

Application for Designation with Recreation Professionals of Ontario

What is Designation?

Designation is defined as an individual making a commitment to professionalism by ensuring continuous updating or maintenance of skills, relevant experience and being held to the highest standards of practice as recognized by an organization.

A designation would assist members that are in the field of Recreation in developing and maintaining competencies to work effectively within the industry. The needs of the populations we serve are constantly changing and as professionals, we must change and adapt our approach to care in order to enhance our clients' physical, emotional, intellectual, social, and spiritual well-being. A Designated Recreation Professional would be providing the highest level of care in these domains as set out by the Recreation Professionals of Ontario's (RPO) Standards of Practice and this designation distinction within our organization.

Designation Review Process

Please email all components of your completed application to membership@rpontario.com. Your name must be in the subject line of the email. Once your application is received by our Membership Chair, the Board members and/or Designation Committee will complete the following:

- Determine if the application documentation is complete and legible.
- Carefully review the application using a weighted points system and then grant or deny based on RPO's Designation requirements. The Designation Committee returns the application file to the Membership Chair with a decision. Successful applicants must achieve a score of 35 out of a possible 50 points to achieve Designation status as a Professional member with RPO.
- If the application and supporting documentation is incomplete and/or illegible, an email will be sent requesting more information. A request will only be sent once. Any requests not answered in one month will null the application.
- The Membership Chair will notify you by email of the Designation Committee's decision within ***four to eight weeks***.
- If designation is denied, an email is sent stating the reason for the denial.
- For successful applicants, once payment is received, a certificate and welcome letter will be issued.

Fees

All payments must be received within one week of the Membership Chair notifying the members of a successful application. The member will receive an invoice for the membership which must be paid before the certificate and welcome letter are issued to the newly Designated Professional. If fees are not received within the week of the issued invoice, the membership application is void but the member may apply again at any time.

Fees for a Designated Professional membership are \$190. Payments may be made through the website or by cheque to the Port Hope Head Office mailing address.

Note:

Any current or previous members with Recreation Professionals of Ontario may submit an application for membership as a Designated Professional. Current members will be invoiced for the difference in the cost between a regular and Designated Professional membership, if they have already paid for a regular membership this year. Anyone wishing to hold a membership with RPO holds a renewal date from the date their application is processed and payment is received, not from the date the application was submitted.

All successful applicants of this application process shall be recognized as an RRP, a Registered Recreation Professional for the year they hold an active membership.

Please find a copy of the Application Process Checklist and its components on the following pages.

Designated Recreation Professional Application Checklist

Please make a hard copy of your application and all the attachments for your own records. All information for this application must be sent electronically to membership@rpontario.com

- Is the application complete, is it legible and is it accurate?
- Proof of Education enclosed?
- Supporting documentation of continuing education enclosed?
- Supporting letter from your employer indicating length of service?
- Supporting letter proving volunteer experience?
- Payment made?

Component: Education

Max of 15 pts

College/University	Dates attended	Program	Degree Awarded and Date

**A copy of your diploma or degree must accompany your application*

Component: Other Related Education

Max of 4 pts

Institution/Organization	Dates Attended	Program	Certificate Awarded

**A copy of your certificate must accompany your application*

Component: Continuing Education

Max of 6 pts Every 15 hours = 1 point

College/University	Dates attended	Course Name	Certificate Y or N

**A copy of your certificate or proof of continuing education must accompany your application*

Component: Recreation Experience

Max of 15 pts

Name of Workplace	Dates worked	Title or Position	Name and Phone number of Supervisor

**A copy of letter(s) of reference or employment must accompany your application*

Component: Volunteer Experience

Max of 15 pts

Name of Workplace	Dates of Service	Department worked	Name and Phone Number of Supervisor

**A copy of letter(s) of reference or employment must accompany your application*