

OKLAHOMA PROFESSIONAL CERTIFICATION BOARD

RECOGNITION PLAN
FOR
OKLAHOMA RECREATION AND PARK ASSOCIATES
IN THE
STATE OF OKLAHOMA

Proposed March 2009

TO BE ADMINISTERED BY THE
OKLAHOMA PROFESSIONAL CERTIFICATION BOARD

PROPOSED FOR ADOPTION BY
OKLAHOMA RECREATION AND PARK SOCIETY

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PREFACE

High quality and effective recreation and park services are the primary goals of the professional in parks and recreation, and, thereby, become the primary goal of the profession.

In order to achieve this goal, the parks and recreation professional should accept the responsibility of establishing standards for its individuals that will contribute to their growth and support. These standards will protect both the professional and the profession, also providing the most competent and dedicated leadership for the public.

THE OKLAHOMA RECREATION AND PARK SOCIETY does hereby establish a plan for voluntary certification of Recreation and Park personnel in the STATE OF OKLAHOMA and sets forth standards that would be applied in the recognition of key employees and leaders in the field of Recreation and Parks.

RECOGNITION PLAN FOR RECREATION, PARK RESOURCES AND LEISURE SERVICE PERSONNEL

PURPOSE

The accompanying Oklahoma state plan for 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 service. Membership in the Oklahoma Recreation and Park Society (ORPS) and/or National Recreation and Park Association (NRPA) shall not be a prerequisite for this recognition.

It is the policy of the Oklahoma Professional Certification Board (OPCB) that nothing with respect to race, creed, sex, age, disability, or national origin shall be used as a bar to entry or practice in the recreation, park resources, and leisure service profession. A proactive program to implement this policy shall be established.

The purposes of this plan are (1) to provide recognition of individuals who have qualified (2) to encourage continued educational development among qualified candidates, and (3) to afford assurance to employers that recognized personnel have attained and sustained stated education and experience qualifications.

Article I - Administration

Section 1 – The Plan

This plan for recognition of recreation, park resources, and leisure service personnel in Oklahoma shall be administered through the Oklahoma Professional Certification Board.

The Oklahoma Professional Certification Board shall participate with the National Certification Board (NCB of NRPA) in assigned responsibilities to support those persons in the state eligible for national certification through the NCB.

Section 2 – Oklahoma Professional Certification Board

The OPCB will serve as the administrative body of the plan. The OPCB shall include representation from membership in the Oklahoma Recreation and Park Society and may include consumer (lay) representatives as well. Each professional appointee shall be a Certified Park and Recreation Professional under the National Certification Board (NRPA). The OPCB shall consist of six professional members and, optionally, one consumer member.

The OPCB shall have the right to establish rules of procedures and bylaws subject to the limitation of the plan and to organize by electing its own presiding officers.

The OPCB shall appoint an individual from within or outside its membership to evaluate all

applications for certification using established procedures, criteria, and interpretations and to submit such to the PCB for final disposition.

Section 3 – Terms of Office for OPCB Members

The ORPS President shall appoint the OPCB members with ratification by ORPS Board of Directors for three year-overlapping terms. Each member shall serve until a successor is appointed and certified. No member shall serve more than two consecutive terms. Vacancies shall be filled by appointment for the unexpired term in the same manner as original appointments.

Section 4 – Meetings

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

Section 5 – Duties

The duties of the OPCB shall be to:

1. Administer the responsibilities of a state affiliate in service to the National Certification Board related to national certification;
2. Administer the recognition plan adopted by ORPS;
3. Develop such procedures, forms, and materials as may be necessary for the implementation of the plan;
4. Maintain a full and complete record of its meetings including a register of all applicants for recognition and the disposition of each application;
5. Stimulate and conduct research relating to professional standards in general, and ways of improving the State Professional Recognition Plan;
6. Publicize the plan by such means as may be deemed advisable;
7. Publish annually the names of individuals certified under the plan.

Article II – Recognition Procedure

Section 1 – Eligibility

Any individual who meets the qualifications stated hereinafter shall be eligible for recognition under this OPCB plan without consideration of race, creed, sex, age, or disability, whether employed under public, quasi-public, or private auspices.

Section 2 – Initial Application Procedures

Individuals will make application to the Oklahoma Professional Recognition Board on the proper form accompanied by the initial fee and an official transcript of academic credits taken through the highest degree (or diploma) claimed. All requests for information and questions on the application (Appendix A) must be answered; additional professional information may be required by the OPCB from appropriate sources.

Section 3 – Requirements for Recognition

The qualifications of each applicant shall be evaluated and acted upon within six months following receipt of the application. The standards for these classification levels shall be:

1) Oklahoma Recreation and Park Associate (ORPA)

- A bachelors degree from an NRPA accredited program (program must be accredited at the time of graduation) verified by an official transcript; OR
- A bachelors or higher degree from a regionally accredited educational institution (without NRPA accreditation) verified by official transcript, with a major in recreation, park resources, and leisure services, with current full-time employment and no less than one (1) year full-time experience in a recreation, park resources, and leisure service position; OR
- A bachelors or higher degree from a regionally accredited educational institution, verified by official transcript, with a major other than recreation, park resources, and/or leisure services, and current full-time employment and no less than one (1) year full-time experience (following the degree) in a recreation, park resources, and leisure service position: OR
- An Associate's degree (two year) from a regionally accredited education 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 service position; OR
- 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 may seek CPRP status should they complete the necessary education and experience requirements specified by the National Certification Board.

Section 4 – Circumstances Not Covered in this Plan

Any person may petition the OPCB for the purpose of attaining recognition or renewal of recognition. The OPCB shall receive and act on any such petition at the next scheduled meeting and shall in all cases offer the petitioner opportunity to be heard personally, to have witnesses, and to submit substantiating material. The OPCB shall act on each special petition individually. A negative decision may be appealed in the same manner as any finding of the OPCB.

Section 6 – Renewal of Recognition

As evidence of continued educational and experiential development, renewal of recognition shall be required and shall be contingent upon completion of:

- Two (2) Continuing Education Units (CEUs); and/or
- Successfully completed academic course work from an NRPA accredited or regionally accredited college/university; and/or
- Workshops/courses attended that meet professional development needs but are not awarded CEUs or academic credit. Applicants must petition either the OPCB in advance of, or no more than 30 days following, the experience providing full content information in order to receive appropriate CEU equivalency.
- Twenty (20) hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction.

This continuing professional development requirement may be fulfilled by any combination of the above but must be completed within each 24-month period from the date of initial recognition or renewal of certification.

For ease of administration, the above alternatives will be equated to CEUs, that is, total classroom hours verified divided by 10. Forty hours of successfully completed academic instruction would be divided by 10 equaling 4.0 CEU "equivalents." This method will provide a common basis for comparison for all alternatives and allow them to be combined to meet minimum renewal or recertification requirements.

The Oklahoma Professional Certification Board requires that for any two (2) CEUs earned, 1.5 CEU must be earned through the Oklahoma Recreation and Park Society, the National Recreation and Park Association, or one of the other state affiliates of NRPA.

Renewal notices will be sent to all those individuals due for renewal of recognition at least 60 days prior to the renewal date by the OPCB. Renewal of recognition application, fees, and documentation must be submitted within 90 days following the renewal date to the OPCB. Failure to do so will result in withdrawal of recognition.

Section 6 – Recognition following a Lapse in Renewal

Recognition will be withdrawn if the applicant fails to meet the renewal requirements as set out in Article II, Section 6. If certification is withdrawn, eligibility for applying for recognition following a lapse in renewal is contingent upon acquiring one (1) CEU or CEU equivalent for every year or fraction thereof up to two (2) years since the lapse of certification. After a two (2) year lapse the applicant must meet all standards in place at the time of reapplication.

Section 7 – Denial or Withdrawal of Recognition

Recognition may be denied or withdrawn by the OPCB when any applicant does not meet the qualifications, if the individual is found guilty of conduct deemed detrimental to the profession, or when there is misrepresentation of any facts in connection with the application. In all such cases, the OPCB shall notify the individual in writing of denial or withdrawal of recognition and the reasons therefore, and shall provide an opportunity for appeal.

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

Section 8 – Appeals

An applicant may appeal any decision of the OPCB. The initial appeal must be in writing and shall be made directly to the OPCB. The OPCB will act promptly to resolve the appeal, rendering its decision in writing.

If the written decision of the OPCB is not satisfactory to the applicant, the applicant may appeal in writing to the Board of Directors of ORPS a decision of the Oklahoma Professional Certification Board. The Board of Directors of ORPS shall thereupon appoint an appeals panel that shall be comparable in qualifications and numbers to OPCB members, but shall not be composed of any members serving on the OPCB. Decisions of the appeals panel shall be final.

Section 9 – Recognition Awards

A certificate (or card) bearing the recognition for which the applicant has qualified shall be issued. Appropriate additional validation shall be issued upon satisfactory completion of renewal as specified in the plan.

Article III - Financing

Section 1 – Fees

The OPCB shall annually establish fees for:

- 1) Initial application, and
- 2) Renewal of recognition.

The OPCB shall not handle any of the monies in this process. ORPS is responsible for the financial operations of the OPCB.

Section 2 – Receipts and Reporting

All receipts from this plan shall be deposited in accordance with procedures established by ORPS and kept in an account maintained for that purpose.

Article IV - Amendments

Section 1 – Amendments

OPCB may amend this plan at its own discretion with concurrence by the NCB.

Any changes in this plan shall not affect recognitions that have already been granted by the Oklahoma Professional Certification Board.

Those persons who are current in standing as Associate Park and Recreation Professionals (APRP) or Certified Park and Recreation Associates (CPRA) shall be immediately eligible to be recognized as an Oklahoma Recreation and Park Associate (ORPA). [This statement shall be removed from the bylaws as of December 2009.]

Article V - DEFINITIONS AND CLARIFICATIONS

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

NRPA accredited: Recreation, park resources, and leisure services baccalaureate degree programs accredited by the Council on Accreditation sponsored by the National Recreation and Park Association.

Regionally accredited educational institution: An institution of higher education accredited by a regional accrediting agency recognized by the Council on Higher Education Accreditation or its successor.

Certification: The process by which a non-governmental agency or association grants recognition to an

individual who has met certain predetermined qualifications specified by that agency or association. For purposes of this plan, certification encompasses the "Model Certification Plan for Recreation, Park Resources, and Leisure Service Personnel" established by the NRPA National Certification Board.

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

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

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

APPENDIX A

***APPLICATION FOR RECOGNITION AS AN OKLAHOMA
RECREATION AND PARK ASSOCIATE***

OKLAHOMA PROFESSIONAL CERTIFICATION BOARD

**APPLICATION FOR RECOGNITION AS AN OKLAHOMA
RECREATION AND PARK ASSOCIATE**

Name:			
Business Address:			
Home Address:			
Business Phone:		Home or preferred personal phone:	
Present position:			

Education

Institution	Major Minor	Dates (From - to)	Diploma or degree earned

Experience

Agency and address	Supervisor	Dates (From - to)	Job Title

This recognition cannot be used to satisfy state or national certification for Therapeutic Recreation.

Include an official transcript if this is an initial application for recognition as an Oklahoma Recreation and Park Associate.

Include the appropriate fee specified below.

I certify that all statements are true to the best of my knowledge.

Signature

Date

FEES (as of 2008):

\$15 New Applicant _____ (includes transfer from current APRP/CPRA)

\$15 Renewal _____

Complete this form and return to:

Patty Dixon, Executive Director

Oklahoma Recreation and Park Society

P.O. Box 1201

Sand Springs, OK 74063-1201

(918) 245-5756

(918) 245-6272 FAX

APPENDIX B

***APPLICATION FOR RENEWAL AS AN OKLAHOMA RECREATION
AND PARK ASSOCIATE***

OKLAHOMA PROFESSIONAL CERTIFICATION BOARD

APPLICATION FOR RENEWAL AS AN OKLAHOMA RECREATION AND PARK ASSOCIATE

Name:			
Business Address:			
Home Address:			
Business Phone:		Home or preferred personal phone:	
Present position:			

\$15 Renewal fee (Check made payable to ORPS)

I have earned Continuing Education Units (CEUs) as follows:

Please attach a copy of CEUs earned, if not sponsored by ORPS.

Date	Workshop	Number of CEUs earned

For Oklahoma Professional Certification Board Use					
Received		Reviewed		By	
New renewal date			Notified candidate		
Continued recognition as ORPA					
Chairperson - Professional Certification Board					