

## COMMISSION FOR ACCREDITATION OF PARK AND RECREATION AGENCIES ACCREDITATION HANDBOOK

### Visitor Selection

NRPA's Accreditation Manager maintains a list of approved visitors who have met specified criteria and are up to date on their training requirements. Only individuals who have been approved are eligible to serve on visitation teams.

To maintain the highest ethical standards, the following policies exist:

- Visitors to a particular agency must come from outside of the state in which the agency being reviewed is located
- An individual may not serve as a visitor to an agency at which he/she has been employed
- At least two (2) visitation cycles (usually 10 years) must have passed before a visitor may return to that agency as a visitor
- Visitors must sign and submit a confidentiality and conflict of interest statement prior to each visit they undertake
- An individual may not serve as a visitor to an agency at which he/she provided consulting services within the previous five (5) year period and may not serve as a consultant to an agency within a five (5) years following a visit and
- Once confirmed as a visitor, an individual must make the commitment to the rest of the visit team, the agency, and to CAPRA that he/she will fulfill his/her duty as a visitor. If the individual is unable to continue with the visit process due to a bona fide (documented, undeniable and not open to question) hardship, he/she must notify the Accreditation Manager as soon as possible to ensure the necessary arrangements can be made to fill the vacancy on the visit team. If the cancellation is made after travel arrangements have been made on the visitor's behalf, a determination will be made by the Commission executive committee and the Accreditation Manager about who (CAPRA or the visitor) will cover the expenses caused by the cancellation. In addition, if the cancellation reason is deemed as not bona fide, the visitor will be required to reimburse the travel expenses and may no longer be assigned to future visits.

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Using dates of availability provided by the agencies in the fall prior to their visit year current visitors are given the opportunity to confirm in which visits they can participate. In putting together visit teams, the CAPRA Executive Committee and the Accreditation Manager will ensure there is at least one visitor on each team that has worked for a comparable-size agency to the one being visited.

The Accreditation Manager provides resumes of the proposed team members to the agency for their approval to ensure there are no conflicts of interest, and confirmation. The agency may object to any name on the list, giving reasons for doing so. However, the Commission reserves the right to determine the visitation team. Following acceptance of the list of proposed visitors, the Accreditation Manager invites the selected individuals to serve and requests that the visitation team chair make specific travel arrangements for the visit directly with the agency and his/her visit team members.

Once all visitors have been assigned and confirmed to upcoming visits a communication will be sent to notify those who were not chosen.

CAPRA Visitors must respond to the request for visits (sent out each fall after conference) once every 3 years to remain an active visitor.