

CTRS® Recertification



NCTRC | Recertification

Record of Continuing Education

The NCTRC Certification Standards require that all individuals recertify the CTRS credential every FIVE years. This worksheet is designed to assist the CTRS in recording and maintaining important documents pertaining to the recertification process. The primary purpose of this worksheet is to record information. It does not serve as the complete documentation of current NCTRC recertification requirements.

Please consult the NCTRC Certification Standards for a complete set of the current NCTRC recertification guidelines. The NCTRC Certification Standards may be obtained for download from www.NCTRC.org or by contacting NCTRC at (845) 639-1439.

Keep these documents in this folder:

- Original and Official Continuing Education Documents
- Continuing Education Programs and Session Descriptions
- Conference Programs and Verification letters pertaining to Professional TR Presentations
- Copy of Publications or documentation of publication citation
- Copy of materials documenting professional work experience in TR

Important NCTRC Information

Visit www.NCTRC.org or contact NCTRC to obtain a copy of the Certification Standards. The Certification Standards contain all of the information you need regarding recertification, exam information, and application forms.

Contact:

**National Council
for Therapeutic
Recreation
Certification**

www.NCTRC.org

7 Elmwood Drive
New City, New York 10956
Tel 845-639-1439
Fax 845-639-1471
email nctrc@NCTRC.org

Required Documentation for Continuing Education Credits and Work Experience

Category	Description	Acceptable Proof For Credits
Therapeutic Recreation Continuing Education Programs from Conferences & Workshops	Programs, courses, symposia with therapeutic recreation content directly related to Job Analysis Knowledge Areas.	Official documentation of continuing education credit which must include name, attendance dates, and title of course or program, contact hours, or written certification by the instructor. If the course or program title is not reflective of the knowledge areas from the Job Analysis, a content outline should be submitted. CPR, First Aid, Infectious Disease Control, Life Saving or other such skill or activity courses will not be accepted.
Academic Credit Courses	Academic courses offered by an accredited educational institution. Content must relate to Job Analysis Knowledge Areas.	Official transcript or grade report. If the course title does not appear to be related to the JA knowledge areas, course outline should be submitted.
Publications*	The content must relate to Job Analysis Knowledge Areas. The CTRS must be author, co-author, or editor.	Copy of publications or a copy of the title page, table of contents and publication date. If publication is in the process of being published, a publisher's notice of acceptance is permissible.
Presentations*	Seminars, conferences, or original papers. The CTRS can be a guest lecturer, primary presenter or a panel participant. Credit will not be given for repeat or multiple presentations of the same material. Content must relate to Job Analysis Knowledge Areas.	Each 60 minutes of lecture given is equal to 2 continuing education credits. When there are multiple presenters, each presenter receives 2 credits for each 60 minutes of lecture. Submit evidence of presentation (i.e., program announcement, brochure), date, exact number of contact hours, and a letter confirming that the presentation was completed (e.g., a thank you letter, session evaluation).
Poster Presentations*	Credit will not be given for repeat or multiple poster presentations of the same material. Content must relate to Job Analysis Knowledge Areas.	Poster presentations are given 2 continuing education credits. Submit evidence of presentation (program announcement, brochure and letter confirming the presentation was completed).
Professional Work Experience	Professional experience at a level of the Bachelor's degree or higher and based upon the Job Analysis Task Areas.	Letter of verification from the Human Resource department or immediate supervisor for the minimum requirement of professional experience in Therapeutic Recreation.

*No more than a total of 25 Continuing Education credits in the areas of Publications, Presentations and Poster Presentations will be allowed toward recertification requirements.

NCTRC Knowledge Domains and Areas for CTRS Recertification*

Foundational Knowledge

AREAS:

1. Theories of play/recreation/leisure
2. Social psychological aspects of play
3. Diversity factors
4. Human growth/development
5. Theories of human behavior
6. Leisure throughout lifespan
7. Leisure lifestyle development
8. Concepts of health/human services
9. Cognition and related impairments
10. Anatomy, physiology, and related impairments
11. Senses and related impairments
12. Psychology and related impairments
13. Normalization/inclusion
14. Architectural barriers/accessibility
15. Societal attitudes
16. Legislation
17. Relevant guidelines/standards
18. Principles of group interaction/leadership
19. Principles of behavioral change

Practice of TR/RT

AREAS:

20. Concepts of TR/RT
21. Models of TR/RT service delivery
22. Practice settings
23. Standards of practice
24. Code of ethics
25. Impact of impairment
26. Selection of assessment
27. Implementation of assessment
28. Behavioral observations
29. Interview techniques for assessment
30. Functional skills testing for assessment
31. TR/RT/leisure assessment instruments
32. Other inventories/questionnaires
33. Other sources of assessment data
34. Interpretation of assessment
35. Sensory assessment
36. Cognitive assessment
37. Social assessment
38. Physical assessment
39. Affective assessment

40. Leisure assessment
41. Documentation
42. Nature of recreation/leisure activities
43. Purpose/techniques of activity analysis
44. Leisure education/counseling
45. Selection of programs
46. Activity modifications
47. Modalities/interventions
48. Facilitation techniques/approaches

Organization of TR/RT Service

AREAS:

49. Program design
50. Service delivery systems
51. Writing measurable goals/behavioral objectives
52. Health/human service professions
53. Documentation procedures
54. Interpretation of progress notes
55. Evaluating agency/TR/RT Service program
56. Quality improvement
57. TR/RT Service plan of operation

58. Personnel/intern/volunteer supervision
59. Payment system
60. Facility/equipment management
61. Budgeting/fiscal responsibility

Advancement of the Profession

AREAS:

62. Historical development of TR/RT
63. Accreditation standards/regulations
64. Professionalism
65. TR/RT certification/recertification
66. Advocacy
67. Legislation/regulations
68. Professional standards/ethical guidelines
69. Public relations/marketing
70. Maintaining/upgrading professional competencies
71. Professional associations/organizations
72. Partnership for advancement of the TR/RT profession/research
73. Continuing education/in-service training

CTRS Recertification Record of Continuing Education Credit (continued)

Academic Course Credit

Academic coursework must be taken at a college or university and must be documented on an official transcript or grade report, even if the course is audited.

For graded academic coursework completed:

1 semester credit = 15 Hours
 1 trimester credit = 14 Hours
 1 quarter credit = 10 Hours

For audited (not graded) coursework completed:

1 semester credit = 8 Hours
 1 trimester credit = 7 Hours
 1 quarter credit = 5 Hours

Course Title	Date	College/University	Semester or Quarter Credit	Credit or Audit	Number of Credits	Knowledge Code	Hours Credit

Publications

Articles, editorials, professional editing textbooks, etc., that relate to therapeutic recreation. **No more than 25 hours can be earned in the areas of publications and presentations.**

Professional book = 25 Hours
 Masters or doctoral thesis = 20 Hours
 Published editor of book = 15 Hours
 Authoring professional book chapter = 15 Hours
 Refereed journal article = 15 Hours

Published book review = 10 Hours
 Research abstract or proceeding = 5 Hours
 Non-refereed article = 5 Hours
 Editorial review of journal article = 5 Hours
 Professional newsletter article = 2 Hours

Title of article, text, editorial, etc.	Date	Publication/Publisher	Knowledge Code	Hours Credit

Professional Presentation and Poster

Presentation made at professional conferences, workshops or programs. Each 60 minutes of lecture equals 2 hours of credit. Credit will not be given for repeat or multiple delivery of the same presentation/lecture. **No more than 25 hours can be earned in the area of publications and presentations.**

Title of Session/Presentation	Date	Sponsoring Group	Length of Session (Hours)	Knowledge Code	Hours Credit



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NCTRC is a member of the Institute for Credentialing Excellence (ICE) and the CTRS Credentialing Program is accredited by National Commission for Certifying Agencies (NCCA).

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