

Policies and Procedures Manual



**Certified
Playground
Safety Inspector**



**NATIONAL RECREATION
AND PARK ASSOCIATION**

TABLE OF CONTENTS

INTRODUCTION	3
ARTICLE I – ADMINISTRATION PROCEDURES	4
SECTION 1 - Administration	4
ARTICLE II - CERTIFICATION PROCEDURES	4
SECTION 1 - Purpose	4
SECTION 2 - Eligibility	4
SECTION 3 - Certification Examination	4
SECTION 3.1 - Exam Development	4
SECTION 3.2 - Relationship with the Professional Testing Company	4
SECTION 3.3 - Exam Administration	4
SECTION 3.4 - Exam Extension	5
SECTION 3.5 - ADA Compliance	5
SECTION 3.6 - Services for ESL Candidates	5
SECTION 3.7 - Exam Scoring	6
SECTION 4 - Certification Cycle	6
SECTION 5 - Recertification	7
SECTION 6 - Special Certification Procedures	8
SECTION 7 - Certificates	9
SECTION 8 - Re-examination	9
SECTION 9 - Release of Information	9
SECTION 10 - Appeals	9
SECTION 11 - Record Retention	9
ARTICLE III – CERTIFICATION COMMITTEE	10
SECTION 1 - Role of the CPSI Certification Committee	10
SECTION 2 - Duties of the CPSI Certification Committee	10
SECTION 3 - CPSI Committee Make-up	10
SECTION 4 - Committee Selection Process	11
SECTION 5 - Committee Eligibility Requirements	11
SECTION 6 - Officers	11
SECTION 7 - Meetings	11
ARTICLE IV – EXAM COMMITTEE	12
SECTION 1 - Duties of the CPSI Examination Committee	12
SECTION 2 - Committee Make-up	12
SECTION 3 - Committee Selection Process	12
SECTION 4 - Committee Eligibility Requirements	12
SECTION 5 - Officers	13
SECTION 6 - Meetings	13
ARTICLE V - DISCIPLINARY POLICY	13
SECTION 1 - Compliance with Administrative Procedures	13
SECTION 2 - Code of Conduct	14
SECTION 3 - Submission of Allegations	14
SECTION 4 - Types of Possible Reviews	14
SECTION 5 - Procedures	15
SECTION 6 - Sanctions	16
SECTION 7 - Reconsideration of Eligibility and Reinstatement Procedures	16
SECTION 8 - Credential Trademark	16
SECTION 9 - Unauthorized Use of the CPSI Credential	16
SECTION 10 - Challenging Unauthorized Use of the CPSI Credential	16
ARTICLE VI – AMENDMENTS	17

INTRODUCTION

This Policies and Procedures Manual is for the Certified Playground Safety Inspector (CPSI) Certification Program. The information included in this document shall serve as a guide to facilitating the CPSI Certification Program.

The Certified Playground Safety Inspector (CPSI) program is offered by NRPA under the authority of the National Certification Board (NCB). CPSIs are certified to inspect playgrounds for safety hazards in accordance with national standards set by the American Society for Testing and Materials (ASTM) and guidelines set by the Consumer Product Safety Commission (CPSC).

The National Recreation and Park Association shall not discriminate on the basis of race, disability, religion, color, national origin, age, gender, covered veterans status, marital status, personal appearance, sexual orientation, family responsibilities, political affiliation, source of income, place of business or residence, pregnancy, childbirth, or any other unlawful basis. This policy is in compliance with Title VII of the Civil Rights Act, the Americans with Disabilities Act, and the Age Discrimination in Employment Act.

This manual meets the minimum qualifications of the National Certification Board (NCB) established by the National Recreation and Park Association (NRPA). Individuals certified under this plan qualify for inclusion in the national registry of Certified Playground Safety Inspectors. This document shall be reviewed and updated by the NCB and NRPA staff as an ongoing process.

ARTICLE I — ADMINISTRATION PROCEDURES

SECTION 1 — Administration

NRPA will administer all standards and guidelines for the CPSI Certification Program. Certification records will be maintained at the NRPA headquarters.

ARTICLE II — CERTIFICATION PROCEDURES

SECTION 1 — Purpose

The purpose of the CPSI Certification is to ensure those certified are able to complete the following:

- identify hazards on public playground equipment and the playground;
- rank the hazards according to injury potential and;
- apply the knowledge to remove the hazards and establish a system of inspections.

SECTION 2 – Eligibility Requirement

Candidates sitting for the CPSI certification examination must be 18 or older.

SECTION 3 - Certification Examination

SECTION 3.1 - Exam Development

The NRPA understands that achieving the CPSI certification does not make one an expert in the implementation of the public use playground standard of care. However, the NRPA does recognize all program participants should acquire the knowledge and specific competencies necessary to attain certification as identified by the CPSI Certification and Exam Committees. This knowledge properly and consistently applied in the field will help to create an experience level necessary to be considered a playground safety expert.

The CPSI exam will be revised annually and/or if significant changes occur in the field. NRPA will contract with a professional testing company to facilitate the development of exam items and to ensure a valid and reliable exam. All examination items will be written and reviewed by the CPSI Exam Committee which is made up of experts and practitioners from many geographical regions.

SECTION 3.2 – Relationship with the Professional Testing Company

The NRPA has contracted with a professional testing agency to administer and provide guidance related the exam development process.

SECTION 3.3 – Exam Administration

The CPSI Certification examination is administered through the contracted professional testing company as both a paper/pencil examination (offered in coordination with the CPSI Course) and as a computer-based examination (offered at testing sites). Both the paper/pencil and computer-based examinations are equal in difficulty. Candidates may choose either method to complete the examination process.

If the candidate chooses to sit for the paper/pencil examination, they must apply through the course host. The exam is offered following the 2-day educational course. Candidates receive examination results via email (certificate and wallet card if applicable) in 4-6weeks.

If the candidate chooses to sit for the computer-based examination, they must apply online at www.nrpa.org. Candidates will then receive a confirmation email detailing how to schedule their examination with the professional testing company and will have 90 days from the date of purchase to complete the exam. Once they have taken the examination they will receive exam results directly following the exam and the certificate and wallet card (if applicable) will be sent via email within 4-6 weeks.

SECTION 3.4 – Exam Extension (Computer-based Administration)

A 30-day exam period extension may be granted for the CPSI Computer Based Test in the event that the candidate submits the exam extension application and fee to NRPA prior to their current exam expiration date. In order for an extension to be granted, the individual must either not have a currently scheduled testing session or have the ability to reschedule their current testing session. Only one extension per exam will be permitted.

If a serious health condition or extreme personal emergency has prevented a candidate from sitting for the Computer Based Test, a request for an extension with a fee waiver may be submitted, along with official documentation regarding the circumstance and a date for the individual's return to full duty. Exam extension applications and fee waiver requests are available on the NRPA website. Extension requests, along with all documentation, will be considered if submitted prior to the current exam expiration date. If an extension is granted, an email will be sent to the individual stating their new exam expiration date.

SECTION 3.5 – ADA Compliance (Computer-based and Paper/Pencil Administration)

The NRPA complies with the Americans with Disabilities Act by ensuring that no individual with a disability is deprived of the opportunity to take an examination solely by reason of disability. All registration materials must include a statement regarding special accommodations.

A candidate who has a disability may request a special accommodation; the request must be submitted in writing at the time of exam registration. The Special Accommodations Request Form is available online at www.nrpa.org. Please contact your course host or if taking the computer-based exam please contact the testing company. In order to properly accommodate all persons with disabilities it is recommended that all requests be made at least 45 days prior to the course and exam.

SECTION 3.6 – Services for ESL Candidates (Computer-based and Paper/Pencil Administration)

In an effort to ensure that no individual whose primary language is not English is disadvantaged during the examination process, the following policies have been created.

Time extension - If a candidate's primary language is not English and they want to request a time extension to take the Certified Playground Safety Inspector (CPSI) exam they must submit the ESL Request Form available at www.nrpa.org which includes additional fee information and the signature of a supervisor, professor, or the employee's human resources representative. The ESL Form must be submitted to the host site at least two weeks prior to the examination. Once the request form and fees have been submitted the testing company will add 90 minutes to the time allowed for the exam.

Translation Dictionary – If a candidate's primary language is not English and they want to provide and use a strict translation dictionary (word to word and in book form only, no electronic dictionaries allowed), they must submit an ESL Request Form available at www.nrpa.org to NRPA at the time of application. Unless a time extension is also requested the candidate will be required to complete the exam within the standard 2 hours. If the request is approved, the applicant will receive a confirmation email from NRPA

and the testing company will recognize the request when scheduling the exam. The dictionary will be inspected prior to and after the examination to ensure exam security.

SECTION 3.7 – Exam Scoring

The passing score for the examination reflects the amount of knowledge that a committee of experts has determined to be appropriate for the CPSI certification. The exam committee will work with the professional testing company to evaluate each item on the examination in order to identify the passing point.

SECTION 4 – Certification Cycle

All Certified Playground Safety Inspectors receive a three-year certification cycle beginning the day the individual passes the CPSI examination and lasting through the first of the month following examination date, three years later (i.e. candidate passes examination on August 3, 2016, expiration date will be September 1, 2019).

SECTION 5 – Recertification

Recertification Policy through 6/1/2026 Recertification Expiration Date

Renewal of the CPSI Certification ensures that professionals are knowledgeable of the current best practices in the field of playground safety. Individuals wishing to renew their CPSI certification must successfully complete the CPSI examination prior to their expiration date.

SECTION 5.1 – Recertification for CPSI Examination Committee Members

Exam Committee member's certification will be maintained as current by NRPA for the entirety of the member's term and the two years following. All CPSI exam committee members must sit for the certification examination no later than two years following the expiration of their exam committee term in order to maintain their certification status.

SECTION 5.2 – Recertification for CPSI Educational Course Instructors

Instructors who teach the NRPA CPSI preparatory course must maintain a current CPSI certification through successful completion of the CPSI examination.

SECTION 5.3 – Recertification Notices

Email renewal reminders for expiring CPSI's are sent for the three months prior to expiration.

Recertification Policy as of 7/1/2026 Recertification Expiration Date

SECTION 5.1- Recertification

Recertification of the CPSI Certification ensures that professionals are knowledgeable of the current best practices in the field of playground safety. Individuals wishing to recertify their CPSI certification must successfully complete the current CPSI examination (Option A) or submit a recertification application including documented two (2.0) Continuing Education Units (CEUs) in playground safety prior to their expiration date (Option B).

Option A - To recertify by examination, the certificant may take the current CPSI examination. If this

option is used for recertification, the certificant must successfully pass the exam before their certification expiration date to not experience a loss of certification.

Option B – To recertify by continuing professional development, the certificant must submit a recertification application, application fee and documented two (2.0) Continuing Education Units (CEUs) in playground safety by the last date of their certification cycle. The continuing professional development requirement may be fulfilled by any combination of the following but must be completed within each 3- year period from the date of initial certification or recertification.

This requirement shall be fulfilled by one or more of the following methods:

Two (2.0) documented Continuing Education Units (CEUs). The National Certification Board will recognize any documented CEUs in playground safety that fall within the following two core competency groups (Group A & B, outlined below) and individuals must have a minimum of 1.0 CEUs from each group.

Group A – Hazard ID, Risk Management

Group B – Surfacing, Playground Environment, Audit, Inspection & Maintenance

For a course to qualify for CPSI CEUs the course must:

- be taught by a Playground Maintenance, Risk and/or Safety Subject Matter Expert (SME) within at least one of the core competency groups listed above,
- have identified 3 clear learning objectives within at least one of the core competency groups listed above,
- have a description to support the learning objectives,
- and assign .1 CEU to 1 hour of continuing education.

Tracking of CEUs and CEU documents is the responsibility of the certified professional (see Audit Process).

The CPSI Course provides .8 CEUs for Group A and .7 CEUs for Group B. Additionally, CEUs may be earned at national or state conferences or regional trainings/workshops, including the Playground Maintenance Course.

Workshops/courses attended that meet professional development needs but are not awarded CEUs or academic credit. Applicants must submit a CEU Petition form following the experience providing full content information to receive appropriate CEU equivalency, AND/OR

Qualifying professional service experience (PSE) credit may be accepted in lieu of CEUs for up to 1.0 CEU equivalents in Group A and/or B. Applicants must submit a PSE form with supporting documentation. If applying PSE credit to a recertification application, any remaining CEUs will need to meet the group requirements.

Failure to recertify by the last date of the certification cycle will result in withdrawal of certification. Professionals may recertify their certification at any time during their certification cycle, however their new cycle will begin on the day after expiration. CEUs submitted for a recertification application must be achieved within that certification cycle.

5.2 Auditing Process

All official CEU documentation should be retained by the Certified Playground Safety Inspector.

Professionals are expected to produce a list of at least 2.0 CEUs accumulated throughout their certification cycle when recertifying. This list should include the course title, attendance date(s), and number of CEUs completed.

A systematic random number of professionals will be chosen to complete an auditing process upon recertification. After being notified of selection, recertifying professionals will have 30 days to submit appropriate documentation. Documentation must have the participants name, attendance date, course title and completed CEU totals. Failure to submit appropriate documentation in a timely manner will result in withdrawal of certification.

NRPA, at their sole discretion, may elect any recertification application for audit. In addition, audits will be performed on applications that are submitted with:

- duplicative courses,
- courses that take place on the same day (not including conferences),
- possible inaccurate CEU numbers,
- illegible handwriting or
- information that does not appear to be accurate during application review

SECTION 5.3 Recertification for CPSI Examination Committee Members

Exam Committee member's certification will be maintained by CPSI CEU recertification application only.

SECTION 5.4 Recertification for CPSI Educational Course Instructors

Instructors who teach the NRPA CPSI preparatory course may maintain a current CPSI certification through successful completion of the CPSI examination or through submission of a CPSI CEU recertification application.

It is the responsibility of the certified professional to track and maintain their professional certification and to update their contact information with NRPA.

SECTION 6 – Special Certification Procedures

Additional time may be granted (commensurate with deployment/active duty time) to active duty military, reservists, civilian employees recalled to active duty and civilian employees deployed into war/hostile fire zone, or any equivalent area designated by the armed forces, for renewal of their certification. It is the responsibility of the individual to request an extension and to provide official documentation regarding the circumstance. Extension requests, along with all documentation, should be provided to NRPA within 30 days before certification expiration.

If a serious health condition or extreme personal emergency has prevented an individual from completing all recertification requirements, a request for extension may be submitted along with a letter from the treating physician confirming return to full duty. Extension requests, along with all documentation, should be provided to NRPA within 30 days before certification expiration.

If an extension is granted, a letter will be sent to the individual stating their new certification expiration as up to one year from the present expiration.

SECTION 7 - Certificates

Certificates and wallet cards are only given to successfully passing certification examination individuals. Once an individual has passed the examination they will receive a digital certificate and wallet card within 4-6 weeks.

If an individual would like to have a printed certificate and wallet card they may place an order through the NRPA website www.nrpa.org.

SECTION 8 – Re-examination

Candidates that were unsuccessful in passing the CPSI exam may apply to retake the exam either at a classroom course location or through Computer Based Testing (CBT) at a local testing facility. Candidates will need to go through the same procedures as seen in Article II Section 3.3 – Exam Administration, in order to retake the CPSI certification examination.

SECTION 9 – Release of Information

The NRPA is committed to protecting the confidentiality of candidate records and have adopted policies to ensure their privacy. Notification of pass/fail goes directly from the professional testing company to the NRPA. NRPA then communicates the pass/fail with the candidate by means of the email address provided at the time of testing. NRPA does not release candidates' examination scores to third parties absent special, compelling circumstances. Successful candidates are added to the NRPA CPSI registry, available at www.nrpa.org/CPSI, within 6-8 weeks of examination.

SECTION 10 - Appeals

Applicants desiring to appeal to the certification committee may submit a CPSI Appeal Application to the CPSI certification committee c/o NRPA. In the letter, candidates should state reasons why they do not agree with the examination outcome. Written appeals must be received within sixty (60) days of the examination date for the appeal to be considered. Appeals will be reviewed at the quarterly CPSI Certification Committee meeting and letters will be sent to all appealing professionals following decision of the committee.

SECTION 11 – Record Retention

All CPSI Certification records shall be maintained electronically in the NRPA certification secure database. Certificants may have access to their records. Individual certification files will be destroyed after 7 years.

ARTICLE III – CERTIFICATION COMMITTEE

SECTION 1 – Roles of the CPSI Certification Committee

The roles of the committee include:

- acting as the oversight committee for the implementation of the Certified Playground Safety Inspector (CPSI) certification program and future certification programs related to playground safety;
- providing guidance to the NCB related to the (CPSI) certification programs and practices;
- developing consistent standards for the (CPSI) certification programs based on the national standards for certification;
- overseeing the analysis of the CPSI certification program;
- developing strategies to increase the awareness of the playground safety certification(s);
- ensuring CPSI testing practices meet the national certification standards; and
- promoting the certification requirement for jobs in the field.

SECTION 2 - Duties of the CPSI Certification Committee

Duties of the committee include:

- establishing procedures related to the CPSI certification program;
- ensuring procedures are documented and available to appropriate parties;
- reviewing procedures to ensure compliance, make recommendations when necessary;
- identifying initiatives to increase the awareness/need for the certification;
- remaining informed of national standards for certification;
- ensuring the certification remains relevant in the market;
- maintaining knowledge of current ASTM standards and CPSC guidelines; and
- reviewing CPSI examination candidate appeals and determining outcome.

SECTION 3– CPSI Committee Make-up

The committee shall consist of up to 15 members with a minimum of 7, with no more than 3 individuals in each category. Members make-up shall include:

- a public representative (a consumer of the services provided by the CPSI certification and this individual will represent those constituents);
- an educational representative (working in an educational setting, educator will be affiliated with an institution of higher learning including baccalaureate, masters, and doctoral granting institutions; as well as junior and community colleges and this individual will represent those educators who are affected by the CPSI certification policies);
- a practitioner (a practitioner from the parks and recreation field who has had experience with the certifications provided by NRPA and this individual will represent those practitioners who are affected by the CPSI certification policies);
- a state affiliate representative (a representative of the state affiliates of the certifications provided by NRPA and this individual will represent those state parks and recreation professionals who are affected by the certification policies); and
- a commercial sector representative (from the commercial sector of the playground field and this member will represent those individuals who design, sell, and distribute playground products that are affected by the certification policies).

SECTION 4 - Committee Selection Process

Prospective members will apply by submitting the Committee Application Form. Potential members will be evaluated with the Evaluation Form and selected by the CPSIC committee. Committee members will serve a 3-year term. Committee member terms shall be staggered to ensure complete turnover of the committee does not occur at one time. Members should represent the diverse community in which the certification affects and not serve more than two consecutive 3-year terms.

SECTION 5 - Committee Eligibility Requirements

Committee members filling the practitioner and commercial sector positions must:

- have five years, full-time experience in playground safety or related area;
- successfully passed the CPSI Exam and maintain a current CPSI certification with NRPA; and
- must have maintained a CPSI certification for a minimum of 3 years (one certification cycle).

SECTION 6 - Officers

The officers shall be members of the CPSIC Committee and shall be elected by the membership of the CPSIC for one-year terms, with a maximum of two consecutive terms in each office. Officers shall be elected at the mid-year meeting of the CPSIC and shall take office at the conclusion of the fall meeting. Elected Officers shall fulfill the functions normally assigned to such offices, including but not limited to:

- **Chairperson** – (1) preside at all Certified Playground Safety Inspector Certification Committee meetings, (2) appoint all temporary or permanent subcommittee members and their chairs, (3) serve as ex-officio member of all subcommittees, (4) serve as principal spokesperson for the CPSI Certification Committee and as a member of the NCB during the term; (5) shall automatically assume the office of Past Chair at the completion of their term (if Chair's term is set to expire they may participate on the Board as the Past Chair, but will do so as a non-voting member).
- **Chair-elect** – (1) shall, in the event of the absence or inability of the Chairperson to exercise their office, become Acting Chairperson of the CPSI Certification Committee, with all the rights, privileges, and powers, as if they had been the duly elected chairperson; (2) shall automatically assume the office of Chair at the completion of their term.
- **Past Chair**- shall assist the current chair throughout the year as needed. If their term has expired, they may participate on the board as a non-voting member.
- **Secretary** - in cooperation with staff, shall (1) keep records of all meetings and actions, in appropriate format, (2) keep and facilitate dissemination of minutes and other documents, as appropriate (3) attend to all correspondence of the CPSI Certification Committee and exercise all duties incident to the office of Secretary, (4) perform such other duties as are usual for such an officer and as may be assigned by the Chairperson for the CPSI Certification Committee.

SECTION 7– Meetings

Meetings of the CPSI Certification Committee shall:

- be held quarterly and any additional meetings shall be held upon call of the Chair, or a petition by four or more members;
- mandate that any CPSI Certification Committee members who are absent from three consecutive meetings will be subject to dismissal (participation via teleconference shall be considered attendance during the meeting) with the CPSI Certification Committee Chair effecting the dismissal and appointing a replacement for the unexpired term in accordance with the above representation;
- be governed by Roberts Rules of Order regarding the order and conduct of all meetings; and

- consider a quorum to be one third (1/3) of the number of occupied positions on the committee, while in the absence of a quorum, a majority of those present in person may by resolution adjourn the meeting from time to time during the dates and at the place specified in the notice of meeting, until a quorum is obtained

ARTICLE IV – EXAM COMMITTEE

SECTION 1 - Duties of the CPSI Examination Committee

A committee of professionals shall oversee the development and maintenance of the CPSI Examination. This committee shall work in cooperation with the professional testing agency under contract with NRPA. The purposes of this committee are as follows:

- to develop examination questions;
- to monitor and evaluate test results;
- to modify and improve test questions;
- to assist in updating criteria used as the basis for the exam;
- to advise of any concerns and issues related to the administration of the exam;
- to evaluate reliability and validity of the exam in conjunction with the professional testing agency;
- to advise of any matters regarding the appeal process for the examination;
- to monitor the performance of the professional testing agency under contract with NRPA; and
- to manage other duties that may be assigned.

SECTION 2 - Committee Make-up

The committee shall consist of up to 11 members. Member's make-up shall include:

- Subject Matter Experts (individuals who have knowledge of the content the examination is intended to cover. SME's will represent expertise in each major test area of the examination)
- SME's that will represent the diversity, practice, education, experience, training, age, gender ethnicity, and geographic practice setting that characterizes the profession.

SECTION 3 - Committee Selection Process

Prospective members will apply by submitting the Exam Committee Application Prospective new members shall be evaluated with the Evaluation Form elected by the existing exam committee and serve a 3-year term if elected. Committee member terms shall be staggered to ensure complete turnover of the committee does not occur at one time. Members should represent the diverse membership of the CPSI population and not serve more than two consecutive 3-year terms.

SECTION 4 – Committee Eligibility Requirements

The committee will be made up of eleven SMEs that meet the following criteria:

- have six years or more experience in the playground industry;
- successfully passed the CPSI exam and maintain a current CPSI certification with NRPA;
- must have maintained a CPSI certification for a minimum of 6 years (two certification cycles); and
- professional must have at least a bachelor's degree in a related field or no less than 10 years experience in the playground industry.
- must not be a current CPSI Instructor.

SECTION 5 – Officers

The officers shall be members of the CPSI Examination Committee and shall be elected by the membership of the committee for one-year terms, with a maximum of two consecutive terms in each office. Officers shall be elected at the item development meeting by the CPSI Exam Committee members and shall take office at the conclusion of the fall meeting. Elected Officers shall fulfill the functions normally assigned to such offices, including but not limited to:

- **Chairperson** – (1) preside at all Certified Playground Safety Inspector Examination Committee meetings, (2) work with the professional testing company as progress is made to finalize the examination after the item development meeting is complete; and
- **Chair-elect** – (1) shall, in the event of the absence or inability of the Chairperson to exercise his/her office, become Acting Chairperson of the CPSI Examination Committee, with all the rights, privileges, and powers, as if they had been the duly elected chairperson; (2) shall automatically assume the office of Chair at the completion of their term.

SECTION 6 - Meetings

CPSI Examination Committee meetings shall:

- typically include a 2-day meeting held in person or via teleconference;
- include conference calls during the year to conduct business if necessary; and
- not permit committee members to miss more than two meetings during the three-year term, if needed the committee chair may appoint a replacement.

ARTICLE V – DISCIPLINARY POLICY

The disciplinary policy articulates standards of conduct required for eligibility for certification and continued certification as a Certified Playground Safety Inspector. The Disciplinary Policy is the foundation of the CPSI certification program. It exemplifies the commitment of the NCB and CPSIs to public safety.

SECTION 1 - Compliance with Administrative Procedures

The certificant or applicant shall comply with all existing and future codes, policies and procedures approved by the NCB. Failure to do so may lead to sanctions (listed in item Article V, Section 6) by the NCB against the certificant or applicant.

The NCB considers the following professional standards to be obligatory for all certified professionals and applicants:

- individuals shall not obtain a certification or renew a certification through fraud or deceit;
- individuals shall not have a criminal conviction of a felony, misdemeanor, or petty offense for acts done in connection with activities for which the certification was issued whether the conviction arises by a finding of guilty by a judge or jury, a plea of guilty, or a plea of no contest;
- individuals shall not engage in unauthorized possession, distribution or use of any CPSI testing or examination materials including but not limited to, copying and/or reproducing any examination questions or test related items, or disclosing to others any examination question or test related item; and
- individuals shall not engage in unauthorized use of the CPSI logo owned by the NRPA.

SECTION 2 – Code of Conduct

This code sets forth the standards of professional conduct to be observed by CPSIs upon confirmation by the NCB as they act in the capacity of that certification. Individuals shall, in their professional activities, sustain and advance the integrity, honor and veracity of their certification by:

- holding the safety of playground users paramount in all professional services;
- utilizing the most current standards of care (as delineated by the American Society for Testing and Materials Standards on Consumer Safety Performance Specification for Playground Equipment for Public Use, Standard Specification for Impact Attenuation of Surfacing Materials Within the Use Zone of Playground Equipment, as well as the US Consumer Product Safety Commissions Public Playground Safety Handbook);
- maintaining currency and competency in playground safety inspection procedures including use of testing tools and knowledge of current safety criteria;
- identifying and documenting all situations which are in non-compliance with the standards of care along with the citation of the specific reference portion of the criterion document, using a standard playground safety inspection process;
- prioritizing all identified non-compliance according to a standard norm of foreseeable consequences;
- advising employers or clients of seriously dangerous conditions in the most prompt manner, as well as part of a written report, omitting no adverse findings from the official documentation of the safety inspection;
- never conducting a safety audit or inspection without the knowledge and consent of the playground owner;
- never conducting a safety inspection/audit of a playground with the intent to discredit an inspector, owner or manufacturer or to promote sale of other equipment or products;
- never providing findings of an inspection to anyone other than the playground owner unless authorized by the owner to do so; and
- perform duties as a CPSI in compliance with all federal, state and local laws in accordance with the highest standards;
- and avoid any involvement in illegal, fraudulent, unethical or improper conduct.

SECTION 3 - Submission of Allegations

Individuals should report possible violations of the CPSI codes, policies and procedures to the CPSI Certification Committee. This report must include the signature of the complainant, information regarding the identity of the person(s) involved in the alleged misconduct with as much specific detail and documentation as possible. During the investigative process, the identity of the person making the report may be made known at the discretion of the CPSI Certification Committee, as well as the identity(ies) of the individual(s) with knowledge of the facts and circumstances surrounding the alleged misconduct.

Supplemental information may be requested by the CPSI Certification Committee, including but not limited to a written testimonial from the individual who is the subject of the complaint.

SECTION 4 - Types of Possible Reviews

Non-Complaint Generated Reviews - The NCB or the CPSI Certification Committee may initiate a disciplinary proceeding without having received a complaint or notification of inappropriate conduct on the basis of reliable information that is available publicly, obtained by authorized agencies, or otherwise properly obtained, if such information indicates that an individual acted in a way which would constitute a violation of codes, policies or procedures.

Complaint Generated Reviews – The CPSI Certification Committee Chair shall make a determination to dismiss any complaints where the allegations are frivolous or fail to state a violation of the codes, policies or procedures. If the Chairperson determines that good cause may exist to deny eligibility or question compliance with codes, rules, regulations or standards, the Chair shall transmit the allegations to the CPSI Certification Committee.

SECTION 5 – Procedures

Step 1 -Allegations will be submitted to the CPSI Certification Chairperson. If the Chairperson determines that the allegations are frivolous, or if they fail to state a violation of the NCB codes, policies or procedures complainant shall be informed and no further action shall be taken.

If the Chairperson determines that good cause may exist to deny eligibility or question compliance with codes, rules, regulations or standards, the Chair shall transmit the allegations to the CPSI Certification Committee.

Step 2 - The CPSI Certification Committee shall issue a written notice to the affected professional regarding the allegations made by the complainant, the NCB or the CPSI Certification Committee. The CPSI Certification Committee will provide the candidate or certificant the opportunity to present any knowledge of the facts and circumstances surrounding the alleged misconduct within 30 days of date on the written notice.

Step 3 - The CPSI Certification Committee shall then evaluate all information provided and render a decision. The CPSI Certification Committee shall present to the applicant or certificant a written review and notification of available sanctions if applicable within 60 days of receiving all relevant evidence.

Step 4 - The applicant or certificant may appeal the Committee's ruling by submitting a letter of appeal to the CPSI Certification Committee within 30 days of notification of the ruling. Appeals received after the 30-day period will not be considered except where the NCB determines, in its sole discretion, that good cause exists to do so.

Step 5 - The CPSI Certification Committee will then forward the allegations, response of the applicant or certificant and appeal to the NCB and designate one of its members to present the allegations and any evidence obtained during the review.

Step 6 - The NCB shall schedule a teleconference hearing after the request is received, allowing for an adequate period of time for preparation for the hearing, and send by certified mail, return receipt requested, a Notice of Hearing to the applicant or certificant. The Notice of Hearing shall include a statement of the time and location for the hearing as selected by the NCB. The applicant or certificant may request modification of the date of the hearing for good cause. Failure to respond to the Notice of Hearing shall permit the NCB to administer any sanction which it considers appropriate.

Step 7 - The hearing shall be completed and the NCB shall maintain a verbatim audio or written transcript. During the hearing the CPSI Certification Committee and the applicant or certificant may consult with and be represented by counsel, make opening statements, present documents and testimony, examine and cross-examine witnesses, make closing statements and present written briefs as scheduled by the NCB. Relevant evidence may be admitted.

Step 8 - The NCB shall determine all matters relating to the hearing. The hearing and related matters shall be determined on record by majority vote. Disputed questions shall be determined by majority vote of the NCB. The NCB shall issue a written decision following the review or hearing and any

briefing. The decision shall contain factual findings and any sanctions applied. It shall be mailed promptly by certified mail, return receipt requested, to the applicant or certificant.

SECTION 6 – Sanctions

Sanctions for violation of any standard set forth herein or any other policy or procedure may include one or more of the following:

- Denial or suspension of initial certification;
- Revocation of certification;
- Non-renewal of certification;
- Reprimand;
- Suspension of certification; or
- Other corrective action appropriate to the violation(s) at issue.

SECTION 7 - Reconsideration of Eligibility and Reinstatement Procedures

If eligibility or certification is denied or revoked, eligibility or certification may be reconsidered no earlier than three (3) years from the denial decision of ineligibility or revocation. In addition to other facts required by the NCB, an individual must set forth the circumstances of the decision denying eligibility or revoking certification, as well as all relevant facts and circumstances since the decision relevant to the application.

SECTION 8 - Credential Trademark

NRPA has registered the “Certified Playground Safety Inspector” title and the “CPSI” acronym with the U.S. Patent and Trademark Office as registered certification marks. This provides NRPA legal strength in challenging any unauthorized use.

SECTION 9 - Unauthorized Use of the CPSI Credential

Some individuals claim to hold the CPSI credential even though they never achieved it or no longer have the authority to use it. Such uses are not only unethical but may also be illegal. NRPA has established procedures for protecting the CPSI credential from improper or unauthorized use.

SECTION 10 - Challenging Unauthorized Use of the CPSI Credential

The NCB has established procedures for challenging individuals known to use the CPSI or Certified Playground Safety Inspector credential without having obtained them or after they lose them for failure to complete Recertification requirements.

In order to establish that someone is using the credential without authority, the NRPA must have the original document (or a copy) showing where the individual is using the title. Most often the unauthorized use occurs on a business card, resume, business letterhead, brochure or similar publication, or with a signature. To initiate action against the individual using the CPSI credential without authority, NRPA also needs the individual’s current mailing address.

NRPA relies on those finding potential unauthorized uses to report them and provide the documentation showing the use of these titles. NRPA will not disclose the name of the person or organization reporting potential unauthorized uses.

After receiving documentation of a potential unauthorized use case, NRPA shall take steps to challenge that

individual and seek to correct any record-keeping error on the part of NRPA. Legal counsel for NRPA may participate in the procedures. Those who have used CPSI titles without authority may be barred from pursuing the CPSI credential for three years. Their names are also published on the NRPA website. Other penalties may be applied. NRPA reserves the right to use the courts in protecting use of the CPSI credential.

ARTICLE VI — AMENDMENTS

Amendments to this manual must be approved by a two-thirds vote of the CPSI Certification Committee. Any additions or changes should include the date of the voted change documented in the text of this manual. Any additions or changes to this document must be forwarded to all managers of this certification program and will immediately render previous documents null and void.

Revisions:

March 21, 2017
April 25, 2019
October 7, 2022
April 10, 2025