CPRA PROFESSIONAL DEVELOPMENT
CERTIFICATION

Recertification Credit Report Guide

Why Recertification is Important

Recertification is crucial to maintaining a high standard of competency-based professional development. This log helps you to track the various requirements of the CPRA Professional Development Certification.

Recertification Philosophy

Continuous professional development aims to improve existing competencies and develop new competencies. As such it is expected that majority of learning credits needed for recertification will be earned through activities that extend practitioners beyond their regular work or volunteer responsibilities and explore new competency dimensions,

Reporting Professional Development Activities

It is up to each participant to track his/her professional development activities. These activities can be tracked using the online professional development log. It is important to remember that only activities undertake after registration in the recertification program can be counted towards recertification.

How to Maintain Certification

Certification is maintained through participation in the three common Learning Workshops and collecting 75 Learning Credits during your three (3) year certification.

What Learning Qualifies as Professional Development

Each participant should undertake any professional development that is relevant to his or her work in these following categories:

Please Note: You will need to reference the Development Category and associated Development Activity number when completing the Recertification Continuous Learning Credit Form.

Categories	Max. Credits Earned
A. Continuing Education	50
B. Leadership/Mentoring	20
C. Instruction, Research or Publication	20
D. Work Projects/Initiatives	20
E. Volunteering	20

Development Category	Development Activity	Activity Credits
A. Continuing Education	**1. University, College and Institute Courses** Successful completion of post-secondary course(s) from an accredited institution.	15 credits per course credit hour of instruction
	2. Certification Courses Attendance at courses that lead to a certification another than this program. (RFP courses, LEED, specialized instructor etc.)	1 credit per hour to a maximum of 8 points per day
	3. Seminars/Workshops/Roundtables Attendance at seminars, workshops, conferences, roundtables – online or in person. This includes PT/regional seminars, breakfast meetings or dinner speakers with educational components	1 credit per hour to a maximum of 8 points per day
	4. Self-Directed Learning This includes readings of periodicals and research in preparation for sharing of your learning at discussion groups, e-learning, and/ or online discussion forums that have learning outcomes but do not result in workshop development. Outline how knowledge was applied or shared.	1 credit per activity to a maximum of 15 credits per 3 year period (Must list each activity)

Development Category	Development Activity	Activity Credits
B. Leadership/Mentoring	**1. Mentoring** Acting as a mentor outside normal job responsibilities (i.e. not direct reports) through a formal agreement to develop specific skills.	1 credit per hour of mentor
	2. Mentee through a formal agreement to develop specific skills.	1 credit per hour of mentor.
	3. Supervising Recreational Studies (or Related Field) Participant in the Workplace During a formal co-op, internship or work experience placement where written appraisal is provided along with regular feedback.	1 credit per hour of contact

Development Category	Development Activity	Activity Credits
C. Instruction, Research or Publication	**1. Teaching a University, College or Institute Course for the First Time** Courses for which participants receive credit towards a degree, diploma or certificate and for which assignments, papers and/or exams have to be marked. Credit is granted for the first time the course is taught. The course must be taught at an accredited post-secondary institution.	20 credits per new course taught
	2. Developing a New Course, Workshop or Seminar Credit is only granted for the first time the course, workshop or seminar is developed for a non-post-secondary institution, workplace.	15 credits per new course
	3. Facilitating New Course, Workshop or Seminar Credit is only granted for the first time the course, workshop or seminar is facilitated for a non-post-secondary institution, workplace or client.	15 credits per new course
	4. Guest Lecturer Preparation of a minimum of three hours for a newly developed presentation/lecture.	5 credits per new lecture/ presentation
	5. Keynote Speaker/Session Presenter At a national, provincial or regional conference.	10 credits per each **new** keynote presentation 5 credits for each new session presentation
	6. Conducting or Participating in Research Research must related to the 2014 Framework for Recreation in Canada that aspires to advance the sector through a significant report or published work. (e.g. white paper)	10 credits per project
	7. Acceptance of Master's Thesis or Graduating Paper at a Master's Level Must be in an area directly related to one or more of the Recreation and Parks competencies or a business related subject.	20 credits per degree

Development Category	Development Activity	Activity Credits
D. Work Projects/ Initiatives	**1. First time or significant contribution to your organization in the development, application or implementation of a program, project, or policy.** (Includes secondments/assignments outside your normal job responsibilities)	Small project (40–100 hours) 8 credits; Medium project (101–199 hours) 13 credits; Large project (200+ hours) 18 credits;
	2. Significant Updates Policy, Program or Service/Process Improvements e.g. Public or organizational policy, project, program or service provided	10 credits per occurrence to max. 20 credits
	3. First time or significant contribution to your organization in the development, application or implementation of a program, project or policy that link to the 2014 Framework for Recreation in Canada.	3 credits per contribution to a maximum of 10 credits
	4. Significant updates/process improvements that align with the 2014 Framework for Recreation	5 credits per contribution to a maximum of 10 credits
	5. Knowledge to Action Evidence Based Programming in Canada	2 credits per project to a maximum of 10 credits

Development Category	Development Activity	Activity Credits
E. Volunteering	**1. Active Committee/Taskforce Membership in an PT Association, or other organization outside current employer (local, provincial, regional or national)** For a period of no less than a year and/or minimum 24 hours per year including meetings and meeting preparation. Must demonstrate responsibilities for completing project work and/or leading sub-committees.	10 credits per year per committee
	2. Chair/Co-Chair of a PT Committee or taskforce (in a PT Association or other organization outside current employer.) For a period of no less than a year and/or a minimum of 24 hours per year including meetings and meeting preparation. Must demonstrate responsibilities for completing project work and/or leading sub-committees. This includes chapter/regional/executive level involvement.	15 credits per year per committee
	3. Board Membership (in an PT Association) For a minimum of the usual term and/or 24 hours commitment per year including meetings and meeting preparation. Must demonstrate responsibilities for completing project work and/or leading sub-committees.	20 credits per year per board
	4. Conference Chair/Co-Chair For a chapter, local, provincial, regional or national conference lasting a **minimum of 2 days.** Must demonstrate responsibilities for completing project work and/or leading sub-committees. *Conferences lasting 1 day would receive half the annual point allotment.*	20 credits annually per conference
	5. Chair/Co-Chair or President of an PT Association For a minimum term of one year. With demonstrated responsibilities for meeting organizational objectives. Must demonstrate responsibilities for meeting organizational objectives, completing project work and/or leading sub-committees. This is in addition to board membership.	25 credits per 3-year period
	6. Task Force Member Representing a PT organization on a public or government Task Force for a minimum of 24 hours per year. Must demonstrate responsibilities for completing project work and/or leading sub-committees.	15 credits per 3-year period

Development Category	Development Activity	Activity Credits
E. Volunteering	**7. Active Volunteer or Board Member in Non-profit Organization (not restricted to Parks and Recreation sector).** Must demonstrate responsibilities for completing project work and/or leading sub-committees.	10 credits per 3-year period
	8. Volunteering for administrative tasks in PT Associations. E.g. Knowledge Presentation Review Panel, auditor admin. Tasks at association conferences.	5 credits per day to a maximum of 10 credits annually

Audit

To ensure the integrity and standard of professionalism reflected in the granting of the certification, CPRA is required to audit recertification applications. This will be coordinated through the Program Delivery Agent. Selection of recertification applications for the purposes of auditing is made on a random basis. It is important to retain supporting documentation to validate your submission.

Categories	Example Evidence
A. Continuing Education	Certificate, diploma or receipt that references your participation, A reference to your engagement.
B. Leadership/Mentoring	A reference to your engagement
C. Instruction, Research or Publication	Copy of the publication or research indicating your contribution. Marketing of instruction that acknowledges your contribution, a reference to your engagement.
D. Work Projects/Initiatives	Documentation of the project recognizing your contribution, a reference to your engagement.
E. Volunteering	Certificate of volunteer effort, a reference to your engagement.

Privacy Policy

CPRA is committed to protecting the privacy of your personal information. Information collected from this form will be used for recertification purposes only.