How do I get my Recreation Facility Management Certificate?

To achieve the Recreation Facility Management Certificate, you will first need to complete all the following courses:

- 1. <u>RFP Pool Operator Level 1</u>
- 2. <u>RFP Arena Operator Level 1</u>
- 3. <u>RFP Building Maintenance Level 1</u>
- 4. <u>RFP Park and Sport Fields Operator Level 1</u>
- 5. <u>RDP Management Skills for Supervisors</u> (Red Deer Polytechnic Course)

When you have completed all the courses, you will then need to apply to Red Deer Polytechnic for your certificate through the steps below

- 1. Click <u>here</u>.
- 2. Create a new profile if you do not already have one. If you have taken the RDP Management for Skills for Supervisors, you should already have one!
- 3. Once you are logged in, you can type "Recreation Facility" in the search bar, and you will see the image below:

Recreation Facility Management Certificate Registration

Class ID: 3250 Section Number: RFMC-9027-A Start Date: upon registration Instructor : Extended Education Instructor Days of the Week : . Tuition: \$100.00 Materials Cost: \$0.00

- 4. You then click "add to cart" and upon completion of payment, you are registered.
- 5. That then triggers RDP to verify the completion of the RFP courses as well as RDP Management Skills for Supervisors.
- 6. Once that is confirmed, you will receive an email stating you have completed all the requirements and that a parchment will be mailed out at the end of the term.

If you have any questions regarding this process, email Lori.Cunningham@rdpolytech.ca.