkbox"/>	Vietnamese
<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Latino	<input type="checkbox"/>	Native Hawaiian	<input type="checkbox"/>	Unknown/Other:
II QUALIFYING DEGREE (use the highest qualifying degree)							
<b>Check Option:</b> <input type="checkbox"/> Option1 or <input type="checkbox"/> Option 2							
Degree	Institution/Univ.	Major	Minor/Specialization	Month	Year		
<b>University Advisor's Name</b>							
OPTION 2- Verification of 3 years full time work experience in the recreation field							
<b>Agency Name:</b>							
<b>Address:</b>							
<b>City:</b>		<b>State:</b>		<b>Zip Code:</b>			
<b>Employing Supervisors Name:</b>							
<b>Department in which you worked:</b>							
<b>HR/Personnel Department Phone Number:</b>							
<b>Dates of Employment:</b>							
TRANSCRIPTS check one of the following							
<input type="checkbox"/> Unopened transcripts attached <input type="checkbox"/> Unopened Transcripts ordered to be sent to CBRPC							

**California Board of Recreation and Park Certification, Inc**

PO Box 2137 Fallbrook CA 92088 V/M 661-538-1332 email: [cbrpc@roadrunner.com](mailto:cbrpc@roadrunner.com)

*California Certification Promotes Pride and Excellence in the Profession- established in 1954 Non-profit Incorporated December 2010*



**RECREATOR CERTIFIED APPLICATION PAYMENT FORM**

COMPLETE ALL INFORMATION CLEARLY - Must be completed and return with form(s)

<b>Applicants Full Name</b>	
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Check/Money Order FEES- Posted by Deadline Date	Check that apply	Amount
RC Recreator Certified Application		\$ 170.00
RC Study Guide		\$ 25.00
Credit Card VISA/MasterCard FEES (includes processing fee)	Check that apply	Amount
RC Renewal		\$ 175.00
RC Study Guide		\$ 30.00
<b>Total Enclosed</b>		\$

**PAYMENT INFORMATION**

<input type="checkbox"/> I will be paying by check/money order #	(see attachment)
<p><b>Make check payable to:</b> CBRPC</p> <p>No additional processing fee required for payments made with check or money order; Fees are non refundable; returned check fee: \$40</p> <p><b>Mail completed application &amp; payment form to:</b> CBRPC PO Box 2137 Fallbrook CA 92088</p>	
<p>I will be paying by credit card: Check one</p> <p> <input type="checkbox"/>  or <input type="checkbox"/>  </p>	
<b>Card Number:</b>	
<b>Expiration Date:</b>	
<b>Cardholder Name:</b>	
<b>Cardholder Signature:</b>	
<b>Cardholder Address:</b>	
<b>Date:</b>	

Email completed form to [cbrpc@roadrunner.com](mailto:cbrpc@roadrunner.com)