

CAPRA Part 2: Starting your CAPRA Journey

PRPS Annual Conference 2024



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Lower Makefield Township Parks and Recreation Director

Population: 34,000

Staff: 6 Administrative, 2 Part Time

5 Maintenance, 160 Summer Hire

CAPRA Accredited since 2022

CAPRA Mentor, CAPRA Visitor

What is my Why?



Nancy Desmond, CPRP

Cleveland Metroparks, Special Projects Administrator

Population: 1,249,475

Staff: 667 Full Time, 64 Part Time,

1,000+ Summer Hire

CAPRA Accredited since 2013

CAPRA Mentor, 9-time CAPRA Visitor, CAPRA Team Lead

What is my Why?



Preparation



Step One: Complete a preliminary Self Assessment

Step Two: Gap Analysis

Step Three: Can you complete the work in 18-24 months?

Yes

No

Apply for Accreditation

Start working on your weaknesses and Apply when you are ready.

Preparation

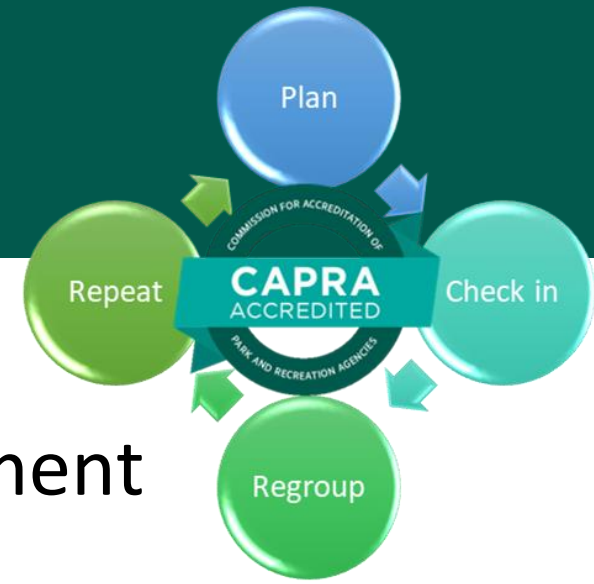
Lower Makefield Township

- Creative Partnerships
- Everyone chips in
- Longer timeline
- Less paperwork
- Very public process

Cleveland Metroparks

- CAPRA Co-Managers
- CAPRA chapter Leads
- Subject matter expert teams
- Set solid deadlines
- CAPRA Managers work primarily with Leads

Process



Step Four: Prepare to submit a CAPRA Self Assessment

- Contact your mentor
- Meet with your team
- Create a plan to work on filling the gaps
- Set deadlines
- Identify where you might need help
- Use your resources
- Engage the community
- Be ready to adapt



Process



Step Five:

Hit the Submit Button

- Make sure everything is well organized.
- All Evidence of Compliance is digitally accessible.
- Talk to your mentor about planning the Visit Week.



After Accreditation



- CAPRA must be maintained between five-year review periods
- Annual document review
- Annual report to CAPRA
- CAPRA becomes part of your culture

Reaccreditation



- Every five years
- 10-month window of preparation
- Use your mentor
- 10-week review period leads up to the visit
- Visit can be virtual or in-person starting in 2025 – agency choice
- Reviewers *recommend* for accreditation/reaccreditation, finalized by the CAPRA Commission each fall